

Placentia Library District
Circulation Report
FEBRUARY 25, 1996

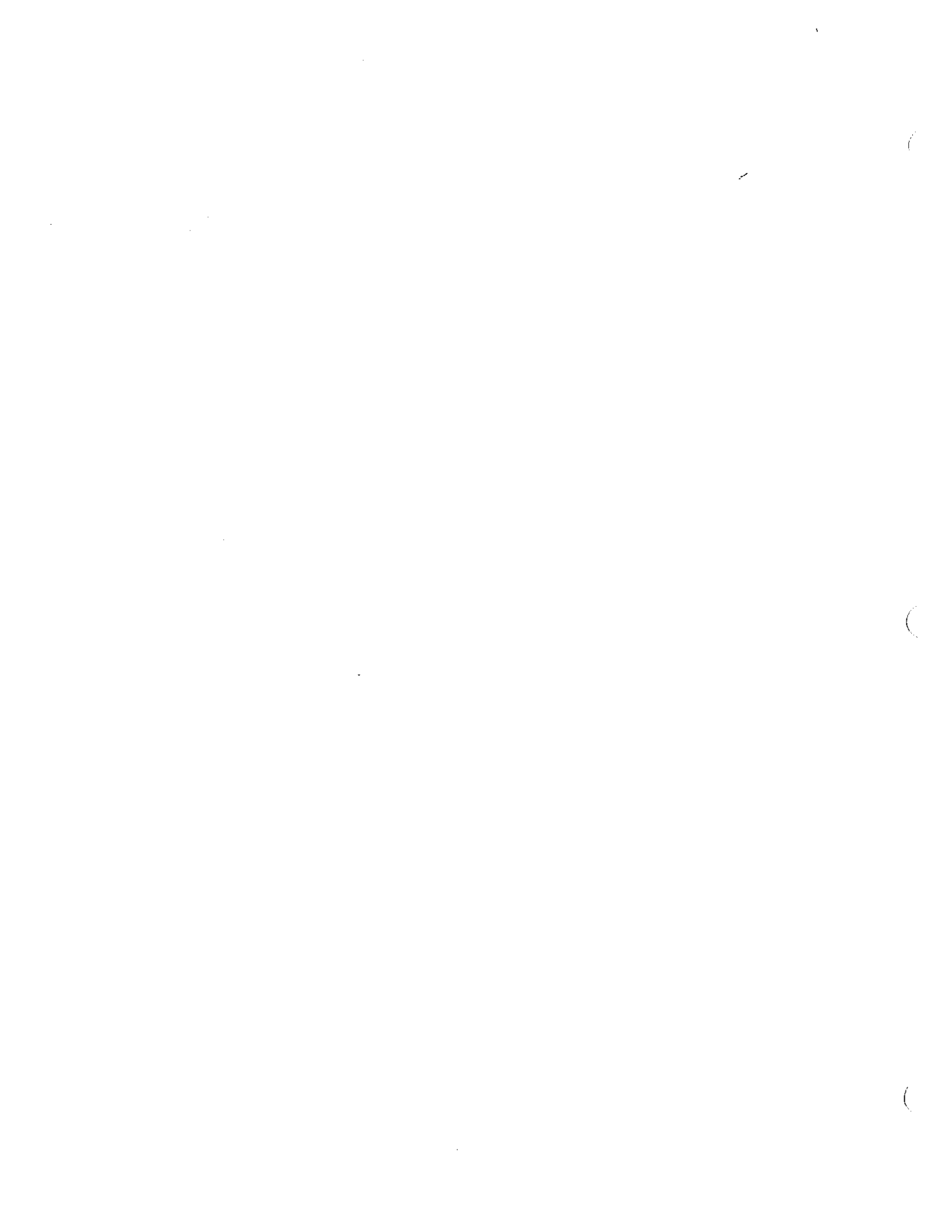
	FY96-97 YTD	FY95-96 YTD	% CHANGE FY96 TO FY97	FY96-97 JAN 97	FY95-96 JAN 96
1st Time Checkouts	108,611	120,963	-10.21%	15,680	19,247
Phone Renewals	7,226	6,964	3.76%	1,034	1,216
In-Building Renewals	10,881	15,384	-29.27%	1,253	2,680
Total Renewals	18,107	22,348	-18.98%	2,287	3,896
TOTAL CHECKOUTS	126,718	143,311	-11.58%	17,967	23,143
On-Time Checkins	107,369	119,198	-9.92%	12,797	16,276
Late Checkins	21,439	21,985	-2.46%	3,390	3,402
TOTAL CHECKINS	128,808	141,183	-8.77%	16,187	19,678
Holds Placed	2,461	2,939	-16.26%	355	542
Holds Cancelled	459	509	-9.82%	62	80
Holds Filled	2,195	2,517	-12.79%	238	0
Holds Expired	13	16	-18.75%	1	6
Overdue Items	6,448	7,068	-8.77%	728	1,045
Overdue Notices	2,902	3,171	-8.48%	338	469
Billing Notices	3,684	3,888	-5.25%	624	663
Patrons Registered	2,022	2,686	-24.72%	277	441
Titles Added	3,890	6,004		497	769
Volumes Added	7,621	10,114		759	1,297
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	58,615	68,172	-14.02%	8,038	11,310
Juvenile Print	56,030	59,810	-6.32%	8,518	9,325
Total Print	114,645	127,982	-10.42%	16,556	20,635
Audio	5,066	5,910	-14.28%	558	901
Visual	6,994	9,530	-26.61%	843	1,530
Equipment	0	0	0.00%	0	0
Total Audio Visual	12,060	15,440	-21.89%	1,401	2,431
TOTAL CIRCULATION	126,718	143,311	-11.58%	17,967	23,143
Placentia Circulation	76,805	85,806	-10.49%	10,986	13,709
% Placentia Circulation	60.62%	59.83%	1.32%	61.18%	59.43%
Anaheim/Yorba Linda Circulation	25,197	29,154	-13.57%	2,811	4,836
% Anaheim/Yorba Linda Circulation	19.89%	20.33%	-2.16%	15.65%	20.97%
TYPES OF BORROWERS					
Adult	86,260	99,595	-13.39%	11,803	16,327
Young Adult	1,917	1,614	18.77%	333	441
Juvenile	30,721	32,617	-5.81%	5,101	5,024
New Borrower	7,781	10,168	-23.48%	728	1,351
Non Resident	2	0	0.00%	0	0
Other	0	22	-100.00%	0	0
TOTAL BORROWERS	126,681	144,016	-12.04%	17,965	23,143
ATTENDANCE	203,987	228,127	-10.58%	27,334	32,548
Adult Reference - In Building	8,337	11,016	-24.32%	1,144	1,813
Adult Reference - Telephone	1,744	4,064	-57.09%	273	375
Children's Reference - In Building	3,943	5,619	-29.83%	884	1,073
Children's Reference - Telephone	298	416	N.A.	44	54
Total Adult Reference	10,081	15,080	-33.15%	1,417	2,188
Total Children's Reference	4,241	6,035	-29.73%	928	1,127
Total In Building Reference	12,280	16,635	-26.18%	2,028	2,886
Total Telephone Reference	2,042	4,480	-54.42%	317	429
TOTAL REFERENCE	14,322	21,115	-32.17%	2,345	3,315

Placentia Library District
Circulation Report
JANUARY 21, 1996

	FY96-97 YTD	FY95-96 YTD	% CHANGE FY96 TO FY97	FY96-97 DEC 96	FY95-96 DEC 95
1st Time Checkouts	92,931	101,716	-8.64%	9,265	12,906
Phone Renewals	6,192	5,748	7.72%	770	917
In-Building Renewals	9,628	12,704	-24.21%	983	2,182
Total Renewals	15,820	18,452	-14.26%	1,753	3,099
TOTAL CHECKOUTS	108,751	120,168	-9.50%	11,018	16,005
On-Time Checkins	94,572	102,922	-8.11%	9,732	14,301
Late Checkins	18,049	18,583	-2.87%	2,794	3,740
TOTAL CHECKINS	112,621	121,505	-7.31%	12,526	18,041
Hold Placed	2,106	2,397	-12.14%	174	277
Hold Cancelled	397	429	-7.46%	55	70
Hold Filled	1,957	2,090	-6.36%	250	0
Hold Expired	12	10	20.00%	1	1
Overdue Items	5,720	6,023	-5.03%	1,248	1,364
Overdue Notices	2,664	2,702	-5.11%	536	588
Billing Notices	3,060	3,225	-5.12%	612	553
Patrons Registered	1,745	2,225	-21.57%	153	254
Titles Added	3,393	5,235		379	873
Volumes Added	6,862	8,817		615	1,243
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	50,577	56,862	-11.05%	5,552	8,063
Juvenile Print	47,512	50,485	-5.89%	4,382	6,011
Total Print	98,089	107,347	-8.62%	9,934	14,074
Audio	4,508	5,009	-10.00%	454	791
Visual	6,151	8,000	-23.11%	629	1,054
Equipment	0	0	0.00%	0	0
Total Audio Visual	10,659	13,009	-18.06%	1,083	1,845
TOTAL CIRCULATION	108,751	120,168	-9.50%	11,018	16,005
Placentia Circulation	65,819	72,097	-8.71%	6,677	9,286
% Placentia Circulation	60.52%	59.90%	1.04%	60.61%	58.33%
Anaheim/Yorba Linda Circulation	21,578	24,318	-11.27%	2,132	3,532
% Anaheim/Yorba Linda Circulation	19.84%	20.21%	-1.83%	19.35%	21.35%
TYPES OF BORROWERS					
Adult	74,457	83,268	-10.58%	7,791	11,540
Young Adult	1,584	1,173	35.04%	202	261
Juvenile	25,620	27,593	-7.15%	2,474	3,335
New Borrower	7,053	8,817	-20.01%	551	869
Non Resident	2	0	0.00%	0	0
Other	0	22	-100.00%	0	0
TOTAL BORROWERS	108,716	120,873	-10.06%	11,018	16,005
ATTENDANCE					
Adult Reference - In Building	7,193	9,203	-21.84%	791	1,257
Adult Reference - Telephone	1,471	3,689	-60.12%	178	239
Children's Reference - In Building	2,959	4,546	-34.91%	336	543
Children's Reference - Telephone	254	362	N.A.	15	32
Total Adult Reference	8,664	12,892	-32.80%	969	2,257
Total Children's Reference	3,213	4,908	-34.54%	351	927
Total In Building Reference	10,152	13,749	-26.16%	1,127	1,800
Total Telephone Reference	1,725	4,051	-57.42%	193	271
TOTAL REFERENCE	11,877	17,800	-33.28%	1,320	2,071

Placentia Library District
Circulation Report
DECEMBER 17, 1996

	FY96-97 YTD	FY95-96 YTD	% CHANGE FY96 TO FY97	FY96-97 NOV 96	FY95-96 NOV 95
1st Time Checkouts	83,666	88,810	-5.79%	15,574	16,799
Phone Renewals	5,422	4,831	12.23%	1,101	1,207
In-Building Renewals	8,645	10,522	-17.84%	1,938	2,397
Total Renewals	14,067	15,353	-8.38%	3,039	3,604
TOTAL CHECKOUTS	97,733	104,163	-6.17%	18,613	20,403
On-Time Checkins	84,840	88,621	-4.27%	15,317	16,158
Late Checkins	15,255	14,843	2.78%	3,313	3,302
TOTAL CHECKINS	100,095	103,464	-3.26%	18,630	19,460
Hold Placed	1,932	2,120	-8.87%	295	401
Hold Cancelled	342	359	-4.74%	52	66
Hold Filled	1,707	1,814	-5.90%	265	333
Hold Expired	11	9	22.22%	2	2
Overdue Items	4,472	4,659	-4.01%	1,097	1,135
Overdue Notices	2,028	2,114	-4.07%	477	490
Billing Notices	2,448	2,672	-8.38%	499	575
Patrons Registered	1,592	1,971	-19.23%	344	382
Titles Added	3,014	4,362		476	743
Volumes Added	6,247	7,574		770	1,601
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	45,025	48,799	-7.73%	8,801	10,151
Juvenile Print	43,130	44,474	-3.02%	7,991	8,299
Total Print	88,155	93,273	-5.49%	16,792	18,450
Audio	4,054	4,218	-3.89%	794	844
Visual	5,522	6,946	-20.50%	1,027	1,017
Equipment	0	0	0.00%	0	0
Total Audio Visual	9,576	11,164	-14.22%	1,821	1,861
TOTAL CIRCULATION	97,733	104,163	-6.17%	18,613	20,403
Placentia Circulation	59,142	62,811	-5.84%	10,949	11,952
% Placentia Circulation	60.52%	60.14%	0.63%	58.82%	58.84%
Anaheim/Yorba Linda Circulation	19,446	20,786	-6.45%	2,496	4,337
% Anaheim/Yorba Linda Circulation	19.90%	19.90%	0.00%	13.41%	21.35%
TYPES OF BORROWERS					
Adult	66,666	71,728	-7.06%	12,949	14,550
Young Adult	1,067	912	17.00%	315	205
Juvenile	23,146	24,258	-4.58%	4,089	4,305
New Borrower	6,502	7,948	-18.19%	1,260	1,335
Non Resident	2	0	0.00%	0	0
Other	0	22	-100.00%	0	8
TOTAL BORROWERS	97,698	104,868	-6.84%	18,613	21,383
ATTENDANCE	157,465	170,303	-7.54%	29,056	33,348
Adult Reference - In Building	6,402	7,946	-19.43%	1,094	1,937
Adult Reference - Telephone	1,293	3,450	-62.52%	247	320
Children's Reference - In Building	2,623	4,003	-34.47%	546	873
Children's Reference - Telephone	239	330	N.A.	36	54
Total Adult Reference	7,695	11,396	-32.48%	1,341	2,257
Total Children's Reference	2,862	4,333	-33.95%	582	927
Total In Building Reference	9,025	11,949	-24.47%	1,640	2,810
Total Telephone Reference	1,532	3,780	-59.47%	283	374
TOTAL REFERENCE	10,557	15,729	-32.88%	1,923	3,184



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,803.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

PERIOD COVERED FY1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	5,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,408.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995	Mar 9, 1995	3,584.55	765.00	713.10	107.50	0.00	0.00	5,170.15
Mar 1995	Apr 11, 1995	3,645.82	765.00	709.87	153.34	0.00	0.00	5,274.03
Apr 1995	May 8, 1995	3,655.84	765.00	720.60	0.00	0.00	0.00	5,141.44
May 1995	Jun 13, 1995	3,684.86	765.00	731.86	215.33	0.00	1,732.03	7,129.08
Jun 1995	Jul 26, 1995	4,618.99	765.00	710.90	797.50			6,892.39
TOTAL		50,866.15	9,564.68	9,073.02	2,146.99	0.00	1,732.03	73,382.87
AVG		4,238.85	797.06	756.09	178.92			6,671.17

PERIOD COVERED FY1995-1996	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1995	Aug 11, 1995	5,270.46	724.83	835.38	0.00	0.00	0.00	6,830.67
Aug 1995	Sep 11, 1995	5,423.86	720.61	835.38	107.50	0.00	0.00	7,087.35
Sep 1995	Oct 5, 1995	5,607.26	523.47	835.38	40.78			7,006.89
Oct 1995	Nov 9, 1995	4,341.85	712.90	835.38	539.57			6,429.70
Nov 1995	Dec 8, 1995	3,678.53	718.12	835.38			255.66	5,487.69
Dec 1995	Jan 26, 1996	3,594.00	852.78	835.38	107.50			5,389.66
Jan 1996	Feb 7, 1996	3,259.95	753.70	835.38	128.50			4,977.53
Feb 1996	Mar 21, 1996	3,739.72	765.96	835.38	289.69			5,630.75
Mar 1996	May 6, 1996	3,548.04	751.47	835.38	107.50			5,242.39
Apr 1996	Jun 11, 1996	3,839.44	759.92	835.38	107.50		1,660.73	7,202.97
May 1996	Jul 9, 1996	3,119.00	840.14	835.38	107.50			4,902.02
Jun 1996	Jul 10, 1996	2,652.71	641.34	835.38	107.50			4,236.93
TOTAL		48,074.82	8,765.24	10,024.56	1,643.54	0.00	1,916.39	70,424.55
AVG		4,006.24	730.44	835.38	136.96			5,868.71

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1996	Sep 4, 1996	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug 1996	Sep 26, 1996	4,435.31	835.38	763.96	57.32			6,091.97
Sep 1996	Oct 15, 1996	4,534.17	835.38	761.80	107.50			6,238.85
Oct 1996	Nov 18, 1996	3,642.18	835.38	763.49	0.00			5,241.05
Nov 1996	Dec 18, 1996	3,179.64	835.38	755.46	322.50			5,092.98
Dec 1996	Feb 7, 1997	3,213.07	0.00	921.83	215.00			4,349.90
Jan 1997	Feb 20, 1997	2,789.27	835.38	671.71	119.64			4,416.00
Feb 1997								0.00
Mar 1997								0.00
Apr 1997								0.00
May 1997								0.00
Jun 1997								0.00
TOTAL		26,478.66	5,008.55	5,473.63	821.96	0.00	0.00	37,782.80
AVG		3,782.67	715.51	781.95	117.42			5,397.54

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

FY1995-1996	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1995	1,213.32	204.00	32.34	1,449.66	724.83
Aug 1995	1,213.32	204.00	23.89	1,441.21	720.61
Sep 1995	853.52	174.00	19.41	1,046.93	523.47
Oct 1995	1,212.82	204.00	8.97	1,425.79	712.90
Nov 1995	1,212.82	204.00	19.41	1,436.23	718.12
Dec 1995	1,308.10	333.00	64.45	1,705.55	852.78
Jan 1996	1,283.50	204.00	19.90	1,507.40	753.70
Feb 1996	1,283.50	204.00	44.41	1,531.91	765.96
Mar 1996	1,283.50	204.00	15.43	1,502.93	751.47
Apr 1996	1,283.50	204.00	32.34	1,519.84	759.92
May 1996	1,348.84	279.00	52.44	1,680.28	840.14
Jun 1996	1,089.28	174.00	19.41	1,282.69	641.35
TOTAL	14,586.02	2,592.00	352.40	17,530.42	8,765.21
AVG	1,215.50	216.00	29.37	1,460.87	730.43

TOTAL DOLLARS SPENT

FY1996-1997	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1996	1,348.84	279.00	35.46	1,663.30	831.65
Aug 1996	1,229.50	279.00	19.41	1,527.91	763.96
Sep 1996	1,229.50	279.00	15.10	1,523.60	761.80
Oct 1996	1,229.50	264.00	33.47	1,526.97	763.49
Nov 1996	1,229.50	264.00	17.41	1,510.91	755.46
Dec 1996	1,400.20	408.00	35.46	1,843.66	921.83
Jan 1997	1,090.00	234.00	19.41	1,343.41	671.71
Feb 1997				0.00	0.00
Mar 1997				0.00	0.00
Apr 1997				0.00	0.00
May 1997				0.00	0.00
Jun 1997				0.00	0.00
TOTAL	8,757.04	2,007.00	175.72	10,939.76	5,469.88
AVG	1,251.01	286.71	25.10	1,562.82	781.41

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Aug 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1995	248.88	204.08	48.24	0.00	352.32	853.52
Oct 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Nov 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Dec 1995	248.88	255.10	48.24	95.28	660.60	1,308.10
Jan 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Feb 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Mar 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Apr 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
May 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Jun 1996	261.36	216.00	51.04		560.88	1,089.28
TOTAL	3,126.78	3,046.58	595.68	95.28	7,721.70	14,586.02
AVG	260.57	253.88	49.64	7.94	643.48	1,215.50

DOLLARS BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Aug 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Sep 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Oct 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Nov 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Dec 1996	327.60	270.00	51.04	50.46	701.10	1,400.20
Jan 1997	262.08	216.00	51.04		560.88	1,090.00
Feb 1997						0.00
Mar 1997						0.00
Apr 1997						0.00
May 1997						0.00
Jun 1997						0.00
TOTAL	1,961.82	1,620.00	357.28	50.46	4,767.48	8,757.04
AVG	280.26	231.43	51.04	7.21	681.07	1,251.01

TIME BY TYPE OF WORKER

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

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TIME BY TYPE OF WORKER

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

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TIME BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1995	8.00	10.00	2.00	0.00	30.00	50.00
Aug 1995	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1995	8.00	8.00	2.00	0.00	16.00	34.00
Oct 1995	8.00	10.00	2.00	0.00	30.00	50.00
Nov 1995	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1995	8.00	10.00	2.00	4.00	30.00	54.00
Jan 1996	8.00	10.00	2.00		30.00	50.00
Feb 1996	8.00	10.00	2.00		30.00	50.00
Mar 1996	8.00	10.00	2.00		30.00	50.00
Apr 1996	8.00	10.00	2.00		30.00	50.00
May 1996	10.00	10.00	2.00		30.00	52.00
Jun 1996	8.00	8.00	2.00		24.00	42.00
TOTAL	98.00	116.00	24.00	4.00	340.00	582.00
AVG	8.17	9.67	2.00	0.33	28.33	48.50

=====

TIME BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1996	10.00	10.00	2.00	0.00	30.00	52.00
Aug 1996	8.00	8.00	2.00	0.00	30.00	48.00
Sep 1996	8.00	8.00	2.00	0.00	30.00	48.00
Oct 1996	8.00	8.00	2.00	0.00	30.00	48.00
Nov 1996	8.00	8.00	2.00	0.00	30.00	48.00
Dec 1996	10.00	10.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00		24.00	42.00
Feb 1997						0.00
Mar 1997						0.00
Apr 1997						0.00
May 1997						0.00
Jun 1997						0.00
TOTAL	60.00	60.00	14.00	4.00	204.00	342.00
AVG	8.57	8.57	2.00	0.57	29.14	48.86

CALIFORNIA ADVOCATES, INC.

Park Executive Bldg., 925 L Street, Suite 350, Sacramento, CA 95814 (916) 441-5050 Fax (916) 441-5859

February 13, 1997

MEMORANDUM

TO: Elizabeth Minter

FROM: Mike Belote

SUBJECT: California Advocates, Inc. Web Page - On-Line Service - E-Mail Address

California Advocates, Inc. prides itself in providing its clients with accurate and timely bill referral and legislative information from which policy can be developed and outcomes influenced.

Although we have created and customized our services to best meet your needs over the years, we invested our time and energy during the legislative interim recess exploring new approaches to improve our services. We discovered there is an alternative to mailing legislative bills every week or status reports every month. Instead, this information and more can be **sent to you electronically**. You can choose whether to download and print the information, or merely access it on your computer screen.

