

COMBINED BALANCE SHEET
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

June 30, 1997

	Governmental Fund Types			Account Group	Totals (Memorandum Only)
	Revenue	Working Capital	Debt Service	Lease Payments Receivable and Bonds Payable	
ASSETS					
Investments held by trustee (Note 3)	\$ 188,034	\$ 5,759	\$ 133,924	\$ -	\$ 327,717
Accrued interest receivable	2,341	22	1,652	-	4,015
Due from other funds	-	-	110,000	-	110,000
Lease payments receivable (Note 2)	-	-	-	1,009,902	1,009,902
Unearned lease finance charges (Note 1b)	-	-	-	(166,544)	(166,544)
Amounts available for debt service	-	-	-	186,642	186,642
TOTAL ASSETS	<u>\$ 190,375</u>	<u>\$ 5,781</u>	<u>\$ 245,576</u>	<u>\$ 1,030,000</u>	<u>\$ 1,471,732</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Revenue bonds payable (Note 4)	\$ -	\$ -	\$ -	\$ 1,030,000	\$ 1,030,000
Due to other funds	104,924	-	5,076	-	110,000
TOTAL LIABILITIES	<u>104,924</u>	<u>-</u>	<u>5,076</u>	<u>1,030,000</u>	<u>1,140,000</u>
FUND BALANCES (NOTE 5):					
Reserve for debt service	76,642	-	110,000	-	186,642
Reserve for bond reserve	-	-	130,500	-	130,500
Reserve for working capital	-	2,000	-	-	2,000
Unreserved	8,809	3,781	-	-	12,590
TOTAL FUND BALANCES	<u>85,451</u>	<u>5,781</u>	<u>240,500</u>	<u>-</u>	<u>331,732</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 190,375</u>	<u>\$ 5,781</u>	<u>\$ 245,576</u>	<u>\$ 1,030,000</u>	<u>\$ 1,471,732</u>

See independent auditors' report and notes to financial statements.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES

For the year ended June 30, 1997

	Revenue	Working Capital	Debt Service	Totals (Memorandum Only)
REVENUES:				
Lease payments received - finance charges	\$ 63,275	\$ -	\$ -	\$ 63,275
Interest on investments	8,067	185	6,796	15,048
TOTAL REVENUES	<u>71,342</u>	<u>185</u>	<u>6,796</u>	<u>78,323</u>
EXPENDITURES:				
Interest	-	-	63,275	63,275
Bond principal payment	-	-	195,000	195,000
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>258,275</u>	<u>258,275</u>
OTHER FINANCING SOURCES (USES):				
Lease payments received - principal	163,368	-	-	163,368
Operating transfers in	6,796	-	270,775	277,571
Operating transfers out	(270,775)	-	(6,796)	(277,571)
TOTAL OTHER FINANCING SOURCES (USES)	<u>(100,611)</u>	<u>-</u>	<u>263,979</u>	<u>163,368</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	<u>(29,269)</u>	<u>185</u>	<u>12,500</u>	<u>(16,584)</u>
FUND BALANCES - JULY 1, 1996	<u>114,720</u>	<u>5,596</u>	<u>228,000</u>	<u>348,316</u>
FUND BALANCES - JUNE 30, 1997	<u>\$ 85,451</u>	<u>\$ 5,781</u>	<u>\$ 240,500</u>	<u>\$ 331,732</u>

See independent auditors' report and notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

June 30, 1997

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

- a. The financial statements have been prepared on the modified accrual basis. Revenues are recognized when they become measurable and available. Expenditures are recorded when the related liability is incurred, except that prepaid expenses are not recorded and interest and principal on long-term debt are recorded as expenditures when due.
- b. The lease of the facilities to the City and Library District has been accounted for as a direct financing lease, whereby the long-term lease has been treated as a sale of the facilities to the City and Library District and the original lease payments receivable represented the selling price. Finance charges included in the lease payments are taken into revenue each year as earned on a declining balance method over the life of the lease.
- c. Investments in U.S. Government securities are stated at amortized cost. (See Note 3).
- d. The accounts of the Authority are organized on the basis of funds and account groups as follows:

Revenue Funds - account for lease payments received. Funds required for administrative expense or debt service funds are transferred from this fund in compliance with provisions of the bond indenture.

Working Capital Funds - account for trustee fees or other expenses other than debt service. Expenditures are to be replenished by transfers from the Revenue Fund.

Debt Service Funds - account for the accumulation and holding of resources for, and the payment of, bonds and interest when due. Revenue sources are transfers from the Revenue Fund and interest earned on investments.

Account Group - accounts for the balance due on lease payments receivable and the outstanding principal of long-term debt.

- e. The total columns on the combined financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not represent consolidated financial information.

2. HISTORY AND ORGANIZATION:

The Placentia Civic Center Authority (the Authority) was organized May 22, 1972 under a joint exercise of powers agreement between the City of Placentia (the City) and the Placentia Library District (the Library District), for the purpose of financing and constructing a new civic center building for lease to the City and a library building for lease to the Library District. The joint exercise of powers agreement establishing the Authority is effective for forty years from May 22, 1972 and provides that at the end of the term all real and personal property shall vest in the respective parties which lease the property to the Authority, and that any surplus money shall be returned to the City and the Library District in proportion to the contributions made by each.

The Authority leased the civic center site from the City and the library site from the Library District on March 1, 1973 for the sum of \$1 each paid in advance representing the rent for the full term of the leases. The site leases will terminate at the end of the subleases.

See independent auditors' report.

NOTES TO FINANCIAL STATEMENTS
(CONTINUED)

June 30, 1997

2. HISTORY AND ORGANIZATION (CONTINUED):

On March 1, 1973, the Authority entered into subleases with the City and the Library District under the terms of which the Authority agreed to construct the above-mentioned facilities and lease them back to the City and the Library District for semiannual rental payments of \$94,600 and \$35,900 respectively, payable in advance each March 1 and September 1 starting in 1975. The subleases will terminate on February 28, 2011 or such earlier time as all debts of the Authority are paid in full. The City and the Library District also agreed to pay as additional rent, all taxes, assessments, insurance premiums, and administrative costs of the Authority. The expenses of maintenance and operation shall be paid 61.2% by the City and 38.8% by the Library District.

3. CASH AND INVESTMENTS:

The following disclosures are made in accordance with Statement No. 3 of the Governmental Accounting Standards Board.

Cash and Investments at June 30, 1997 were held by the trustee and consisted of the following:

	<u>Cost</u>	<u>Market Value</u>
Deposits:		
Money Market Funds	\$ 20,863	\$ 20,863
Investments:		
U.S. Treasury Bills	<u>306,854</u>	<u>307,035</u>
Total Cash and Investments	<u>\$ 327,717</u>	<u>\$ 327,898</u>

Authorized Investments:

Per Section 7.02 of the bond indenture, moneys in the hands of the trustee may be held in time or demand deposits which are fully secured as required by law for public deposits. Per Section 7.03 of the bond indenture, moneys may also be invested in any security in which the Authority may legally invest.

Classification of Cash and Investments by Credit Risk:

Deposits:

Category 1

 Deposits which are insured by the FDIC \$ 20,863

Investments:

Category 2

 Investments which are uninsured, where the investments are acquired through a financial institution's trading department and held in the same financial institution's trust department and recorded in the Authority's name in the records of the financial institution.

306,854
\$ 327,717

See independent auditors' report.

NOTES TO FINANCIAL STATEMENTS
(CONTINUED)

June 30, 1997

4. REVENUE BONDS PAYABLE:

To provide funds for the construction of the city hall, the Authority sold \$2,495,000 principal amount of Series A Revenue Bonds, with interest ranging from 5.2% to 7%. To provide funds for the construction of the library, the Authority sold \$1,000,000 principal amount of Series B Revenue Bonds, with interest ranging from 5.3% to 7%. The bonds were issued under a trust indenture with the United California Bank as trustee, with BYN Western Trust Company as successor trustee. The Series A Bonds mature serially from October 1, 1975 to October 1, 1999, in amounts ranging from \$45,000 to \$200,000. The Series B bonds mature serially from October 1, 1975 to October 1, 2004, in amounts ranging from \$10,000 to \$75,000. Bonds maturing on or after October 1, 1986 (Series A) or on or after October 1, 1990 (Series B) are subject to call in whole or in part on October 1, 1985, or on any interest payment date thereafter, at the option of the Authority at prices ranging from 100.25% to 104% of the principal amount of the bond.

Changes in revenue bonds payable for the year ended June 30, 1997 were as follows:

Balance, July 1, 1996	\$ 1,225,000
Principal payments	<u>195,000</u>
Balance, June 30, 1997	<u>\$ 1,030,000</u>

Future debt service requirements are as follows:

Year Ending June 30	Principal		Interest		Total
	Series A	Series B	Series A	Series B	
1998	\$ 175,000	\$ 45,000	\$ 25,812	\$ 26,005	\$ 271,817
1999	175,000	50,000	16,100	23,345	264,445
2000	200,000	55,000	5,600	20,378	280,978
2001	-	60,000	-	17,100	77,100
2002	-	60,000	-	13,680	73,680
2003 -2005	<u>-</u>	<u>210,000</u>	<u>-</u>	<u>18,524</u>	<u>228,524</u>
	<u>\$ 550,000</u>	<u>\$ 480,000</u>	<u>\$ 47,512</u>	<u>\$ 119,032</u>	<u>\$ 1,196,544</u>

5. FUND BALANCES:

Per section 5.02 of the bond indentures, excess moneys from the Revenue Fund are to be transferred to the Debt Service Reserve Fund to the extent necessary to maintain a fund balance equal to at least one-half the annual rental payment required from the City and the Library District. Any money in excess of the reserve requirement in the Debt Service Reserve Funds is to be transferred to the Revenue Funds and may be used for early redemption of bonds, changes, alterations or additions to the Project or to reimburse the City and the Library District for base or additional rent previously paid. For the year ended June 30, 1997, the Library District's rental payments were reduced by \$34,357 of excess funds.

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

Agenda Item 33
Attachment A
Page 9

COMBINED BALANCE SHEET
ALL DEBT SERVICE FUNDS

June 30, 1997

	Series A Bonds		Series B Bonds		Totals
	Interest and Retirement	Debt Service Reserve	Interest and Retirement	Debt Service Reserve	
ASSETS					
Investments held by trustee	\$ -	\$ 97,083	\$ -	\$ 36,841	\$ 133,924
Accrued interest receivable	-	1,204	-	448	1,652
Due from other funds	87,500	-	22,500	-	110,000
TOTAL ASSETS	<u>\$ 87,500</u>	<u>\$ 98,287</u>	<u>\$ 22,500</u>	<u>\$ 37,289</u>	<u>\$ 245,576</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Due to other funds	\$ -	\$ 3,687	\$ -	\$ 1,389	\$ 5,076
FUND BALANCES:					
Reserve for debt service	87,500	-	22,500	-	110,000
Reserve for bond reserve	-	94,600	-	35,900	130,500
TOTAL FUND BALANCES	<u>87,500</u>	<u>94,600</u>	<u>22,500</u>	<u>35,900</u>	<u>240,500</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 87,500</u>	<u>\$ 98,287</u>	<u>\$ 22,500</u>	<u>\$ 37,289</u>	<u>\$ 245,576</u>

See independent auditors' report.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES—ALL DEBT SERVICE FUNDS

For the year ended June 30, 1997

	Series A Bonds		Series B Bonds		Totals
	Interest and Retirement	Debt Service Reserve	Interest and Retirement	Debt Service Reserve	
REVENUES:					
Interest on investments	\$ -	\$ 4,933	\$ -	\$ 1,863	\$ 6,796
EXPENDITURES:					
Interest	34,750	-	28,525	-	63,275
Bond principal payment	150,000	-	45,000	-	195,000
TOTAL EXPENDITURES	184,750	-	73,525	-	258,275
OTHER FINANCING SOURCES (USES):					
Operating transfers in	197,250	-	73,525	-	270,775
Operating transfers out	-	(4,933)	-	(1,863)	(6,796)
TOTAL OTHER FINANCING SOURCES (USES)	197,250	(4,933)	73,525	(1,863)	263,979
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	12,500	-	-	-	12,500
FUND BALANCES— JULY 1, 1996	75,000	94,600	22,500	35,900	228,000
FUND BALANCES— JUNE 30, 1997	\$ 87,500	\$ 94,600	\$ 22,500	\$ 35,900	\$ 240,500

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

COMBINED BALANCE SHEET
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

Agenda Item 33
Attachment A
Page 11

SERIES A BONDS

June 30, 1997

	Governmental Fund Types			Account Group	Totals (Memorandum Only)
	Revenue	Working Capital	Debt Service	Lease Payments Receivable and Bonds Payable	
ASSETS					
Investments held by trustee	\$ 124,162	\$ 2,869	\$ 97,083	\$ -	\$ 224,114
Accrued interest receivable	1,571	11	1,204	-	2,786
Due from other funds	-	-	87,500	-	87,500
Lease payments receivable	-	-	-	472,862	472,862
Unearned lease finance charges	-	-	-	(47,512)	(47,512)
Amount available for debt service	-	-	-	124,650	124,650
TOTAL ASSETS	<u>\$ 125,733</u>	<u>\$ 2,880</u>	<u>\$ 185,787</u>	<u>\$ 550,000</u>	<u>\$ 864,400</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Revenue bonds payable	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000
Due to other funds	83,813	-	3,687	-	87,500
TOTAL LIABILITIES	<u>83,813</u>	<u>-</u>	<u>3,687</u>	<u>550,000</u>	<u>637,500</u>
FUND BALANCES:					
Reserve for debt service	37,150	-	87,500	-	124,650
Reserve for bond reserve	-	-	94,600	-	94,600
Reserve for working capital	-	1,000	-	-	1,000
Unreserved	4,770	1,880	-	-	6,650
TOTAL FUND BALANCES	<u>41,920</u>	<u>2,880</u>	<u>182,100</u>	<u>-</u>	<u>226,900</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 125,733</u>	<u>\$ 2,880</u>	<u>\$ 185,787</u>	<u>\$ 550,000</u>	<u>\$ 864,400</u>

See independent auditors' report.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES—ALL GOVERNMENTAL FUND TYPES

SERIES A BONDS

For the year ended June 30, 1997

	Revenue	Working Capital	Debt Service	Totals (Memorandum Only)
REVENUES:				
Lease payments received—finance charges	\$ 34,750	\$ —	\$ —	\$ 34,750
Interest on investments	4,147	92	4,933	9,172
TOTAL REVENUES	38,897	92	4,933	43,922
EXPENDITURES:				
Interest	—	—	34,750	34,750
Bond principal payment	—	—	150,000	150,000
TOTAL EXPENDITURES	—	—	184,750	184,750
OTHER FINANCING SOURCES (USES):				
Lease payments received—principal	154,450	—	—	154,450
Operating transfers in	4,933	—	197,250	202,183
Operating transfers out	(197,250)	—	(4,933)	(202,183)
TOTAL OTHER FINANCING SOURCES (USES)	(37,867)	—	192,317	154,450
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES				
	1,030	92	12,500	13,622
FUND BALANCES—JULY 1, 1996	40,890	2,788	169,600	213,278
FUND BALANCES—JUNE 30, 1997	\$ 41,920	\$ 2,880	\$ 182,100	\$ 226,900

See independent auditors' report.

PLACENTIA CIVIC CENTER AUTHORITY

COMBINED BALANCE SHEET
ALL GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP

SERIES B BONDS

June 30, 1997

	Governmental Fund Types			Account Group	Totals (Memorandum Only)
	Revenue	Working Capital	Debt Service	Lease Payments	
				Receivable and Bonds Payable	
ASSETS					
Investments held by trustee	\$ 63,872	\$ 2,890	\$ 36,841	\$ -	\$ 103,603
Accrued interest receivable	770	11	448	-	1,229
Due from other funds	-	-	22,500	-	22,500
Lease payments receivable	-	-	-	537,040	537,040
Unearned lease finance charges	-	-	-	(119,032)	(119,032)
Amount available for debt service	-	-	-	61,992	61,992
TOTAL ASSETS	<u>\$ 64,642</u>	<u>\$ 2,901</u>	<u>\$ 59,789</u>	<u>\$ 480,000</u>	<u>\$ 607,332</u>
LIABILITIES AND FUND BALANCES					
LIABILITIES:					
Revenue bonds payable	\$ -	\$ -	\$ -	\$ 480,000	\$ 480,000
Due to other funds	21,111	-	1,389	-	22,500
TOTAL LIABILITIES	<u>21,111</u>	<u>-</u>	<u>1,389</u>	<u>480,000</u>	<u>502,500</u>
FUND BALANCES:					
Reserve for debt service	39,492	-	22,500	-	61,992
Reserve for bond reserve	-	-	35,900	-	35,900
Reserve for working capital	-	1,000	-	-	1,000
Unreserved	4,039	1,901	-	-	5,940
TOTAL FUND BALANCES	<u>43,531</u>	<u>2,901</u>	<u>58,400</u>	<u>-</u>	<u>104,832</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 64,642</u>	<u>\$ 2,901</u>	<u>\$ 59,789</u>	<u>\$ 480,000</u>	<u>\$ 607,332</u>

See independent auditors' report.