As a result of our efforts, California Advocates, Inc. has developed an internet-based legislative bill tracking system to provide you with continuous access to complete information on all bills we are following for Placentia. This password-based system includes a specially created electronic database for Placentia. From your database, you can click on various items and sub-items of information as follows:

LEGISLATION

- Bill Number - (For example, AB 1/all versions available)
- Bill Author - (Biographical Information)
- Bill Status
- Bill History
- Latest Version (most recently amended text)

LEGISLATIVE CALENDAR

- Committee schedule of bills in Placentia bill folder;
- "List of scheduled hearings" provides a complete hearing schedule for all Assembly and Senate Committees and bills.

BILL HEARING AND FLOOR STATUS

- "Committee Hearings File" provides you with a schedule of hearings on the bills in your folder;
- "Pick One" provides a hearing schedule for a specific Assembly or Senate Committee.

Between now and the February 28 deadline for the introduction of measures for consideration in the 1997 Session, we will be identifying various bills and placing them in your electronic bill folder so you can review them and take positions. As these bills are amended, you will be notified by E-Mail so that you can review and take further positions. Each new version will be automatically added to your database so that you will have a complete record of all versions.

To interact with our internet system, you will need internet access on your computer. We recommend that you use a NetScape Navigator 3.0 browser software which is available free from NetScape. However, all major internet browsers can be used. California Advocates, Inc. internet address is:

www.legweb.com/CALadvocates

Once you have entered the California Advocates, Inc. home page, you must click on "Clients" to find the name of Placentia. This will take you to a password control. The user name and password for Placentia is :

User Name: placentia

Password: 424

Your Web Page also includes an E-Mail network feature which can be used to improve communications between California Advocates, Inc. and Placentia. To help us, you will need to provide us with the E-Mail addresses for everyone in your district that you want to review legislation. We will enter the E-Mail address into the system for our joint use. **Please use the enclosed form to provide us with your E-Mail addresses.**

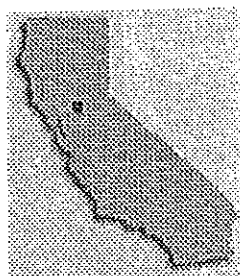
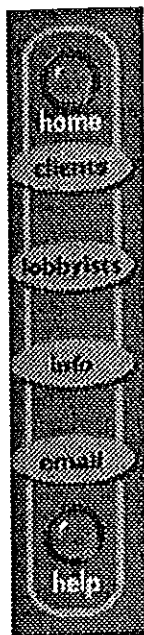
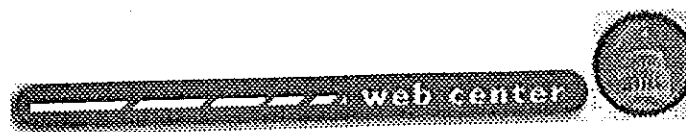
We hope you agree that this electronic database system offers you a number of advantages and assist us in better serving your needs. The attached document is a print copy of what you will observe when you log on to our web-page and enter your bill folder. This will guide your explorations of our web-page and your bill folder.

We recognize a conversion from a "paper" system to an "electronic" system can be traumatic. During this transition phase, we request your patience and invite your feedback. **However, we will continue to provide you with a hard copy of your bills if you prefer.**

We welcome your comments and look forward to a rewarding and productive 1997 Legislative Session.

MB/el

California Advocates Inc.



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- [Legislative Information](#)
- [California Codes](#)

California Advocates, Inc. is a professional contract lobbying firm which was established in 1970 to provide representation for business, professional and local government interests before the legislative and executive branches of state government. Since its inception, the firm consistently has been regarded as one of the leading legislative advocacy organizations in California.

The firm's principals are **Ralph Simoni, Michael Belote, Robert Walters, and Peter Kellison.** These individuals offer more than 50 years of experience in governmental relations, law management and public relations. Messrs. Simoni, Belote, and Walters are lawyers: they use their education and experience exclusively in government relations, rather than the traditional practice of law. **Elois Lippi, Karen Blackwell, and Vai Orzalli** make up the firm's experienced and knowledgeable support team.

CALIFORNIA ADVOCATES, INC.

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- California Association of Joint Powers Authorities
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- California Association of Oral and Maxillofacial Surgeons
- California Association of Photocopiers and Process Servers
- California Dietetic Association
- California Escrow Association
- California Judges Association
- California Land Surveyors Association
- California Motor Car Dealers Association
- California Nevada Soft Drink Association
- California Pharmacists Association
- California Podiatric Medical Association
- California State Government Relations Subcommittee of the Appraisal Institute
- California Trustees' Association
- California Trust Deed Brokers Association
- Castaic Lake Water Agency

- Charter Medical Corporation
- Coca-Cola Company
- CTB Macmillan/McGraw-Hill
- Equifax, Incorporated
- Escrow Agents Fidelity Corporation
- Hastings College of the Law
- Knoll Pharmaceutical Company
- Mojave Water Agency
- Monsanto Company and its Subsidiaries
- Motorola, Incorporated
- National Association for Plastic Container Recovery
- National Food Processors Association
- National Marine Manufacturers Association
- Placentia Library District Coalition
- Plastic Recycling Corporation of California
- Reiter Lowry Consultants
- Recreation Vehicle Industry Association
- Tri-Valley Alliance of Recreation and Park Districts
- Western Association of Affiliated Agencies

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Placentia Library District Coalition

Legislative Summary:

At this writing, the California Legislature is in the process of organizing itself to conduct business for the 1997-98 Legislative Session. The organizational phase is particularly important in the Assembly because there are new committee chairs for each of the 29 standing committees and 34 new Assembly members. On January 31, Speaker Bustamante completed the organizational phase by the appointment of members to the standing committees. Both the Assembly and the Senate will commence bill hearings in mid-February for the few bills that have been introduced to date. The introduction of bills is proceeding at a glacial pace. As of February 6, only 232 Assembly Bills and 285 Senate Bills have been introduced. Each Assembly member is restricted to 30 bills and each Senate member is restricted to 60 bills during the two-year session. Therefore, members are being extremely slow and selective in introducing measures this session. Nonetheless, we anticipate the usual deluge of bills will be introduced in the days preceding the February 28 introduction deadline. Each measure must be in print 30 days before it can be either amended or heard before a committee.

- [Legislation](#)
- [Legislative Calendar](#)
- [Bill Hearings and Floor Status](#)
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Below, via electronic mail (e-mail) send messages to other PLDC Contacts. [\[HELP\]](#)

Mail is temporarily disabled

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Status Report for: "placentia"

(as of Start of Day: 02/14/97)

AB 1 : Aguiar : Asm LocalGov : ([Status](#) /[History](#) /[Latest](#)) (Introduced: 12/02/96)
Topic: Local government finance: property tax revenue allocation: local agency relief.
Last Action: Referred to Com. on L. GOV. (02/07/97)
Position: Watch
Lobbyist: MDB
Note: CAPS ERAF

ACA 4 : Aguiar : Asm LocalGov : ([Status](#) /[History](#) /[Latest](#)) (Introduced: 12/02/96)
Topic: Local government finance: property tax revenue allocation: local agency relief.
Last Action: Referred to Coms. on L. GOV. and E.,R. & C.A. (02/07/97)
Lobbyist: MDB

SB 154 : Thompson (Principal coauthors: Assembly Members Brown, et al. : Sen Rev&Tax : ([Status](#) /[History](#) /[Latest](#))
(Introduced: 01/15/97)
Topic: Transactions and use taxes: counties: public libraries.
Last Action: Set for hearing February 19. (02/06/97)
Lobbyist: MDB

Please send any suggestions
or comments to [Capitol WebWorks](#)

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Calendar Report for: "placentia"

02/19/97

SEN REVENUE AND TAXATION

ALPERT, Chair

1:30 p.m.-Room 3191

tact lenses. (Tax Levy)

taxes: credits: solar energy system. (Tax Levy)

SB 154 : Thompson (Principal coauthors: Assembly Members Brown, et al. : Sen Rev&Tax : (Status /History /Latest)
(Introduced: 01/15/97)

Please send any suggestions
or comments to [Capitol WebWorks](#)

CALIFORNIA ADVOCATES, INC.

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Today's Bill Hearings

Senate Schedule

Committee Hearings File

View Hearings for Committee:
pick one... ▼

Assembly Schedule

Committee Hearings File

View Hearings for Committee:
pick one... ▼

Please send any suggestions
or comments to Capitol WebWorks

E-MAIL ADDRESS FORM

Placentia library

List all persons and E-Mail addresses that should receive bills and legislative information.

<u>NAME</u>	<u>E-MAIL ADDRESS</u>
1. <u>Elizabeth Minter</u>	<u>eminter@cosmoslink.net</u>
2. _____	_____
3. _____	_____
4. _____	_____

Please return via FAX to:

California Advocates
Attention: Elois Lippi
(916) 441-5050

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MEMORANDUM

To: Member Agency Managers
From: Keith Coolidge
Date: January 30, 1997
Subject: Senate Local Government Committee Hearing re: LAFCOs

Local Agency Formation Commissions (LAFCOs) need better direction from the Legislature about their role in reorganizing local government structure, and need better funding to make it happen. They also may need a broader commission, perhaps with directly elected commissioners. That was the sense of testimony presented before the Senate Local Government Committee Wednesday (Jan. 29) in Sacramento. Thus far, no legislator has indicated a willingness to introduce a bill to make these changes.

In a hearing built around the question, "Do LAFCOs need a nudge to reorganize special districts," senators heard from former Assemblyman Mike Gotch, author of AB 1335, as well as representatives from LAFCOs and statewide associations representing special districts. The hearing was chaired by Sen. William Craven (R-south Orange County) and included Senators Ruben Ayala (D-Chino), Richard Rainey (R-Walnut Creek) and Quentin Kopp (I-San Francisco). Assemblyman Curt Pringle (R-Garden Grove) also participated.

If you want a video tape of the hearing, or the background paper prepared by committee staff, please call me at 963-3058.

What Gotch intended from AB 1335

Gotch told the committee he intended three things from his 1994 bill:

- 1) To broaden the membership of LAFCOs to include special districts,
- 2) To better integrate city and county land-use planning, and
- 3) To place responsibility for initiating consolidation and dissolution studies with the only impartial stakeholder -- LAFCO.

He addressed the concern of many members of the Legislature that few consolidations have been initiated since the bill passed. Gotch cited three reasons:

- 1) "In many cases, special districts are the most cost-effective option despite the widely held belief that there are too many special districts,"

Senate Local Government Committee Hearing
January 30, 1997
Page 2

- 2) Studies cost money and LAFCOs, which receive the bulk of their funding from the county's general fund, don't have the money it takes to do thorough studies, and
- 3) LAFCOs need the legislature to better delineate policy direction.

Gotch suggested funding LAFCOs through ERAF and/or local agency property tax revenues, noting that absent a funding source, "it's unlikely consolidations will take place at the rate I intended." Gotch cautioned, however, that eliminating special districts won't solve the issue of local government finances and urged the legislature to work on a broad approach and put an end to "troublesome district-specific bills that have become all too common."

Gotch also made reference to the "big picture" discussions under way as part of the California Governance Consensus Project, a stakeholder-driven process, to develop comprehensive reforms to the state and local governance structure and local finance. Separate from but similar to proposals from the California Constitution Revision Commission (which failed to win the support of the Legislature last year), Consensus Project members are working on a package of reforms to submit to the Legislature early this year.

Orange County LAFCO and CALAFCO Executive Director Dana Smith told the committee that if LAFCOs needed a nudge, Orange County had received a shove from Assemblyman Pringle's bill last year. She noted that the recent county bankruptcy, as well as special districts willingness for self-examination, presented Orange County LAFCO with a window of opportunity to be proactive.

In Orange County, service efficiency vs. local control

She noted that 16 reorganization studies are under way in the county, many of them initiated by special districts themselves. The key question to be answered, she said, is "how should service changes benefit the public?" In some cases reorganizations may cost more than status quo, but the services might be better if provided on a broader, consolidated basis.

Smith said there may well be opportunities to be gained by consolidating agencies that import water to the county, noting that some of the consolidation studies have shown "substantial savings." The question remains, however, do the benefits of a consolidated agency outweigh a loss of local control? She noted that the smaller the agency, the greater the concern about regionalization. "We need to produce studies that give the public a fair viewing of the question and look at opportunities 20 years down the road."

Senate Local Government Committee Hearing
January 30, 1997
Page 3

ACWA's state legislative director, Bob Reeb, discussed the position continually advanced by Sen. Ayala throughout the hearing that LAFCO commissioners should be directly elected instead of appointed by cities, counties and special districts. Reeb suggested following the state Water resources Control Board model with gubernatorial appointments for positions with specific backgrounds such as academia.

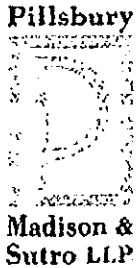
He also agreed that LAFCOs need a better funding source, but said ACWA would firmly oppose taking property taxes from local agencies. And he said ACWA would welcome more specific intent language from the legislature regarding consolidations but that it needed to include decision-making criteria.

Pringle: Focus should be on consolidation

Assemblyman Pringle questioned the idea of gubernatorial appointments, saying the real need was to broaden representation on LAFCOs. Pringle said the commission's focus should be on consolidation and challenged California Special Districts Association lobbyist Ralph Heim to tell the committee "how adding special districts on LAFCOs advanced the issue of consolidation." Heim said it was wrong to paint special districts as a deterrent to consolidation, noting that the two commissioners representing special districts are outnumbered by five others.

The greatest concern I have, Pringle said, "is that government is known to the voters and known to provide service not in a 1930s context, but in a context to meet needs well into the future." He also indicated his frustration with consolidation studies, noting "we've been studying Orange County water districts for 20 years. I've seen a lot of studies and I see them continuing. How do we get to the next step of implementation?"

Sen. Rainey, the former chair of the Assembly Local Government Committee, admitted he was the new kid on the block and didn't have the same concerns as some of his colleagues. "We need to do consolidations where they are appropriate, but we should not force them where they are inappropriate." Rainey noted that in some cases people may be willing to pay higher prices in return for local control. "If they're willing to pay for it and know the consequences, I think they should be allowed to do that."



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Writer's direct dial number / email:
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January 28, 1997

VIA FACSIMILE TRANSMISSION

TO: ORANGE COUNTY INVESTMENT POOL
 PARTICIPANTS' DISTRIBUTION LIST

Re: In Re County of Orange, Bankruptcy Case No. 94-22272JR
County of Orange v. Merrill Lynch & Co., Inc.
 United States District Court Case No. CV 95-0037 GLT

Dear Pool Participants:

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

Yesterday, a Status Conference was held before Federal District Court Judge Gary L. Taylor in the Merrill Lynch action. At the outset of the Status Conference, Judge Taylor noted that this case has been pending for two years and that he intends to bring the case to trial as soon as practical. In establishing discovery cut-off and trial dates, Judge Taylor stated that it is "time to get this show on the road."

Judge Taylor found that at this time it was not appropriate to break the Merrill Lynch action into subtrials on certain issues, or to coordinate it with other cases filed by the County.

With regard to discovery, the County stated that it was substantially finished with discovery and that discovery could be finished in 90-days to six months. Merrill Lynch argued that it needed an additional 18 months to complete discovery.

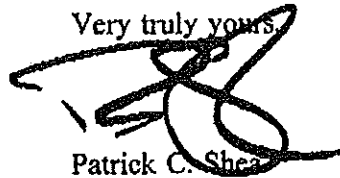
The judge established a cut-off for non-expert discovery in 13 months, or February 28, 1998 and a cut-off for expert discovery of April 30, 1998. A pre-trial conference was set for August 7, 1998 at 9:00 a.m. and the trial is scheduled to begin on September 15, 1998 at 8:30 a.m. The Court noted that these dates are tentative and subject to status conferences with remaining defendants in the other cases, which could result in revisions.

Orange County Official Investment Pool
Participants' Committee and Counsel
January 28, 1997
Page 2

With regard to the other actions initiated by the County, the Court had originally scheduled a Status Conference for March 10, 1997. The Court rescheduled this Status Conference to March 14, 1997 at 8:30 a.m. to speak with the other defendants regarding discovery and timing issues.

We will continue to monitor the status of the pool-related litigation. If you have any questions, please call me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Patrick C. Shea", written over the typed name below.

Patrick C. Shea

cc: Official Investment Pool Participants'
Committee and Counsel

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: February 25, 1997
SUBJECT: **2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997**

BACKGROUND:

Attached is a copy of the District's 2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997.

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

RECOMMENDATION:

Receive and file.

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

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

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

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)	1.		58
2. Adult Learners who began during quarter	2.		10
3. Adult Learners who left during quarter		1	
a. Learners who met goal	3a.		
b. Learners who became physically inaccessible this quarter	3b.	3	
c. Learners who left program for other reasons	3c.	9	
d. Learners who left program WITHOUT notification	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.		13
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.		68
5. Adult Learners referred to other programs (never instructed) this quarter	5.		5

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)	6.		87
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)	7.		9

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)	8.		55
9. Prospective Adult Learners awaiting instruction at end of quarter	9.		39

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

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

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	23	0	26	0	0	6	0	0	55

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	12	17	13	10	2	1	0	55

12. Gender	Male	Female	TOTAL
	14	41	55

Double Check:

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

Placentia Library District

Name of Library

K. Matas

Signature of person submitting this report

Literacy Coordinator

Title

1/15/97

Date

Katie Matas

Contact Person

Literacy Coordinator

Title

(714) 524-8408 ext. 213

Phone

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

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

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)	1.	50	
2. Tutors who began instructing during quarter	2.	8	
3. Tutors who left during quarter		13	
a. Tutors who left with notification	3a.		
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.		13
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only))	4.		58
5. Number of tutors trained during quarter	5.		12
6. Number of pre-service tutor workshops offered during quarter	6.		1

CUMULATIVE SUMMARY			TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)	7.		70
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)	8.		24

END OF QUARTER STATUS			TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9.		45
10. Prospective tutors awaiting training/matching at end of quarter	10.		12

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

Tutor Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

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

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	1	0	1	0	0	43	0	0	45

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	6	5	10	10	10	3	1	45

13. Gender	Male	Female	TOTAL
	4	41	45

Double Check:

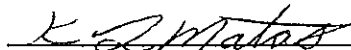
Do Items #10, #11, & #12 = #9 on previous page?

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

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

Placentia Library District

Name of Library



Signature of person submitting this report

Literacy Coordinator

Title

1/15/97

Date

Katie Matas

Contact Person

Literacy Coordinator

Title

(714) 524-8408 ext. 213

Phone

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

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

Instructions:

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

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

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Expanding community awareness of library programs including literacy instruction.

2. How did you address these challenges?

1. Offered a 15-hour tutor training course.
2. Offered a monthly citizenship exam as a service to the community and a way of advertising the literacy program to a new pool of potential volunteers and learners.
Made a presentation to the local Lions Club giving an overview of the literacy program and detailing ways their organization could help.

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

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

4. What local alliance formation activities occurred this quarter?

1. Continued participation in the Placentia Community Network.
2. Continued communication with local businesses through the Placentia Chamber of Commerce.
3. Participated in the Southern California Library Literacy Network.
4. Worked with California State University, Fullerton to provide internship opportunities for students in the Human Services and Communications departments.
5. Participated in a local homeless intervention shelter's support services counsel to evaluate the shelter's services and promote cooperation between community service providers.

Quarterly Action Plan (continued)

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

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

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

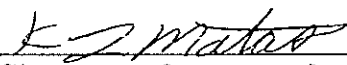
1. The City newsletter is distributed to every home in Placentia thereby providing every resident with information about the literacy program. The same is true of press releases in local newspapers.
2. Wide circulation of the Adult Education catalog gave the literacy program broad exposure.
3. Information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

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

1. Offer a 15-hour tutor training workshop.
2. Reduce activities that require the literacy coordinator to be out of the office to allow for better availability to individuals who call or come into the literacy office.
3. Continue to promote the literacy program through City and education materials (ie.- the City newsletter, adult education catalog, etc.).

Placentia Library District

Name of Library


Signature of person submitting this report

Literacy Coordinator 1/15/97

Title Date

Katie Matas

Contact Person

Literacy Coordinator (714) 524-8408 ext. 213

Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE


Quarterly Financial Report (Fiscal Year _____)

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

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

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
1. Personnel	2,287	47,370	49,647	-0-	14,725	-0-	26,248	26,248
2. Library Materials	-0-	500	500	-0-	-0-	-0-	-0-	-0-
3. Operations	8,238	6,330	14,468	704	-0-	1,530	-0-	1,530
4. Equipment	800	-0-	800	-0-	-0-	-0-	-0-	-0-
5. Indirect	562	-0-	562	-0-	-0-	-0-	-0-	-0-
6. Total	11,887	54,200	66,087	704	14,725	1,530	26,248	27,778

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
3a. Contract Services	2,000	700	2,700	-0-	-0-	-0-	-0-	-0-
3b. Travel	500	2,750	3,250	-0-	-0-	-0-	-0-	-0-
3c. Office Supplies	1,000	750	1,750	70	-0-	70	-0-	70
3d. Printing	2,100	900	3,000	571	-0-	1,155	-0-	-0-
3e. Instr. Resources	1,488	730	2,218	-0-	-0-	-0-	-0-	-0-
3f. Communications	650	150	800	63	-0-	210	-0-	210
3g. Other	500	350	562	-0-	-0-	95	-0-	95
TOTAL	8,238	6,330	14,468	704	-0-	1,530	-0-	1,530


 Signature of Representative of Fiscal Agent or of

 Library Director 01/30/97
 Title Date
 Charlene Dumitru
 Contact Person
 Admin. Ass't. (714) 528-1925, 2000
 Title Phone

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

CALIFORNIA LIBRARY LITERACY SERVICE

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

Placentia Library District

X

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

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

1. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals
a) Space	\$0	\$0	\$0	\$240	\$0	\$0	\$240	\$480	\$5,000
b) Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
c) Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
d) Printing	\$0	\$0	\$0	\$110	\$0	\$0	\$110	\$230	\$1,500
e) Professional Services	\$0	\$0	\$375	\$0	\$0	\$0	\$375	\$675	\$1,500
f) Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
COLUMN TOTALS FOR QTR	\$0	\$0	\$375	\$350	\$0	\$0	\$725		GRAND TOTAL
COLUMN TOTALS FOR YTD	\$0	\$0	\$675	\$710	\$0	\$0		\$1,385	

2. VOLUNTEER HOURS	This Qtr.	YTD
a) Literacy Instruction	507	1,128
b) Talent/Support Services	222	718

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

COMMENTS:

Katie Matas

Signature of person submitting report

Katie Matas

Person

Literacy Coordinator

(714) 524-8408 ext. 213

Title Literacy Coordinator
Date 1/15/97

Title

Telephone Number

CALIFORNIA STATE LIBRARY

LIBRARY DEVELOPMENT SERVICES • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001



TELEPHONE: (916) 653-5217

TO: Public Library Directors

FROM: Richard Hall, Consultant *RHA*
Susan Hildreth, Consultant *SH*

DATE: December 31, 1996

SUBJECT: Possible Impacts of Proposition 218

It is clear that the passage of Proposition 218 will have both an immediate and long-term impact on public libraries in California. Staff at the State Library would like to provide public library directors with timely and useful information regarding Proposition 218. We will monitor information about Proposition 218 and legislation that further interprets it and share that information with you.