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES--ALL GOVERNMENTAL FUND TYPES

SERIES B BONDS

For the year ended June 30, 1997

	Revenue	Working Capital	Debt Service	Totals (Memorandum Only)
REVENUES:				
Lease payments received--finance charges	\$ 28,525	\$ -	\$ -	\$ 28,525
Interest on investments	3,920	93	1,863	5,876
TOTAL REVENUES	<u>32,445</u>	<u>93</u>	<u>1,863</u>	<u>34,401</u>
EXPENDITURES:				
Interest	-	-	28,525	28,525
Bond principal payment	-	-	45,000	45,000
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>73,525</u>	<u>73,525</u>
OTHER FINANCING SOURCES (USES):				
Lease payments received--principal	8,918	-	-	8,918
Operating transfers in	1,863	-	73,525	75,388
Operating transfers out	(73,525)	-	(1,863)	(75,388)
TOTAL OTHER FINANCING SOURCES (USES)	<u>(62,744)</u>	<u>-</u>	<u>71,662</u>	<u>8,918</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	<u>(30,299)</u>	<u>93</u>	<u>-</u>	<u>(30,206)</u>
FUND BALANCES--JULY 1, 1996	<u>73,830</u>	<u>2,808</u>	<u>58,400</u>	<u>135,038</u>
FUND BALANCES--JUNE 30, 1997	<u>\$ 43,531</u>	<u>\$ 2,901</u>	<u>\$ 58,400</u>	<u>\$ 104,832</u>

See independent auditors' report.

INSURANCE COVERAGE

June 30, 1997

Insurance coverage of the Authority at June 30, 1997 on policies issued to the City of Placentia includes the following:

<u>Description</u>	<u>Amount of Coverage</u>	<u>Expiration Date</u>
Fire, including contents	\$ 4,452,644	May 15, 1998
Umbrella liability	\$ 10,000,000 excess of \$100,000 self-insured retention	July 1, 1998

See independent auditors' report.

MINUTES OF THE
PLACENTIA CIVIC CENTER AUTHORITY COMMISSION
October 6, 1997 - 7:30 p.m.
Placentia City Hall

The meeting of the Placentia Civic Center Authority Commission was called to order at 7:35 p.m.

ROLL CALL:

Present: Peggy Dinsmore, Commissioner
Lee Castner, Commissioner
Constance Underhill, Commissioner
Howard L. Longballa, Secretary

Absent: Carol Downey, Commissioner
Ray Evans, Commissioner
Elizabeth Minter, Library Director
Robert D'Amato, City Administrator
Carolyn Davis, City Treasurer

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 7, 1996 meeting were approved.

ELECTION OF OFFICERS:

Commissioner Lee Castner was elected to serve as President and Howard Longballa was reelected to the position of Secretary.

OATH OF OFFICE:

City-appointee Constance Underhill was sworn in by Secretary Longballa.

FINANCIAL REPORT:

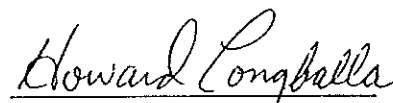
Secretary Longballa presented the Financial Statement for the year ended June 30, 1997. The Civic Center Authority received an unqualified "clean" opinion from the outside certified public accountant firm of Diehl, Evans & Company. The history and purpose of the Authority were discussed as well as the outstanding bond obligations and the funding for the annual debt service payments.

NEW BUSINESS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:48 p.m. until the next meeting to be held the first Monday in October 1998 at 7:30 p.m.


Howard L. Longballa, Secretary



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *elm*
SUBJECT: Fiscal Year 1996-1997 Annual Report for Placentia Library District as submitted to the California State Library
DATE: November 18, 1997

BACKGROUND:

Attached is a copy of the Library's annual report to the State Library of California for Fiscal Year 1996-97.

Report forms were distributed late by the State Library so the filing date was extended.

Completion of this report is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

RECOMMENDATION:

Receive & File

PLEASE DO NOT
FOLD OR STAPLE

California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA PUBLIC LIBRARY REPORT 1997

REPORT YEAR equals Fiscal Year 1996-97 ending June 30, 1997	Library Development Services PO Box 942837 Sacramento, CA 94237-0001 Martha Ortiz (916) 653-5772	Due August 31, 1997 M692 DCR BASE Placentia Dist Code: P Table: 5
---	---	--

Type or Handwrite Changes on this page.

DIRECTORY UPDATE

1. Library. <i>Placentia Library District</i>	
2. Director. <i>Elizabeth D. Minter</i>	<i>Director</i>
3. Street Address. <i>411 E. Chapman Ave.</i> <i>Placentia</i> <i>92670-6198</i>	4. Mailing Address. <i>411 E. Chapman Ave.</i> <i>Placentia</i> <i>92670-6198</i>
5. Public Phone. <i>(714) 528-1906</i>	6. Reference Phone. <i>(714) 528-1906</i>
7. Library Director's INTERNET e-mail Address. <i>eminter@cosmoslink.net</i>	7.a. Library's INTERNET e-mail Address. <i>plalibd@cosmoslink.net</i>
8. Library's Website Address. _____	
9. FAX Phone. <i>(714) 528-8236</i>	10. TDD for Deaf.
11. Size Sq. Miles. <i>7.10</i>	12. House Dist. <i>39</i>
13. State Senate. <i>31</i>	14. Assembly. <i>64</i>
15. Affiliations. <i>ALA, LVA, CSDA, CLC, ISDOC, PLEASC, OCLN, SCLLN, NSFRE</i>	
16. ILL Period: # Weeks. <i>3</i>	17. ILL Photocopy free up to 10 pages? <i>N</i>
18. Copy fee. ONLY if answer to #17 is No; otherwise, leave blank. <i>.15/page.</i>	
19. Schedule of Main Library Service Hours. <i>M-W 12-8; Th 10-6; 10-6; Sun 1-5.</i> <i>12-9</i>	

Charlene Dumitru

(714) 528-1906, ext. 202

NAME OF CONTACT FOR QUESTIONS REGARDING REPORT DATA (Type or Print)

Phone # of Contact

Signature of Library Director. _____

Date. 09/11/97

Elizabeth D. Minter

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Response for
1996/97 in box below.

POPULATION and OUTLETS

201. Pop. Children Age 0-5

100. 692

201. 2,924

100. 692

201. 2,940

203. Pop. Children Age 6-14

203. 5,703

203. 5,720

205. Registered Borrowers as of June 30.

205. 45,037

205. 32,729

206. Children Borrowers Age 0-14

206. 2,406

206. 2,840

207. Main Library.
(if open for public service)

207. 1

207. 1

208. Branches.
(at least 1400 sq.ft. 7000 vols)

208. 0

208. 0

209. Stations.

209. 0

209. 0

210. Bookmobiles. Vehicle count.

210. 0

210. 0

211. Other Outlets, Deposits.

211. 0

211. 0

212. Hours per week Main Library is open.

212. 44.00

212. 39.0

LIBRARY STAFF

251. Total count of persons employed,
full and part time. (PERSONS NOT FTE)

251. 20

251. 19

252. ALA Librarians.(Full Time Equivalent)
who have accredited ALA Masters.

252. 3.00

252. 3.0

253. FTE Total Librarians
(ALA or other.)

253. 3.00

253. 4.0

254. FTE Special Professionals

254. 1.00

254. 1.0

255. FTE Lib. Tech. Assistants.

255. 3.00

255. 3.5

256. FTE other.

256. 7.95

256. 4.45

257. FTE Volunteers,
Average FTE per week (not hours)

257. 4.83

257. 3.99

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Response for
1996/97 in box below.

INCOME

Report whole dollars only, omit cents.
Enter funds for operational expenses,
and for capital outlay.

- 301. Local Government:
 taxes and allocations. (includes \$'s from 305. & 307.)
- 302. State funds:
 CLSA and PLF.
- 303. Federal funds:
 LSCA or other.
- 304. Other Income.
 (includes \$'s detailed in 306, below.)
- 305. Special District Augmentation
 funds for counties and districts.
- 306. Gifts, Fines, Fees
 and local fund raising.
- 307. Contract Payments.
 from another jurisdiction.
- 308. Capital Outlay.

100.	692	
301.	772,229	
302.	66,803	
303.	0	
304.	49,002	
305.	0	
306.	45,514	
307.	0	
308.	0	

100.	692	
301.	788,431	
302.	53,648	
303.	0	
304.	79,957	
305.	0	
306.	51,453	
307.	0	
308.	0	

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Rspnse for
1996/97 in box below.

STANDARD OPERATING EXPENDITURES

Local, State and Federal funds.

100. 692

100. 692

401. Salaries.	401. 500,514	401. 482,527
402. Benefits. If paid by Library.	402. 101,177	402. 97,709
403. Print Materials.	403. 20,627	403. 21,965
404. Current Serial Subscriptions.	404. 4,966	404. 5,231
405. Microforms.	405. 0	405. 0
406. Audiovisual materials.	406. 747	406. 0
407. Library Materials in Electronic Formats	407.	407. 35,442
408. Other materials.	408. 0	408. 0
409. Operating Expenditures for Electronic Access	409.	409. 29,099
410. All other Operating Expenditures.	410. 160,881	410. 245,249
411. Capital outlay. Include sites, buildings, vehicles, original equipment.	411. 68,446	411. 3,502

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Response for
1996/97 in box below.

EXPENDITURES - Detail

501. Postage and Delivery.	501.	1,063	501.	916
502. Telephone and Other Telecommunications.	502.	10,088	502.	12,856
503. Contracted Computer Services.	503.	8,574	503.	0
504. Online Database Searching.	504.	500	504.	0
505. Preservation.	505.	0	505.	0
506. Expenditure for Children's Materials.	506.	0	506.	3,184
507. Adult Literacy Program.	507.	56,332	507.	52,862
508. Transfer to City/County divisions for services: maint, accounting, etc.	508.	0	508.	2,456
509. Payments for Contract Service to another jurisdiction.	509.	0	509.	41,365
510. Estimate of Services & Supplies benefiting the library that were paid for by other City/County Division for report year.	510.	0	510.	0

PUBLIC LIBRARY FUND

511. Amount of PLF funds included in Total Operating Expenditure.	511.	16,003	511.	28,082
512. PLF expended for Library Materials.	512.	16,003	512.	28,082
513. PLF expended for Personnel.	513.	0	513.	0
514. Hours of service provided by PLF-paid Personnel.	514.	0.00	514.	0
515. PLF expended on General Operating budget.	515.	0	515.	0
516. PLF expended on Special Projects.	516.	0	516.	0
517. PLF difference from Allocation.	517.	0	517.	0

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Response for
1996/97 in box below.

COLLECTIONS.

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

	100. 692	100. 692
601. Books Added Cataloged.	601. 4,923	601. 3,837
602. Books Adult/YA Added Cataloged.	602. 3,376	602. 2,573
603. Books Added Uncataloged.	603. 4,633	603. 3,399
604. Children's Books. Added, Cataloged.	604. 1,547	604. 1,264
605. Children's Books. Added, Uncataloged.	605. 1,150	605. 1,285
606. Books Total Held as of June 30.	606. 147,968	606. 148,452
607. Books Children Held as of June 30.	607. 42,373	607. 42,693
608. Books Adult/YA Held as of June 30.	608. 105,595	608. 105,759
609. Leased Books. Inventory on hand.	609. 0	609. 0
610. Government Documents in separate collections.	610. 75	610. 89
611. Microfilm (reels).	611. 891	611. 905
612. Microforms (not microfilm).	612. 2,502	612. 2,268
613. Children's Audio Materials held as of June 30.	613. 120	613. 119
614. Total Audio Materials.	614. 9,117	614. 9,026
615. Films.	615. 0	615. 0
616. Children's Video Materials held as of June 30.	616. 307	616. 306
617. Total Video Materials.	617. 1,716	617. 1,685
618. Number of Current Periodical and Serial Subscriptions.	618. 190	618. 98
619. Book Titles Added (Cataloged)	619. 3,012	619. 2,663
620. CD-ROMS Data disks only, not Audio/Video or public catalog.	620. 92	620. 102
621. Other (non CD-ROM) Library Materials in Electronic Formats.	621.	621. 0
622. Serial Volumes held as of June 30.	622. 626	622. 381

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Response for
1996/97 in box below.

NON-ENGLISH LANGUAGES

Print Materials ADDED as of June 30.

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

100. 692

100. 692

701.	0
702.	3
703.	0
704.	0
705.	0
706.	0
707.	0
708.	0
709.	0
710.	0
711.	95
712.	15

701.	0
702.	3
703.	0
704.	0
705.	0
706.	0
707.	0
708.	0
709.	0
710.	0
711.	37
712.	8

Print Materials HELD as of June 30.

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

751.	0
752.	0
753.	0
754.	0
755.	0
756.	0
757.	0
758.	0
759.	0
760.	0
761.	792
762.	1,397

751.	0
752.	3
753.	0
754.	0
755.	0
756.	0
757.	0
758.	0
759.	0
760.	0
761.	805
762.	1388

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Response for
1996/97 in box below.

LIBRARY SERVICES, ANNUAL.

	100. 692	100. 692
801. Total Public Service Hours.	801. 2,200	801. 2,043
802. Attendance in Library.	802. 369,895	802. 350,764
803. Reference Questions. Omit Directional.	803. 22,935	803. 19,019
804. Online Database Searches.	804. 4,587	804. 5,112
805. Circulation of Children's Materials.	805. 104,934	805. 97,118
806. Circulation Non-English.	806. 3,352	806. 4,239
807. Circulation Non-Book.	807. 26,099	807. 19,334
808. Total Circulation.	808. 249,903	808. 215,230
809. Children's Circ as Percent of Total Circulation.	809. 42.00	809. 45.0
810. In-Library use of Materials.	810. 52,194	810. 76,438
811. ILL loans to others.	811. 2,491	811. 2,690
812. ILL loans received.	812. 3,276	812. 2,942
813. Pre-School Programs. Number.	813. 69	813. 73
814. Pre-School Programs. Attendance.	814. 1,391	814. 810
815. School Age Programs. Number.	815. 46	815. 34
816. School Age Programs. Attendance.	816. 2,122	816. 6,513
817. Adult Programs. Number.	817. 68	817. 2
818. Adult Programs. Attendance.	818. 622	818. 45
819. Total Programs. Number.	819. 183	819. 109
820. Total Programs. Attendance.	820. 4,135	820. 7,368

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Response for
1996/97 in box below.

SALARY SURVEY.

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

		100. 692	100. 692
901. Director (monthly rate)	Begin	901. 6,310	901. 6,310
902. Director (monthly rate)	Final	902. 6,310	902. 6,310
903. Assistant Dir.	Begin	903.	903.
904. Assistant Dir.	Final	904.	904.
905. Chief Lib. Div.	Begin	905. 4,019	905. 4,019
906. Chief Lib. Div.	Final	906. 5,141	906. 5,141
907. Branch Libn.	Begin	907.	907.
908. Branch Libn.	Final	908.	908.
909. Librarian	Begin	909. 2,518	909. 2,518
910. Librarian	Final	910. 3,221	910. 3,221
911. Lib. Tech. Asst.	Begin	911. 2,128	911. 2,128
912. Lib. Tech. Asst.	Final	912. 2,723	912. 2,723
913. Clerk Non-Pro. (Beginning) (general clerical; no library skills requirement)	Begin	913. 1,585	913. 1,585
914. Clerk Non-Pro. (Beginning)	Final	914. 2,026	914. 2,026
915. Mgr. of Spec. Service. (non-MLS) (e.g. Literacy, A-V, or I&R Specialist)	Begin	915. 2,433	915. 2,433
916. Mgr. of Spec. Service. (non-MLS)	Final	916. 3,112	916. 3,112

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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

Response for
FY 1995-96

Type Response for
FY 1996/97 in box below.

ELECTRONIC SERVICES

INTERNET ACCESS FOR YOUR LIBRARY

851. Library has access to the Internet for
electronic mail? (0 = No; 1 = Yes)

100. 692

100. 692

851. 1

851. 1

852. Library has access for other Internet
services as well as e-mail? (e.g. Telnet,
gopher, ftp, WWW, etc.) (0= No; 1 = Yes)

852. 1

852. 1

INTERNET AVAILABILITY

(Answer 853. only if your answer to 852 is 1 (Yes))

853. Under what circumstances is Internet access
available?
...if ONLY to library staff (no patron access), type 1.
...if patrons have access but ONLY through
staff, type 2.
...if patrons can have their own direct use
or can access through staff intermediary,
at their own option, type 3.

853. 2

853. 3

855.

OTHER ELECTRONIC SERVICES

856. Is direct patron access to other electronic
services available? (e.g. bibliographic
& full text databases; multi-media products)
(0 = No; 1 = Yes)

856. 1

856. 1

California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA LIBRARY OUTLETS SURVEY 1997

Outlets Survey Due August 31, 1997 Mail to:	Library Development Services PO Box 942837 Sacramento, CA 94237-0001 Martha Ortiz (916) 653-5772	Placentia Dist. M692 CA0096.001
---	---	---------------------------------------

1. Outlet: *Placentia Library*

2. Director: *Elizabeth D. Minter*

3. Title: *Library Director*

4. Street Address: *411 E. Chapman Ave.*

5. Mail Address:

6. City: *Placentia*

7. Mail City:

8. County: *Orange County*

9. Zip: ~~92670~~-6198
92870

10. Mail Zip:

11. Public Phone: *(714) 528-1906* Ext:

12. FAX Phone: *(714) 528-8236*

13. Type of Outlet: CE
BR = Branch; ST = Station; CE = Central Library; OT = Other Outlet

14. MSA (Metropolitan Statistical Area) Status: 2
0 = Not in MSA; 1 = In city limits of the central city of an MSA;
2 = In an MSA, but not w/in the central city limits.

15. This Facility is Owned by: SPDT

*City = CITY *County = CNTY *Special District = SPDT *Public School = PSCH

*Other Public Agency = PUAG *Private Agency/Person/etc. = PRIV *Multiple = MULT

16. Degree of Adequacy of this Facility: 0
Scale: 1=Poor to 10=Excellent

17. This Facility is in need of: RMDL
*Remodeling = RMDL *Expansion = EXPN
*Remodel & Exp = RMEX *Replacement = RPLC

CALIFORNIA LIBRARY OUTLETS SURVEY 1997

M692

Placentia Dist.

Outlet Name:

Placentia Library

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY.
WHERE THE DATA ON FILE IS CORRECT,
YOU MAY LEAVE THE UPDATE/
CORRECTIONS COLUMN BLANK.

	Data Currently On File	Update/Corrections For 1996/97
	100. 692	100. 692
	120. 0096.001	120. 0096.001
285. Population Served By Outlet.	285. 48,350	285. 48,600
286. Total Outlet Staff, in FTE.	286. 15.95	286. 12.5
287. Hours Open, Weekly.	287. 44	287. 39
288. Hours Open, Annually.	288. 2,208	288. 1,938
289. Total Number of Volumes Held by Outlet.	289. 147,968	289. 148,452
290. Total Annual Circulation by Outlet.	290. 249,903	290. 215,230
291. Total Outlet Operating Expenditure.	291. 994,000	291. 940,230
292. Year in which Outlet was Originally Built.	292. 1974	292. 1974
293. Year in which Outlet was Remodeled.	293.	293.
294. Size of Outlet, in sq. ft.	294. 28,800	294. 28,800
295. Number of Reader Seats in Outlet.	295. 152	295. 140
296. Days per week outlet is open to the public.	296. 0	296. 4.5
297. Staffed when open to public by at least 1 paid librarian & 1 paid clerical? (0 = No; 1 = Yes)	297. 0	297. 1
298. Housed in separate quarters? (0 = No; 1 = Yes)	298. 0	298. 0
299. Established schedule of hours for public service? (0 = No; 1 = Yes)	299. 0	299. 1

Type, above, ONLY
data that is different from
previous year's value.
If unchanged, you do not
need to type data for that
element, above.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Certification to Receive Funds from the Public Library Fund, 1997-98,
submitted to the State Library of California on November 17, 1997

DATE: November 18, 1997

BACKGROUND:

Each year the District is required by Education Code Section 18025 to submit a certification of eligibility by for an allocation from the Public Library Fund. The certifications must be submitted by December 1.

Attachment A is the District's application for Fiscal Year 1998-89. It was mailed to the State Library on November 17, 1997.

The Education Code establishes the maintenance of effort requirements for eligibility to receive PLF funds at 100% of the amount appropriated in the prior fiscal year.

RECOMMENDATION:

Receive and File

ANNUAL CERTIFICATION: PUBLIC LIBRARY FUND

Attachment A

California State Education Code Part II

Chapter 1.5, Section 18010 et seq.

Fiscal Year 1997-98

FILING DATE: December 1, 1997

1. Library jurisdiction Placentia Library District
2. Locally appropriated revenue. "18023. On or before August 31, 1982, and October 31 of each fiscal year thereafter, the fiscal officer of each public library shall report to the State Librarian the total revenue appropriated for the foundation program of the public library for that fiscal year and shall specify the amount of local revenue included in such total appropriation. For the purposes of this chapter, homeowner and business inventory exemption reimbursements, timber yield tax funds, and federal revenue sharing funds shall be deemed to be local revenues." Library jurisdiction's report to the State Librarian will be transmitted to the Controller and constitute compliance with this provision of the Act; no separate report need be made to the Controller. Chapter 282, Statutes of 1997, item 6120-221-001, Provision 1, "Notwithstanding any other provision of the law, for the 1997-98 fiscal year, the date on or before which the fiscal officer of each public library shall report to the State Librarian the information specified in Section 18023 of the Education code shall be December 1, 1997."
3. The library jurisdiction is responsible for compliance with Sec. 18023 of the Act. No subsequent filing date for corrections or revisions will be allowed.
4. Elements which may be included as local revenue are:
 - Local appropriation or allocation by jurisdiction to the library
 - Homeowner and business inventory exemption reimbursements for the state
 - Contract payment from another jurisdiction for which the library provides services
 - Federal revenue sharing funds for operations, not capital outlay; block grants (CDBG)
 - Amount for facility and small equipment maintenance and administration (whether or not included in library allocation) ,
 - Fines, fees, gifts, other local income not included above
5. Elements which may not be included as local revenue are:
 - California Library Services Act (CLSA) funds
 - Public Library Fund Act (PLF) funds
 - Library Services and Construction Act (LSCA) funds
 - Appropriation or allocation for major capital improvements (see definition below, p.2)
6. Certification. Complete both entries. FY 1996-97 FY 1997-98
 - a. Local revenue appropriated (see para. 4 above) 933,000 1,045,696

(A 100% maintenance of effort has been authorized for the 1997-98 year)

If your library jurisdiction fails to meet the 100% maintenance of effort requirement, please note the waiver provisions and forms included in this mailing.

I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein, that data for the report are all true, correct and in accordance with law and that payment has not previously been received for fiscal year 1997-98.

Signature of Fiscal Officer Elizabeth D. Minter Date November 17, 1997

Print Name and Title Elizabeth D. Minter, Library Director Telephone No. (714) 528-1925, ext 203

Address 411 E. Chapman Avenue, Placentia, CA 92870

Mail to*: PUBLIC LIBRARY FUND, California State Library
ATTN: Cindy Tackett, Budget Office
P.O. Box 942837, Sacramento, CA 94237-0001.
(For Federal Express/hand delivery: 900 N Street, 3rd Floor, Sacramento, CA 95814)

***NOTE:** Due to the strict guidelines of the December 1 submission date, it is very important to prepare all correspondence and mailing labels with the above address. Failure to do so may jeopardize your certification form from reaching the Budget Office. Thank You.

PUBLIC LIBRARY FINANCE
(Education Code, Title 1, Division 1, Part 11, Chapter 1.5)

ARTICLE 2. DEFINITIONS

Section 18015. Definitions.

As used in this chapter:

(a) "Public library" means a library, or two or more libraries, operated as a single entity by one or more public jurisdictions and which serve the general public without distinction.

(b) "Foundation program" means those elements of library service which are basic to its function as a provider of information, education, and cultural enrichment to all segments of the community, including, but not limited to, collection development and maintenance, lending services, information services, facility maintenance, and administration. The foundation program shall not include major capital improvements, which, for purposes of this chapter, shall be defined as the purchase of real property, the construction or improvement of buildings, and the purchase of equipment and the payment of fees or other costs in connection with the same.

© "Fiscal officer" means, for a municipal library, the chief fiscal officer of the municipality; for a county library or a library district under the jurisdiction of the county board of supervisors, the chief fiscal officer of the county; and for an independent library district, the chief librarian of the district. In the case of a public library which provides foundation program service by contract to one or more jurisdictions in addition to the jurisdiction or jurisdictions with which it is affiliated, the chief fiscal officer of the jurisdiction with which it is primarily affiliated shall be deemed the fiscal officer for the public library for the purposes of this chapter.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dy*
SUBJECT: Review Library Revenue Issues and Discuss Feasibility of Library Parcel Tax ballot issue for November 1988 Election
DATE: November 18, 1997

*1) cost figures to different types of ballot
2) sufficient*

BACKGROUND:

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

1. Property Tax

No activity during this report period.

Trustee Pappas requested a discussion of the feasibility of sponsoring a Library Parcel Tax issue for the November 1988 General Election. The Election Calendar should be available from the City Clerk's Office by mid-December.

2. State Funds

No activity during this report period.

3. Local Revenues

Staff is continuing to investigate a new vendor for delinquent accounts collection services.

*Cost figures
Calendar*

Get out a memo about what we are

RECOMMENDATION:

Discuss and give direction for future action.

Placentia District

*Memo. Finished → Summary report.
Issue election is hardest to win - lowest turnout election.
Publication appeal to the election (forgot about poster)*

*Place ~~accepted~~
TV
keep going*

(

Handwritten text, possibly a signature or name, located in the upper left quadrant.

(

Handwritten text, possibly a signature or name, located in the middle left quadrant.

(

Handwritten text, possibly a signature or name, located in the lower left quadrant.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edy*
SUBJECT: Review Policy Handbook, Section I, Item C: Board of Trustees Handbook,
Article III: Board Organization and Procedures
DATE: November 18, 1997

BACKGROUND:

At its Meeting on September 16, 1997 the Board requested that a review of the Board of Trustee Handbook, Article III be included on the November agenda.

Article III begins on page six of the attached copy of the Handbook.

RECOMMENDATION:

Review and Revise



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

PLACENTIA LIBRARY DISTRICT
MISSION STATEMENT
Adopted by the Library Board of Trustees
June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY
DISTRICT IS TO:

- Acquire, organize and maintain a collection of print and non print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- Provide qualified staff to assist the public with the use of the collection and the information contained therein.
- Provide and operate a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for library and community programs.
- Collect, preserve and maintain a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
HANDBOOK

I. DEFINITION AND HISTORY

A. Definition of a Special District

Special Districts are the most local form of government. There are over 2,000 special districts in the State of California. They provide many essential services to areas embracing both incorporated and unincorporated territories, sometimes within and sometimes across county boundaries. In most cases special districts were organized by local citizens seeking solutions to their many service and utility problems, and in the process established service areas not necessarily limited to or encompasses by the other political boundaries of existing cities and counties. In the case of the Placentia Library District there was no county library available or an incorporated city at that time to provide library service to the citizens of the territory. Today there are five special library districts with exclusively elected boards in the State of California and five more district libraries that use school board members as their governing body.

B. History

The Placentia Library District was formed in September 1919, pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 27501 through 27707).

In 1926, the board started their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the 4500 square foot library. This building was designed by Carlton Monroe Winslow of Los Angeles. At that time, the population of the district was approximately 800 people.

September of 1974 saw the doors open to the present library at 411 E. Chapman in the civic Center. The district joined the City in a joint-powers authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System.

In 1974, the System in conjunction with the universities and colleges formed a network called Libraries of Orange County Network (LOCNET).

1 Membership in the System and Network provides an expanded source of books reference services,
 2 audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library
 3 of the System.

4 C. Administration

5 The Placentia Library District is governed by a five member elected Board of Trustees. The governing
 6 board promulgates policies and regulations for the district, as well as establishing the budget for tax rate.

7 Memberships are maintained for the District in California Library Association (CLA) AND California
 8 Special Districts Association (CSDA). Staff memberships include American Library Association (ALA),
 9 Special Libraries Association (SLA), Orange County Library Association (OCLA), American Society of
 10 Information Science (ASIS), Public Library Executives Association of Southern California (PLEASC),
 11 Public Library Administrators of Orange County (PLAOC).

12 II. BOARD MEMBERS ARE TRUSTEES

13 A. Qualification of Library Trustees

14

15 Serving on a Board of Library Trustees constitutes a public trust. It carries with it the responsibility of
 16 rendering faithful service, and of providing enlightened leadership to promote the best library service the
 17 community can afford.

18

19 The Board of Library Trustees should be composed of men and women representing the highest standards
 20 of the community. An ideal board member is an able and dedicated person with integrity, imagination, and
 21 enthusiasm, a sense of humor, and love and respect of books. Additional qualities which will ensure the
 22 value of an individual as a board member are:

23

- 24 1. Understanding of cultural, social and economic conditions in the community
- 25
- 26 2. Appreciation of the role of the library as an educational center for the whole community.
- 27
- 28 3. Ability to help make the library appreciated and respected in the community.
- 29
- 30 4. Availability to give the time and effort required for board and committee meetings.
- 31
- 32 5. Willingness to keep informed on library trends, developments, and progress so that the
- 33 program will constantly grow according to modern requirements.
- 34

1 6. Willingness to present the library fiscal, building, and program needs to appropriating
2 bodies and community.

3

4 B. Authority

5

6 Libraries in unincorporated towns and villages may be established and operated under the Unincorporated
7 Towns Library Act. This is found in the California Education Code, Sections 27501-27665. Upon the
8 establishment of the library district, the Board of Trustees consisting of five members, is constituted and
9 continued in the manner prescribed in the Education code.

10

11 C. Selection and Appointment

12

13 1. Election-Section 27601 of the Education Code in part, is amended to read: (8-20-74)

14

15 a. Elections shall be held biennially in the district on the same day as the school district election
16 as specified in Section 1111, in the odd number years.

17 b. The Trustees shall hold office for a term of four years beginning on the first day of July next
18 succeeding their appointment or election.

19

20 2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local newspapers and posted
21 in three (3) conspicuous locations. Applications are available at the library director's office. The
22 Library Board will screen all applications and make an appointment. The Orange County Board of
23 Supervisors will be informed of the appointment. (Govt. Code 1780.)

24

25 D. Duties and Responsibilities

26

27 The duties and powers of boards of library trustees are set forth in the following section of the Education
28 Code of California: libraries in unincorporated towns and villages, Sections 27501-27665.

29

30 Generally, the board of library trustees is responsible for maintaining the total effectiveness of the library
31 service, and for keeping the public informed of the library's policies services, and needs. The board has a
32 public relations responsibility to interpret the library to the community it serves.

33

34 The following duties and responsibilities are prescribed by law:

35

36 1. The board manages the affairs of the library district. (In practice, the board determines
37 policy, and delegates administration to the director.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

2. The board meets at least once each month, with special meetings subject to call by request of a majority of the board's membership, or by the president of the board.
3. The board keeps a record of its proceedings.
4. The board makes and enforces rules and regulations necessary for the administration and protection of libraries and library properties.
5. The board administers trusts, gifts and property received by the library, and may, in some cases, dispose of property for the benefit of the library. It also purchases, builds, or rents, and equips such real property as its necessary for library operations.
6. The Board prescribes the duties and powers of the director and other employees of the library, determines the number of and appoints all officers and employees, and fixes their compensation. The officers and employees hold their offices or positions at the pleasure of the board.
7. The board purchases necessary library materials and other personal property. The board may borrow, lend and exchange books by arrangement with other libraries, and may allow non-residents to borrow books upon such conditions as may be prescribed.
8. The board delegates to the director the rendering of an annual report to the State Librarian on the condition of the library for the period ending June 30 of each year.
9. The board adopts a yearly budget with the advice and assistance of the director, presents the budget requirements to the appropriating body, and is prepared to explain and justify the allocation of amounts to be spent for the various items in the budget.
10. The board has the power to make a contract with a city or county for library service, and determine the compensation to be paid for such service.
11. The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of the Education Code relating to libraries.

E. Rules for Library Trustees

- 1 1. Each trustee should attend library board meetings regularly and carry his full share of
2 responsibility. (Govt. Code 1770.)
3
- 4 2. All authority rests with a majority of the board. It must never be assumed by the president or
5 any other member or group of members.
6
- 7 3. After a policy or regulation has been adopted by a majority vote of the board, it should
8 receive the unanimous support of board members.
9
- 10 4. The board is responsible for adequate financial support of the library and for economical and
11 efficient use of funds.
12
- 13 5. The board should select a director who will merit and receive the confidence of the board as a
14 satisfactory administrator of the library.
15
- 16 6. Directives and recommendations to the director should emanate from a majority of the board
17 at a regular or duly called special meeting.
18
- 19 7. The director should attend board meetings except when his own salary or other conditions of
20 employment are being discussed.
21
- 22 8. Complaints from the public, staff grievances, and other problems should be taken up at a
23 regular or duly called special meeting of the board. They should not be handled by individual
24 board members.
25
- 26 9. News releases and other releases of information should be made by the director or a
27 designated board member. Confidential discussions of the board in executive session should
28 be respected.
29
- 30 10. All meetings of the board shall be conducted under the laws pertaining to the Brown Act.
31 (Govt. Code 54950 to 54961.)
32

33 III. BOARD ORGANIZATION AND PROCEDURES

34
35 A. Officers
36

1 The board shall elect, at its regular meeting in July, one of its members as president and another as
 2 secretary. Each officer shall serve for one year and/or until election of his successor.

3

4 B. Duties of Officers

5

6 President—The president of the board shall preside at all meetings, appoint all committees, authorize
 7 call for any special meetings, certify (with the secretary) all bills approved by the board, and generally
 8 perform the duties of a presiding officer.

9 Secretary—The secretary shall authenticate the proceedings of each board meeting, write official
 10 letters on behalf of the board, and file copies of such letters with the board’s records. The secretary
 11 shall perform the duties of president in his/her absence.

12 C. Meetings

13 The board of library trustees shall meet at least once a month at such time and place as may be decided by
 14 the board. At the request of any three members, special meetings shall be called 24 hours notice, which
 15 notice shall be written and delivered to all board members.