We are providing you with a copy of the Legislative Analyst's review of Proposition 218. This report and other materials are available at the Legislative Analyst's World Wide Web site at <http://www.lao.ca.gov>. We are also including selected charts from the League of California Cities document "Living with Proposition 218". This document is very detailed, with annotated comments regarding various passages in Proposition 218. It is available through the League of California City's Office at 916-658-8253.

An ad hoc group consisting of several library administrators, attorneys and State Library staff brainstormed issues regarding Proposition 218 in mid-December. The following list of key issues was developed for consideration:

Reduction of general purpose revenues

General revenues to local jurisdictions will be reduced as a result of Proposition 218. Even if libraries are not directly impacted, the anticipated reduction in general purpose revenues may decrease funds available for libraries.

Library elections

If libraries are considering ballot measures over the next few years, the viability of these elections could be impacted by the scheduling of elections on taxes, assessments, fees and charges as required by Proposition 218.

Initiative threshold

The section of Proposition 218 regarding initiatives significantly lowers the threshold required for initiatives to qualify for the ballot. This may provide libraries with the opportunity to mount grass-roots efforts to put a variety of issues on the ballot.

How does "special benefit" relate to libraries?

Assessments for services require that a benefit to the property from the services that are to be assessed must be established. Does the definition of a "special benefit" impact the ability of libraries to use assessments for library services? Can some benefit level be attributed as a general benefit, while some level is considered special? Do the homes within 2 to 3 miles of a library facility receive a higher benefit from that library than homes that are located over 5 miles from the library? A central or main library facility could provide general benefit for property owners in the community as well as a special benefit for those property owners who use the library as a neighborhood facility. Complex analysis completed by assessment professionals will be needed to address these issues.

Assessments charged to other public entities

Charging assessments to other public entities is problematic. This is not currently done. The authority of a local entity to assess Federal government property may not even be enforceable. When properties that cannot be required to pay their assessments are included in an assessment, it skews the assessment structure and formulas.

Constitutionality of "mail ballot"

Proposition 218 requires a mail ballot validation process for assessments, fees or charges that includes a ballot mailed to property owners. If the suggested mechanism is deemed an election, the process may not be constitutional as it may breach required confidentiality of voters in an election.

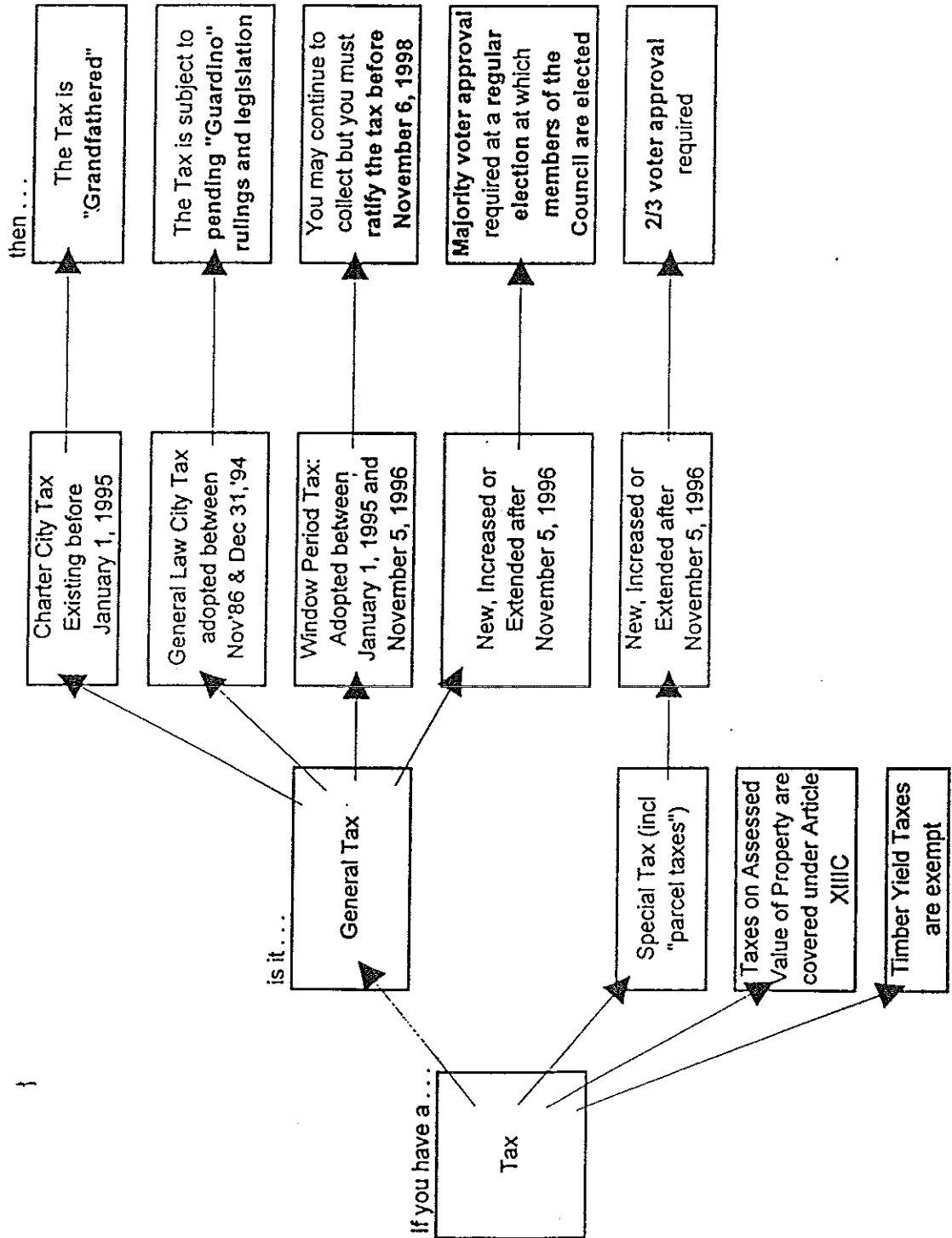
Potential indirect impacts of Proposition 218

Although Proposition 218 may not have a direct impact on a local library with no assessment in place, all sources of library revenue should be fully reviewed to analyze its impact. Consider the following situation - a County library operates a branch in an incorporated city. The City provides landscaping maintenance at the library through a City Lighting and Landscaping (L&L) District. The City may have to reduce or eliminate that in-kind contribution to branch operations if the L&L is not approved by the voters in an election. The County library may need to plan for assumption of the landscaping costs.

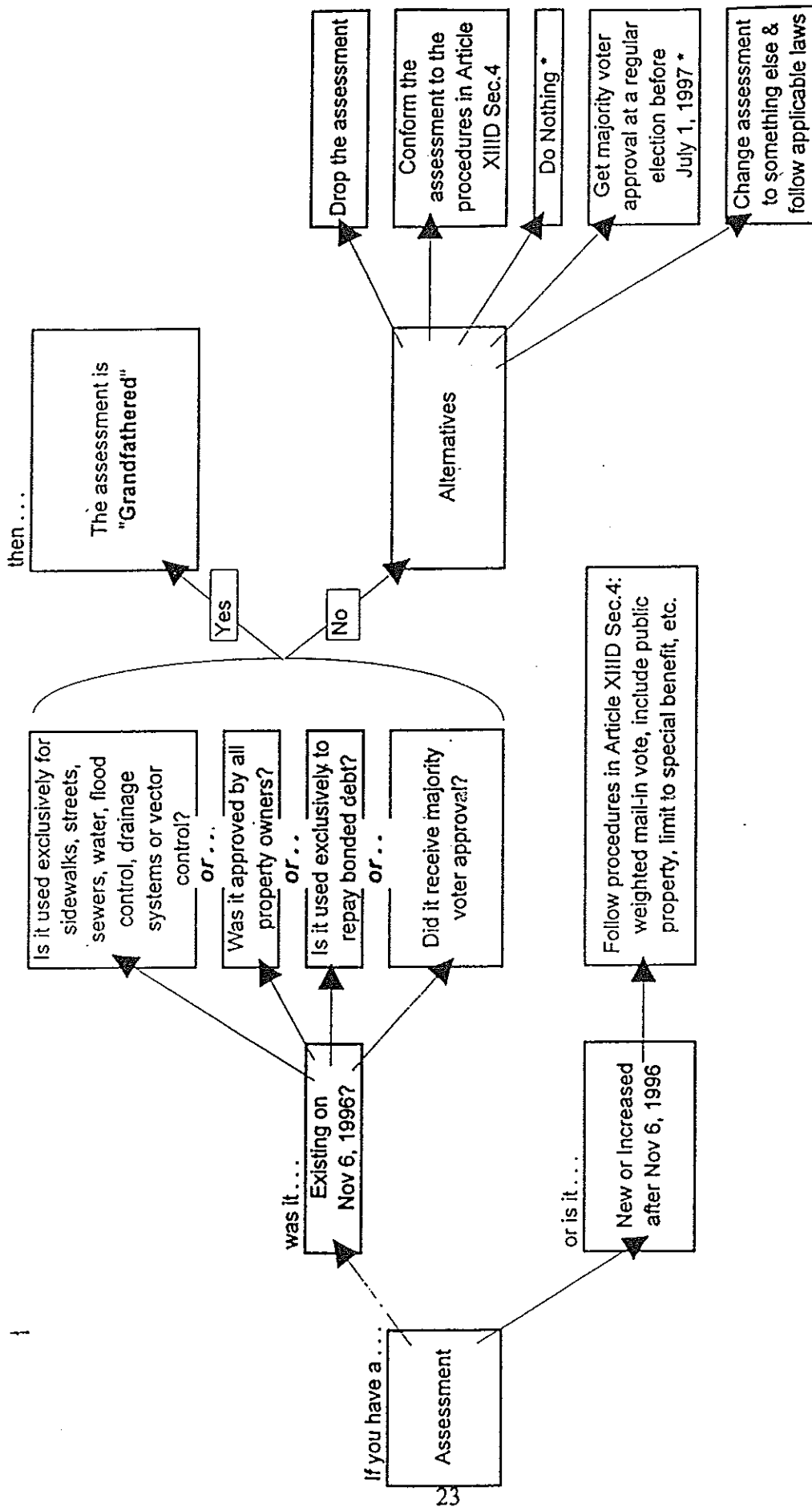
In order to develop information regarding Proposition 218's impact on public libraries in the state, we will forward a survey to you early in 1997. Please contact Susan Hildreth at 916-653-7391 if you have any questions or need further information.

Attachment

How to Comply With Prop 218



How to Comply With Prop 218



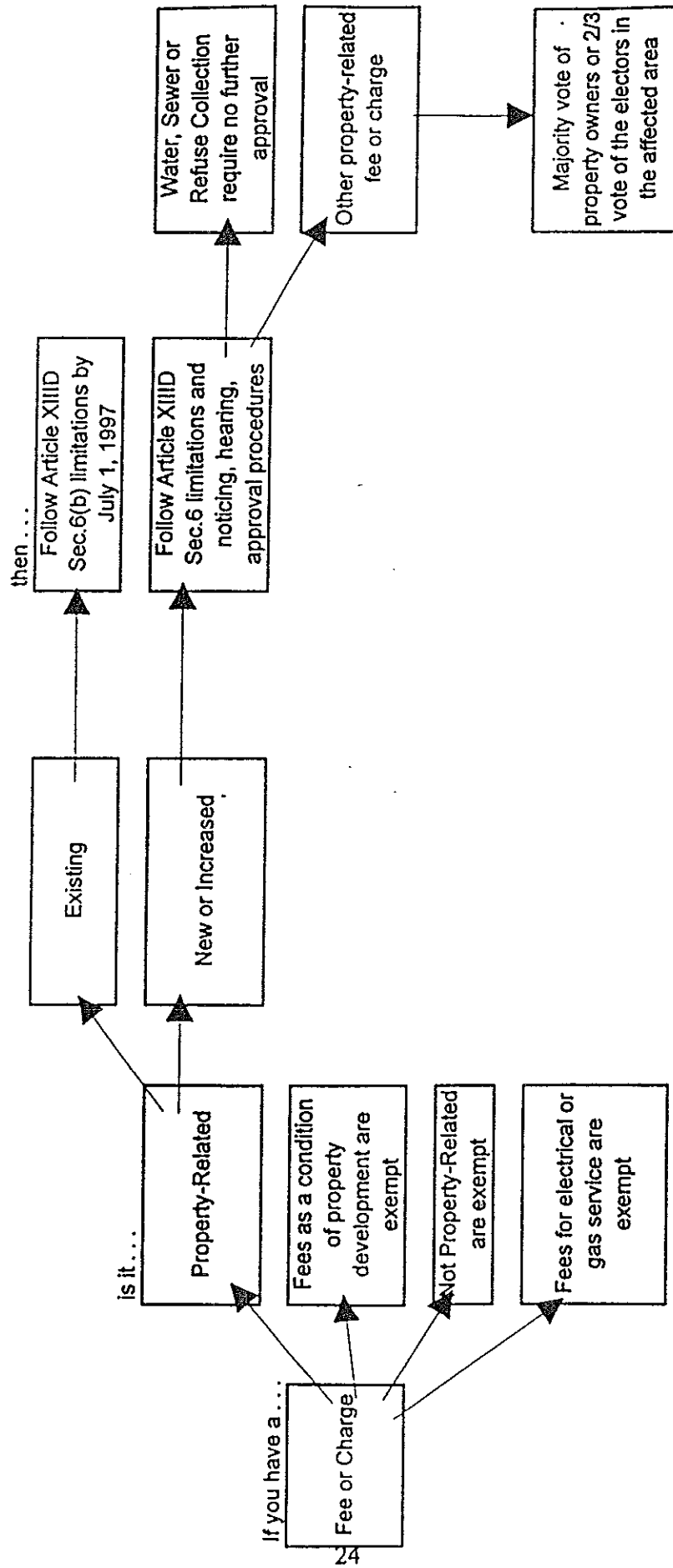
* Legal interpretations differ



League of California Cities

Prepared by Michael Coleman (mcoleman@dcn.davis.ca.us)

How to Comply With Prop 218



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

Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - February 11, 1997

ISDOC Executive Committee Members Present:

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

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

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

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

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

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

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

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

Call to Order

1. Preliminaries

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

All members of the Executive Committee were present. Arnt G. "Bud" Quist attended as a guest.

2. Review Minutes of January 14, 1997 Executive Committee Meeting.

Minutes of January 14, 1997 approved as presented.

3. Financial Report

Joan Finnegan, Treasurer, presented the Treasurer's Report indicating cash on hand as of February 10, 1997 of \$4,076.10. (Report attached.)

Ron Kennedy, Secretary, presented an invoice from El Toro Water District for an amount of \$197.08. This covers the cost of copying and mailing ISDOC materials for the December and January meetings. The Committee approved payment of this item.

4. Correspondence

President Fox commented on correspondence with LAFCO regarding a request for a breakdown of dependent and independent special districts in the county and an ongoing status report from LAFCO regarding pending items. A written request was sent to LAFCO and President Fox will keep the Committee and the membership informed on this matter.

The second item mentioned was correspondence from the Orange County Council of Governments seeking clarification of who was representing ISDOC on the OCCOG and the membership status of their respective public agency. Sterling Fox and Ron Kennedy will continue with this and report back to the Committee in March.

5. Report on Senate Local Government committee Hearing Regarding LAFCO

Ron Kennedy reported on the proceedings using a report prepared by Keith Coolidge dated January 30, 1997. (attached)

6. CSDA Report

Sterling Fox commented briefly on the more active role that CSDA was taking on representing special districts on issues such as consolidation, legislation, etc.

7. LAFCO Report

Joan Finnegan reported on the February 5, 1997 meeting of LAFCO. Items highlighted were the indication of a new commissioner, Peter Herzog as the City Member on LAFCO. Mr. Herzog is from the city of Lake Forest; John Withers will continue as Chairman of the Commission; Dana Smith's report from the Senate Hearing and the need for additional funding if LAFCO is to be more effective.

Sterling Fox commented that the Advisory Committee has not met for a few months given the slowdown of action items regarding reorganization, etc.

8. Planning for February 27 Membership Meeting

Ralph Heim is confirmed as the speaker. Ralph is the Executive Director of CSDA, and will speak on legislative activities. The program will be presented on the eve of the last day for introducing legislation so it should be a very timely report.

Sterling Fox will be identifying a retail water district to be the subject of the special district profile portion of the program.

Plan to be there!

9. Other Concerns

Sheldon Singer reported that Garden Grove Sanitary-City of Garden Grove Consolidation is still pending.

Teri Cable reported on her project to ensure that special districts are recognized in area telephone directories in the "Government" section. This is ongoing and will be directed at Pacific Bell and GTE.

Teri also volunteered to assist in acquiring updated data needed to update the ISDOC Directory.

Bob Hanson reported on meetings attended on behalf of ISDOC relating to the Orange County Emergency Response Planning Project.

Sterling Fox consented to speak on behalf of ISDOC at the LAFCO meeting on March 12, 1997 where the commission will consider adoption of Policy Guidelines for Handling Consolidations.

10. Meeting adjourned at 9:00 A.M.

Dated February 11, 1997

Respectfully submitted,

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF JANUARY 12, 1997:

\$ 4,076.71

RECEIPTS:

None

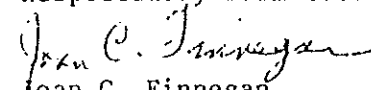
EXPENSES:

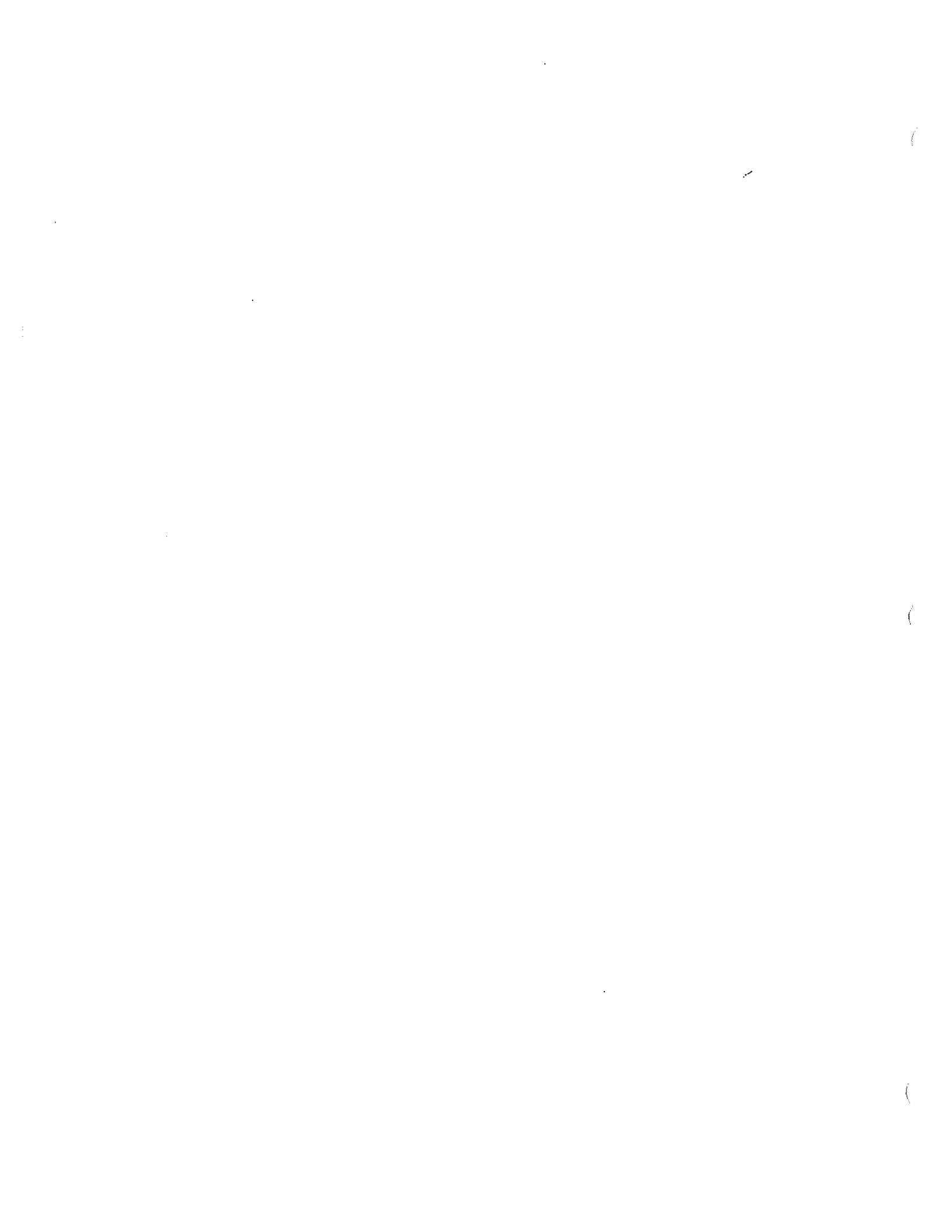
None

BALANCE ON HAND AS OF FEBRUARY 10, 1997:

\$ 4,076.10

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer



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

Meeting held at MWDOC
 10500 Ellis Ave., Fountain Valley
 7:30 a.m. - January 14, 1997

ISDOC Executive Committee Members Present:

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

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

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

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

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

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

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

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

Call to Order

1. Preliminaries

Meeting called to order at 7:30 A.M. by President Sterling Fox.

Mary A. Matheis and Ron Kennedy were absent. Phil Anthony attended as a guest.

2. Review Minutes of December 10, 1996 Executive Committee Meeting.

Minutes of December 10, 1996 approved as presented.

3. Financial Report

Joan Finnegan, Treasurer, reported a cash balance on hand of \$4,076.71 as of January 12, 1997. (Report attached.)