16 1. Minutes of Meetings: A true and accurate account of all proceedings of board meetings shall
 17 be recorded by the secretary or by one appointed by the board from library staff for this
 18 specific purpose. All motions shall be recorded as stated, and their adoption or rejection shall
 19 be shown in the minutes. As a matter of good practice, it is recommended that minutes be
 20 prepared in several copies and sent to board members prior to the next meeting.

21 2. Quorum: A quorum for the transaction of business shall consist of a majority of the members
 22 of the board.

23 D. Duties of the Director

24 As the chief administrative officer of the library, the director is responsible for the management of the
 25 library within the framework of the policies adopted by the board.

26 1. The director is responsible for preparing the annual budget request for adoption by the library
 27 board, and for administering the budget after its approval.

28 2. The director is in charge of library personnel, and handles such matters as staff appointments,
 29 assignments of duties, service standards, promotions and transfers, approval of salary

1 increments in conformity with classification and pay plans, staff development and morale,
2 disciplinary actions, and any necessary dismissal of employees.

3 3. The director is ultimately responsible for selecting books and other library materials.

4 4. The director is responsible for developing a program of public relations according to the
5 community's needs.

6 5. The director is responsible for preparing an annual report and is to forward it to the State
7 Librarian to comply with the state law.

8 In the advisory capacity of professional expert to the board, the director is responsible for attending board
9 meetings (except when matters relating to the position of director are under consideration), for
10 recommending policies, programs, and changes, and for conducting such investigations and making such
11 reports as the board may from time to time require.

12 E. The Library Board and the Director

13 The closest cooperation and harmony should be maintained between the library board and the director.
14 Each should keep the other fully informed of major decisions and actions.

15 The board is in control:

16 1. It informs itself about general library objectives and makes plans for the management of the
17 library in the light of these objectives.

18 2. It establishes policies in regard to (a) finances, including the acquisition of funds; (b)
19 property; (c) library equipment and materials; (d) Personnel; (e) services, including rules and
20 regulations; and (f) public relations.

21 3. It selects and appoints a competent director in whom it has genuine confidence and to whom
22 it gives full support and encouragement.

23 F. Miscellaneous

24 1. Telephone credit cards are issued to each trustee for the purpose of carrying on library
25 business from home or office as required.

26 2. To encourage participation in library related activities; the district will reimburse expenses
27 incurred for travel, meals, lodging and conference fees. The library board can be requested to
28 give advance approval for reimbursement.

- 1 3. Memberships for trustees in the California Library Association are paid for by the district.
- 2 This will provide the trustees with periodicals and bulletins to keep them aware of library
- 3 activities within the state.

4

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Special District Risk Management Authority Proposed Joint Powers Authority (JPA) Amendment. The Board of Directors of SDRMA proposes to amend the Third Amended JPA, to which Placentia Library District is a signatory, to allow SDRMA to operate more efficiently and to make other administrative improvements.

DATE: November 18, 1997

BACKGROUND:

The Board of Directors of the Special District Risk Management Authority is proposing several changes in the Joint Powers Authority Agreement governing the Agency.

Attachment A is a memo explaining the need for the changes.

Attachment B is the Agreement with changes noted.

Attachment C is the ballot.

RECOMMENDATION:

Approve and authorize signature by Secretary Evans

[Handwritten signature]





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2400 Venture Oaks Way, Suite 460
Sacramento, CA 95833-3291

Board of Directors

(President)
Ken Sonksen
Sanger-Del Rey CD
10575 East Butler
Sanger, CA 93657
(209) 875-7222

(Vice-President)
Bruce Buel
McKinleyville CSD
P.O. Box 2037
McKinleyville, CA 95521
(707) 839-3251

(Secretary)
Earl F. Sayre
Trinity County WD#1
P.O. Box 1152
Hayfork, CA 96041
(916) 628-5512

Velasquez
2400 Elk Grove Blvd.
Elk Grove, CA 95624
(916) 685-7069

Joseph C. Martin
Rossmoor/Los Alamitos
Area Sewer District
3092 Inverness Drive
Los Alamitos, CA 90720
(562) 596-6064

Carol E. Bartels
Riverside-Corona RCD
P.O. Box 1213
Riverside, CA 92502
(909) 683-7500

Dewey L. Ausmus
North County CD
2640 Glenridge Rd.
Escondido, CA 92027
(760) 745-1781

Executive Director/
Risk Manager
James W. Towns, ARM

October 14, 1997

PROPOSED JPA AMENDMENT

The Board of Directors of SDRMA proposes to amend the Third Amended Joint Powers Agreement, to which your agency is a signatory, to allow SDRMA to operate more efficiently and to make other administrative improvements.

The specific amendments are included in the DRAFT of the attached Fourth Amended Joint Powers Agreement. The proposed additions are ***bold, underlined and in italics***, the deletions have a **strikeout**.

Why amend the Third Amended JPA

From time to time, operational factors and other conditions require amending the JPA. The last time the JPA was amended was on July 1, 1993. SDRMA's Board of Directors believes the proposed changes will benefit our members by reducing operating costs, increasing our operating efficiency and improving our ability to respond to varying market conditions.

Summary of Proposed Amendments

- ***CSDA Annual Administrative Fee (Paragraph 6)***

This amendment is proposed to provide SDRMA the ability to annually negotiate with CSDA the percentage used to determine the administrative fee. Under the current JPA, the percentage is fixed at 1%, with the total amount of the fee not to exceed the sum of \$50,000, and not to be less than \$25,000 annually. By separate agreement, the CSDA Board of Directors has agreed to cap the fee at \$25,000 for the next three years.

Proposed JPA Amendment
October 14, 1997

Page 2

- *Board of Directors (Paragraph 4)*

This amendment proposes: 1) To reduce the number of CSDA appointed representatives on SDRMA's Board from two to one, 2) To require that the CSDA appointee is from an SDRMA member entity, and 3) To change the reimbursement of Board member expenses by providing that the reimbursement of expenses for CSDA's appointee be the responsibility of CSDA.

- *Additional Additions/Deletions*

Additional changes contained throughout the JPA are proposed for editorial consistency or updating. The changes do not substantively change or modify the document.

What it takes to amend the JPA

The Third Amended JPA requires that the following be obtained before the JPA is amended:

- Two-thirds (2/3) of the members of SDRMA must approve the amendment by signing the appropriate document [enclosed]. At this writing, our membership totals 228. SDRMA must receive approval from at least 152 members before the proposed amendment can become effective; and
- The JPA requires CSDA's approval for amendments proposed to Paragraphs 4, 6, and 7. (On September 26, 1997, the CSDA Board approved the proposed revisions to those paragraphs).

If the required minimum number of membership approvals are received:

- The Board will amend the Bylaws accordingly; and
- SDRMA will send each member a "clean" copy of the Fourth Amended Joint Powers Agreement along with a notification of the effective date.

What to do

The SDRMA Board of Directors recommends and requests that each members' Board of Directors approve and then sign the enclosed Approval of Proposed JPA Amendment and return it to SDRMA, in the enclosed SASE, by December 31, 1997.

Proposed JPA Amendment
October 14, 1997

Page 3

If you have questions about this proposal, we urge you to call the SDRMA Executive Director/Risk Manager or one of the SDRMA Directors. All phone numbers appear on the first page of this letter.

In advance, thank you for your assistance.

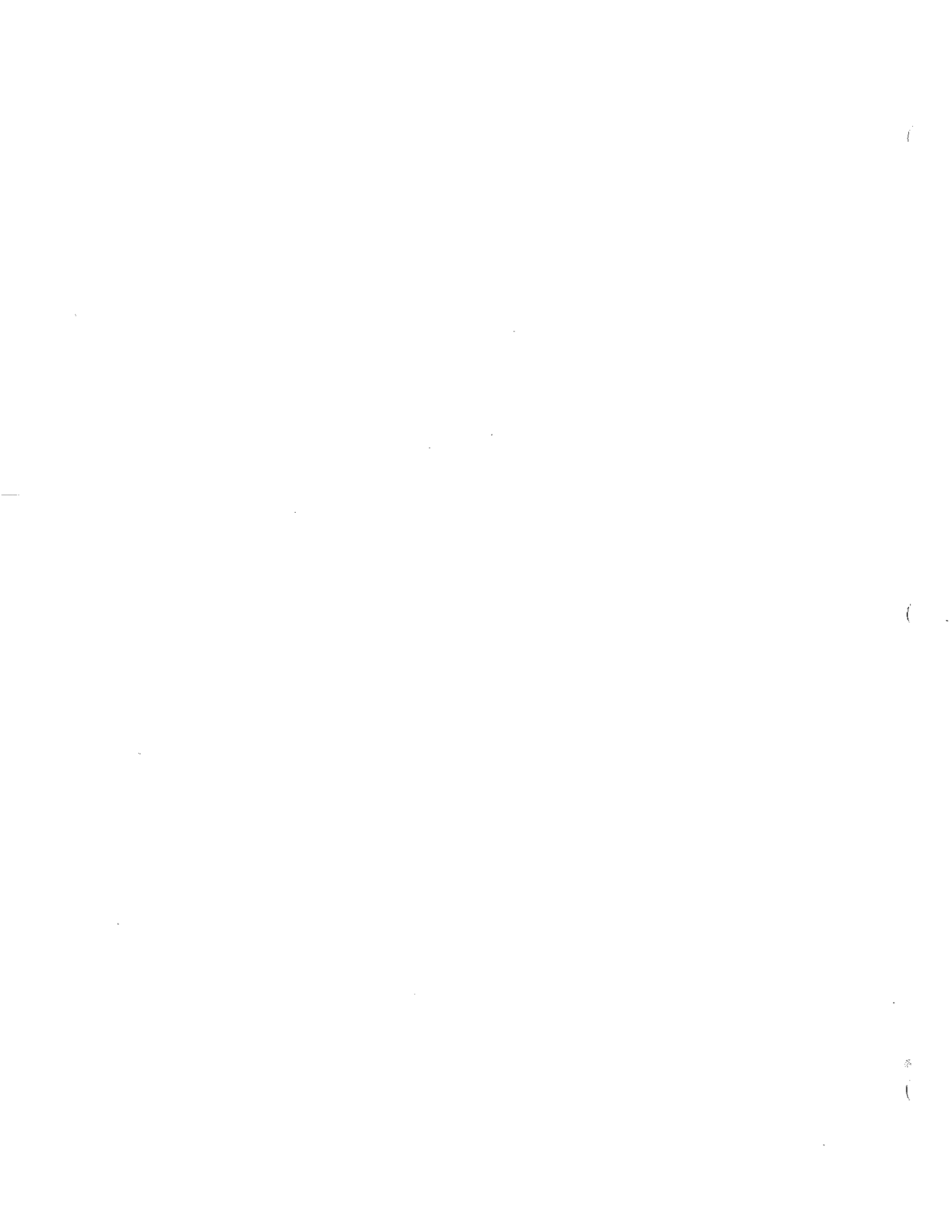
Sincerely,

A handwritten signature in black ink, appearing to read "Ken Sonksen", with a long horizontal flourish extending to the right.

Ken Sonksen, President
SDRMA Board of Directors

Enclosure

h:\pau\misc\jpacover1.wpg





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

THIRD ~~FOURTH~~ AMENDED JOINT POWERS AGREEMENT

DRAFT

THIS AGREEMENT is made and entered into in the County of Sacramento, State of California, by and among various special districts organized and existing under the laws of the State of California, hereinafter collectively referred to as "districts" "members" and individually as "district," "member," who have or may hereafter sign this Joint Powers Agreement, and the Special District Risk Management Authority (hereinafter referred to alternatively as SDRMA or Authority).

RECITALS

WHEREAS California Government Code Section 6500 et seq. provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

WHEREAS California Government Code Section 990.4 provides that a local public entity may self-insure; purchase insurance through an authorized insurer; purchase insurance through a surplus line broker; or any combination thereof; and

WHEREAS California Government Code Section 990.8 provides that two or more local public entities, by a joint powers agreement, may provide insurance for any authorized purpose by any one or more of the methods specified in Section 990.4; and

WHEREAS each of the districts members which are parties to the agreement desire to join together with other districts members in order to collectively self-insure their losses and/or to jointly purchase insurance and administrative services in connection with a joint protection program for said districts members; and

WHEREAS the California Special Districts Association, hereinafter alternately referred to as CSDA, is a nonprofit corporation existing to assist and promote special districts and has been responsible for the original creation of SDRMA, and SDRMA and the California Special Districts Association (CSDA) contemplate a working relationship to the benefit of the special districts in the State of California; and

WHEREAS it is to the mutual advantage and in the best public interest of the parties to this Third Amended Joint Powers Agreement, or successor documents thereto, to establish this joint powers authority for the purposes stated herein.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

NOW, THEREFORE, for and in consideration of the execution of this agreement by other districts members, each of the parties hereto does hereby agree as follows:

- (1) **Purpose:** This ~~Third Amended~~ Joint Powers Agreement is entered into by districts members in order to jointly fund and develop programs to provide various joint protection programs for participating districts members, not including workers' compensation coverage. These programs shall be provided through collective self-insurance; the purchase of insurance coverages; or a combination thereof. These programs shall also seek to reduce the amount and frequency of losses, and to decrease the costs incurred by districts in the handling and litigation of claims. These purposes shall be accomplished through a joint exercise of powers by said districts members pursuant to the terms of this agreement. This joint powers authority shall be known as the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, hereinafter referred to as SDRMA.
- (2) **Designated Entity:** The community services district named in the Bylaws is hereby designated as the applicable entity for defining the restrictions upon the manner of exercising power as set fourth in California Government Code Section 6509.
- (3) **Term of Agreement:** ~~This agreement shall become effective when executed by districts having a combined annual premium for general liability and automobile liability coverages in excess of \$250,000. This agreement shall initially become effective as to each new member district upon:~~ 1) approval of the district's its membership by the Board of Directors of SDRMA, 2) the execution of this Third Amended joint powers agreement by the district member, and 3) by SDRMA, and upon payment by district the member, to SDRMA, of its initial deposit for coverage by SDRMA. When effective; This agreement shall continue thereafter until terminated as hereinafter provided. Any subsequent amendments to the Joint Powers Agreement shall be in accordance with Paragraph 11 of this agreement.
- (4) **Board of Directors:** The powers of the Authority shall be exercised through a Board of Directors which shall be composed of ~~two~~ one members appointed by the Board of Directors of the CSDA California Special Districts Association and five members elected by the districts SDRMA member entities who have executed the current operative this Third Amended Joint Powers Agreement and are participating in one of the joint protection program(s) offered by SDRMA. The CSDA appointee to the SDRMA Board of Directors shall be from an SDRMA member entity that has executed the current operative Joint Powers Agreement and is participating in the joint protection program(s) offered by SDRMA. Each member of the Board of Directors shall have one vote. Reimbursement of Director expenses shall be pursuant to the Bylaws and approved SDRMA policy(ies). The Board of Directors shall have the authority to conduct all of the business of this joint powers authority under the provisions of this ~~Third Amended~~ Joint Powers Agreement and the Bylaws and pursuant to law.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

SDRMA shall appoint one Director to serve as a member of the CSDA Board of Directors.
~~The That appointee may be the President of the SDRMA Board of Directors, or any other Board member selected by the SDRMA Board, other than a CSDA Board appointee, shall be a member of the CSDA Board of Directors.~~

- (5) **Authority Powers:** Authority shall have all of the powers common to districts and all of the powers granted by the joint powers provisions of the Government Code of the State of California. Authority is hereby authorized to do all acts necessary for the exercise of said common powers and the powers granted by said code sections including but not limited to any or all of the following:
- (a) To make and enter into contracts.
 - (b) To employ agents and employees, and/or to contract for such services.
 - (c) To incur debts, liabilities, and obligations.
 - (d) To acquire, hold, or dispose of property.
 - (e) To receive contributions and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, and governmental entities.
 - (f) To sue and be sued in its own name.
 - (g) To exercise all powers necessary and proper to carry out the terms and provisions of this agreement or otherwise authorized by law.
- (6) ~~Administrative Services Annual Service Fee: Pursuant to California Government Code Section 6506, CSDA shall provide all administrative services to SDRMA under the direction of the Board of Directors of SDRMA, on a continuing basis, in exchange for which SDRMA shall pay to CSDA 1% (one percent) a percentage of net annual premiums (gross premiums less refunds and reinsurance costs), not to exceed the sum of \$50,000 (fifty thousand dollars) per program year and not to be less than \$25,000 (twenty-five thousand dollars) per program year. The percentage of net annual premium payable to CSDA and the services provided by CSDA to SDRMA will be established and agreed upon from time to time by the Board of Directors of SDRMA and the California Special Districts Association, and such percentage and services shall be approved through a separate agreement. CSDA and SDRMA may from time to time exchange other services pursuant to California Government Code Section 6506. plus actual costs of staff salaries and benefits and a prorata share of rent and other overhead items allocable to SDRMA. Should CSDA refuse or be unable to provide the services referred to herein, said sums shall not be paid or payable to CSDA. The administrative services provided by CSDA referred to herein shall be provided in the CSDA central State-wide office as of a date no later than June 30, 1990.~~
- (7) **Membership:** Each district *member* which is a party to this agreement must be a district public entity which is duly organized and existing under the laws of the State of California or a joint powers agency; be a member in good standing of the California Special Districts Association;

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

and must be approved for participation in SDRMA in the manner provided by the Bylaws.

- (8) **Administration of Program:** SDRMA shall be administered pursuant to the terms of this agreement and pursuant to the Bylaws of SDRMA, a copy of which is attached hereto marked Exhibit A and made a part hereof. Each party to this agreement by the execution hereof agrees to be bound by and to comply with all of the terms and conditions of this agreement and of said Bylaws as they now exist or may hereafter be amended. The Special District Risk Management Authority (SDRMA) shall operate and conduct its business affairs pursuant to the terms of this agreement and said Bylaws.
- (9) **Withdrawal or Involuntary Termination:** Any participating member district may voluntarily withdraw from any particular joint protection program at the end of any coverage year of participation, if the following conditions are met:
- (a) The member district has given not less than ninety (90) days' advance written notice of withdrawal to the Board of Directors of the Authority, prior to the end of the coverage year; and either
 - (~~a~~)**(b)** The member entity, if it became a member on or after the March 1, 1990, effective date of this provision, shall have participated in the Package Program for not less than three full program years as of the date of the proposed withdrawal, or
 - (~~b~~)**(c)** The member entity either was a member of the Authority on prior to the ~~effective date~~ of this provision March 1, 1990. or

In the event said notice is not provided, and/or the three-year participation has not been met, any such participating member district shall be obligated to pay any and all contributions, premiums and assessments for the next full coverage year, and for any portion of the three full years for which the district member has not already paid. A district member may be involuntarily terminated as provided in the Bylaws.

- (10) **Termination of SDRMA:** SDRMA may be terminated at any time upon the agreement of two-thirds of the ~~then-member districts~~ member entities then party to this agreement. In the event of its termination, SDRMA shall pay to the ~~then-members~~ districts their prorata share of the assets of SDRMA pursuant to the provisions of the Bylaws.
- (11) **Amendments:** This agreement may be amended by an amendment in writing signed by two-thirds of the districts members then parties to this agreement. Amendments to Paragraphs (4) and/or (6) and/or (7) must also be approved by the Board of Directors of CSDA. The Bylaws may be amended as provided for therein. Upon signature of any amendment by two-thirds of the ~~members~~ districts, any member district failing or refusing to concur in any amendment may be involuntarily terminated as a party to this agreement as provided in the Bylaws.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

- (12) **Parties to Agreement:** Each district member which has signed this agreement certifies that it intends to and does contract with SDRMA and with all other districts members who have signed this agreement, and, in addition, with each district member which may later be added as a party and may sign this agreement. Each district member which has or may hereafter sign this agreement also certifies that the deletion of any district member from this agreement by voluntary withdrawal, involuntary termination, or otherwise, shall not affect this agreement nor each district's member's intent to contract as described above with the then-remaining districts members.
- (13) **Enforcement:** SDRMA is hereby granted authority to enforce this agreement. In the event action is instituted to enforce the terms of this agreement, the Bylaws and/or any policies and/or procedures of the Board of Directors against any district member which signed this agreement, such district member agrees to pay such sums as the court may fix as attorney fees and costs in said action.
- (14) **Non-liability of CSDA:** Nothing in this agreement or in the Bylaws adopted pursuant hereto shall be construed as imposing liability upon the California Special Districts Association, or any director, officer, or employee thereof, for the payment of any claim insured against by SDRMA, the sole recourse of claimants being against the funds of participating districts members paid into SDRMA for the payment of such claim. Pursuant to Government Code Section 6508.1, the debts, liabilities, and obligations of the California Special Districts Association shall not be debts, liabilities, or obligations of SDRMA or of any district member that is a participating district member in any program of SDRMA.
- (15) **Non-liability of Directors, Officers and Employees:** The members of the Board of Directors, and the officers, agents, and employees of SDRMA shall not be liable to SDRMA, to any participating member district, or to any other person, for actual or alleged breach of duty, mistake of judgment, neglect, error, misstatement, misleading statement, or any other act or omission in the performance of their duties hereunder; for any action taken or omitted by any agent, employee, or independent contractor; for loss incurred through the investment or failure to invest funds; or for loss attributable to any failure or omission to procure or maintain insurance; except in the event of fraud, gross negligence, or intentional misconduct of such director, officer, agent, or employee. No director, officer, agent, or employee shall be liable for any action taken or omitted by any other director, officer, agent, or employee. SDRMA shall defend and shall indemnify and hold harmless its directors, officers, agents, and employees from any and all claims, demands, causes of action, and damages arising out of their performance of their duties as such directors, officers, agents, or employees of SDRMA except in the event of fraud, gross negligence, or intentional misconduct, and the funds of SDRMA shall be used for such purpose. SDRMA may purchase conventional insurance to protect SDRMA, and its participating members districts, against any such acts or omissions by its directors, officers, agents, and employees.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

(16) Counterparts: This agreement may be executed in one or more counterparts and shall be as fully effective as though executed in one document.

(17) Supersedes: This Agreement supercedes and replaces the Third Amended Joint Powers Agreement.

* * * * *

Acknowledgement:

President, Board of Directors _____ Date
Special District Risk Management Authority

DRAFT

Approved (as to the provisions of Paragraphs 4, 6 and 7):

President, Board of Directors _____ Date
California Special Districts Association

I hereby certify this Fourth Amended Joint Powers Agreement has also received the required approval of not less than 2/3 of the member entities then parties to the Third Amended Joint Powers Agreement.

James W. Towns, Executive Director _____ Date

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Fourth AMENDED JPA

EXECUTION BY DISTRICT MEMBER ENTITY

The ~~Third Amended~~ Joint Powers Agreement of the Special District Risk Management Authority, has been approved by the Board of Directors of the Member Entity District listed below, on the date shown, and said District Member Entity agrees to be subject to all of the terms and conditions set fourth in said Agreement.

_____ District Entity Name

By _____ President

By _____ Clerk

Date: _____

EXECUTION BY AUTHORITY

The Special District Risk Management Authority (SDRMA), operating and functioning pursuant to this Joint Powers Agreement, the joint powers authority created by the foregoing ~~Third Amended Joint Powers Agreement~~, hereby executes this Agreement and accepts the district entity named above as a participating member district in SDRMA, subject to all of the terms and conditions set forth in the ~~Third Amended Joint Powers Agreement~~ and in the Bylaws, effective on as of _____
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

By _____
President, Board of Directors

Date: _____

DRAFT



SDRMA

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Approval of Proposed JPA Amendment

The member named below has approved the Fourth Amended Joint Powers Agreement. It is understood that the amendment will become effective when one hundred fifty-two (152) of the members as of October 1, 1997, have approved the Amendment.

Approved this _____ day of _____, 199__ by the Board of the Member named below.

Member Name: _____

Signature: _____

Title: _____



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

Elizabeth D. Minter, M.L.S., Library Director

(714) 528-1925, Extension 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

November 21, 1997

Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Sandra M. Stark

Robert D'Amato, City Administrator
City of Placentia
401 East Chapman Avenue
Placentia, CA 92870

Dear Bob;

At its meeting on November 18, 1997 the Library Board of Trustees authorized Placentia Library District to participate in the engineering study being arranged by the City to evaluate the seismic reinforcement needs of City facilities.

This approval is conditional on the cost of the Library's portion of the study not exceeding \$8,500. It is our understanding that the City realizes that some or all of the Library's payment of its share may need to be made in Fiscal Year 1998-99.

Please let me know what the estimated cost will be as soon as that information is available to City staff.

Please extend our appreciation to City Administrative Coordinator John Fraser for attending the Board Meeting to explain the scope and potential costs of this project.

Sincerely,

Elizabeth D. Minter
Library Director

C: John Fraser
Chris Becker

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ew*
SUBJECT: Discussion of Seismic Reinforcement Project of the City of Placentia with presentation by Administrative Coordinator John Fraser.
DATE: November 18, 1997

BACKGROUND:

The City of Placentia is coordinating a seismic reinforcement study for the Civic Center buildings and City properties at other locations.

The Library will need to notify the City Public Works Department if it is interested in participating in this project. City Administrative Coordinator John Fraser will make a presentation to the Board at the meeting. He will be able to give the Board an estimate of the various costs involved in this project.

The City Manager has agreed that this will not affect the Library's budget until Fiscal Year 1998-1999.

Attachment A is a memo from City Administrator D'Amato explaining the project.

RECOMMENDATION:

Determine Level of District's Participation



MEMORANDUM

City of Placentia

TO: ✓ Elizabeth Minter, Director, Placentia Library
FROM: Robert D'Amato, City Administrator
DATE: October 21, 1997
SUBJECT: STATUS OF SEISMIC REINFORCEMENT PROJECTS

On October 7, 1997, at their regular scheduled meeting, the Placentia City Council approved Resolution No. 97-R-150, authorizing the appropriation of \$60,000 for an engineering firm to provide structural evaluations on several Placentia facilities involved in the City's seismic reinforcement grant applications. The Placentia Library is one of the facilities included.

City staff is currently establishing meeting dates with an engineering firm in order to contract with the firm for their services.

If the Placentia Library District wishes to include the Placentia Library in the seismic evaluations of the various City facilities, the Public Works Department will need this verification in writing as soon as possible. Please direct this correspondence to Chris Becker, Director of Public Works. Please also note that the Library District Board members have reviewed the attached letter, dated September 4, 1997, from Andrew Petrow of the Governor's Office of Emergency Services (OES), and that they concur with the contents of the letter.

In essence, the OES is requesting a structural evaluation of the Library prior to further consideration of funding for seismic reinforcement of the facility by the Federal Emergency Management Agency (FEMA). There is no guarantee that funding by FEMA will be granted upon review of the evaluation; however, the project will probably not receive consideration for funding without the study. If funding is ultimately approved by FEMA, it will be allocated based on 25% matching funds by the Library (75% by FEMA).

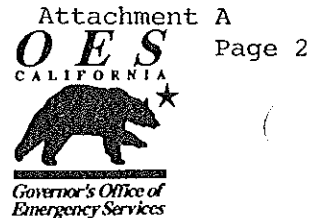
Please understand that if the Library District wishes to proceed with this project, they will be responsible for the costs of the seismic evaluation of the Library; regardless of whether or not funding is approved for the project by FEMA. If funding is approved, reimbursement will likely be provided by FEMA for the engineer's evaluation. This reimbursement would again be based on a 75%-25% formula after determination by FEMA of the total amount of engineering fees to be reimbursed.

If you have any questions or comments regarding this matter, please contact Administrative Coordinator John Fraser at 993-8117. Thank you.

cc: Director of Public Works
Director of Administrative Services
Administrative Coordinator



GOVERNOR'S OFFICE OF EMERGENCY SERVICES
DISASTER FIELD OFFICE
Hazard Mitigation
74 N. Pasadena Avenue, West Annex, Eighth Floor
Pasadena, California 91103-3678
(626) 431-3001 FAX (626) 431-3800



September 4, 1997

Mr. John Fraser
City of Placentia
401 East Chapman Avenue
Placentia, California 92670

Dear Mr. Fraser:

SUBJECT: SEISMIC RETROFIT OF PLACENTIA LIBRARY
(FEMA-DR-1008-3304-CA)

After a technical review regarding the above-referenced Hazard Mitigation Grant Program (HMGP) application, the Governor's Office of Emergency Services (OES) is recommending a structural evaluation (Phase I) of the facility. The Federal Emergency Management Agency (FEMA) and OES are considering to allocate five percent of your total HMGP request to fund structural evaluations on this facility. Based on the results of the evaluation, OES will work with the City of Placentia to identify an eligible scope of work for the seismic bracing project (Phase II).

A copy of the Structural Evaluation Outline is enclosed for your guidance. Please follow this outline when establishing the elements to be covered by the structural analysis. If the evaluation work exceeds the five percent allocation, OES would evaluate and process supplemental funding for any eligible cost incurred in the performance of this work. Please also note that the structural evaluation phase would be subject to HMGP matching funds requirement of twenty five percent. Also, please be aware that any project submitted to the HMGP must go through an environmental review prior to the start of actual construction.

If the City of Placentia is interested in conducting a structural evaluation of the substations, please respond in writing by **September 5, 1997**. For any questions regarding this letter, please contact me or Fernando Castro at (626) 431-3003.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Petrow".

ANDREW PETROW
Hazard Mitigation Program Manager

Enclosure
AP/nmtt

SAMPLE

Scope of Work Phase I - Structural Evaluation

Perform a seismic evaluation of the (Name of Facility) to:

1. provide a complete description of the facility to include area, number of stories, construction materials, and age of the structure (any structure 50 years of age or older will require historic review), if appropriate, asbestos removal or removal of other potentially harmful contaminants (these conditions will precipitate an environmental review prior to phase II obligation), note any known environmental concerns with the proposed work;
2. determine and list the specific structural elements which require strengthening;
3. determine the most cost-effective method of strengthening the building;
4. determine and list the elements and/or portions of the structure which the code requires to be upgraded because of the structural work being proposed;
5. develop a line item cost estimate for the strengthening work to include construction costs and all appropriate soft costs;
6. discuss the alternative solutions which were considered and why these alternatives were not chosen; and
7. determine the vulnerability of the facility should the strengthening work not be done.

Budget Phase I - Structural Evaluation

Note: The budget for this phase should consist of the costs for an engineer or architect to perform the work outlined in the scope. This budget should include appropriate line items for the study work and management of the contract.



Synopsis of City Application Process for Seismic Reinforcement Grants

1008 Hazard Mitigation Grant Program (HMGP)

- Mitigation program in response to effects of 1994 Northridge Earthquake; 1008 is the FEMA identification number assigned to the Northridge Earthquake. The HMGP is administered by the Governor's Office of Emergency Services (OES), with funding from the Federal Emergency Management Agency (FEMA).
- In September, 1995, the City submitted an application to OES for the HMGP, which included the following structures:
 - 1) Civic Center (City Hall and Police Station)
 - 2) Placentia Library
 - 3) City Corporation Yard
 - 4) Fire Station #34 * (Valencia Ave.)
 - 5) Fire Station #35 * (Bradford Ave.)
 - 6) Koch Park Center **

Based on a combination of importance to the community in an emergency, and need of seismic upgrades, the Fire Stations were/are considered highest priority.

* These fire stations are owned by the City, and leased to the Orange County Fire Authority (OCFA).

** At the time, Koch Park was considered an alternate Emergency Operations Center (EOC) for the City; it longer has this designation, and is no longer under consideration for funding.

- The HMGP is a 75%-25% match of grant funds for seismic reinforcement construction costs. This match is FEMA (75%) and applicants (25%).

Initial Estimates

- The initial application to OES for the six (6) structures was for \$410,000; with a \$102,500 match by the City, including the Library District's portion.
- The amount estimated for seismic reinforcement of the Library was **\$40,000**; including reinforcement of moderate roof-to-ceiling connections, bracing of the T-bar ceilings, and repairs of minor cracking to masonry walls.

define moderate

State Department of General Services

- The City also submitted an application to the State Department of General Services Seismic Reinforcement Program in January, 1997; application for upgrades to the Fire Stations. This process (also 75% - 25% funding match) has been much faster than FEMA; approximately \$178,000 awarded to the City through this program to upgrade the Fire Stations.

Current Status

- FEMA/OES:
 - a) City's requests for funding to upgrade the Civic Center and Fire Stations were denied; decisions are being appealed by the City;
 - b) FEMA also requesting Phase I engineering evaluations for the City Corp. Yard and for the **Library**, before making any further decisions on these facilities.
- Dept. of Gen. Services

Phase I engineering studies must also be provided to the State Dept. of General Services for the Fire Stations.

- In October, the City Council appropriated funding to (approximately) cover the costs of the engineering studies for both the FEMA and State programs.
- On December 2, Council is being requested to award the engineering contract to the Orange County firm *EQE International*. This firm is well known by OES, and has worked on numerous seismic reinforcement-related projects with them in the past.

Library Decision

- To appropriate funding for the engineering study and seismic-related construction costs for the Library. The engineering study will determine the accuracy of the initial scope and costs of work for the Library.

Funding Reimbursement

- Reimbursement is available from FEMA for certain costs associated with the engineering studies. General rule for reimbursement of engineering work is that OES will recommend 5% of the initial estimate to FEMA; FEMA may then cover 75% of that figure.

Examples: Initial estimate for seismic reinforcement to the **City Corp. Yard** was \$75,000; 5% of this figure is \$3,750 (rounded off to \$3,748). 75% of \$3,748, or \$2,811, is the amount of the engineering costs that will be covered for this structure.

As noted, the initial estimate for seismic upgrades to the **Library** was \$40,000. 5% of that figure is \$2,000, and 75% of that is **\$1,500.**

Potential Library Costs

- When the City receives the Phase I engineering evaluations, FEMA will cover \$1,500 of the costs associated with the **evaluation of the Library**. As noted, FEMA will also cover 75% of the actual reinforcement **construction costs** for the Library.

Library construction grants

Potential Total Library Cost Scenario

- If, in fact, the City's initial estimate in the HMGP application was on target for seismic repairs to the Library at \$40,000; and, the engineering costs associated with the Library run \$7,500.

The Library would be responsible for \$5,000 in engineering costs, and \$10,000 in actual construction costs.