4. Guidelines for Consolidation of Special Districts

The Committee discussed the ISDOC "Guidelines for the Possible Consolidation of Special Districts" policy document and directed President Fox to consider adding a statement regarding equity. Equity would apply to areas of debt obligation, capital investment, water rates and fees, water rights, etc.

5. Application to Join Council of Governments (COG)

The Committee discussed whether or not an ISDOC member agency needed to become a COG member in order to be represented at the COG. Bob Hanson reported that the ETWD Board decided that they would be represented by the "Orange County ISDOC/Water Agencies Representative" therefore their joining COG was not necessary. A model resolution is attached for any district electing to join COG.

6. Government Relations Hearing in Sacramento on January 29, 1997 regarding LAFCO's Consolidation Plans

The Committee discussed the scheduled hearing and the purpose for it, that being to review LAFCO issues related to their authority to initiate consolidations under AB 1335. ISDOC will not be attending the hearing given the opportunity to keep in touch with the proceedings through involvement in and with Orange County LAFCO.

7. Other Concerns.

- A. The Committee discussed changes that are occurring on the Orange County LAFCO.
- B. The Committee recognized the passing of Mario Durante with flowers. Mr. Durante served for 35 years on the Mesa Consolidated Board of Directors and was one of the founders of ISDOC.
- C. President Fox indicated that he will be meeting with Dana Smith on January 17, 1997 to discuss various issues.
- D. The Committee called attention to a CSDA Workshop that will be held later this week in Ontario.

8. Meeting adjourned at 8:50 A.M.

Dated January 14, 1997

Respectfully submitted,

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF DECEMBER 9, 1996: \$ 4,071.65

RECEIPTS:

BALANCE OF ISDOC LUNCHEON MEETING
11/21/96 \$ 32.00

TOTAL RECEIPTS FOR PERIOD 12/9/96 - 1/12/97 32.00

EXPENSES:

#1156 Frank's Flowers - Flowers for Mario Durante's
Visitation/Service \$ 26.94

TOTAL EXPENSES FOR PERIOD 12/9/96 - 1/12/97 \$ 26.94

BALANCE ON HAND AS OF JANUARY 12, 1997 \$ 4,076.71

Respectfully submitted,

Joan C. Finnegan
Joan C. Finnegan
ISDOC Treasurer

**GUIDELINES FOR THE POSSIBLE CONSOLIDATION
OF SPECIAL DISTRICTS**

In order to support a reasonable and rational approach for proposed mergers or consolidations of special districts, the Executive Committee of ISDOC offers the following points to guide discussion of the subject:

1. The Cortese-Knox law codifies a policy that assumes a single government agency is better suited to provide local services in their respective communities. State policy should be changed through legislation so it is neutral with regard to the type of agency most appropriately suited to provide local or regional services.
2. Successful consolidations are typically voluntary efforts initiated by the parties involved.
3. The Local Agency Formation Commission is empowered to consider proposals to consolidate, dissolve, merge, establish and/or reorganize special districts. LAFCO involvement in the process affecting a special district should begin at the early stages of each proposal.
4. Studies continue to show that special districts are an efficient means of providing local public services. Special districts allow citizens to "customize" government to suit their needs. In addition, by providing a means to vote selectively, by service, special districts give citizens a way to express their preferences more precisely.
5. Consolidation of special districts should be undertaken cautiously, on a case-by-case basis.
6. The public election of local policy makers ensures that recipients of public services are both empowered and enfranchised. Local access and home rule equals greater accountability.
7. If each governing body involved in a consolidation does not approve the consolidation, the question should be submitted to a vote of the electorate.
8. Cost effective service and high levels of customer satisfaction should be the goals of consolidation. Consolidation alone is never sufficient to support combining or eliminating effective units of government.
9. Initiation and processing of a reorganization application must address improvements to service and reliability, improvements to public access and accountability and reductions in operating costs, while determining whether "equity" in the areas of debt obligation, capital investment, water rates and fees, and water rights can be achieved. Regardless of whether an application is voluntary or LAFCO initiated, the principle of equity must be applied to the process and ultimately to the decision to reorganize or not to reorganize.

RESOLUTION NO. 96-12-287

**RESOLUTION NO. 96-12-287
AUTHORIZING PETITION FOR MEMBERSHIP IN
ORANGE COUNTY COUNCIL OF GOVERNMENTS,
AND AUTHORIZING EXECUTION OF
JOINT POWERS AGREEMENT**

RESOLVED, that the District staff is hereby authorized to submit to the Orange County Council of Governments (OCCOG) a petition for OCWD's membership in the Council; and

RESOLVED FURTHER, that, upon approval of such petition, the President or Vice President and General Manager or District Secretary are authorized to execute the *Joint Powers Agreement Establishing the Orange County Council of Governments* on behalf of the District.

Attention: Mr. Ron Kennedy

Via Fax: (714) 837-7092

From: Sterling L. Fox

The above mentioned Resolution may be used by your District to request membership in the Orange County Council of Governments (OCCOG). At the present time, ISDOC has allocated one seat on the 21-Member OCCOG Board of Directors. Phil Anthony currently occupies that seat on the Board.

We believe that increasing the number of ISDOC member agencies in OCCOG will assure a continuity of our place on the OCCOG Board.

If you have questions about the purposes or value of the OCCOG, please give Janet Huston a call at (714) 972-0077.

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

Meeting held at MWDOC
 10500 Ellis Ave., Fountain Valley
 7:30 a.m. - December 10, 1996

ISDOC Executive Committee Members Present:

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

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

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

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

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

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

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

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

Call to Order

1. Preliminaries

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

2. Review Minutes of November 12, 1996 Executive Committee Meeting.

Minutes of November 12, 1996 approved as presented.

3. Financial Report

Joan Finnegan, Treasurer, reported a cash balance on hand of \$4,071.65 as of 12-9-96. Receipts from luncheon meeting covered most of the cost of the luncheon.

4. Critique of November 21 program

In general, all committee members have received positive comments regarding the meeting. This included the luncheon meeting as opposed to the more traditional evening meeting time, the program, the speaker, etc. Attendance was also higher than average and notably given that the weather was wet that day.

Given that success, the committee considered scheduling of future meetings with the following result:

<u>Date</u>	<u>Time</u>	<u>Speaker</u>
February 27	Evening	R. Heim
May 29	Lunch	TBD
July 31	Evening	TBD
October 30	Lunch	TBD

All meetings will be held in the large conference room at MWDOC.

5. Report on November 19, 1996 LAFCO Workshop

This workshop was designed to brief agencies on how to prepare an application to LAFCO. It was well attended and informative.

6. Review ISDOC Position Paper on Consolidation Guidelines

The committee suggested revision of the document in several areas. President Fox will revise accordingly and send out a new draft for comment prior to the next meeting.

7. Review analysis of Proposed LAFCO Policy Document on LAFCO Initiated Proposals

President Fox used a response prepared by YLWD to illustrate how each district should consider preparing comments from their view point. The committee encouraged each district to respond, highlighting their particular concerns.

8. Other Concerns

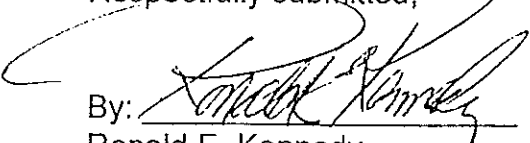
- Sheldon Singer mentioned that the Board of Supervisors would consider the Garden Grove Sanitation matter on December 10. This would make the district a subsidiary district of the City of Garden Grove.
- Joan Finnegan requested guidance regarding the required audit of ISDOC financial records. It was suggested that one of the member districts may provide assistance in this.
- Ron Kennedy mentioned that we were currently updating the ISDOC Directory and encouraging all members to notify him of changes. Teri Cable will assist by contacting all district with a copy of existing information and requesting that changes be noted and returned.

10. Adjourn

Meeting adjourned at 8:50 A.M.

Dated December 10, 1996

Respectfully-submitted,

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF NOVEMBER 4, 1996: \$ 4,131.71

RECEIPTS:

11/21/96 ISDOC LUNCHEON MEETING
to date \$ 224.00

TOTAL RECEIPTS FOR PERIOD 11/4/96 - 12/9/96 \$ 224.00

EXPENSES:

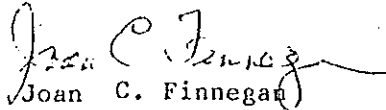
#1154 French's Cupcake - cookies for luncheon \$ 20.08

#1155 CCK Food Service - Catering for luncheon
for 35 263.98

TOTAL EXPENSES FOR PERIOD 11/4/96 - 12/9/96 \$ 285.06

BALANCE ON HAND AS OF DECEMBER 9, 1996: \$ 4,071.65

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

**MINUTES
MEETING OF THE LOCAL AGENCY FORMATION COMMISSION
OF ORANGE COUNTY, CALIFORNIA
SPECIAL DISTRICTS ADVISORY COMMITTEE**

Thursday, October 17, 1996, 1:30 p.m.

The meeting of the Local Agency Formation Commission of Orange County Special Districts Advisory Committee was held on October 17, 1996 at 1:30 p.m. Members of the Committee present were: Mike Dunbar (South Coast Water District), Keith Coolidge (Municipal Water District of Orange County), Bob Hill El Toro Water District), Hunter Cook (Coastal Municipal Water District), Elizabeth Minter(Placentia Library District), George Brown (Sanitation Districts of Orange County), Bill Goodwin (Los Alisos Water District), Arlene Shafer (Costa Mesa Sanitary District), Mike Parness (City of San Clemente) and Sterling Fox (Yorba Linda Water District), chair. Also in attendance: Dana M. Smith, LAFCO Executive Officer, Joyce Crosthwaite, LAFCO Assistant Executive Officer, Edward LaBahn, Sara Anderson, Joe Aklufi, Ray Miller and Jim Holloway.

IN RE: MINUTES OF PREVIOUS MEETING

On motion of the committee, duly seconded and carried, the Committee approved the minutes of the previous meeting.

IN RE: "TRI-CITIES/COASTAL/CITY OF SAN CLEMENTE REORGANIZATION PROPOSALS" (CA96-06 and CA96-08)

Dana Smith, LAFCO Executive Officer, presented a staff report on both proposals. Representatives of the agencies involved discussed the history and issues associated with the proposals. It was noted during the discussion that the Municipal Water District of Orange County(MWDOC) had recently adopted a resolution supporting the application of the City of San Clemente/Coastal Municipal Water District/Capistrano Beach Water District (RO96-08) if it was amended to include operating agreements reached in facilitated meetings among equity owners in the Tri-Cities facilities. The competing application, RO96-06, would have annexed Tri-Cities to MWDOC.

Discussion continued regarding the division of assets and liabilities of the Tri-Cities District and who would be the recipient of property tax generated in San Diego County. Tri-Cities representatives agreed that they would request that the Tri-Cities Board adopt a resolution amending RO96-06 so that it would be substantially the same as RO96-08 and would include the operating agreements. The Special Districts Advisory Committee recommended unanimously that an amended proposal dissolving the Tri-Cities District proceed to a hearing before the LAFCO Commission.

IN RE: DRAFT POLICY ON DISTRICT CONSOLIDATIONS

The Executive presented a draft of a LAFCO staff prepared policy for district consolidations. The Special Districts Advisory Committee approved the draft policy in concept but requested that if the Committee members have extensive comments that the draft policy return to another meeting.

October 17, 1996

IN RE: CITIZEN'S GUIDE TO LAFCOS

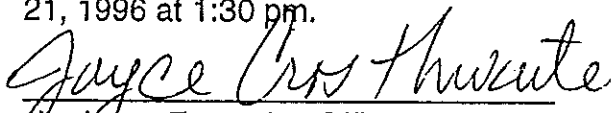
A copy of the Senate Local Government Committee's new publication "It's Time to Draw the Line: A Citizen's Guide to Local Agency Formation Commissions" was given to members.

IN RE: EXECUTIVE OFFICER'S REPORT

The Executive Officer updated the Special Districts Advisory Committee on projects LAFCO staff expects to come before the Committee.

IN RE: NEXT MEETING

The next meeting of the Special Districts Advisory Committee was tentatively scheduled for November 21, 1996 at 1:30 pm.


Assistant Executive Officer

L:\HOME\JOYCE\NEWJOB\MINUTE10.96

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

Wednesday, January 8, 1997
10:00 a.m.

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

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

1. Minutes of December 4, 1996 MEETING

On motion of Commissioner Boran, duly seconded and carried, the Commission approved the minutes of the December 4, 1996 meeting as submitted.

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

2. Induction of New LAFCO Commissioners

Supervisors Todd Spitzer and Charles Smith were sworn in as LAFCO Commissioners by the Commission Clerk.

3. Commissioner Comments

Commissioner Smith said that William Steiner appointed himself as Alternate County Member on LAFCO.

4. Consent Calendar

4.1 "Caltrans Annexation" to the Costa Mesa Sanitary District (DA96-14)

The Commission continued the "Caltrans Annexation" proposal to the February 5, 1997 LAFCO hearing pending a property tax resolution from the County Board of Supervisors.

5. Public Hearing

5.1 "Monarch Point/Laguna Sur Reorganization" Request for Reconsideration (RO96-05)

Moulton Niguel Water District (MNWD) filed a Request for Reconsideration of the Terms and Conditions for the Monarch Point/Laguna Sur Reorganization" approved by the Commission at the November 6, 1996 LAFCO hearing. MNWD requested deletion of Term and Condition No. 8 which states that "MNWD will take assignment of all developer reimbursement agreements applying to the area."

On motion of Commissioner Anthony, duly seconded and carried, the Commission approved the request for reconsideration of the Terms and Conditions for "Monarch Point/Laguna Sur Reorganization" and the deletion of Term and Condition No. 8.

AYES: COMMISSIONERS PHILIP ANTHONY, CHARLES V. SMITH, DAVID BORAN,
JOHN B. WITHERS
NOES: COMMISSIONERS RANDAL J. BRESSETTE
ABSTAIN: COMMISSIONERS TODD SPITZER
ABSENT: COMMISSIONERS ROBERT HUNTLEY

5.2 Policy on Criteria for Special District Consolidations

The review period to comment on the proposed policy on criteria for Special District Consolidations has been extended until the February 5, 1997 LAFCO hearing. Although the review period ended on January 7, 1997, several special districts and cities asked for additional time to comment on the policy.

On motion of Commissioner Anthony, duly seconded and carried, the Commission opened the public hearing on criteria for special districts consolidations and continued the item until the February 5, 1997 LAFCO hearing.

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

5.3 Public Comment on Special District Consolidations

Hank Panian commended staff on their work on the policy. He suggested that LAFCO consider including the principle of equity to the draft policy. Mr. Panian will submit his suggestion in writing to LAFCO.

6. Commission Discussion

6.1 Update on Reorganization Proposals No. RO96-06 and RO96-08

Dana M. Smith, Executive Officer provided an update on the Tri-Cities Dissolution and the Tri-Cities Consolidation proposals. She said that Municipal Water District of Orange County decided not to join Coastal Municipal Water District (CMWD), leaving CMWD without a partner to merge. Ms. Smith added that the dialogue between the City of San Clemente, Tri-Cities Municipal Water District and Capo Beach has improved.

6.2 Coastal Municipal Water District/Municipal Water District of Orange County Consolidation Discussions

Ms. Smith provided an update on the Coastal Municipal Water District Consolidation, stating that facilitated discussions are still underway and should conclude within the next four weeks.

6.3 Appointment of CALAFCO Legislative Liaison

The Commission appointed Commissioner Bressette as Legislative Liaison for CALAFCO Day scheduled for March 5, 1997 in Sacramento.

The Commission appointed Commissioner Spitzer to the LAFCO Legislation Subcommittee, replacing James Silva who is no longer on LAFCO.

On motion of Commissioner Anthony, duly seconded and carried, the Commission approved the appointment of Commissioner Randal J. Bressette as CALAFCO Legislative Liaison.

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

6.4 Annual Strategic Planning Session

Ms. Smith announced that the annual LAFCO Strategic Planning Session will be held on January 22, 1997 at the Irvine Ranch Water District from 9:00 a.m. to noon.

Chairman Withers welcomed the public to attend and provide input at the session. He added that year one of the three year strategic plan was a success and that Orange LAFCO is the first LAFCO in the state to compose a strategic plan.

7. Public Comments

None.

8. Commissioner Comments

Commissioner Harman asked when the LAFCO Budget Subcommittee was planning to hold a meeting.

Ms. Smith said she is waiting to receive the County's budget materials and would inform the subcommittee when the materials have been received.

Commissioner Bressette welcomed back Commissioner Smith on his return to LAFCO.

Chairman Withers said that the League of California Cities is making a recommendation on an appointment of a City Member to LAFCO to replace Jim Flora who resigned.

9. Other Business

None.

10. Adjournment

There being no further business before LAFCO at this session, Chairman Withers declared the meeting adjourned at 10:50 a.m.

ATTEST:


Commission Clerk

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

Wednesday, November 6, 1996
10:00 a.m.

The regular meeting of the Local Agency Formation Commission of Orange County was held on November 6, 1996 at 10:00 a.m. Members of the Commission present were: John B. Withers, Chair, James H. Flora, Vice-Chair, William G. Steiner, Robert Huntley, Randal J. Bressette and David Boran.

Alternate Members present: Tom Harman and Donald Saltarelli
Alternate Members absent: Philip Anthony and C. Lee Risner
Members Absent: James W. Silva
In Attendance: Dana M. Smith, Executive Officer; Joyce Crosthwaite, Assistant Executive Officer; Clark Alsop, General Counsel; and Laura Reinsimar, Commission Clerk

1. Minutes of October 2, 1996 MEETING

On motion of Commissioner Bressette, duly seconded and carried, the Commission approved the minutes of the October 2, 1996 meeting as submitted.

AYES: COMMISSIONERS RANDAL J. BRESSETTE, JAMES H. FLORA, ROBERT HUNTLEY, WILLIAM G. STEINER, DAVID BORAN, DONALD SALTARELLI AND JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS JAMES W. SILVA

2. Public Hearing

2.1 "Monarch Point/Laguna Sur Reorganization" (RO96-05)

The Monarch Point/Laguna Sur Reorganization consists of the reorganization of 250 acres of territory located in the City of Laguna Niguel. The proposal requests detachment from the South Coast Water District and annexation to Moulton Niguel Water District.

Joyce Crosthwaite, Assistant Executive Officer discussed the LAFCO Special Districts Advisory Committee's conclusion which states that district boundaries should not overlap and that rate payers should be served by one agency. LAFCO Staff also recommended approval because the reorganization clarifies jurisdictional boundaries and lessens confusion.

2.2 Public Comments

Angela Narel, President of the Monarch Point Homeowners Association supports the reorganization and said that it will be a "win win" situation for everyone if adopted. She added that their tract will be further disenfranchised if South Coast Water District and Laguna Beach Water District merge.

Elliott Dublio, President of Laguna Sur Community Association said that the reorganization will provide benefits by simplifying boundaries, unifying services, lessening confusion and will avoid disenfranchising residents.

Philip Bettencourt, Representative for Laguna Niguel Incorporated supported the reorganization and said that it is time to be proactive and reform-minded.

Susan Hinneman, President of the Board, South Coast Water District favored the reorganization if the result could be a revenue neutral one. She requested that the time period be extended from 60 to 90 days in order to refine the necessary issues.

Michael Dunbar, General Manager, South Coast Water District also requested a 90-day extension to address and resolve the infrastructure and financial issues and supported the proposed attachment.

Betty Burnette of Woodlan, Spradlin and Smart and Attorney for SCWD said the best approach is to have an agreement with MNWD.

Jim Smith, Director of Operations, Moulton Niguel Water District agreed to the terms and conditions presented by LAFCO and the terms and conditions presented at the hearing by SCWD with the exception of item number one pertaining to sewer collection.

Ed LaBahn said that based on the information from SCWD, the detachment is not revenue neutral and does not believe residents will be disenfranchised.

At 11:45 a.m., Commissioner Steiner left the meeting.

On motion of Commissioner Saltarelli, duly seconded and carried, the Commission approved "Monarch Point/Laguna Sur Reorganization" according to the terms and conditions submitted and allowed for a 90-day extension.

AYES:	COMMISSIONERS	DONALD SALTARELLI, JAMES H. FLORA, ROBERT HUNTLEY, WILLIAM G. STEINER, DAVID BORAN AND JOHN B. WITHERS
NOES:	COMMISSIONERS	RANDAL J. BRESSETTE
ABSTAIN:	COMMISSIONERS	NONE
ABSENT:	COMMISSIONERS	JAMES W. SILVA

3. Commission Discussion

3.1 Report on Options for Initiating the Consolidation of the County Sanitation Districts of Orange County (CSDOC)

The consultants report and CSDOC's staff recommended consolidation be initiated with LAFCO. The report stated that consolidation will benefit the public and County by streamlining government and eliminating the number of special districts and board members and creating a more understandable governance system.

Dana M. Smith, Executive Officer said it is encouraging to see the agencies initiate consolidation efforts rather than LAFCO and she congratulated them on their efforts.

3.2 Public Comments

John Collins, Joint Chair, CSDOC Board of Directors reiterated that the district initiated the consolidation effort -- not LAFCO and not Speaker Pringle. He said that the Health & Safety Code Section 4730 and 4730.1 allow for discrepancies in representation and that he would like to create special legislation to address future board composition. He added that the process couldn't be completed until early Spring of 1997.

Commissioner Saltarelli said to allow the CSDOC to move ahead with their work and that it is always best from a public perspective to allow agencies to initiate consolidation as long as it is moving along successfully.

Commissioner Huntley suggested that LAFCO continue to work in a proactive way with the districts and to work with CASA, ACWA and the Special Districts Association as these organizations are helpful in providing and promoting legislation that removes barriers to implementation.

On motion of Commissioner Huntley, duly seconded and carried, the Commission moved to direct staff to work with CSDOC on legislative efforts and to monitor consolidation progress and delay action and bring the item back to the Commission when the CSDOC's work is completed and appropriate State legislation is developed to enable the consolidation to be pursued.

AYES: COMMISSIONERS DONALD SALTARELLI, JAMES H. FLORA, ROBERT HUNTLEY,
WILLIAM G. STEINER, DAVID BORAN AND JOHN B. WITHERS
NOES: COMMISSIONERS RANDAL J. BRESSETTE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS JAMES W. SILVA

Commissioner Bressette made a substitute motion that the Commission approve Staff's recommendation for LAFCO to adopt the policy on initiation prior to initiation of consolidation and that the issue be returned to the Commission immediately following adoption of the policy.

The motion died due to a lack of a second motion.

3.3 South County Issues Discussion Group Update

Dana M. Smith, Executive Officer provided an oral report on the progress of the South County Issues Discussion Group study. She said the study is now funded by only five agencies and that a few agencies have elected to not participate. The districts choose to remain control of the study but would like LAFCO's input.