Under this scenario, the Library would ultimately appropriate **\$15,000**. This would be for **\$47,500** worth of combined construction and engineering costs.

Again, this is **hypothetical**, and the actual costs projected for the project will not be determined until engineering studies are performed on the structures involved in the City's applications.

Contact:

John Fraser
City Administrative Coordinator
(714) 993-8117

Feb/ Ray

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: November 18, 1997

SUBJECT: Program Committee Report for the Months of September and October 1997

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	SEPTEMBER 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	16
<i>CHILDREN'S SERVICES</i>		
Class Visits	4	128
PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	OCTOBER 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Tutor Training	4	15
Citizenship exam	1	16
<i>CHILDREN'S SERVICES</i>		
Class visits	12	376
Lapsits	4	63
2-3 Storytime	4	86
4-6 Storytime	8	115

TO: Elizabeth Minter, Library Director
 FROM: Cyrise Smith, Children's Librarian *CMG*
 DATE: November 18, 1997
 SUBJECT: September and October activities in the Children's Department

Programming- There were no storytimes in September. Storytimes began again in October. Programming has been extended to include a storytime for 2 – 3 year olds, and a lapsit for under 2's and their caregivers. Both of the new programs have been very successful. As shown in the program committee report, the breakdown per storytime is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	ATTENDANCE
Lapsits for under 2 years	4	31 children / 32 adults
2 – 3 year old storytimes	4	52 children / 34 adults
4 – 6 year old storytimes	8	94 children / 21 adults
TOTALS	16	177 children / 87 adults



Class visits- Four classes with a total of 128 students visited the Library in September. In October, class visits from local schools remained high. As well as elementary schools, class tours have included private schools and middle schools. 12 classes visited the library in October, with a total of 376 children receiving instruction and help with library services.

Library card sign-up month- September was library card sign-up month. Lassie was this year's spokes dog with a theme of "A library card is a good friend, too." 72 Children signed-up for library cards. Of those 72, 20 names were chosen to receive a paperback book.

Teen Volunteers- In recognition of all the hard work teen volunteers did for the children's department this summer, the 20 volunteers who contributed at least 10 hours each were given certificates of recognition. These certificates were presented during the September Friends Board Meeting. While all 20 volunteers were invited only 3, Jisoo Baek, Jina Lim, and Tricia Um, were able to attend.

Heritage Day Parade- Once again the library was involved in the Heritage Day Parade. The Children's Librarian and four teen volunteers dressed up as assorted children's literary characters. Several teen volunteers from the Summer Reading Program rode on the fire truck that was part of the library's grouping in the parade. Once again the Library's participation in the parade was a big hit with children and adults along the parade route. This year the Library won the first place trophy for novelty.

School/Community Outreach- The Children's Librarian attended Family Reading Night at Morse Elementary School. Sponsored by the PTA, this event is geared towards helping parents to acquire the skills and self-confidence needed to make reading at home with their children a reality. The Librarian created a bibliography for the parents, and read stories to some of the attending children. This gave the observing parents the opportunity to "see how it is done".

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, ^{OW} Library Assistant
DATE: November 18, 1997
SUBJECT: Publicity materials produced for September and October 1997

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. September & October quotes.
4. Afghan for sale at Circulation Desk.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. El Dorador Drama Students putting on play at Library.
8. Friends of Placentia Library bookstore and on going sale in lobby.
9. Storytime for children.
10. Holiday closing.

Newspaper articles published:

1. Babes in Bookland.
2. Marie Schmidt, longtime historian retires.
3. Betty Escobosa retires.
4. City of Placentia information.
5. Orchid Species Society Annual Auction to be held at Placentia Library.
6. Placentia's 'Eiffel Tower' becomes historic site No. 10.
7. Libraries start riding online wave.
8. \$3.82 billion county budget up \$90 million over last year.
9. It's far too soon to stamp success on private libraries.
10. Beyond bun hair: The New World of the Librarian.

Library and Teacher Newsletter:

Attached are copies of the Library Newsletter that will appear in the Winter Placentia Quarterly. Also attached are copies of the Information for Teachers newsletter distributed to all Placentia Elementary School teachers in September.

Every Child a Library Card Month:

Attached flyer, *Make Friends with Books*, was distributed to all public school children in Placentia.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly OCT 30 1997

BABES IN BOOKLAND

Placentia library
launches storytime
for babies, tots

By Vivianne Wightman
Placentia News-Times

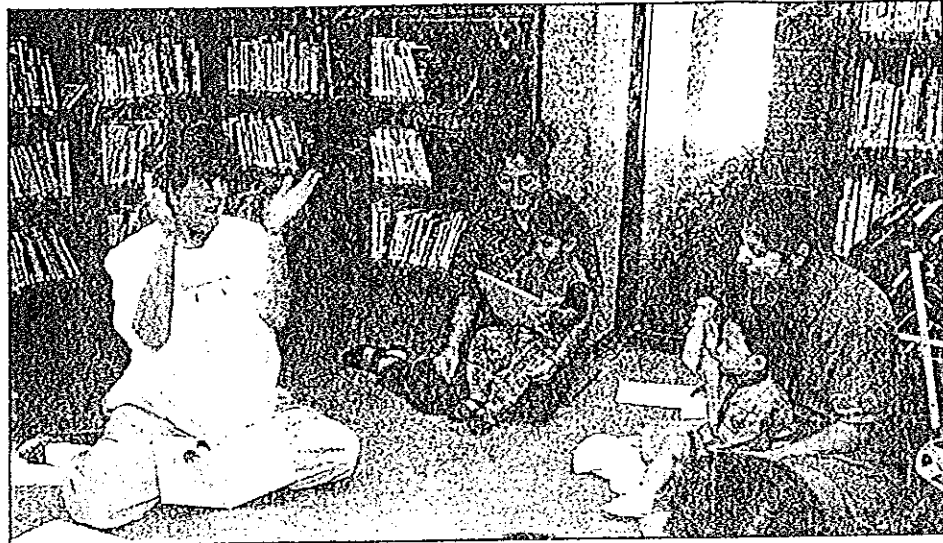
Tiny Sohan Sadam of Placentia could hardly control his excitement as he jumped off his mother's lap and onto the floor.

Swaying from side to side, the 16-month-old at the Placentia Library wobbled on his pudgy legs and almost fell over as he exaggeratedly nodded his head "No."

Sohan was one of a half dozen babies who along with their parents mimicked teacher Missus Spintales — Donna Bass of Placentia — as she demonstrated the storyline of a book during the library's free lapsit storytime program by shaking her finger "No."

Getting parents and their children 2 and under excited about learning and reading is the pilot program's focus.

Children's Librarian Cerise Smith said the program stresses



STORYTIME: Donna Bass, of Placentia, demonstrates the storyline of a book during the library's free lapsit storytime program.

Starr Buck/
Placentia News-Times

the importance of involving children in reading and learning.

"As the little saying goes, 'You start talking to your baby when the baby's born, so why wait until a certain age to read the baby a book?'" she said. "You can read a book to them because it's just like talking with a prop."

Parents or caregivers and their babies spend 30 minutes once a week listening to stories,

finger playing, singing songs and telling poems with the help of Bass. The program is held at 10:30 a.m. Thursdays, and will continue through Nov. 20.

Grandparent Ginger McCormack brought her 14-month-old granddaughter, Hailey Anderson of Placentia, to the program.

"I think libraries are an important part of learning," she said. "If children can start feeling

STORYTIME CORNER SCHEDULE

No registration required

▶ **AGES 2 TO 3:** Wednesdays, 6:30 p.m. to 7 p.m., ends Nov. 26

▶ **AGES 4 TO 6:** Tuesdays, 6:30 p.m. to 7 p.m., Thursdays 3:30 p.m. to 4 p.m., ends Nov. 25

▶ **LAPSIT STORIES:** Prewalkers and walkers age 2 and under, Thursdays 10:30 a.m. to 11 a.m. Nov. 20

comfortable now, they'll have no problems later."

pacific clippings

post office box 11789
santa ana, calif. 92711

O.C. Business Journal
Weekly

SEP - 3 1997

332 Placentia

City hall: 401 E. Chapman Ave. 92870
Phone/Fax: 993-8281; 961-0283
E-mail/Website: placadmin@earthlink.net;
<http://www.placentia.org>
Norman Z. Eckenrode, mayor
E.D. contact: Joyce Rosenthal 993-8124
Chamber contact: Carol Gallo 528-1873
Tourism contact: Joyce Rosenthal 993-8124
Incorporation: 1926
Population: 45,550
Projected for 2000: 48,001
Area: 6.6 square miles
Park acreage: 108.8
Total housing units: 14,610
Unemployment rate: 3%
Largest businesses: The Hartwell Corp.,
Placentia-Yorba Linda Unified School Dis-
trict; Placentia-Linda Community Hospital
Landmarks: Placentia Water Tower
Tourist attractions: Placita Santa Fe
Yearly events: Heritage Day Parade, Festi-
val of Arts and Cultures

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly

OCT 3 0 1997

338 **A Pleasant PLACE**

A Pleasant Place is devoted to two pieces of good news each week. If you have any ideas or items, call 704-3704 or fax them to Placentia News-Times, 704-3714.

Longterm historian retires from committee

Marie Schmidt has spent 11 years preserving Placentia's rich history through her actions on the Placentia Historical Committee.

At last week's City Council meeting, the 31-year Placentia resident left her mark in the city's history books with her retirement from the nine-member committee.



MARIE SCHMIDT

"I'm kind of tired," said Schmidt, who represents the last of the original members remaining on the committee. "I'm glad to retire. I'll pull my finger out slowly though because I'd like to finish the projects I've started. I feel like I have more to give because I have been on the committee so long."

Schmidt said she's still going to work on getting more plaques placed on historical sites in the city, sort through and file historic photographs in the Placentia Library, and lend insight on the city's projects and history to new members.

Schmidt hopes to continue attending meetings on the second Thursday of every other month as an emeritus member, meaning she will take more of a back seat role on the committee as a non-voting member.

"I love this little town," said Schmidt, a mother of eight. "I like being a part of the city's history. I'm glad that I contributed to something I love — Placentia."

pacific clippings

post office box 11789
santa ana, calif. 92711

Excelsior
Weekly

SEP 3 1997

23 años de servir a la comunidad



BETTY ESCOBOSA, directora del Departamento de Servicios Humanos de la Ciudad de Placentia, se retira después de 23 años de servicio a la comunidad a los más necesitados.

to: Bruce Chambers)

GARDEN CALENDAR

332

All telephone numbers are 714 unless otherwise indicated.

THIS WEEKEND

► **The Culture and Care of Bromeliads:** 9:30-11 a.m. today. Robert Kopfstein will discuss growing and propagating bromeliads. Free. Sherman Library and Gardens, 2647 East Coast Highway, Corona del Mar. 673-2261.

► **Orange County Geranium Society:** 10 a.m. noon, today. East Anaheim Christian Church, 2216 E. South St., Anaheim. 637-6126.

► **Grow and Study Gesneriad Club:** 10 a.m. today. Savings and Loan, 1805 W. Orangethorpe Ave., Fullerton. 548-4713.

► **Plant Sale:** 10 a.m.-3 p.m. Saturdays through Sept. 27. Fern and Shade Plant Study Group: 1-3 p.m. today. Janet Keyes will speak on "Growing Ferns in Terrariums." UCI Arboretum, Jamboree Road and Campus Drive, Irvine. 824-5833.

► **Southern California Orchid Species Society Annual Auction:** 1 p.m. Sunday. Placentia Public Library, 411 E. Chapman Ave., Placentia. 996-1155.

► **The Long Beach Herb Society:** 2 p.m. Sunday. Unitarian Church on

Atherton, a half-block west of Bellflower. 827-6488 or (310) 438-1073.

► **Autumn Desert Exploration:** 2 p.m. Sunday. Grasscycling and Waterwise Gardening Workshop: 2-4 p.m. Sunday, Home Learning Center. The Arboretum of Los Angeles County, 301 N. Baldwin Ave., Arcadia. General admission: adults, \$5; seniors and students, \$3; ages 5-12, \$1. (626) 821-3222.

THIS WEEK

► **The Horticulture Society of Orange County:** 7:30 p.m. Tuesday. East Anaheim Christian Church, 216 East South St., Anaheim. 870-1831.

► **Tustana African Violet Society:** 7 p.m. Tuesday. The Zion Christian Center, 710 South Cambridge St., Orange. 548-4713.

► **Gardening Club For Adults:** 9-10 a.m. Tuesdays and Thursdays. Southwest Senior Center, 2201 W. McFadden Ave., Santa Ana. 647-5306.

► **Tea and Tour:** Private group garden tours, 10:30-11:15, Tuesdays and Wednesdays through May. \$24. Reservations required. The Huntington Library, Art Collections and Botanical Gardens, 1151 Oxford Road, San Marino. (626) 405-2126.

► **Saddleback-Valley Bromeliad Society Meeting:** 7 p.m. Wednesday. Glendale Federal Bank, 24221 Calle de la Louisa, Laguna Hills. 640-7911.

► **The California Organic Gardening Club:** 7:30 p.m., Thursday. "Soil Building" presented by Gisele Schoniger. Faith United Church of Christ, 9621 Bixby, Garden Grove. 892-0875.

► **The California Native Plant Society:** 7 p.m. Thursday. Speakers are Celia Kutcher and Dan Songster, "More About Native Plants That Look Great and Do Well In The Garden," Irvine Ranch Water District Headquarters, 15600 Sand Canyon Ave., Irvine. Free.

► **Canyon Crest Garden Club:** 9-9:30 a.m., plant boutique; 9:30 a.m., program with Melody Koque demonstrating the art of ikebana, "Creating Beauty Shares Joy," Friday. 22300 Canyon Crest Drive, Mission Viejo. 589-6337.

► **Los Angeles International Fern Society meeting:** 7:30 p.m. Friday. "Growing Ferns in Southern California," Lecture Hall, The Arboretum of Los Angeles County, 301 N. Baldwin Ave., Arcadia. Free. (310) 698-7696. (818) 441-3148.

Daily OCT 3 1997

Placentia's 'Eiffel Tower' becomes historic site No. 10

332

LANDMARK: The city's tallest structure has been a cornerstone of tradition for 62 years.

By **VIVIANNE WIGHTMAN**
The Orange County Register

PLACENTIA — High school students bound by local tradition often challenged one another to climb the looming water tower at the edge of historic downtown.

Some made it to the top of the 117-foot tower and escaped the label of "chicken." Placentia native Tony Rangel, 66, etched his name up there, along with other Valencia High School seniors, in 1947.

Others called the 62-year-old tower — nicknamed "Placentia's

Eiffel Tower" by local history buffs and glowing with lights — a beacon.

Placentia's tallest and most striking landmark hit a new milestone Saturday at the city's Heritage Day Festival as community dignitaries dedicated historic site No. 10 — the water tower.

Built by the same company that constructed the St. Louis Arch and the Crystal Cathedral — Pitt-Des Moines Inc. — the tower symbolizes a cornerstone of tradition for longtime residents.

"I remember traveling abroad as a college student during my deepest, darkest times," said John Walcek, historical committee president and a 30-year Placentia resident. "I wanted to find my roots, my home. And, to me, this is the most home I've ever

known. I saw the water tower and knew this was the end of the rainbow — home."

The sturdy, carbon-steel tower has stored no water in its 50,000-gallon tank since 1993, two years after city officials voted to designate the then faded green and orange tower, painted to blend in with the city's early landscape of orange groves, a historical landmark.

Last year, Southern California Water Co. built a gate to keep climbers off and cleaned and repainted the company-owned tower at a cost of \$35,000.

Having serviced 2,000 customers, mostly farmers, in its infancy, the water tower would be capable today of storing "barely enough water to service the block the tower is located on," water-company Superintendent Autumn Humphrey said.

LIBRARIES START RIDING ONLINE WAVE

TECHNOLOGY: A rollout of digital systems begins statewide, but books still have their place.

By KIMBERLY KINDY
The Orange County Register

Justin Lam understands that some students and professors have a love affair with the musty books and tattered journals they glean from UCI's libraries. He's just not one of them.

He wants to press a button and

have all his research information scroll across his computer screen at home.

"I'd never leave my dorm room," Lam said. "I'd love that."

Such a digital future is nearly here. For a decade, information addicts have eagerly awaited the

promised "library without walls," but progress has been slow. That is, until now.

When students return from their winter breaks, the University of California system plans to have the full text of up to 1,000 journals available online. The offerings should double each year.

Big plans also are under way for California State University campuses. A \$336 million private-public partnership is being hammered out. It's expected to be approved in January among the university, GT&E, Fujitsu Business Communication

Please see LIBRARY Page 7

LIBRARY

FROM 1

Systems, Microsoft Corp. and Hughes Global Services. The partnership would provide the computers, cables and other equipment necessary to link all 22 campuses online.

The state's public library system also is financing a pilot project that will begin next year to unite about 20 law, medical and university libraries. It will serve as a model for the ultimate plan: linking all the state's 8,000 public and private libraries online within the next decade. Legislation that would provide the \$5 million start-up fee and clear legal hurdles for the project will be considered this spring.

"What we are asking for is permission to digitize things upon request," said Barbara Will, head of the state library's digital project.