3.4 CALAFCO Legislative Update

Dana M. Smith, Executive Officer provided an update on CALAFCO legislative activities. She addressed LAFCO's inability to initiate and follow through with AB 1335 (Gotch bill).

Chair Withers said the meeting with Assemblyman Morrow to discuss AB 2109 (Pringle bill) and LAFCO related issues was beneficial and thanked Commissioner Bressette for arranging the meeting.

On motion of Commissioner Boran, duly seconded and carried, the Commission approved the LAFCO meeting schedule.

3.5 Draft Policy on Criteria for Special District Consolidations

The Executive Officer provided the Commission with a draft policy designed to guide LAFCO with its determination of how and when to exercise its authority to initiate special district consolidation, dissolution, merger, or establishment of subsidiary districts.

Dana M. Smith, Executive Officer said that LAFCO can already initiate district mergers but cannot initiate city mergers unless it is a city merger with a district.

On motion of Commissioner Bressette, duly seconded and carried, the Commission approved sending the draft policy to cities and special districts for review and comment.

AYES: COMMISSIONERS RANDAL J. BRESSETTE, DONALD SALTARELLI, JAMES H. FLORA,
ROBERT HUNTLEY, WILLIAM G. STEINER, DAVID BORAN AND
JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS JAMES W. SILVA

3.6 Establishment of LAFCO Subcommittees on the Budget and Legislation

LAFCO selected Commissioners to serve on the Budget Subcommittee to prepare the budget for FY 1997/98. The Commission also appointed Commissioners to a Legislation Subcommittee to work with the Executive Officer on tracking and development of policy directives for the upcoming legislative session.

Commissioners Anthony, Silva, Bressette and Boran were selected to serve on the Legislation Subcommittee which will be a standing committee. Commissioners Steiner, Risner and Harman will serve on the Budget Subcommittee which will be an ad hoc committee.

4. Commissioner Comments

Commissioner Saltarelli met with the City of Tustin and said that the City would like to meet with LAFCO on the issue of annexing North Tustin and to review its Sphere of Influence.

At 11:35 a.m., Commissioner Saltarelli left the meeting.

5. Public Comments

There were no Public Comments.

6. Other Business

There was no Other Business.

7. Closed Session

The Commission entered into Closed Session for a personnel review.

8. Reopened Hearing

On motion of Commissioner Huntley, duly seconded and carried, the Commission approved setting the compensation of the Executive Officer at \$76,000.00 annually effective September 13, 1996.


AYES: COMMISSIONERS ROBERT HUNTLEY, RANDAL J. BRESSETTE, DAVID BORAN,
JAMES H. FLORA AND JOHN B. WITHERS
NOES: COMMISSIONERS NONE
ABSTAIN: COMMISSIONERS NONE
ABSENT: COMMISSIONERS DONALD J. SALTARELLI, JAMES W. SILVA AND WILLIAM G.
STEINER

8. Adjournment

There being no further business before LAFCO at this session, Chairman Withers declared the meeting adjourned at 11:45 a.m.

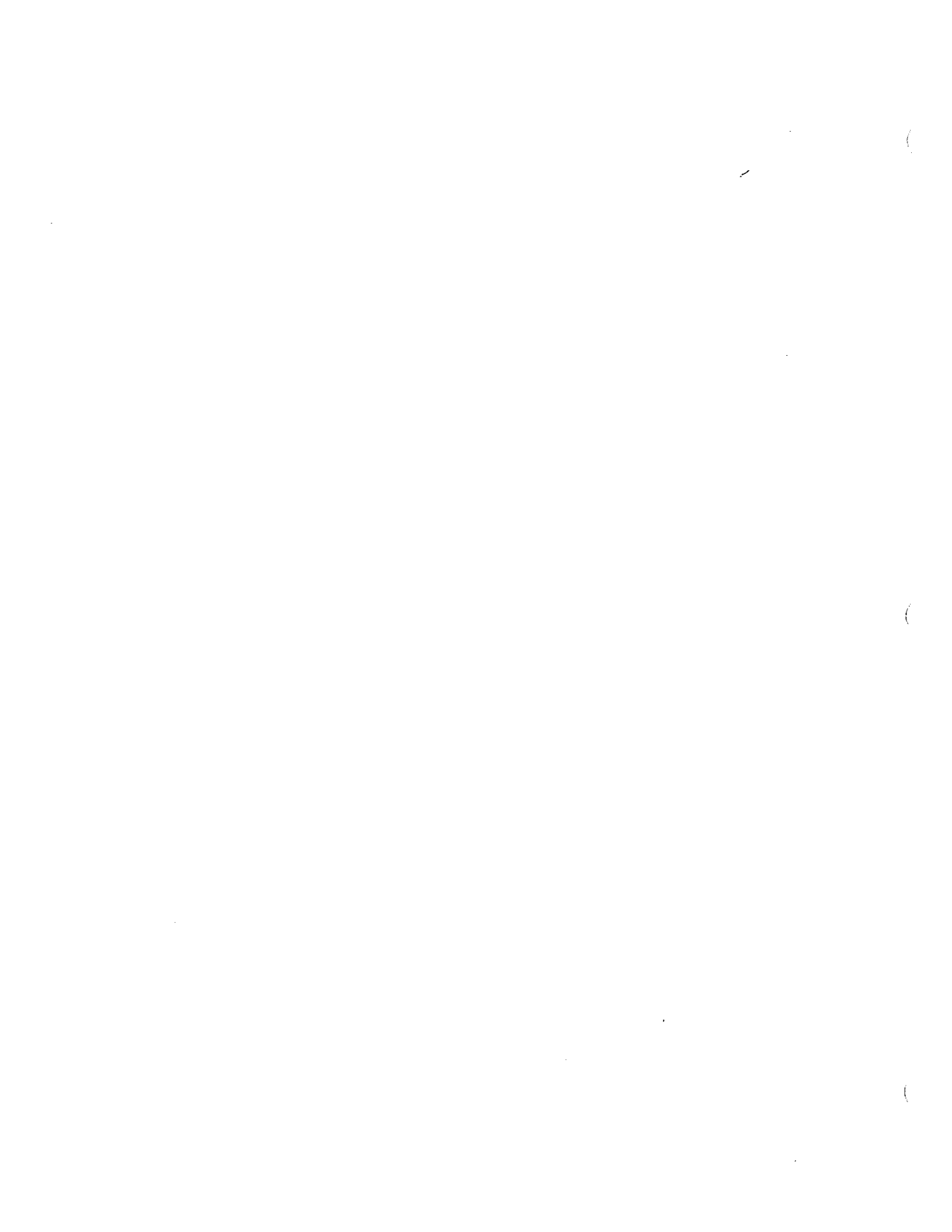
ATTEST:


Commission Clerk

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: February 25, 1997
SUBJECT: **Status Report on Strategic Plan for Placentia Library District**

The presidents of Placentia Library Foundation and Friends of Placentia Library have both agreed to participate in the Steering Committee for the planning process.

I anticipate that the first Committee meeting will be held by the end of March.





Anderson and Anderson / Benefits
Insurance Brokers, Inc.

February 18, 1997

Elizabeth Minter
Placentia Library
411 Chapman Ave
Placentia CA 92870

Re: LTD Renewal

Dear Elizabeth:

I received the renewal proposal from CNA Insurance Company for Placentia Library's Long Term Disability policy. The policy is under a rate guarantee, so there will be no change in the monthly premium.


Unless otherwise indicated, the policy will renew with no disruption on March 1, 1997 for another year. Thank you for allowing Anderson & Anderson/Benefits, to service the companies benefits. If you have any questions or need further information, please give me a call at 714/476-4370.

Sincerely,

A handwritten signature in black ink, appearing to read 'VCM', with a small circle at the end of the stroke.

Vannessa C. Chaverri-Medina
Account Coordinator

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: February 25, 1997

SUBJECT: Letter to Wells Fargo Bank Regarding Semi-Annual Bond Payment

BACKGROUND

The District's semi-annual bond payment of \$35,900 is due in March.

Over the term of the loan the District has been accumulating funds at Wells Fargo in an "excess balance" account. The balance in that account is currently \$34,357.39.

At the time the District's FY1996-1997 Budget was revised in November it was recommended that the excess funds balance be used to make the March 1977 payment.

Attachment A is the letter of authorization required by Wells Fargo to complete this transaction. The form of the letter is identical to the one used by the City of Placentia.

RECOMMENDATION

Receive & File Letter of Authorization to Wells Fargo Bank instructing it to apply Placentia Library District's "Excess Funds" balance to the District's March 1997 bond payment.



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

Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Sandra M. Stark

February 20, 1997

First Interstate Bank
Attn: Teresa Fructuoso
Corporate Trust Department
MAC 2818-111
707 Wilshire Blvd.
Los Angeles, CA 90017

Dear Ms. Fructuoso:

Please be advised that the Placentia Library District wishes to apply the accumulated excess balance of \$34,357.39 as stated in your letter of February 1, 1997, to the semi-annual Base Rental payment of \$35,900.00 bringing the payment due to the amount of \$1,542.61. In calculating future payments, please apply any accumulated excess balances to the amount due indicating in your billing letters of February and August, the total amount of the semi-annual payment, the excess balance applied and the amount to be paid.

Payment of the net amount will not damage funds held by the Placentia Library District.

Thank you for your assistance.

Sincerely,

Elizabeth D. Minter
Library Director

TO: Library Board of Trustees

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

DATE: February 25, 1997

SUBJECT: Report on proposal for cooperative purchase of utilities through a local government pool

BACKGROUND:

A number of local government agencies in North Orange County, cities, school districts, and special districts, have been meeting for a number of months to investigate the feasibility of forming a pool to purchase electricity and other utilities.

Last month City Manager Bob D'Amato asked the District to participate in these discussions.

City Public Works Director Chris Becker will be present to explain this program to the Board.

RECOMMENDATION:

Authorize participation by Placentia Library District.

*Presented by Chris Becker
Public Works Director
City of Placentia*

Start/MS

1/10/20

Dear Sir,
I am pleased to inform you that
the order for 1000 units of
Product X has been confirmed.
We will start production immediately
and expect to complete it by
the end of next month.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: February 25, 1997
SUBJECT: Selection of Medical Insurance Provider for 1997-1998.

BACKGROUND:

Anderson & Anderson Insurance, the District's Medical Insurance Broker, has not yet provided the District with comparative pricing information for medical insurance coverage.

This information will be available in early March. Coverage with CareAmerica will be automatically extended until the Board makes a selection of carriers.

RECOMMENDATION:

Defer this item until the March Board Meeting so that Anderson and Anderson may prepare a competitive rate report.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
DATE: February 25, 1997
SUBJECT: Library of California Legislation

BACKGROUND:

The Library Director will make an oral presentation on the legislation currently being sponsored by the California Library Association to establish the "Library of California."

RECOMMENDATION:

Determine a legislative position for Placentia Library District and authorize California Advocates to take the appropriate action on behalf of the District.

Oppose!
Sacramento/Plac.

Handwritten scribbles or faint markings, possibly illegible text or a signature.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: February 25, 1997
SUBJECT: Evaluation of Library Director

BACKGROUND:

March is the month when the performance evaluation process for the Library Director should begin.

A copy of the executive management evaluation form that was used in 1996 is attached. This form was adapted from the one used by the City of Placentia, incorporating the Library Board's comments from last year.

RECOMMENDATION:

Determine an evaluation process and timetable for the Library Director.

*Included Bd Copy to
Post by March Meeting*


TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian SM
 DATE: February 25, 1997
 SUBJECT: **Program Committee Report for the Month of January**

The Program Committee is coordinating the activities of the National Library Week "Evening with the Stars" event with the Friends of the Library. Pat Irot, President of the Friends will work with Suad Ammar and another Friend member on contacting the evening's Readers, and planning for that evening.

The Public Works Department, at the City of Placentia, was contacted to schedule putting up the National Library Week banner on the Chapman and Placentia Avenue intersection location. Suad will contact Mr. Bob D'Amato to discuss the location of the second banner which was displayed on the Library wall last year.

All this will be coordinated with the program that the Children's Department is preparing for the same occasion.

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JANUARY 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	1	19
Tutor Training Workshop	2	28

TO: Elizabeth Minter, Library Director
FROM: Cyrise Smith, Children's Librarian 
DATE: February 25, 1997
SUBJECT: **January activities in the Children's Department**

Programming-The Children's Department was dark the month of January. There were no organized programs running.

Community Outreach-The Children's Librarian attended two special PTA sponsored functions at Morse Elementary School. The two programs were hour long sessions in building family reading skills. Parents of Morse Elementary School students attended the programs. The Children's Librarian gave a 5-10 minute talk at each session. Two special bibliographies, one on picture books and one on folktales and fables, were created and given to all attending the programs.

Special Community Programs-In-N-Out Burger is once again sponsoring it's reading program. Children receive a book mark with space for 5 book titles. After the child has read five books (s)he takes the bookmark to In-N-Out Burger and receives a free cheeseburger, fries, and a drink. 112 children signed up for the reading program in January. In-N-Out allows each child to redeem up to three bookmarks during the course of the program.

National Library Week-National Library Week is April 13-19. This year's theme is "Kids Connect @ The Library". The Children's Department and Adult Services are already working on plans to implement a week long Internet training program for children. The training program would be conducted by teen volunteers from Placentia high schools, and would be held after school.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: February 25, 1997
SUBJECT: Publicity materials produced for January 1997

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. Literacy asking for volunteers to take the tutor training program.
4. Afghan for Sale at Circulation Desk.
5. January quotes.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Holiday closing schedule.
8. New Library Hours starting January 5, 1997
9. Placentia Library Literacy Services offering INS-approved citizenship exam.
10. Author brunch to be held March 1, 1997.

Newspaper articles published:

1. Citizenship exams administered monthly.
2. Understanding living trusts seminar to be held at Library
3. Library will be open Martin Luther King, Jr. holiday.
4. Video helps teen-agers who stutter available at Library.
5. In Libraries, classics must come first.
6. Placentia public library will reopen Sunday with new hours.
7. Elizabeth Minter, Library Director wants to raise money for the Library.
8. 1996: A year of change.
9. Then and Now: Failure of Measure W for Placentia Library.
- 9.. Youth leader accused of crooked cash deals.
10. Balancing books, saving services at public libraries.
11. Orange County Libraries: Sunday no longer day of rest for librarians.

Placentia Library Newsletter:

Attached are the copies of the Library newsletter that will appear in the Winter/Spring edition of the Placentia Quarterly.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JAN - 9 1997

Citizenship exams administered monthly

³³²
Citizenship applicants can take a citizenship test given at the Placentia Library Literacy Services, 411 E. Chapman Ave. Cost is \$24 with preregistration, \$28 for late and walk-in registration. Eligibility includes application for citizenship in the next year, study of U.S. history and government, and present intermediate or advanced level of English (test is only given in English). Tests are given monthly.

For information, call Katie Matas, 524-8408.

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Los Angeles Times
OC Edition
Daily JAN 13 1997

■ **Understanding Living Trusts**
Sponsor/Group: Attorney Scott A. Bourdelais
Where: Placentia Library, 411 E. Chapman Ave.
Time: 7 p.m.
Admission: Free
Information/Reservations: (714) 541-9569

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The Register
Daily JAN 19 1997

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Placentia News
Weekly JAN - 2 1997

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MARTIN LUTHER KING JR. DAY CLOSURES

The Rev. Martin Luther King Jr.'s birthday is Jan. 15.
It will be observed Monday.



BANKS

Bank of America, Home Savings and Wells Fargo banks will be closed Monday. Bank of America, Wells Fargo and Union Bank in-store branches will be open regular hours Monday.



GOVERNMENT OFFICES

Federal, state and county offices and courthouses, will be closed Monday.

County libraries will be closed Monday. Fullerton, Newport Beach and Placentia libraries will be open Monday. All other city libraries will be closed.

City offices in Buena Park, Costa Mesa, Cypress, Fountain Valley, Fullerton, Garden Grove, Laguna Beach, Laguna Hills, Laguna Niguel, La Habra, La Palma, Newport Beach, Orange, San Clemente, San Juan Capistrano, Stanton, Tustin, Villa Park, Westminster and Yorba Linda will be open Monday. All other city offices will be closed.



GROCERY STORES

Grocery stores will be open regular hours Monday.



OCTA, METROLINK

Buses will run on a regular schedule Monday. Call OCTA at (714) 636-7433 for schedule information. Metrolink lines will be open Monday.



POSTAL SERVICE

Post offices will be closed and no mail will be delivered Monday.



Express Mail and special-delivery services will be unaffected.



REGISTER DELIVERY

Customer service will be open regular hours Monday.



SCHOOLS

Non-year-round schools will be closed Monday. Year-round school schedules vary. Please check with your district for holiday schedule. Day-care schedules may change as well.



TRASH PICKUP

Trash pickup will be on regular schedule Monday.



MALLS

Malls will be open regular hours Monday.

REGISTER
JAN, 26 1997

Video helps teen-agers who stutter

By ³³² THERESA WALKER
The Orange County Register

It's hard enough being a teen-ager — dealing with peer pressure and trying to fit in and all.

If you're a teen who stutters, those years can be especially difficult, filled with embarrassment and frustration.

A new video produced by the nonprofit Stuttering Foundation of America aims to provide some encouragement and hope to teens.

Called "Do You Stutter: Straight Talk for Teens," the 35-minute video features youths from junior high to college who discuss their experiences with stuttering and what they found to be helpful. They talk frankly about the ridicule from classmates and their self-image.

Some common but erroneous myths about people who stutter: They are less intelligent. They suffer from psychological problems.

"We emphasize the embarrassment and frustration factor and believe teens will relate to that," said Peter Ramig, a pro-

fessor at the University of Colorado at Boulder who appears in the video.

Ramig and two other nationally recognized experts on stuttering — speech pathologists Barry Guitar of the University of Vermont and Hugo Gregory at Northwestern University — answer questions about stuttering, refute myths and misconceptions and offer examples of therapy to reduce stuttering.

The video is being distributed free to libraries around the nation. So far in Orange County, "Do You Stutter" is available at public libraries in Orange, Newport Beach, Placentia and Yorba Linda.

Libraries can order a copy can by calling the Stuttering Foundation at (800) 992-9392 or by writing to P.O. Box 11749, Memphis, Tenn., 38111-0749.

FAMILY NOTEBOOK Page 3

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Los Angeles Times
OC Edition
Daily JAN 19 1997

In Libraries, Classics Must Come First

By T.A. PETERSON

The primary purpose of a library should be to stock and maintain books for the community. Particularly books of a classic nature, those that are too expensive or specialized for the average taxpayer to buy and keep in their own collection.

After this is accomplished, and only then, if there is extra money, then the library can buy pulp fiction books, video movies and music tapes.

I have lived in Fullerton for 42 years and know that our new and "improved" library today has removed many of the classic nonfiction and reference books that used to be readily available on the shelves of our "old" library. Some have been salvaged by the Cal State Fullerton Library. However, access to this library is very difficult and inconvenient for nonstudents.

These classic nonfiction and

reference books were replaced with trashy fiction books, trendy how-to books, and educationally worthless video movie tapes.

The following is one frustrating example: I searched our Fullerton library nonfiction book files for a certain book, which I had checked out years before. Puzzled that I couldn't locate it, I asked the librarian for help. She informed me that it was considered old and obsolete and had been scrapped.

With the help of my computer and modem, I found that Cal State Fullerton had the book. Because of the parking and access difficulties associated with using their library, I went back to our local library to check it out on the inter-library loan system.

The librarian asked me how much I was willing to pay for the loan of the book. This sounded peculiar to me (not a simple

fixed fee for handling, e.g. \$.50 or \$1) so I asked her what she meant. She said that the loan charge could vary, from nothing up to \$8 or \$12. I said that I probably could buy it in a used book store for that price, if I could locate it. She told me that the reason the fee was so costly was that it was out of print, and very valuable. I then asked her if it was so valuable, why did our library scrap it off our shelves? She didn't answer me.

Notwithstanding other failings, I would like to say that our local Fullerton library has consistently done a tremendous job in preserving local history.

I don't think libraries should receive additional funding until they learn (or remember) the classical technique for prioritizing their books and materials.

T.A. Peterson writes from Fullerton.

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Los Angeles Times
OC Edition
Daily JAN - 5 1997

Libraries Need Some Help

331 ■ Re the Dec. 16 editorial "Keeping the Libraries Afloat":

I was impressed with your comments and I also spoke to the Placentia City Council on the pathetic situation of the Placentia Library. I think the Placentia Library problem should be further addressed, especially after the defeat of the measure to support it by taxation in the last election.

In addition, I visited Rep. Ed Royce (R-Fullerton) at his district office open house. Royce was very courteous and attentive. He indicated his wife was quite concerned about the plight of the Orange County libraries. He regretted the Fullerton library personnel were not at his office at the time to provide advice, but he had extensive notes taken and said he would definitely contact me.

PETER KAHRILAS
Placentia

■ I am sure Times readers are aware of the recent funding shortages for the public library system in Orange County.

While funding has been reestablished for most areas, there has never been any funding to supply videos for use by patrons. I hope that readers having videos they are no longer interested in viewing, or children's videos which have been outgrown, would donate them to their nearest library. I have seen many children searching for a video to check out, only to be disappointed by the lack of material.

LOIS FLYNN
Laguna Niguel

Agenda Item 40
Page 4

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The Register
Daily JAN - 1 1997

PLACENTIA 332

Elizabeth Minter, Placentia Library director: Raise money for the city's struggling library. "My big goal is to finish the advanced certificate program in fundraising that I'm working on. It would help out the library." Edward Houston, 1996 Citizen of the Year: "I'd like a healthier new year. I don't exercise as much as I want to, so I'll be getting more exercise." Stephanie Baldwin, Miss Placentia 1996: "I'm always trying to be a better Christian."

- Vivianne Wightman
(714) 704-3704

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post office box 11789
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The Register
Daily JAN - 3 1997

PLACENTIA 332

The public library will reopen Sunday with new hours. The library's weekly hours will drop to 39 hours from 44. The new hours will be: Sunday: 1-5 p.m.; Monday, Tuesday, Wednesday: noon-9 p.m.; Thursday: 10 a.m.-6 p.m.; and Friday and Saturday: closed. The library is at 411 E. Chapman Ave.

- Vivianne Wightman
(714) 704-3704

PLACE
NEWS Times
Dec 26 1996

332

1996: A year of changes

Schools and city face financial challenges

By Vivianne Wightman • Placentia News-Times

1996 was a year of much change for Placentia. The city began to show signs of recovery from the Orange County bankruptcy. And, the elections brought in new and old faces to serve the city, ending the 18-year run of Councilman John Tynes. Financial problems continued to be a concern for schools facing adjustment to the new reduced-size classes. School maintenance proved a major undertaking for school district officials. The Placentia Public Library was forced to plan for cutbacks in the wake of the failure of Measure W. But 1996 was also a year of fun, with the opening of new parks, parades, free Bradford House concerts, the crowning of Miss Placentia, and numerous activities at the library



FEBRUARY: Bridget Brownlee, who has been living at the Home Free Ministries shelter for more than three years, reacts to getting a letter from her fiancé. APRIL: Stephanie Baldwin is crowned Miss Placentia.

M. Loren Hernandez
Noralyne
Concepcion
Placentia News-Times



Stan Bird Placentia News-Times
DECEMBER: City Councilman John Tynes retires after losing the election to challenger Connie Underhill. Tynes has been involved since he moved there to the city in 1944.



Stan Bird Placentia News-Times
DECEMBER: Placentia resident, Heather Thommen received Miss Placentia.



and City Hall. Volunteers joined hands to give the Placentia Boys and Girls Club got a much-needed facelift. The aging 1902 Bradford House received a

new roof. Teachers, parents and students are reaping the benefits of the new 20 to 1 class-size ratio in first grades

throughout the district. Overall, 1996 has been an exciting, busy year. See stories and photo starting on page 3

Ortega leaves police chief post under fire

THEN: After almost six years as

chief of police, Manuel "Man-nie" Ortega decided to make Placentia "a memory." What began as an unexplained 30-day medical leave of absence from work in July snowballed into a voluntary retirement by the chief.

Ortega, 53, was given a vote of no confidence by 31 of 34 patrol

officers and detectives eligible to vote. There were about six pages of grievances filed against Ortega, City Administrator Robert D'Amato said. The city undertook a two-month investigation into the complaints, but following Ortega's decision to retire the case was dropped.

Ortega will retain his title until Feb. 2, and in the interim Capt. Darryll Thomann will continue as acting chief, D'Amato said. Ortega will not return to his job.

NOW: Ortega won't lose his title until February, but he's wasting no time keeping busy with other endeavors.

He teaches at various organizations that deal with the training of law enforcement officers, acts as chairman for the California Peace Officers Standards and Training Post Commission in Sacramento, volunteers with the United Way and works with at-risk children.

But mostly, he said, Ortega's "just kicking back and looking forward to retirement."

And, he said he's healthier than he's been in a long time.

When asked why the complaints were filed against him, Ortega said one reason was his frequent absences, but other than that he said, "they have their opinions, and I have mine."

"(My time at the police department) was a part of my life, and it's over now," he said. "And, quite frankly, I'm glad it's over, and that's not to say I don't still have friends there. I do."

But, he continued, "it was time to move on."

18-year run on council ends for John Tynes

THEN: This year marked the beginning to the end of 18-year councilman John Tynes' storied career on the Placentia City Council.

Tynes re-election bid fell short in November, losing out to challenger Connie Underhill.

In the eyes of Mayor Norman Eckenrode and many others, Tynes, 79, is a "living legend" who has clearly focused on serving the community.

A 1973-74 Placentia Chamber of Commerce Citizen of the Year, Tynes served the community as teacher, coach, superintendent, school district administrator, founder and director of the city's summer recreational program, founder of the Nationwide Perceptual Traing program and city administrator to name a few.

Now that Tynes is off the council, he plans to devote more time to supporting his wife's endeavors like the PWA's, "People With AIDS," support group, the Placentia Founders Soceity's concert series and his church work.

Then & Now:

1996: The year of changes

A committee might also be an option, he said, but he will definitely stay on top of what's going on in the city even though he won't be attending council meetings.

NOW: Tynes said for the past couple of weeks he's been so busy it hasn't felt much like retirement.

"I've been going to a lot of different parties," he said. "Most of them are connected with my leaving council. But, it feels good not to have to go to City Council meetings."

And, as far as right now Tynes intends on getting some rest.

"I haven't gotten too involved with much of anything, but if I thought I could help on a committee I'd probably serve somewhere," he said.

Other than that, Tynes said he's just enjoying having time

for himself and his family.

"I like playing with the baby, my granddaughter, who lives here in Placentia," he said.

Failure of Measure W for Placentia Library

THEN: The failure of Measure W at the polls this year dealt the Placentia Public Library a major blow. And, recovery has proven itself a difficult task.

The voluntary tax initiative would have infused much-needed revenue to the financially strapped library, but the measure didn't get the two-thirds of district voters needed to pass.

In November the Placentia Library District trustees reluctantly approved a plan that would allow the library to stay in the black. Shorter hours, fewer books and the elimination of reading programs are just a few of the changes the plan brings with its approval. Changes will start in January 1997.

NOW: The effects of the changes are yet to be felt by the public, but Principal Librarian Suad Amar said there hasn't been a "massive reaction" by the public.

"I haven't gotten a lot of reactions from the public except for the occasional, 'oh, that's too bad, and things will get better once people understand what this means,'" she said. "We really don't know how the public will react to these changes."

Suad said she thinks that until the public sees the changes, they aren't going to feel it. And, the most common comment she's heard thus far are those of disbelief.

"There is a lot of sympathy from the public," Suad said. "I expect we'll hear much more when we come back."

Placentia Champions Sports Complex opens

THEN: Years of heated controversy over the Placentia Sports Complex between homeowners and city officials finally came to a head this March when the Placentia Champions Sports Complex opened.

The sports facility included baseball and soccer fields, con-

& Then & Now:

1996: The year
of changes

cession stand, community center and sandbox-style tot lot. The \$2.8 million sports complex, on the corners of Jefferson and Alta Vista streets, soon filled with Little Leagues and parkgoing enthusiasts much to the dismay of many area residents.

Previous concerns of child safety, parking, security issues, aesthetics and hours of operation soon became more reality than merely worry for some residents.

A major qualm of residents living nearby in brand-new \$350,000 Brock Home estates was that they paid for the park through their Mello-Roos fees, however, many complained that they were unable to use the park.

NOW: Area residents met in neighborhood groups to share concerns and voice disapproval for the new sports complex. Residents approached City Council in July and won — sort of. They convinced council to remove the Placentia Champions Sports Complex from the maintenance district, saving the special-district taxpayers a collective \$134,000 per year from the original proposal.

Taxes for East Placentians will still go up from \$96 to \$155, but not to \$299. The tax covers increased water usage and landscaping costs in the city's only Mello-Roos district, which includes the 13-acre sports complex and about 20 acres of park-

ways and street medians.

Parking problems on Brookhaven Avenue

THEN: Living on Brookhaven Avenue near El Dorado High School has been a nightmare for some residents who have said they've battled excessive litter, parking problems, traffic congestion and what they describe as public nudity in their neighborhood.

For months area residents have been pushing city council to mandate permit-only parking to help alleviate the problems caused by the traffic that overflows into the neighborhood. A war was waged by those in opposition to the measure to guard their freedom to park without a permit.

The war ended, temporarily, in August when the Placentia City Council approved permit-only parking for portions of the area. But not all residents were happy with the decision. So, city staff and a seven member resident group met to identify problems and develop alternatives.

NOW: Following requests from residents urging the city to review the plan, the council passed an amendment in December that eliminated portions of permit-only parking on the avenues of Susquehanna, Swanee and Brookhaven. Also, permit parking will no longer be required on Little Big Horn and Rio Grande avenues.

City Administrator Robert D'Amato called the amendment "a compromise," on the parts of the residents both for and against permit-only parking.

The city staff and a seven member resident group met twice in November at which time they developed the amendment

Please see 1996/5

1996

FROM 4

to take to the council. The group will meet again in six months to review the amendment and report to council.

Construction of homes near Alta Vista CC

THEN: It's been a year of development as the city continues to blossom to meet the demands of an ever-growing population. In November, as part of the Alta Vista South Development Plan, the City Council narrowly approved the construction of three subdivisions of homes near the Alta Vista Country Club despite vehement protests from residents.

A major concern of the residents who packed Council Chambers to protest the development was the density of the 54-acre project, which includes 226 condominiums that residents said will contribute to a reduction in property values, an increase in traffic and crowding at local schools.

The Alta Vista South Development plan, adopted in 1988, permits the construction of 1,107 dwellings of which only 827 are slated.

NOW: Kraemer II LLC company officials say that construction has already begun on the 54-acre project in the Alta Vista Country Club area. Currently, work is being done on the flood control channel and the removal of orange trees. Officials said they are unsure of the date construction will be completed.

Maintenance problems at Valencia High School

THEN: Maintenance in the district's 28 schools was an explosive topic this year. At the center of the hot debate was Orange County's third oldest school, Valencia High School.

In late January parents, teachers and students led district trustees on tours of the rundown, 60-plus-year-old school. And, the list of problems kept growing:



AUGUST: Mindy Throop, the H.I.S. House shelter's night director, spends some time with a resident and some of the children who are staying at the home.

pieces of dilapidated ceiling piling up on the floor of the girls' locker room, flooded classrooms from rains, rusty rain gutters, ceiling tile missing in classrooms and broken metal bars along the bottoms of plastic chairs in most of the classrooms to name a few.

Now the district knew what the problems were, and they even knew how to fix them, but they had one problem — no money. One major setback: the district's deferred maintenance plan dropped by \$2.7 million this school year and is expected to be less than \$1.1 million in 97-98. But, there was still hope. The \$1.15 million in state funds the district approved in January was put to use to take care of maintenance problems in the schools.

Along with the district's maintenance department, outside contractors aided in fixing the school. District Superintendent James Fleming said, "...over the past 10 years, the school district has spent approximately \$8.5 million at Valencia on facility improvements.... we have not ignored Valencia's needs."

The discovery of asbestos in the girls' gymnasium locker room sparked a war of words between parents and school officials in late February. But, upon investigation the district reported in March that the level of carcinogens found was less than one percent.

By August parents said they were pleased with the district's summer-renovation project which transformed the facility.

NOW: Maintenance Director Richard Philippi estimated that between \$600,000 to \$700,000 have been spent for renovations at Valencia High School. And that minor renovations will be an ongoing process, but most of the major repairs have been completed.

No more leaky roof at historic Bradford House

THEN: The roof at the Historic 1902 Bradford House began to show its age this year. In an effort to save the house, Placentia Founders Society members

grabbed buckets and jars and put them in the attic to catch rain accumulating from the leaky roof.

The chaos didn't last long. In May the City stepped in with \$36,400 to save the old house from turmoil. And, the society showed their gratitude by starting a "Single for a Shingle" fund-raising campaign to help defray the cost.

NOW: A new roof and months later, the society awarded the city with the culmination of their fund-raising efforts: a \$4,400 check. The re-roofing began in April.

Placentia Founders Society President Alice Husovsky reports that the new roof is "fantastic."

Stephanie Baldwin crowned Miss Placentia

THEN: A handful of anxious, hopeful women stood on stage in March, awaiting that fateful moment when one woman would be

Then & Now:

1996: The year of changes

chosen to represent the city a Miss Placentia 1996.

The announcement came a surprise, and for a numb Stephanie Baldwin, the experience of being crowned was dream-like.

"It was a complete shock," she said during a reception held after the ceremony. "...I just can't believe it."

For the 18-year-old, representing the city was something she strongly hoped for, saying, "I love this city so much.... I just want to serve Placentia."

And serve Placentia Baldwin has in meetings with city officials and business leaders, and through participation in red ribbon-cutting ceremonies, Chamber of Commerce functions and city-sponsored events.

NOW: Personal growth, confidence, poise and maturity are just a few of the benefits Baldwin said she has gained from her experiences as Miss Placentia.

Next year, she said, life will be "a little bit more normal." Baldwin will focus on education and her music career.

As Baldwin passes the crown on, she said she hopes the future Miss Placentia will remember to always have fun even when things get serious and stressful.

"I hope that she is very thankful of the opportunity she's been given," she said. "As Miss Placentia, she will be representing the city, the women in the city and women everywhere. I hope she takes advantage of the money given to her through this program to better education and better her life, as I've done."

The Register
Daily JAN 23 1997

Youth leader accused of crooked cash deals

³³²
ARREST: Boys and
Girls Club chief took
money for saying crim-
inals did community
service, police say.

By ANN PEPPER
The Orange County Register

PLACENTIA — The longtime
director of the Boys and Girls
Club of Placentia was arrested
Wednesday on felony charges of
falsifying court documents.

Albert Rizzo, 52, was pulled
over by police and arrested
shortly after leaving a breakfast
meeting of the local Rotary Club,
of which he is president. Rizzo is
accused of taking money from
criminals sentenced to do com-
munity-service work in ex-
change for falsely declaring they
completed the work at his club.

The arrest came after a six-
month undercover investigation
by Placentia police. The investi-
gation began after rumors called
attention to the unusual number
of criminals — some from Los
Angeles — requesting to do their
community-service work at the
club, said Capt. Daryll Tho-
mann, acting police chief.

"We put in two undercover of-
ficers from another police agen-
cy at separate times with the pre-
tense that they had to work off
time," Thomann said. "They
were told they could make cash
donations in lieu of doing their
community-service time."

The officers were asked for
\$250 and \$200 in lieu of complet-
ing 120 hours and 80 hours, re-
spectively, of work at the club.

A cursory look at the club's
books indicates at least one of the

Please see **YOUTH Page 24**

YOUTH: Club books checked

FROM 1
donations went to the club, Tho-
mann said. Examination of the
club's finances is part of the con-
tinuing investigation.

"At one point (Rizzo told one of
the undercover officers) that he
could make a donation and it
could be tax-deductible," Tho-
mann said. "And we've looked at
it both ways — that the money

may have gone to the club or not,
but wherever it went, this is still
a felony."

Rizzo was released on his own
recognizance Wednesday. A
woman who answered the door at
his Corona residence Wednesday
night said he did not want to com-
ment on the charges.

City Manager Robert D'Amato

expressed dismay at the allega-
tions.

"We're deeply concerned
about it, but we have to let the
system (complete) the investiga-
tion," he said.

Rizzo became director of the
club in 1978, building it into a
thriving organization with a
membership of about 650. Fre-
quently promoting club fund-
raisers, Rizzo last year oversaw
a major clubhouse renovation

valued at about \$300,000 in volun-
teer hours and materials.

In 1993, Rep. Ed Royce, R-Ful-
lerton, helped present Rizzo with
one of two Placentia Citizen of
the Year Awards given that year
by the Chamber of Commerce.

"Both of them represent the
model citizen," Royce said at the
ceremony.

Staff writer Tony Saavedra contrib-
uted to this report.

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Los Angeles Times
OC Edition JAN 13 1997
Daily

Perspective

Balancing Books, Saving Services at Public Libraries

By **BONNIE HAYES**
SPECIAL TO THE TIMES

Frustrated by Orange County's financially strapped library system, leaders in nearly a dozen cities are exploring ways to save their library branches by raising money through community groups or even forming their own system.

Officials said they fear that branch services and operating hours will continue to be reduced despite assurances from library administrators that the worst of a \$10-million budget reduction since 1993 is over.

In 1993, the library system had a \$27-million annual budget. This year, it is down to \$17.4 million.

"It's been a dramatic, rather steep fall," Irvine Councilman Greg Smith said. "It's hurt."

Because of the cuts, some cities are threatening to pull out of the county's 28-branch system and are looking for support from municipalities not under county control.

Costa Mesa officials last week sent letters to Irvine, Huntington Beach, Newport Beach and Santa Ana to see what council members there think about creating a joint library system. With the exception of Irvine, those cities currently operate their own systems.

Costa Mesa Councilman Joe Erickson said if the idea draws interest from other city officials, they could look into forming a central library administration and computer system.

"Rather than being strapped to the county, we could work with other cities and create a meaner, leaner operation," said Erickson, adding the budget outlook for the county system is too unstable.

"I'm just concerned" about more cutbacks, he said. "Something else will undoubtedly come up and we'll be asked to do without a little more."

Newport Beach Mayor Janice A.

Debay said Costa Mesa's joint-system idea may be worth reviewing, but she wanted to hear more about the plan before commenting further.

And Smith of Irvine called the idea "promising." In the past, he said, Irvine has considered withdrawing from the county's system. Property taxes collected in Irvine make up more than \$2.7 million of the system's entire budget—about \$1.5 million more than Costa Mesa, the county's second-highest donor.

"We're putting in the lion's share of the money here and we expect to see library services that are proportionate to that," he said.

To please larger donor cities like Irvine and Costa Mesa, county officials this year changed the way money is allocated to each branch.

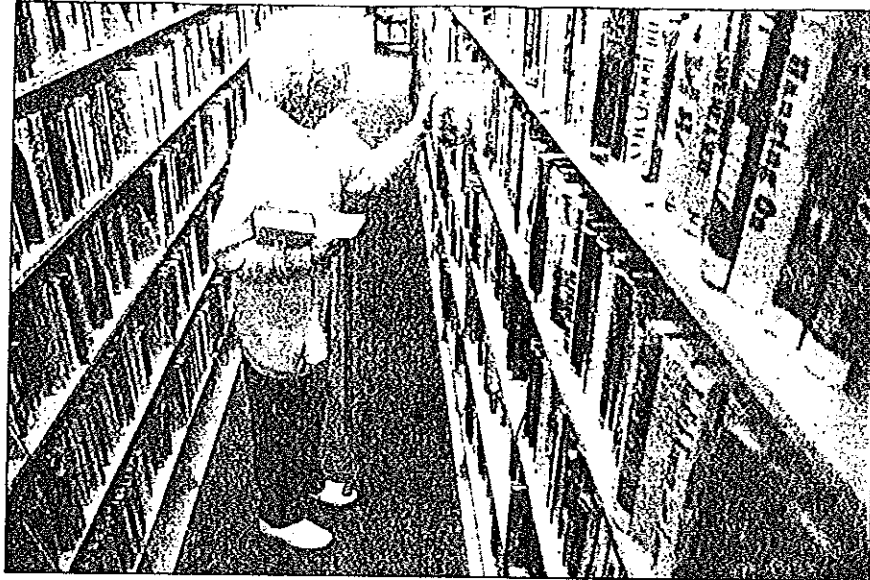
County Librarian John M. Adams said the formula is based on the city's population, how often the library is used and how much money the city's taxpayers put in to the county system.

The formula was set up for 1997 to give cities a clearer picture of what to expect in terms of library services by using an allocation system that wouldn't be perceived as "arbitrary," Adams said.

The new allocation system gave the library branches in Irvine and Costa Mesa a seven-day-a-week operating schedule—one more day than the branches had last year.

But budget cuts have left other cities, such as Stanton and Garden Grove, unable to keep their libraries open more than three or four days a week. Still other branches have had to shave hours off each day.

"It's a shame," Stanton Councilman Harry Dotson said of the recent reduction to a three-day-a-week library branch in the that city. The branch has one of the county's most extensive collections of children's books in Spanish and a loyal senior citizen clientele, he said.



KARI RENE HALL / Los Angeles Times

Garden Grove resident Marjorie Longstreet, 80, is one of Stanton Library's numerous senior patrons.

But while Stanton officials and library boosters have been searching in vain for money to extend hours, other cities have been able to fight some cutbacks by pitching in money from their general fund or paying the rent and utilities costs of their library buildings. Usually the county pays the operating costs for the libraries.

The nonprofit Friends of the Los Alamitos Rossmore Library, raised about \$15,000 to keep that branch open five days a week through June.

Help from cities and local groups has helped the county deal with the financial problems, officials said.

"It's been encouraging to see the cities trying to work with us," said Adams, adding the latest round of cuts should be the last for county libraries. "Our revenue from now on will be determined by the local economy, which all signs say will improve over the next few years."

Even so, some officials, like Irvine's Smith, wonder if library services will ever recover from the hit Orange County has already taken.

"How are we going to begin to offer the new kinds of information, in future years, to a county that's already starving for it?" he asked. "More people, new technology... and we've lost virtually 50% of our funding."

Library Budget Shuffle

Here's how local branches of the county library system were affected in the latest round of budget changes:

Brea*	-42,876
Costa Mesa	68,647
Cypress	-58,589
Dana Point	358
Fountain Valley*	-49,495
Garden Grove*	23,237
Irvine	176,155
Laguna Beach*	-42,718
Laguna Niguel	89,013
La Habra	-36,487
Lake Forest*	-19,199
La Palma*	27,374
Los Alamitos	-72,781
San Clemente	51,852
San Juan Capistrano	-125,740
Seal Beach	-87,852
Stanton	-89,620
Tustin	2,367
Villa Park*	-3,445
Westminster	-29,643

* Contributed to county system to help pay for branch operations and services. Nonprofit Friends of the Los Alamitos Rossmore Library raised enough to keep the branch open five days per week through June.

Note: Laguna Hills does not have library branch within city limits, but residents contribute \$165,054 in property taxes per to county library system.

Source: Orange County Public Library. Researched by BONNIE HAYES for The Times

santa ana, calif. 92711
The Register
Daily JAN - 4 1997

pacific clippings
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The Register
Daily
JAN - 6 1997

County's libraries set Sunday openings

³³²
SERVICES: Irvine, Costa Mesa and Laguna Niguel will be first. The branches haven't opened on Sundays since 1978.

By NANCY LUNA
The Orange County Register

Bookworms get ready. Irvine, Costa Mesa and Laguna Niguel libraries are opening Sunday — a first for Orange County-operated branches since 1978.

"It's exciting," Orange County Librarian John Adams said Friday. "Some people will have something to do Sunday."

Last month, the county Board of Supervisors approved a revitalization plan for the 75-year-old library system, which teetered on the brink of financial collapse last year. The new plan changed the way money was shared among the system's 21 branches.

Under the plan, cities such as Irvine, Costa Mesa and Laguna Niguel receive more funds because they contribute more property tax and have larger populations.

The trio took immediate advantage of the windfall by opening on Sundays.

Costa Mesa's two branches will be open from 1 to 5 p.m. Laguna Niguel's one library and Irvine's two branches will be open from noon to 5 p.m.

"We think it's great, of course," said Eleanor Humphrey, chairwoman of the Costa Mesa Library Service Committee.

Irvine's libraries received the largest chunk of extra funds, \$176,000. Adams said that in the next three weeks, the city's two branches will use leftover money to install World Wide Web browsers for patrons. "It's great for Irvine residents. We're obviously very thrilled," Irvine Mayor Christina Shea said Friday.

Sunday no longer day of rest for librarians

³³²
GOVERNMENT: A funding change for county facilities allows the extra hours.