"If someone asks for material that's not already available in digital form, we would feed pages into a scanner that digitizes the words and images. Then it appears on someone's computer screen at home. It's like a Xerox machine."

Students, professors and library card-holders would use passwords to gain access to documents, depending on the restrictions each library holds with the information's publisher.

Current copyright laws don't address the electronic transfer of information. Congress is discussing revisions, but for now, each time a library purchases online material, it has to hammer out a contract that states how many people will be allowed to view it and under what circumstances.

"Everything was fine until the Internet came along. With electronic material, it can be instantly duplicated and, with the push of a button, copied and sent to anyone," said Marvin Pollard, who was hired in April as CSU's first systemwide digital librarian.

"Expansion of digital libraries will be slow because of high costs

The CSU initiative will cost more than \$300 million to launch and \$1 million annually to maintain. That doesn't include the cost of digitized library materials and online charges.

The state library initiative will cost \$15 million for the first three

years.

Scanning just a page costs at least 30 cents, and that can rise to several dollars if the material is old or extremely valuable.

However, this is an area of great interest. For example, the University of California, Irvine, has one of only 228 known copies of the first edition of Shakespeare's complete works, printed in 1623.

Donald McKayle, a UCI employee, points to the yellowing pages encased in glass.

"People want to see it and they want to touch it, but a lot of handling can destroy the document," he said. "If we can digitize something like this, it increases access but it also can protect older materials."

If rare books and artwork are digitized, people anywhere could view pictures of the original, including anything written in the margins or on the back of pictures, without having to travel.

Digitized pictures of scholarly, handwritten journals — such as those of UCI Nobel Prize winner F. Sherman Rowland during his 20 years of studying the Earth's ozone layer — could be viewed from people's living rooms.

Electronic journals and books are starting to design colorful indexes and glossaries with icons that users can click on to navigate through the text. Simulated pages also can be turned — complete with rustling sound effects.

Cal State Fullerton's electronic network is more advanced than other CSU campuses'. Last year, students were given Internet access to library services so they could do research at home. The number of students taking library training in online research has jumped from 7,000 last year to 11,000 this year.

Librarians say students need to be trained to use reliable online information.

Professors are beginning to see research papers with a Web site address in the footnotes. A search of the Web site will reveal no listed source for the claims made there, but students sometimes use the theories posed there for their reports.

"We have to keep directing students to where to look and how to evaluate what information is appropriate," said Patricia Brill, associate librarian at Cal State Fullerton. "Sometimes students will accept everything they see with equal value."

Having books and magazines online won't necessarily mean that library buildings will close.

But librarians and researchers say libraries will change.

The number of computers is expanding in all types of libraries, and classes are starting to take up a lot of librarians' time.

Community libraries are starting to be viewed as neighborhood gathering spots with missions more specific to the immediate community they serve. Coffee shops have been added for adults as they wait for their children's storytelling hour to end.

"It's going to be where the garden club is going to meet," Will said. "The local library will always be where local history will be collected and maintained, too, because it wouldn't pay to digitize it."

Will said some things won't change. People will still want to read novels, but not on the computer.

"A computer screen is the last place you want to read 'Moby Dick,'" she said. "You can't exactly curl up with your computer like you can (with) a book."

And even researchers who see the advances as critical in speeding up their work said the best research will involve a balance of the old and new worlds.

Stephen Bondy, a professor in community and environmental medicine at UCI, said there is something almost magical about research that computers can bypass.

"Logical science could be done totally by computer when everything is available online, but with creative science you need an accident now and then," Bondy said. "Some professors believe that you stumble across things when you search through a library."

He cites a recent experience. Bondy's research focuses on his belief that when aluminum and iron react in the brain, it damages the organs.

He wants to stop the reaction from occurring to see if his theory holds. If it does, he could help people with diseases such as Alzheimer's. Bondy said he stumbled on something that might change his research.

"I just picked up Scientific American and started reading," Bondy said. "There was (an article) about someone who has developed a new mineral that absorbs iron. That was random."

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily SEP 21 1997

It's far too soon to stamp success on private libraries



Erin Schiller, in her enthusiasm for the privatization of public services, gets carried away with her editorial-page essay of Sept. 1 on the recent takeover of the Riverside County Library system by the private contractor LSSI ["Turning the page on library privatization"]. The contract was awarded on June 17, 1997, and stipulates a six-month, in-depth study of the system's branches to develop a short- and long-term action plan. It seems premature to award a gold star of success to an experiment that has just gotten off the ground.

Schiller mentions garbage collections and school busing as services that have been successfully "contracted out" by local government. While there is a place for contracting out some public services, I would suggest that public library services are not analogous to garbage collection or school busing.

Modern public library service involves more than circulating a book collection, important as that is. For example, much information is now best available online or on CD-ROM. Good public libraries provide that access. Well-educated librarians are needed to select and maintain the technology in this expanding information universe and no amount of "cookie certificate" suggestions will eliminate the time-consuming, service-intensive effort that is required to help people use these resources successfully.

Public libraries have been one of the most cost-effective public institutions. While there may be some inefficiencies and wasteful practices in the Riverside County system, the more serious problem is the impact of Proposition 13 and its descendants finally hitting the special-district libraries.

Let the experiment begin. LSSI will probably be able to provide minimum-level service until at some point it is clear that there is no acceptable profit margin to be made, and then it will be free to terminate its contract and walk away from the problem.

GOLDEN PEN AWARD

►Today's winner is Rae Beverage of Placentia, Ms. Beverage has been a librarian for 20 years and currently is employed as a librarian by the city of Whittier.

Each Sunday the Register recognizes a letter that eloquently addresses an issue or engenders debate on a topic of public interest.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily SEP 17 1997

\$3.82 billion county budget up \$90 million over last year

GOVERNMENT: Supervisors boost public-safety and library funding and set aside money to repay debt.

By **TERI SFORZA**
and **CHRIS KNAP**
The Orange County Register

The Orange County Board of Supervisors approved a \$3.82 billion budget Tuesday that will boost public-safety spending, open new libraries, fund new courthouses, and pump \$20 million into the controversial quest to build a commercial airport at El Toro.

In a rare move, Supervisor Tom Wilson forced a separate vote on the \$20 million El Toro planning fund. The item was approved 3-2, with Wilson and Supervisor Todd Spitzer dissenting.

"We're traveling blind down a lightless tunnel, and this \$20 million is like lighting matches to find our way," said Wilson, who represents south-county communities that vehemently oppose an

airport at the El Toro Marine Corps Air Station. "I'm asking, 'How long is the tunnel?' and 'How much will the airport cost us?' So far, I haven't gotten any answers."

The bulk of the budget passed more peacefully, on a unanimous vote. Overall, it's up \$90 million — or 2.4 percent — over last year's \$3.73 billion.

In June, the county expected spending to drop this year; instead it's up 4 percent, or \$150 million, over the earlier projections. The booming state economy is to thank for the extra money, officials said.

The county work force will number 16,469, up 650 positions over last year.

County Chief Financial Officer Gary Burton said the bulk of the new positions come straight from federal and state programs. For instance, federal legislation enabled the Probation Department to add 143 workers who will handle expanding juvenile caseloads, supervise convicted sex offenders, and staff an expansion of Juvenile Hall.

Among the other budget addi-

tions:

Board Chairman William Steiner, former director of Orangewood Children's Home, pushed for an additional 140 positions and \$20 million for preventive services for children and families.

Wilson pushed for \$5 million to be set aside for a south-county courthouse.

The budget is dressed to impress Wall Street, as well: It sets aside an extra \$24 million for early repayment of bankruptcy debt, bringing that total to \$50.8 million.

More than one-fourth of the budget goes to repay debt from the county's 1994 \$1.64 billion investment crash and subsequent bankruptcy.

The budget also includes \$16 million for "strategic planning" issues, such as the need for juvenile facilities and court expenses, which will be doled out in the fall; and a \$15 million contingency fund.

"This is a balanced budget that restores a number of county programs without going back to business as usual," Steiner said.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily

7

LIFE ON THE LINE

BEYOND BUN HAIR: THE NEW WORLD OF THE LIBRARIAN

332

From Shirley Jones in "The Music Man" to Donna Reed in "It's a Wonderful Life," I've always had crushes on librarians. My friends and I used to call the local reference desk every day, asking ridiculous questions about the weight of hummingbirds and the mating habits of elephants, simply to swoon at the prompt response. There's just something sensual about an intellectual woman with her hair in a bun.

So imagine my devastation when a new report on "Libraries in the Digital Age" arrived. Inside, a blueprint for information gatherers in the era of CD-ROMs and the Internet, with nary a spinster in sight.

"They're basically remaking their image," says Jamie McClelland, a spokesman for the Libraries of the Future, the nonprofit organization that wrote the report. "This isn't Marian the librarian, any of that. They have technology, video, computers."

And while the makeover is bittersweet, the implication is heartening. Even when technology is delivering more information than ever to the average citizen, a librarian's job is crucial.

"Many people think the library is obsolete," McClelland says. "But the opposite is true. Many people don't have the money or knowledge to get what they want."

Librarians no longer are curators of musty collections, they're guides through a world of data.

Libraries are spending millions of dollars to archive materials, digitize texts and provide Internet access. The American Library Association and Microsoft are contributing \$10.5 million to upgrade 41 of the nation's 8,946 libraries; the Library of Congress plans to post 5 million items online by the year 2000; and 45 percent of the nation's libraries are connected to cyberspace.



Stephen Lynch

THE LINK

Visit the Libraries of the Future at

<http://www.lff.org/>

And, for your own research, there are numerous "electronic librarian" sites online. One of the best is Librarian Heaven (http://deoxy.org/li_lib.htm), which has links to the numerous reference books, archives and card catalogs.



The librarians battle two myths: That the Internet is centralizing information, and that the Internet gets rid of the middle man. Anyone who uses an online search program such as Yahoo! knows the first isn't true. Though numerous databases and card catalogs are accessible online, it takes an enormous amount of time to sift through the millions of choices that may result from a search.

The second idea is that consumers can purchase products without a salesperson and find information without a guide. That's certainly possible. But it's also a lot more convenient, even online, to have someone do the work for you.

For now, no automated computer program can do that job. The best search programs, "agents" and "bots," are limited in their ingenuity and flexibility. A librarian may understand someone looking for "that book by that guy;" the Internet needs specifics.

Librarians are even helping to organize the Internet, by designing Web sites and linking to databases, says John Callahan, assistant city librarian for Newport Beach.

The challenge now is making sure there are enough librarians. The few library science programs in the United States don't always provide the latest training, McClelland says. And graduates of the best ones, such as the University of Illinois, Champaign-Urbana, usually work for high-paying analyst firms.

All of which makes the skills of a good librarian — knowledge of database programs, public record searches and media literacy — valuable commodities. More corporations, McClelland reports, are hiring private librarians. And slowly, salaries are rising above the \$44,000 average for public librarians today.

It's not a profession of Donna Reeds anymore. They speak above a whisper. They use the Internet. They're even men, who now represent 16 percent of the profession.

And sometimes, I hear, they even wear their hair down.

Stephen Lynch can be E-mailed at minnesota@pobox.com

PLACENTIA LIBRARY DISTRICT NEWSLETTER

PROGRAMS FOR CHILDREN

This winter the Library will be having storytimes for three different age groups. One for prewalkers and toddlers up to age 2; one for children ages 2-3; and one for children ages 4-6.

Children attending storytime will enjoy stories, songs, flannel boards, poetry and more.

Storytime Corner Schedule

No Registration Required

Ages 2-3 year olds

Wednesday Evenings 6:30 - 7:00 P.M.

January 7 - February 27

Ages 4-6 year olds

Tuesday Evenings 6:30 - 7:00 P.M.

Thursday Afternoons 3:30 - 4:00 P.M.

January 8 - February 26

Lapsit Stories

Prewalkers and walkers up to 2 years old

Thursday Mornings 10:30 - 11:00 A.M.

January 8 - February 26

*Dates and times of storytimes and lapsits are subject to change.
Please verify the above schedule with the Library at 528-1906 Ext. 212.*

Come Celebrate Martin Luther King Day
at the Library

The Children's Department would like to invite you to join us for a multicultural celebration at 1:00 P.M. Monday, January 19, 1998. This is a free event for the entire family. No registration is required. For more information call the Library at 528-1906, Ext. 212.



Commemorative Afghan Celebrates Placentia!

This colorful woven afghan featuring Placentia scenes and historic buildings is available for purchase at the Library Circulation Desk.

The cost is \$50.00 plus CA Sales Tax.

The afghan comes in blue, green or cranberry.

Proceeds benefit projects of the
Placentia History Room.

PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue
528-1906

Adult Services Ext. 209

Children's Desk Ext. 212

Renewals Ext. 6

HOURS

Sunday 1:00 - 5:00 P.M.

Monday - Wednesday 12:00 NOON - 9:00 P.M.

Thursday 10:00 A.M. - 6:00 P.M.

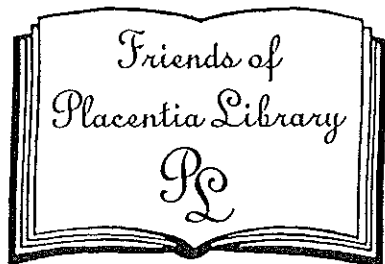
Friday Closed

Saturday Closed

The Library Will Be Closed

December 24, 1997 through January 3, 1998





Author's Brunch
To Benefit the Library's Book Budget

Saturday March 7, 1998

Tickets Go On Sale
Middle of January

Featured Speaker

Barbara Seranella

Auto Mechanic to the Stars might have been an appropriate tag for Barbara Seranella before she quit her day job four years ago to write mystery novels.

Now, with the publication of her first book, *No Human Involved*, which appeared on the Los Angeles Times Best Sellers list in August, she has put to good use much of her experience gained during her life on a commune in San Francisco's Haight Ashbury, her time as a biker, and then her 20 years as an auto repair mechanic in Southern California.

For 12 years she was a auto mechanic at the Brentwood Texaco Station corner of Sunset and Barrinton. Among her many star clients were Alan Alda, Wayne Gretzky, Jermaine Jackson, Elliot Gould, Betty White, O.J. Simpson, to name just a few. Barbara has great anecdotes about her many high-profile regulars.

Now a Southern California-based writer, Barbara studied writing at U.C. Irvine, along with on-location research. She interviewed homicide detectives, toured crime labs, went on ride-alongs and studied crime scenes with cops.

Barbara is a member of the Palm Springs Writers Guild, Orange County Sisters in Crime, the Palm Springs Chapter of the League of American Pen Women and writes a monthly "Car Care Tips" for the *Desert Woman*. She is currently working on her second mystery.



If you know someone who needs to improve their basic literacy skills, tell them that free help is available at the Placentia Library.

If you can read, write and speak English, and are able to meet two hours weekly with an adult learner, consider becoming a volunteer tutor.

LITERACY TUTOR TRAINING

Placentia Library Literacy Services will offer a 15 hour training class for prospective tutors this winter.

The class will meet on Tuesday evenings from 6:00 to 9:00 p.m. beginning January 20 and concluding February 17.

Training is provided without charge to volunteers making a minimum commitment of six months to the Placentia Library Literacy Services or any other tutoring organization in the city of Placentia. Registration for tutors volunteering for other programs is \$30.00.

To enroll in the class or for more information about the program, please call the Literacy Office at 524-8408.

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 along with their application for citizenship. For more information or to pre-register for the exam, contact the Literacy Office at (714) 524-8408.

Placentia Library Literacy Services (PLLS), Library Program developed in partnership with the California Literacy Campaign, provides free and confidential basic literacy instruction to adults in the Placentia and Yorba Linda areas.

PLACENTIA LIBRARY DISTRICT
Information for Teachers
 Preschool - Primary - Intermediate Edition



Placentia Library District • 411 East Chapman Avenue • Placentia, CA 92870
 714-528-1906 Ext. 212 • Fax 528-8236

Every Child a Library Card

September is Library Card sign up month at the Placentia Library. It is the goal of the Library to encourage every child to have and use a library card. Please encourage those students who do not have a library cards to come to the Library and get one.

In order to register for a library card a child needs to come into the Library with a parent who has something showing the family's current address i.e. driver's license, California I.D., mail, pre-imprinted check, ect.

Every child who registers for a new library card beginning September 3 through September 31 will receive a pencil and will be eligible to enter a drawing to win a new book. Twenty lucky winners will be drawn.

Library cards are free to all California residents.

Special Thanks !!

The Moms Club of Placentia and Knowlwood Family Restaurant recently held a fund raiser to benefit the Children's Department of the Placentia Library.

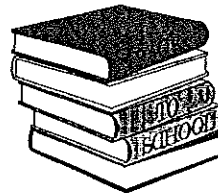
Over 500 dollars was raised! This money was used to purchase materials for the Parent-Teacher Collection and family oriented materials for the Children's Collection.

The staff at the Placentia Library and especially the Children's Department would like to thank the Moms Club of Placentia for their hard work in organizing the fund raiser and the Knowlwood Family Restaurant for donating the proceeds from the event to the Children's Department.

Assignments Alerts

As the school year begins, class-wide assignments mean that upwards of 20 to 30 children will occasionally all be after the same limited amount of library materials.

Unfortunately, the first few children who come to the Library can check out most or all of the useful materials.