By SUSAN KELLEHER
The Orange County Register

COSTA MESA — Rhianna Ahern sat cross-legged on the carpeted floor of the Costa Mesa branch library on Sunday, fat volumes on ancient Egypt surrounding her in piles.

As she thumbed through the books for information on Cleopatra, her father, Brett Ahrens, perused the nonfiction shelves, thankful for the new Sunday hours that made it possible for his 15-year-old daughter to finish her research project and for him to escape into a world of books.

"We've got five kids, so there's lots of things going on, and we can't always get to the library during the week," said Brett Ahrens, 38. "Sunday gives us a chance to come here together."

The city's two libraries are among five Orange County Public Library branches to offer Sunday hours for the first time since 1978. The extended hours at branches in Irvine, Laguna Niguel and Costa Mesa drew sparse attendance at some libraries, and large crowds at others.

"Some people wanted to know where we got the money from to open on Sundays," said Edith Lott, supervising clerk at the Costa Mesa Park Avenue branch. "They said, 'Hey, I thought you had money problems. One day you're broke, and the next day you have all this money.'"

Not quite. In 1993, the Orange County Public Library system budget was \$27 million. This year, it's \$17.4 million. The difference is that the county Board of Supervisors reconfigured the way money is distributed to the 21 cities with county-run libraries.

The new formula gives more money to larger cities, such as



DAVE YODER/The Register

NEW SUNDAY HANGOUT: Joel Crawford, 16, of Cypress, checks out cartooning books at the Costa Mesa library Sunday.

Irvine, and less money to smaller cities, such as San Juan Capistrano.

Because the libraries hadn't been opened on Sundays for nearly 20 years, no one knew what to expect, said Barbara Brook, manager of the Heritage Regional Park branch in Irvine.

"It's surprising how busy we are," Brook said.

PLACENTIA LIBRARY DISTRICT NEWSLETTER

ATTENTION STORYTIMERS

Thanks to the generous donation from the Friends of Placentia Library, the Children's Department is pleased to announce a six week session of storytime.

Storytime Magic
3-5 year olds

March 11 - April 17

Tuesdays, 6:30 - 7:00 P.M.

or

Thursdays, 10:30 - 11:00 A.M.

No Registration Required

INTERNET TRAINING FOR KIDS

Placentia Library will join Libraries throughout the country in celebrating National Library Week from April 13 to the 19.

**Kids
connect
@the
Library**

During National Library Week, Placentia Library will be providing Internet training for all children in the Children's Department. Training will

be available after school and will be conducted by volunteers from the community.

Call the Children's Department at the Library, 528-1906 ext. 212 for more details.

CONTEST

In honor of National Library Week, the American Library Association and Suave are sponsoring the contest: *Kids Connect @ The Library*

The grand prize is a \$20,000 scholarship and a multimedia computer.

Parents are invited to write in 125 words or less, how they have made the Library an important part of their family's life and how the Library has helped them to connect - - to each other, to the Internet, to better grades, to financial savings, family entertainment, etc.

Only one entry per family. All entries must be postmarked by April 30, and received by May 15, 1997. Stop at Placentia Library to pick up an official entry form and contest rules.

Placentia Linda Hospital Earth Week Run to Benefit the Placentia Library

Saturday, April 26

8K & 5K Run/Walk

1K "Fun Run" for Kids



Support Your Community!

A portion of the proceeds will benefit the Library.

Runners, Sponsors & Volunteers Needed

Contact the Placentia Recreation and Human Services Department at 993-8232 for more information.

PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue
528-1906

HOURS

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

Monday - Wednesday . . . 12:00 NOON - 8:00 P.M.

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

Friday & Saturday CLOSED

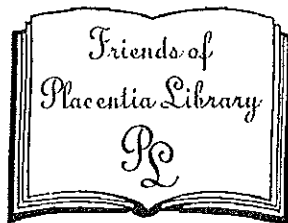
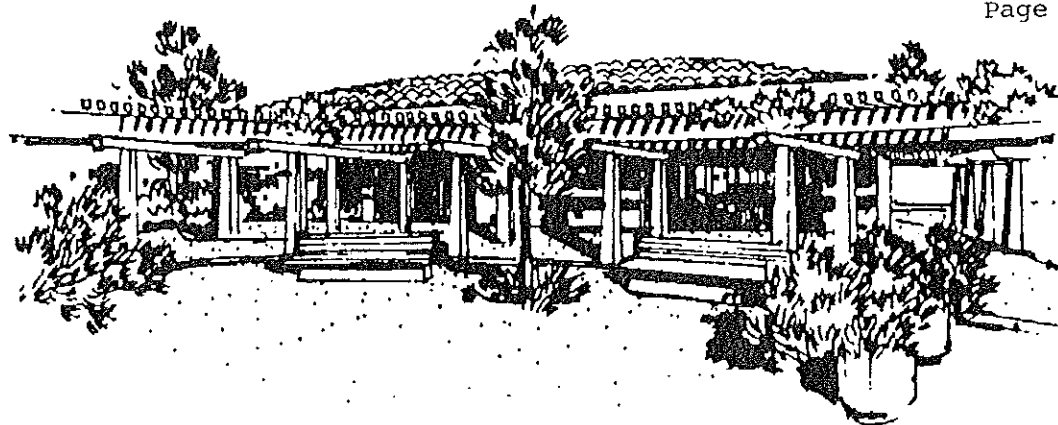
Public access to the Internet is now available at the Placentia Library.

FREE FREE FREE

Six stations allow patrons to surf the Net and browse the countless Web sites. Three of the sites are connected to laser printers, copies are ten cents per page. Presently, all stations are heavily used by adults as well as children. No reservations are required, services are available on a first come first served basis.

Internet training is presently not available. However, the Library is in the process of putting together a "docent" program made up of volunteers to help library users with the basic techniques to use the Internet. If you would like to volunteer for this program, please contact the Volunteer Coordinator at 528-1906 ext. 201.

Internet usage policy was adopted by the Library Board of Trustees at its November, 1996 meeting. The policy is posted by all stations.



AUTHOR'S BRUNCH

Featuring
Vick Knight

To Benefit the Library's Book Budget

Saturday, March 1, 1997

10:00 A.M.

**Alta Vista Country Club
777 Alta Vista**

\$25.00 per person

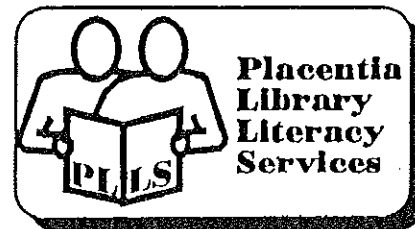
**Tickets now on sale
at the Library Circulation Desk.**

Copies of *Toasting Temecula Wines*, Vick Knight's most recent book, along with *My Word*, will be available for purchase and autographing.

Mark Your Calendars

**Friends of Placentia Library
Upcoming Events in 1997**

- April 16 Annual Meeting & National Library Week Program featuring Speaker Judy Suchey, Ph.D. Forensic Anthropologist CSU, Fullerton
- April 17 Library Information Workshop
- May 17 Semi-Annual Booksale



LITERACY TUTOR TRAINING

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

The class will meet on Tuesday evenings from 6:00 to 9:00 p.m. beginning April 1 and concluding April 29.

Training is provided without charge to volunteers making a minimum commitment of six months to 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.

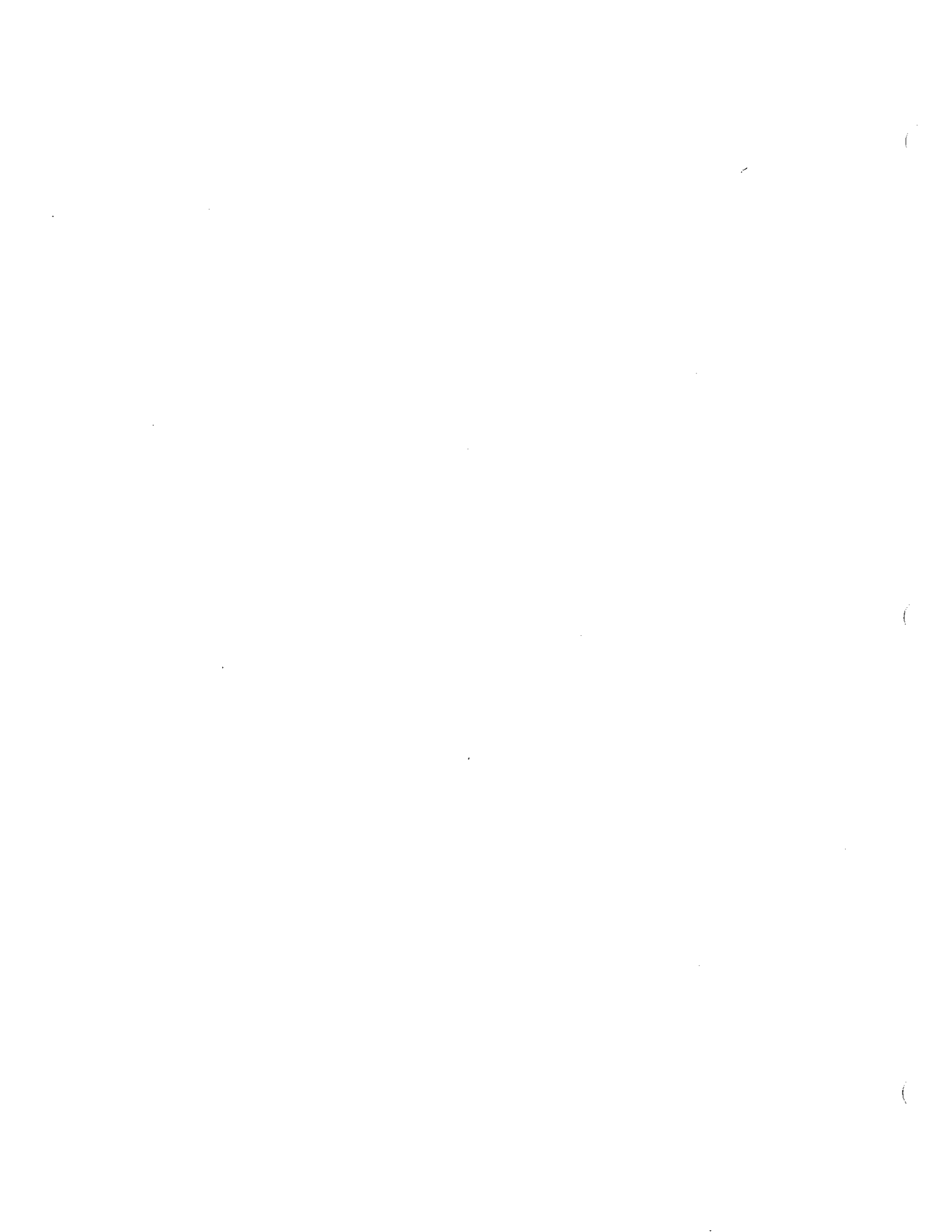
CITIZENSHIP EXAM

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 on a monthly basis.

The test consists of 20 multiple choice questions and a writing section, with two dictated English sentences that cover the history and government of the United States.

The test is given in English only. Individuals who pass the exam are given an official "Notice of Test Results" to send to the INS with their application for citizenship.

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



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: February 25, 1997
SUBJECT: Placentia Library Literacy Services Report for the month of January

Program Statistics

Active tutors: 50
Active students: 68
Students waiting to be matched: 38
Percentage of tutors reporting (January hours): 74%
Tutoring hours reported: 232
Other volunteer hours reported: 135
Total volunteer hours: 367

Citizenship Exam. The citizenship exam was administered Saturday, January 25, 1997. Nineteen people took the exam. The next exam is scheduled for Saturday, February 22, 1997.

Southern California Library Literacy Network (SCLLN). The January 21, 1997 meeting of SCLLN was held in Santa Fe Springs and was attended by Board President Dinsmore and Literacy Coordinator Matas. Jacques LaCour from the Staff Development Institute in Sacramento and Joyce Moore from the Baldwin Park Regional Resource Center were the featured speakers. The Staff Development Institute collaborates with eight regional locations of the State Literacy Resource Centers of California, including Baldwin Park, to offer training throughout the state.

Tutor Training. A 15-hour tutor training workshop began January 21, 1997. The workshop will conclude in mid-February with the new tutors being matched with waiting students.

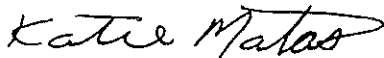
Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network.

SAFETY COMMITTEE MEETING
JANUARY 29, 1997
MINUTES

- I. Call to Order: 3:08 p.m.
- II. Members Attending: Jerry Conn
Esther Guzman
Katie Matas
Cindy McClain
- III. Old Business
 1. Employee identification cards were received and distributed.
 2. Employees Conn and Dumitru will attend the "Workshop on Claims Procedures and Safety Programs" on February 19, 1997 in Ontario, CA.
 3. The door to meeting room B is still warped. Administration will see that it is fixed.
- IV. New Business
 1. The circulation staff has identified loose tiles in the library entry area. Arrangements have been made to have the tiles repaired.
 2. The new "Driver" policy #96-05 was received and filed.

The next meeting will be February 26, 1997 at 3:00 p.m.

Respectfully submitted,



Katie Matas

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△△△△△△△△△△

UCLA

GRADUATE SCHOOL
OF EDUCATION AND
INFORMATION STUDIES

Department of Library and
Information Science
proudly presents

The UCLA
Friday Forums

Winter 1997



310/825-6880

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UCLA Graduate School of Education &
Information Studies
Box 951520
Los Angeles, CA 90095-1520



Margaret Dinsmore
2008 Rosemont
Placentia, CA 92670

How to Enroll:

- At least 10 days before the workshop, complete the form below and send it with a check made payable to UC Regents to:

Cindy Mediavilla
UCLA Graduate School of
Education & Information Studies
405 Hilgard Avenue
Box 951520
Los Angeles, CA 90095-1520

- As confirmation of enrollment, a map of campus, along with parking information, will be mailed to the address below. Registrants will be notified a week in advance if the workshop is canceled due to low enrollment.

FRIDAY FORUMS, Winter 1997

Name: _____

Address: _____

Phone (s): _____

E-Mail: _____

- Check Choice(s):
- Creating a Library Webpage ()
- Using the 'Net as a Reference Tool ()
- Space Planning ()

TECHNOLOGY

February 21, 9AM-4PM

Creating a Library Webpage

In this all-day hands-on session, learn the fundamentals necessary for creating a library webpage, including deciphering useful content, HTML basics, and the software tools needed to produce a catchy, attractive, and easy to use webpage.

GSEIS Room 118

Registration limited to 18
\$75

March 14, 9AM-1PM

Using the Net as a Reference Tool

Does your patron need a map of Milwaukee? Or the CIA World Factbook entry for Azerbaijan? Or a copy of the U.S. Constitution? Learn what reference resources are available on the Internet through this hands-on workshop.

GSEIS 118

Registration limited to 18
\$45

Jay Baker is Digital Resources Librarian for the UCLA Department of Library and Information Science.

SPACE PLANNING

March 21, 9AM-1PM

Space Planning for Library Managers

Changing the physical lay-out of your library? One of the country's leading library facility planners will describe the steps of the building process, and how library interiors are changing and becoming more like bookstores. He will also reveal construction plans for the new main San Diego Public Library.

GSEIS Room 111

\$45

Bill Samwald, Director of the San Diego Public Library since 1979, has been involved in the construction of over 30 library buildings and is the author of numerous books and articles on library architecture and management. He is also currently president of the Library Administration and Management Association.

✓ Mark Your Calendars For These Upcoming Events:

May 18, 1997, 2PM

Frances Clarke Sayers Lecture, featuring award-winning children's author **Lois Lowry**

✓ Upcoming Friday Forums:

Spring 1997

Homework Centers: How, What, When and Where
Young Adult Reluctant Readers

Parking

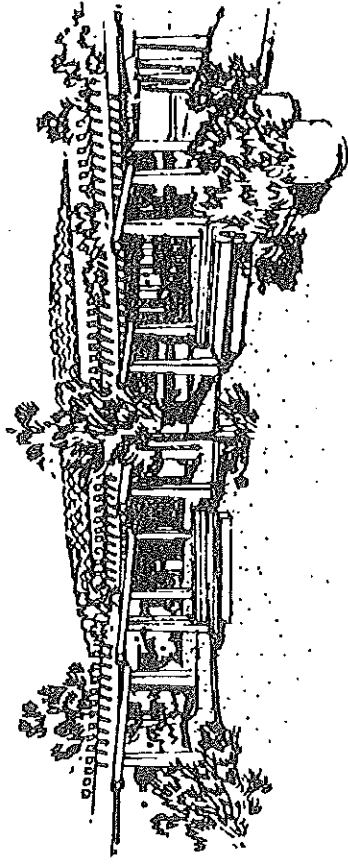
All-day parking passes are available for \$5.

Please arrive promptly

For more information, please contact:

Cindy Mediavilla
DLIS Continuing Education
(310) 825-6880
email: cmediavil@ucla.edu

Placentia Library District
Employee Manual



Adopted by the Library Board of Trustees

June 15, 1992

**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.

SECTION I GENERAL RULES

Introduction

The Placentia Library District Employee's Manual is designed to assist employees of the Placentia Library District in understanding the functions, rules and policies that promote satisfactory public library service to the community and the individual patron.

This Manual is part of the MOU and is subject to update by future negotiations that may change the MOU.

The Placentia Library District maintains a reputation for courtesy and assistance to all who seek its services. We hope you will enjoy working for the District and that you will cooperate in contributing to a harmonious atmosphere and a high quality of community service.

Responsibility

Each employee is responsible to her/his supervisor and the Library Director. Instructions are to be followed and no rule that conflicts with Library policy will be established.

It is the function of the Library Director to carry out policies established by the Library Board of Trustees. Employees are informed of policy changes by memo in order to implement them.

Library Hours

The Placentia Library District is open to patrons from 10:00 A.M. to 8:45 P.M. Monday through Thursday, and from 10:00 A.M. to 5:45 P.M. on Fridays and Saturdays. The Library is open on Sundays from 1:00 P.M. to 4:45 P.M.

While the Library begins its shutdown procedures at 45 minutes past the hour each employee is expected to remain busy at her/his workstation until the end of the scheduled workday at 9:00 P.M., 6:00 P.M. or 5:00 P.M., respectively.

Work Schedules

The Library work week starts on Friday morning and ends on the following Thursday evening.

A full-time employee works 40 hours. A regular part-time employee works 20 to 39 hours, and is offered a pro-rata percentage of the benefits of a full-time employee.

An extra help part-time employee works less than 20 hours, and is not eligible for paid benefits.

Work schedules are prepared to provide proper coverage of services for Library patrons. Every effort will be made to adjust for individual employee needs but not at the sacrifice of public service schedules.

Tardiness

Promptness is essential to adequate Library operation. When an emergency arises that will cause any employee to be tardy, the Library Director, Assistant Library Director, Administrative Assistant or, in the absence of all of the above the Librarian-in-charge, must be notified.

Keys

Keys are controlled by the Library Director. They are distributed and maintained by the Administrative Assistant who records and issues keys for any equipment or lock within the building.

Keys issued by the Administrative Assistant will be signed for. Keys will be issued on an as needed basis.

Keys are available at the check out desk for normal Library operation.

A key is issued to users of the Meeting Room when their meeting schedule is outside the Library's schedule. It is to be returned to the book drop beside the main entrance after the Meeting Room is properly secured.

Staff Meetings

Staff meetings are held on the Tuesday following a Regular Meeting of the Library Board of Trustees and other times as required.

Telephone Calls and Conversations

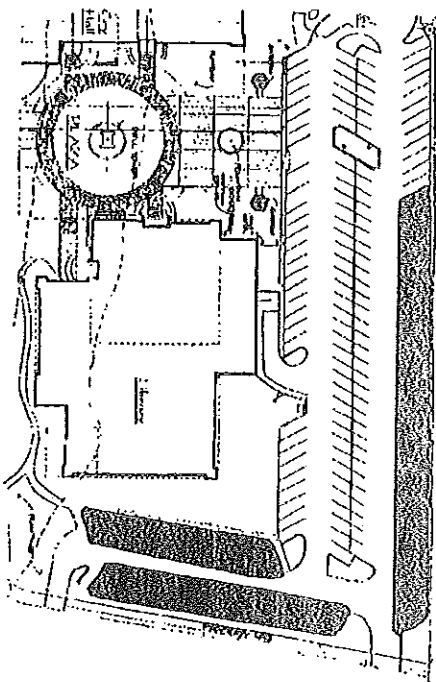
The Library telephone is used for library business. Personal use must be brief and infrequent. All employees are to be aware of the telephone zones and charges. Staff will be asked to identify their calls on the telephone logs and to reimburse the District for actual costs and taxes.

Avoid lengthy conversation at the public desks or while working in any public area of the Library.

Incoming calls should be answered promptly with a smile in your voice, giving the name of the Library and your own name. Always offer to take a message if the person being called is not available.

Employee Parking

All Library and City employees are to park in the eastern parking rows of the northern row closest to the strawberry field. The other three rows of the parking lot are for visitors and reserved parking.



EMPLOYEE PARKING AREAS

You and the Patron

Patrons form opinions of Library service from the attitudes, appearances, and actions of the employees who assist them. Each employee influences the patron's judgment of the value of the Library.

Assist the patron immediately and courteously. Be helpful and try to not keep them waiting. SMILE.

Dress Code

Report for work neatly dressed and groomed. Blue jeans, shorts, open midrifts, thongs, bare feet in sandals, and tee shirts with slogans are inappropriate attire for any staff member working in a public area. Political or public policy issue buttons may not be worn while working in a public area unless they are approved by the Library Director.

Patron Complaints

When any patron brings complaint against materials or policies of the Placenta Library District, this patron must be given special attention and courteous treatment by the desk attendant. Offer the patron a complaint/suggestion form to register the concern.

If possible, the patron should be taken to the office of the Library Director or Assistant Library Director to discuss her/his complaint.

Dissatisfied patrons should never be allowed to stand in the public areas disrupting service and disturbing other patrons.

Desk attendants are not expected to listen to unreasonable arguments or to provide interpretation of Library rules and policies.

Professional Reading

Employees are encouraged to borrow books, audiovisual materials, and professional journals from the Placenta Library District.

These materials must be charged out and returned within a reasonable time.

Employees are not charged for overdue material. All material needs to be returned before the final pay check is issued.

SECTION II HIRING PRACTICES

Appointment and Examination

Appointments to vacant positions shall be made in accordance with the personnel rules and policies as adopted by the Library Board of Trustees. The Library Director is responsible for the interpretation and implementation of the Board's rules and policies.

Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination.

Examinations shall be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which, in the opinion of the Library Director, will test fairly the qualifications of candidates. Physical and medical tests may be given as a part of the examination.

Appointments shall be made by the Library Director, pending ratification by the Library Board of Trustees.

Provisional Appointments

A provisional appointment may be made, not to exceed six months, by the Library Director, of a person meeting the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee, or pending final action on proceedings to review suspension, demotion or discharge of an employee, such vacancy may be filled by the Library Director subject to the personnel rules.

Probationary Period

All regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be rejected at any time without the right of appeal or hearing.

An employee rejected during the probationary period from a position to which she/he has been promoted shall be reinstated to a position discharged from the Library service as provided in the rules and policies.

Seniority

Seniority shall be observed in effecting such reduction in personnel, and the order of layoff shall be in the reverse order of total cumulative time served in permanent and probationary status upon the effective date of the layoff. Layoff shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the layoff of any probationary or permanent employee.

For the purpose of determining order of layoff, total cumulative time includes time served on military leave of absence. Any layoffs shall be made in accordance with the personnel rules and policies adopted.

Discrimination

No person shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, religious belief, or disability as stipulated by the Americans with Disabilities Act (ADA).

Employment applications from qualified individuals with a disability or disabilities are welcome.

Fair Employment

No question in any test, or in any application form, or by any participant in the selection process, shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin political or religious opinion or affiliation, except where sex or age is a bona fide occupational qualification.

Medical Exam

All new employees will be required to take and satisfactorily pass a medical exam at District expense. Some classifications may require the employee to have a valid California Driver's License and adequate automobile insurance coverage.

Bilingual Pay

Certain employees who have the ability to write and speak a language in addition to English, and who occupy positions in which said ability is regularly used, may be designated by the Library Director to receive Bilingual Pay differential of five (5%) percent above their regular rate. Bilingual Pay may be offered to employees communicating in languages spoken by more than 5% of the service area's population as identified by either U.S. or California Census Statistics or Placerita School District's data.

The designation of employees to receive Bilingual Pay shall be at the sole discretion of the Library Director. Prior to receiving Bilingual Pay, designated employees must pass an objective testing process for oral and written skills as selected by the Library Director.

Certain positions may be advertised as "Bilingual Preferred" or "Bilingual Strongly Preferred." In such cases after the regular examination process is completed, and the relative scores are available, those candidates passing the language exam will be eligible for bonus points, not to exceed 5 points, on an exam with a total possible score of 100 points.

SECTION III COMPENSATION

Timecards

Timecards must be completed and signed by both the employee and the immediate supervisor. The employee is responsible for keeping accurate records of her/his time worked on a daily basis.

No extra hours or overtime may be worked without prior consent of the Library Director or Assistant Library Director. Failure to submit accurate time cards at the proper time may result in disciplinary action.

Paychecks

Paychecks are issued biweekly on Wednesdays in the Administrative Office. The employee must sign the check register when the check is picked up and no one other than the employee may pick up a check unless a written authorization has been received by the Administrative Assistant prior to the pay date.

Checks not picked up by the Friday following a pay date will be mailed to the address of record.

Any employee may make arrangements with the Administrative Assistant for direct deposit of paychecks with participating banks and credit unions. These arrangements take several weeks to process.

Requests for Early Vacation Payroll Checks

Staff members eligible for paid vacation days may receive a paycheck for pay periods ending during a vacation period on the last weekday worked before the beginning of the vacation.

To receive an early vacation payroll check a written request must be submitted to the Library Director no less than two (2) weeks prior to the first day of the vacation period. The minimum absence eligible for an early vacation payroll check is two (2) weeks.

Merit Increases

A merit pay increase program provides a schedule of nine steps. Each step is by two and one-half percent for the classifications represented by the Orange County Employees Association. A meritorious tenth step of 5% is possible for employees who have been at the top of their classification for four years and have demonstrated their ability and proficiency in their assignments.

Part-Time Employees

The District guarantees that all part-time employees in the bargaining unit may work twenty (20) hours per week, if the employee so chooses. An employee who works twenty (20) hours per week will receive a pro rata share of all appropriate fringe benefits, including vacation, holidays, retirement, sick leave, bereavement leave, and jury duty leave.

Overtime/Compensatory Time

Non-exempt employees are to be compensated for extra time worked at the request of the Library Director or Assistant Library Director. Non-exempt employees may not work extra hours without the prior written approval of the Library Director or Assistant Library Director. The standard work week at Placerita Library District is 40 hours starting on Friday morning. All requested and approved work in excess of 40 hours shall be paid at time and one-half the employee's regular hourly rate or with compensatory time equal to time and one-half of the time worked. Compensatory time off need not be taken within the same pay period but should be taken as close to the overtime occurrence as possible.

All work performed in excess of 40 hours by non-exempt employees that has been approved by management but is not at the request of the Library will be compensated with compensatory time equal to time and one-half or that time worked and need not be taken within the same pay period. Exempt employees are Management, Supervisory and Professional employees. This is in compliance with the Fair Labor Standards Act as revised in 1986.

SECTION IV TERMINATION OF EMPLOYMENT.

Resignations

When employees terminate their employment with the Library, a letter of resignation should be submitted to the Library Director at least two weeks in advance of the date of termination. This letter should state the effective date and reasons for termination.

Professional employees are urged to give at least one month notice in advance of termination.

Payout of Accumulated Vacation Time

If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one year's vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

SECTION V. DISCIPLINARY ACTION

Purpose

Discipline is the enforcement of conformity to policies, rules, regulations and other administrative or legal requirements or practices designed to maintain a standard of cooperation and conduct necessary to carry out the duties and responsibilities of the District in a successful manner. Self-discipline or self conformity is the goal. Where self-discipline fails, disciplinary action by the appointing authority is authorized and shall be accomplished in such a manner as to be just, equitable, consistent and suited to the situation; and shall be taken in such a manner as to obtain conformity.

Disciplinary Action

The Library Director, subject to ratification by the Library Board of Trustees, shall have the right for due cause, to demote, dismiss, reduce in pay, or suspend any permanent employee.

Right to Grieve

Any employee with the exception of those job classes comprising the management staff, as designated by the Library Board, shall have the right to grieve any disciplinary action, interpretation or alleged violation of the personnel rules and policies, except in those instances where the right to grieve is specifically prohibited by the rules or policies.

Abolition of Position

Whenever in the judgement of the Library Board it becomes necessary, the Library Board may abolish any position or employment. Employees transferred, demoted or laid off because of the abolishment of positions shall not be subject to written charges, nor shall they have the right of appeal in such cases.

Types of Disciplinary Action

The disciplinary actions which may be taken, in order of severity, are: dismissal, demotion without consent, reduction in pay (e.g., by a step within a range), suspension, written reprimand, oral reprimand, or any appropriate combination of these.

Grounds for Disciplinary Action

Any employee may be disciplined for due cause. The following is a list of some, but not all, grounds for a disciplinary action:

- A. One or more days of unexcused absence
- B. Repeated tardiness
- C. Violations of rules and regulations, Policy Manual, and departmental procedures established by the employee's department head and approved by the Library Director. Rules and regulations, Policy Manual, and departmental procedures established by prior department heads and/or Library Directors will remain in effect until revised or amended
- D. Consumption of intoxicating liquor or use of dangerous drugs or narcotics during the work day, or reporting to work under the influence of intoxicating liquor, dangerous drugs or narcotics
- E. Gambling for money or articles of value during the workday
- F. Use of District tools or equipment for private or personal purposes without written permission
- G. Abuse or gross negligence in the care or operation of District tools or equipment
- H. Obtaining sick leave falsely
- I. Conduct unbecoming a District officer or employee
- J. Immoral conduct while on duty
- K. Receiving bribes in money or other valuable articles, or receiving personal favors for the performance of a District service

SECTION VI FRINGE BENEFITS

- L. Violation of state laws regulating political activities of District officers and employees
- M. Discussion of confidential business or information with unauthorized persons
- N. Refusal to report to an official call in an emergency
- O. Continued and persistent refusal to pay just debts
- P. Excessive absence
- Q. Making false written or oral statements relating to his employment
- R. Performance unacceptable to the appointing authority

Disciplinary Procedures

Prior to the administration of any non-emergency disciplinary action, other than oral and written reprimands, the following procedures shall be followed:

- A. The authority proposing the disciplinary action shall notify the affected employee in writing of the proposed action. The written notification shall include a statement of the reasons that the disciplinary action is being proposed and a statement of the changes being considered.
- B. The authority proposing the disciplinary action shall, upon request, show the affected employee documents or materials upon which the proposed disciplinary action is based; and shall, upon request, supply to the affected employee copies of these documents, if practicable.
- C. The authority proposing the disciplinary action shall give the affected employee a reasonable opportunity to review and consider the documents and materials set forth in paragraphs A and B above; and then shall give the affected employee the right to respond, either orally or in writing at the employee's option, to the authority proposing the disciplinary action.
- D. When, in the opinion of the authority proposing disciplinary action, emergency conditions exist such that immediate removal from duty of the affected employee is required, the affected employee may be suspended with pay pending completion of the procedures set forth above, and subject to a final disciplinary decision.

The provisions of Section 4 do not apply to probationary, provisional, or temporary employees.

Rest Periods
 A lounge is provided for employee rest periods. A fifteen (15) minute rest period is given during each four hours on duty. The two periods are not to be combined or used to shorten work schedules. The break is to be limited to fifteen minutes from the work assignment.

Vacations
 Vacations with pay are granted to all full-time and regular part-time employees at the convenience of the Library.

While vacation is accrued from the date of employment an employee may not take vacation until the end of her/his probationary period. An employee leaving before the end of her/his probationary period is not eligible to be paid for accrued vacation.

Vacation accrues on the last pay period of each month at a rate of ten (10) working days per year for the first through fourth years of continuous employment, fifteen (15) working days for the fifth through the ninth year of continuous employment, and 20 working days after completion of the tenth year of continuous employment.

Vacation time for employees is cumulative, not to exceed thirty (30) days (240 hours). The Library Director is authorized to schedule vacation time for employees with more than thirty (30) working days of accrued vacation until the accrued vacation balance is under 240 hours.

Accrued vacation will be calculated and paid at termination of employment.

Holidays

All full-time and regular part-time employees receive twelve (12) holidays with pay. These holidays are:

Christmas Eve Day	Independence Day
Christmas Day	Labor Day
New Year's Eve Day	Veteran's Day
New Year's Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Memorial Day	1 Floating Holiday (Birthday)

Regular part-time employees will receive holiday pay at a rate of one fifth their weekly pay. Extra help will receive no holiday pay.

When a holiday falls on a full-time or regular part-time employee's day off, the employee may select any date during the work week of the holiday, approved by the scheduling supervisor(s), to compensate for this holiday.

The Library will be closed on the Sunday preceding any Monday holiday. Staff may not be scheduled to work or to take vacation or sick leave on a holiday or a day that the Library is closed.

Full-time and regular part-time employees will have their birthday holiday added to their vacation record on the pay period before their birthday each year.

Sick Leave

- A. Sick leave is granted to employees in case of illness or disability. A written statement from her/his doctor authorizing an employee to return to work after a three-consecutive-day sick leave absence may be required by the Library Director.
- B. Sick leave for full-time employees is given and computed at the rate of one 8-hour day per month from date of employment, or twelve days per year, and is cumulated to an unlimited maximum. Regular part-time employees receive hours at a rate of one fifth their weekly schedule. Sick leave is accrued at the last pay period of each month.
- C. Absence due to exposure to a contagious disease when quarantine is imposed by health authorities or when it is determined by a physician that the presence of the employee on duty would endanger the health of others, is considered sick leave.

D. Absence from duty because the employee's presence is needed to attend to the critical illness of a member of his immediate family where death appears imminent will be paid provided that such absence shall be limited to a maximum of 24 working hours for each occurrence and is considered sick leave. For purposes of this section, immediate family shall mean father, father-in-law, mother, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or step-parents.

E. Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

1. The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would

the employee from performing his normal work duties as indicated by a doctor's report.

2. The employee must notify her/his supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his vacation leave whichever is sooner to request that her/his illness on vacation be charged to sick leave.

3.. The Library will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

Sick Leave Payoff

The District provides a sick leave payoff plan upon either termination, resignation, or retirement as follows: After 10 years of employment, 25 percent of accumulated sick leave will be paid at current salary; after 15 years employment 37.5 percent; and after 20 years employment, 50 percent. Maximum accumulated sick leave for this purpose is 800 hours before calculations. Calculations of years in retirement, unused sick leave payoff and vacation will be as time within salaried classifications. Service pin years of service will include time as page and salaried employment.

Bereavement Leave

Upon request, employees shall receive necessary time off with pay, not to exceed five (5) days in any one instance, to arrange for or attend a funeral of a member of her/his immediate family. For purposes of this section, immediate family shall mean father, mother, father-in-law, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or step-parents.

Leave of Absence Without Pay

A. Informal Leave

An employee may request informal leave of absence without pay not to exceed fifteen calendar days. The granting of an informal leave shall be at the discretion of the Library Director.

An employee shall be authorized an informal leave only after all accumulated compensatory time has been applied toward payment of the absence. The use of earned vacation prior to the obtaining of informal leave shall be at the option of the employee.

B. Pregnancy Leave

A pregnant employee will be permitted to work as long as, and return to work when, she is able to safely perform the duties of her position as recommended by her attending physician.

A pregnant employee shall be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery therefrom. The cumulative total is not to exceed four months.

The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four month maximum.

C. Leaves of Absences for Part-Time Employees

Part time employees may take up to four (4) weeks leave without pay in any given employment year with the exception of maternity leave which allows up to four months of leave with or without pay. Part time employees needing longer periods of leave will need to resign their positions.

A part time employee who resigns in good standing will be eligible for reappointment without participation in a competitive exam, to the same classification, whenever such position is open.

Jury Duty/Witness Leave

A regular employee who is called for jury duty or for examination for jury duty shall be compensated at her/his regular rate of pay for those hours of absence due to the jury duty, provided he deposits with the library her/his fees for such hours of jury duty, exclusive of mileage. Those persons assigned jury duty shall have their schedule adjusted to fall between 9:00 A.M. and 6:00 P.M., Monday through Friday.

Travel Reimbursement

Employees will be reimbursed for travel in their own vehicles when performing District-required and approved activities at the rate established by the Board of Trustees. Transportation forms must be filled out monthly and submitted by the Administrative Office by the Friday before the first Monday of each month.

Unemployment insurance

The Placenta Library District pays the premium for unemployment insurance for all employees.

Worker's Compensation

The Placenta Library District extends Worker's Compensation to all employees and volunteers,

Any injury occurring on duty, however minor, must be reported to the Library Director's Office or the Librarian-in-Charge at once.

It is to the benefit of all to observe good safety practices.

Medical Insurance

After one month's continuous employment, insurance premiums are paid for the full-time employee by the Library.

Employees of 20 to 39 hours will have a pro-rata share of their premiums paid by the library if they activate their share of the policy.

Dependent medical coverage is not paid by the library for those classifications represented by OCEA but may be purchased by the employee.

Dental Insurance

A dental program is available for the employee. Dependent coverage is at the employee's expense.

Optical Insurance

An optical program is available for the employee. Dependent coverage is at the employee's expense.

Employee Assistance Program

An Employee Assistance Program is available for the employee and her/his family. It is an information counseling and referral center, a source of confidential aid for finding solutions to personal problems the employee or her/his family might experience that affect her/his ability to work.

Whatever an employee discusses with the Employee Assistance Center Staff remains confidential. Information will be discussed with others only when the employee gives written permission. Supervisors can require employees to use the service.

Social Security/Retirement

All employees contribute to Social Security coverage and are eligible to collect Social Security at statutory age if remuneration for employment does not exceed the limit.

Long-Term Disability

After one month of continuous employment, long term disability premiums are paid for full-time employees to provide after 90 days of disability, payment at the rate of two-thirds of their gross salary up to \$1,500 per month maximum to age 70.

Educational Benefits

It is a policy of the Placentia Library District to encourage its personnel to take advantage of educational opportunities.

Employees may apply for work schedules that facilitate enrollment in classes at a college or university. While the Library will attempt to meet these requests it reserves the right to reduce hours of employment or place other limits if public desk schedules cannot be met.

Full-time employees may apply for advance approval of reimbursement for one-half cost of tuition and books for classes in a college or university which strengthen professional library abilities and afford professional library advancement. Reimbursement is contingent on both the advance approval and successful completion of the classes.

Upon receiving their advanced professional degree, the employee is to remain in the employment of the Placentia Library District for a period of one year. If said employee leaves prior to the above conditions, all monies advanced for education shall be deducted from the final pay. If payment exceeds the final pay, then a reimbursement is due the library.

A professional degree does not automatically become a promotion to a professional classification if the classification opening does not exist or is not recommended by the director.

Full-time professional employees may apply for time off with pay to attend professional library conventions and meetings at Library expense.

Orange County Employees Association (OCEA)

Employees of the Placentia Library District are eligible to join the OCEA. There is a monthly membership fee.

The members are entitled to special discounts and a monthly magazine which describes special events and discounts.

Other member benefits include (a) a dental insurance program, (b) insurance: auto, life, home, etc., (c) legal consultation on any matter, (d) travel service, and (e) representation on all matters of employer/employee relations for classifications represented by OCEA.

Credit Union

Orange County Federal Credit Union membership is available to our employees and their families. Payroll deductions can be made to add to savings, checking, or to make payments for loans. It is located at, 401 Civic Center Drive West, Santa Ana, California 92702.

Retirement Benefit Plan

The Placentia Library District Board of Trustees provides a retirement program that is financed by a contribution equal to 7 per cent of the eligible employee's previous year's salary. Eligible employees are those who at the anniversary date of July 1 have been compensated for at least 1,000 hours and are at least 21 years of age. Full details of the plan are on file in the Administrative Office.

Deferred Compensation

Eligible employees may contribute up to \$7,500 per year into a variety of deferred compensation plans. These amounts are processed through payroll deductions. Since the deductions are taken before Federal and State Taxes the employees taxable income is lowered. Information about the plans is available from the Administrative Assistant.

SECTION VII HISTORY & GOVERNANCE

Administration

The Placentia Library District is governed by a five-member elected Board of Trustees. The governing Board promulgates policies and regulations for the district, as well as establishes the budget.

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 19600 through 19734).

In 1926, the Board started construction on their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the new 4500 square foot library. This building was designed

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

In 1979 the Placentia Library District worked in conjunction with Anaheim to develop and install an automated circulation system. Today the Yorba Linda Public Library is also a part of the Anaheim Consortium.

Our total integrated on-line catalog and circulation system started in November, 1987.

Declaration of Policy

The proper operation of the Library District requires that public officials and employees be independent, impartial and responsible to the people, that governmental decisions and policy be made in the proper channels of the governmental structure, and that public office not be used for personal gain.

Responsibilities of Public Office

Public officials are all elective officials of the District and the members of all official boards, commissions, and committees of the District.

Public officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State of California, and to carry out the laws of the nation, state, municipality, and district. Public officials and employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal consideration, recognizing that the public interest must be their primary concern, that conduct in both their official and private affairs should be above reproach.

Dedicated Service

Public officials and employees should not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with

other public officials and employees unless prohibited from so doing by law or officially recognized confidentiality of their work.

Fair and Equal Treatment

Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

A. Use of Public Property

No official or employee shall request or permit the use of District-owned equipment, material, or property for personal convenience or profit, except when such services are available to the public generally or are provided as district policy for the use of such official or employee in the conduct of official business. No public official or employee shall use the time of any District employee during working hours for personal convenience or profit.

B. Obligations to Citizens

No public official or employee in the course of her/his official duties shall grant any citizen special advantages beyond that which are available to every other citizen in the same circumstances.

Conflict with Proper Discharge of Duties

No public official or employee, while serving as such, shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature which is in substantial conflict with proper discharge of her/his duties in the public interest and of her/his responsibilities as prescribed by policy and existing under Pt. 4, Division 20, Ch. 5 of the Education Code of the State of California.

Incompatible Employment

No public official or employee shall accept other employment which he has reason to believe will either impair her/his independence of judgment as to her/his official duties or require him or induce him to disclose confidential information acquired by him in the course of and by reason of her/his official duties.

Disclosure of Confidential Information

No public official or employee shall willfully or knowingly disclose for pecuniary gain to any other person confidential information acquired by him in the course of and by reason of her/his official duties nor shall any public official or employee use any such information for the purpose of pecuniary gain.

Gifts

No public official or employee shall receive or agree to receive, directly or indirectly, any compensation, reward or gift from any source except the Placentia Library District of Orange County for any service, advice, assistance or other matters related to the legislative process, except fees for speeches or published works on library or legislative subjects and except in connection there-with reimbursement for expenses for actual expenditures for travel, and reasonable subsistence for which no payment or reimbursement is made by the Placentia Library District of Orange County.

Conflict of Interest

A conflict of interest exists in a matter before an official for consideration or determination if:

- A. The public official or employee has a substantial personal interest in the outcome as owner, member, partner, officer, employee, stockholder or other professional enterprise that will be affected by the outcome, and such interest is or may be adverse to the public interest in the proper performance of governmental duties by the official or employee.
- B. He/she has reason to believe or expect that he/she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of her/his official activity.
- C. The public official or employee, because of her/his bias or prejudice or because she/he has prejudged a matter set for public hearing is incapable because of such bias, prejudice or prejudgment of granting to the matter before him a fair and impartial hearing.

Personal interest as distinguished from financial interest is defined as including, among other matters, an interest arising from blood or marriage relationship or close business association.

Disclosure of Interest and Disqualification

Any trustee or employee who has a conflict of interest, as defined herein, in any matter before the Board of Trustees, shall disclose such fact in the records of the Library Board of Trustees and refrain from participating in any discussion or voting thereon, as the case may be, provided that such exceptions shall be observed as are permitted by law. This provision shall not apply if a Trustee has disqualified herself/himself from voting.

Any member of any official board, commission, or committee who has conflict of interest as defined herein, in any matter before the board, commission, or committee, of which he/she is a member, shall disclose such fact in the records of such board, commission, or committee and refrain from participating in any discussion or voting thereon, provided that such exceptions shall be observed as are permitted by law.

Any employee, who has a financial or other special interest in a matter before the Board of Trustees, commission, or committee who participates in discussion with, or gives an official opinion to the Board of Trustees, or to such other board, commission, or committee relating to such matter, shall disclose in the records of the Board of Trustees or such other board, commission or committee, as the case may be, the nature and extent of such interest.

Compliance With State Law

Public officials and employees of the Board of Trustees of the Placentia Library District of Orange County shall comply with applicable provisions of state law relative to conflict of interest and generally regulating the conduct of public officials and employees.