In order to allow an equal opportunity for all children to complete their assignments, we ask the

teachers to please make use of the ASSIGNMENT ALERT sheets. When the Library Staff is notified of an upcoming class-wide assignment we will pull a selection of materials relevant to the subject and place them on special reserve for the class. The materials will be unavailable to check out, but will be available to be used by the students in the Library, thus allowing all students a chance to complete their assignments. There is nothing more frustrating for students and Library staff alike than to be unable to complete an assignment because the materials are all checked out.

Please help us to help your students, use the ASSIGNMENT ALERT sheet. Fill them out and drop them off in the Children's Department or mail or fax them in to us. We can even take an ASSIGNMENT ALERT over the telephone.

Call the Children's Department at 528-1906 Ext. 212 for more information.

Library Hours

Sunday - - - - - 1:00 - 5:00 P.M.
 Monday-Wednesday - - 12: NOON - 9:00 P.M.
 Thursday - - - - - 10:00 A.M. - 6:00 P.M.
 Friday & Saturday - - - - - CLOSED

Touting Our Technology

The Children's Department is happy to provide Internet and LAN stations for public use. While there are a total of six public use Internet and LAN stations in the Library, two of these are in the Children's Department.

Come in and find out all the interesting and fun things that can be found on the Internet. It can even help with homework and other school assignments.

The use of the internet and LAN services is free. Copies can be made at some stations for a small charge.



11th Annual Camp Library

To celebrate Children's Book Week, a national celebration to encourage children's enjoyment of reading, the Placentia Library Children's Department will host the 11th annual Camp Library.

Children ages four to twelve, accompanied by a parent, will spend the night at the Library. This event begins on Friday, November 21 at 7:30 P.M. And lasts until Saturday, November 22 at 7:30 A.M.

There will be special performers, crafts, games, movies and food. A snack will be served in the evening and a continental breakfast will be available in the morning.

Bring your sleeping bags, pillows, comfy jammies, and your favorite bedtime buddy and get ready to have a great night at the library.

Registration begins Sunday, November 2 and costs \$3.00 per person (children and adults). Registration fee must be paid at time of registration. Sign ups for this event are limited to the first 50 children.

Camp Library is sponsored by the Friends of Placentia Library.

El Dorado Theatre Arts



Drama students from El Dorado High School, under the direction of Gai Jones, will present

Stage to Page - Stories to Delight

a performance of the California Young Readers' Medal Nominees.

Monday, October 27 at 7:00 P.M.
Library Meeting Room.

Come early, space is limited.
This event is great for the entire family.



Children attending will enjoy stories, songs, flannel boards, poetry and more.

Storytime Corner Schedule

No registration required.

Lapsit

Prewalkers and walkers up to two years old

Thursday 10:30 - 11:00 A.M.
October 9 - 30

Storytime for 2 - 3 year olds

Wednesday 6:30 - 7:00 P.M.
October 8 - November 26

Storytime for 4 - 6 year olds

Tuesday 6:30 - 7:00 P.M.
Thursday 3:30 - 4:00 P.M.
October 7 - November 25

Library Detectives, Inc.

A Case for Reading

Congratulations to all the Placentia school children registered for the Summer Reading program. By the end of July over 800 children had registered for summer reading fun and had read over 7800 books.



Children who finish all 8 weeks of the Reading Program will receive a reading certificate and other prizes, and will be eligible to enter our grand prize drawing.

Each elementary school will receive a list of their students who complete the summer reading program.

The summer reading program is sponsored annually by the Friends of Placentia Library.

*Information for Teachers is published in September, December, March and May by the staff of Placentia Library District.
Cyrise Smith, M.L.S., Editor.*



This fall the Library will be having storytimes for three different ages groups. Children attending these storytimes will enjoy stories, songs, flannel boards, poetry and lots of fun.

Storytime Corner Schedule

Lapsit Stories

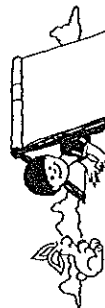
Prewalkers and walkers up to 2 year old
Thursday Morning 10:30 - 11:00 A.M.
October 9 - 30

Storytime for 2-3 year olds

Wednesday evening 6:30 - 7:00 P.M.
October 8 - November 26

Storytime for 4 -6 year olds

Tuesday evening 6:30 - 7:00 P.M.
Thursday afternoons 3:30 - 4:00 P.M.
October 7 - November 25



The 11th Annual Camp Library will be held Friday, November 21 from 7:30 P.M. To Saturday 7:30 A.M.. This is a family event held in celebration of Children's book Week. Children and at least one parent stay all night in the Library and enjoy games, crafts, stories and lots of fun.

Registration for Camp Library will begin on Sunday, November 2 and is limited to the first 50 children at a cost of \$3.00 per person. Continental breakfast is included.

PROGRAMAS DE LA BIBLIOTECA

Septiembre es el mes para inscribirse para recibir una tarjeta de la biblioteca! Es una meta del Distrito de la Biblioteca de Placentia de animar a cada niño a tener y usar una tarjeta de la biblioteca

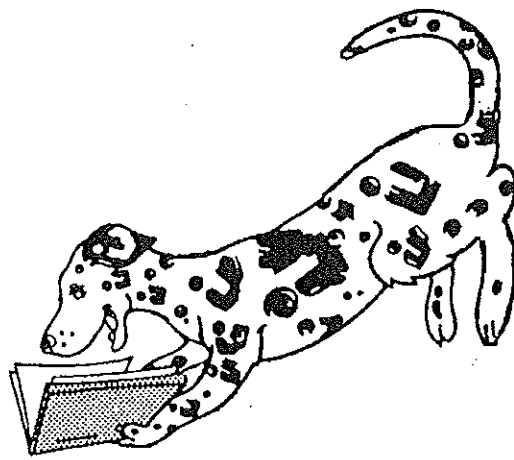
Cada niño que venga a la biblioteca con sus padres y se inscriba para una tarjeta nueva de la biblioteca durante el mes de septiembre recibirá un lápiz de la biblioteca y será elegible para entrar a una rifa para ganar libros nuevos. Veinte ganadores serán escogidos. Venga HOY, inscribase para recibir una TARJETA DE LA BIBLIOTECA, y comiense a sacar GRAN LIBROS!

Tarjetas de la biblioteca son gratis para todos los residentes de California. Se requiere una prueba de domicilio y una firma de un padre o guardian.

La biblioteca es un gran lugar en donde pueden venir estudiantes después de la escuela a estudiar y a completar su tarea. La biblioteca también presenta programas gratuitos y eventos especiales durante todo el año.

The programs listed in this flyer are not school sponsored events.

Make Friends With Books



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue
Placentia, CA 92870

(714) 528-1906 Ext. 212

EVERY CHILD ... A LIBRARY CARD!

MEET NEW FRIENDS

Get a Library Card*

September is Library Card Sign-up month at Placentia Library!

Placentia Library District encourages every child living in Placentia to have and to use a Library card.










Each child who comes to the Library with a parent or guardian and signs up for a new Library card during September will receive a free pencil and be eligible to enter a drawing to win a new paperback book. Twenty lucky winners will be drawn.

Come in NOW, sign up for your new LIBRARY CARD, and begin checking out GREAT BOOKS right away.

Library cards are free to all California residents. Proof of address and a parent or guardian's signature is required.

***Guaranteed for a lifetime of learning and enjoyment.**

With your new Library card you may check out:

-  Picture Books
-  Easy readers for the beginning reader
-  Mysteries
-  Science Fiction
-  Adventures
-  Encyclopedias, Dictionaries and other nonfiction materials to help complete homework assignments
-  Children's Magazines
-  Educational and Entertainment Videos
-  Lots, lots more!



Did you know that...

The Library is a great place for students to come after school to study and complete homework.

The Librarians are always ready to guide students to the books and reference material needed to complete homework assignments.

The Placentia Library presents free programs for children during the year. See back pages for schedules of all the children's program.

LIBRARY HOURS

Sunday
1:00 - 5:00 P.M.

Monday - Wednesday
12:00 NOON - 9:00 P.M.

Thursday
10:00 A.M. - 6:00 P.M.

Friday & Saturday
CLOSED

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: November 18, 1997
SUBJECT: **Placentia Library Literacy Services Report for the months of September and October**

Program Statistics

Active tutors: 59
Active students: 68
Students waiting to be matched: 25
Percentage of tutors reporting (September/October hours): 97%
Tutoring hours reported: 566
Other volunteer hours reported: 258
Total volunteer hours: 824

Citizenship Exam. The citizenship exam was administered Saturday, September 20, 1997 and October 18, 1997. Twenty-three people took the exam in September and 16 in October. The next exam is scheduled for Saturday, November 8, 1997.

Tutor Training. The fall Tutor Training Workshop began Tuesday, October 7, 1997 and will conclude November 4, 1997.

Southern California Library Literacy Network (SCLLN). Board President Dinsmore attended the September 11, 1997 SCLLN meeting held in Beverly Hills.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network. Literacy Coordinator Matas is working with the manager of the local Starbucks on ways the store can help support and promote the literacy program.



SAFETY COMMITTEE MEETING
SEPTEMBER 24, 1997
MINUTES

- I. Call to Order: 3:25 P.M.
- II. Members Attending: Jerry Conn
Esther Guzman
Katie Matas
- Members Absent: Cindy McClain

III. Old Business

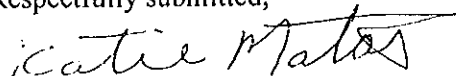
1. Library Director Minter attended the Special Districts Workers Compensation Authority (SDWCA) Summer Safety Seminar in Ontario, CA on Tuesday, August 5, 1997.

IV. New Business

none.

The next meeting will be October 22, 1997 at 3:15 P.M.

Respectfully submitted,



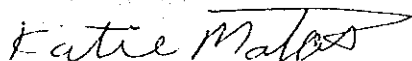
Katie Matas

SAFETY COMMITTEE MEETING
OCTOBER 22, 1997
MINUTES

- I. Call to Order: 3:21 P.M.
- II. Members Attending: Jerry Conn
Esther Guzman
Katie Matas
- Members Absent: Cindy McClain
- III. Old Business
none
- IV. New Business
1. An employee was shelving books, and a book fell on her head. The accident procedures were followed.
 2. The threshold between the carpet and tile at meeting room door A is loose. It needs to be re-glued.

The next meeting will be November 19, 1997 at 3:15 P.M.

Respectfully submitted,



Katie Matas

Levels of Support

Yes, I want to help provide the following number of books. Please check the appropriate box.

- 1 Book - \$25.00
Includes one commemorative bookplate
- 2 Books - \$50.00
Includes two bookplates and identification card granting all residents of the donor's household free reserves and overdue notices for 12 months.
- 4 Books - \$100.00
Includes four bookplates and identification card granting all residents of the donor's household free reserves and overdue notices for 12 months.
- 10 Books - \$250.00
Includes ten book plates, identification card granting free reserves and overdues, and one complimentary ticket to the annual author's brunch.
- Other \$ _____
All gifts are greatly appreciated.
- I'd also like to make an additional gift of \$ _____ specifically for the Endowment Fund.

My check for the total amount of \$ _____ is enclosed.

Please make your tax deductible gift payable to:

Placentia Library Foundation

- Please contact me about the tax benefits of making an estate or planned gift.

Name _____
Address _____
City _____ State _____ Zip _____

9/97

Mission Statement

The purpose of Placentia Library Foundation is to ensure the future provision of resources and services at Placentia Library District through building and managing endowment and capital funds, and providing grants to the Placentia Library District from these funds.

Specific programs supported by the Foundation include:

- The Library's collections of books, magazines, and audio visual materials
- Reference and information services for children and adults.
- The Library's facilities and equipment
- Special Library projects.

PLACENTIA LIBRARY FOUNDATION



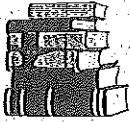
*Ensuring the Future of
Placentia's Public Library*

Placentia Library Foundation Board of Directors

Sandra M. Stark, President
David D. Hiskey, Esq., Secretary
Jane DeJovine, Ph.D.
A. C. "Pat" Irot
M. A. McHenry, CPA
Jean Pappas
Al Penry
Elizabeth D. Minter, MLS, Ex. Officio

PLACENTIA LIBRARY FOUNDATION
411 East Chapman Avenue
Placentia, CA 92870-6198
(714) 528-1925 Ext. 203

The Magic of Books



We are continually thrilled with the magic of books. The way they inform, excite and educate us about any subject. They take us to distant lands or help us explore our very thoughts and emotions.

Can You Imagine a World Without Them?

Yet we could be faced with the possibility of losing the magic of books if we don't take certain steps to ensure that we will always have them.

Funding Cuts Decrease Number of Books Purchased

Placentia Library receives no city or county funding. The source of revenue that provides for your Library's operation comes from the special assessment district established for the Library by voters in 1919.

Yet the funds which come from these property taxes are allocated by the State and have been cut by 50%!

Establishing Placentia Library Foundation Helps Offset Funding Drop

Concerned citizens realized that if something wasn't done to offset the drastic cuts, the very essence of the Library and the magic of books could be lost in Placentia.

That's why in 1994 Placentia Library Foundation was established to enable individuals, corporations and other organizations to support the programs of the Library through tax-exempt contributions.



The Story of the Foundation's Success Is Just Beginning.

From the start, the positive impact of the Foundation's efforts has been felt. Our Library is at the cutting edge of multimedia communications through Internet access and subscription service to the *Los Angeles Times* and *Orange County Register*. You can also look up magazine articles online.

And if you can't make into the Library, we offer remote access for your convenience.

With a simple dial of the phone using your computer and modem, you can hook into the wealth of knowledge that is your Library from the comfort of your own home.

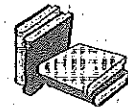
Of course, our Foundation has also been able to stem the tide on the decline of book purchases and we are happy to report that we are making great strides in keeping our shelves current.

You Are Part of the Success Story

With 40,00 cardholders and 215,000 visits per year, the Library and its books are continually in demand. But keeping current and expanding our service is an ongoing and challenging process.

Each year we need to make more purchases. Whether it be to obtain the latest best-selling mystery, or simply replace a well used and loved copy of the *Cat in the Hat*, our needs are constant because the demand for our books is so high.

You can help by supporting Placentia Library Foundation. Funds will be used for current purchases as well as building our endowment to ensure this ability for purchases into the next millennium.



TAX ELECTION CONSIDERATIONS

Should we schedule a tax election?

What are our options?

Continue another a year to see if the legislature will provide some relief;

Study whether to become a part of the county library system;

Review the pros and cons of becoming a department of the City of Placentia;

Consider a Joint Powers Agreement to become a branch of the Anaheim Library;

Continue as we have in 1997 since we have not received many complaints about the reduced hours or the declining number of books on the shelves.

Do an in depth survey of the community to determine whether to have another tax election or to join with Anaheim?

If we vote to go ahead with a tax election, when?

March 1998

June 1998

November 1998

March 1999

If we vote to schedule a tax election, the following are suggestions for timelines and ideas to maximize the effort for a VICTORY.!!

1. Each trustee suggest a person to serve on a Steering Committee.
2. The Steering Committee will meet several times during the first nine to twelve months prior to the scheduled election. The committee will study data from the last election and determine strategy for this election such as Voter Identification, the budget, the needed printed material, the number of mass mailings, the number of mailings to targeted voters, the chairmen needed for each task, etc.
3. Poll current library users about: 1. what they like most about the Placentia Library; 2. how often they have used the library in the past month; 3. if there were two things they could change in the Placentia Library, what they would be, etc. The surveys could be at the Circulation, Reference, etc. Desks. The information would form part of the basis of the print material and main message for voters.
4. 6 months before the election, the fund raising would start. The goal would be to have the greatest amount collected available ~~three~~ months prior to the election.
5. 5 months before the chairmen meet and discuss their tasks and how many volunteers needed for each task. Print material is prepared.

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1207 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
TEL: 773-936-3200
WWW.CHICAGO.LIBRARY.EDU

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1207 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
TEL: 773-936-3200
WWW.CHICAGO.LIBRARY.EDU

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1207 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
TEL: 773-936-3200
WWW.CHICAGO.LIBRARY.EDU

THE UNIVERSITY OF CHICAGO
LIBRARY
1207 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
TEL: 773-936-3200
WWW.CHICAGO.LIBRARY.EDU

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
1207 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
TEL: 773-936-3200
WWW.CHICAGO.LIBRARY.EDU

6. The campaign is "kicked off" three months before the election. Party atmosphere to inspire and inform the volunteers. A large calendar is available to explain the timeline of each activity.
7. Dates for two phone banks determined. Suggest these banks be set up and held in the Meeting Room. Two week-ends, four hours a day.
8. Signs, brochures, publicity are not the key elements to winning. Strategy and targeted voters are the answer. We must have 67% of those voting.
9. The PTA and the Teachers, etc. in the district have a vested interest in the success of the election and must be mobilized EARLY!

The "experts" say that "issue" elections are the hardest to win.

The "experts" say the best time for such an election is one that will probably have the lowest turn-out.

The "experts" say that our chance for a 67% support vote will come from targeting those people who support the library, who voted to support the last election, and those we can identify who will support it in this election,and to get these people to the polls on election day or when they will send their absentee ballots.

We also need to identify volunteers, at least 100, who will give two to four or more hours to helping the campaign.

...
 ...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...

...
 ...