

TO: Elizabeth Minter, Library Director ~~SA~~

FROM: Katie Matas, Literacy Coordinator

DATE: April 12, 1994

SUBJECT: **Request for use of funds from the Placentia Library Literacy Services account**

I request that funds not to exceed \$1,400 be used from the Placentia Library Literacy Services account to purchase an IBM compatible 486. We presently have a 286 computer that does not have adequate capacity to support the programs we intend to use it for.

A powerful computer will enable the literacy staff to access all of the necessary office programs on one computer.

*5 MB Ram  
JVD MB AD*



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *edm*  
DATE: April 18, 1994  
SUBJECT: FY1994-1995 Budget

**BACKGROUND:**

**Senate Bill 1666 (Mello)**

At its meeting on March 21, 1994, the Library Board of Trustees voted to oppose SB 1666 (Mello) which would take property taxes from the enterprise special districts and put them in a fund administered by the boards of county supervisors to benefit the county district libraries.

The Senate Local Government Hearing scheduled for this bill for April 6, 1994, was rescheduled for April 20, 1994.

Attachment A is the letter I sent to the members of the Senate Local Government Committee.

Attachment B is the legislative alert from the California Special Districts Association concerning SB 1666. Please note the information about the amendments.

Attachment C is the legislative alert from the California Library Association concerning SB 1666.

Neither Buena Park nor Palos Verdes Library Districts have taken action on SB 1666 but both are watching it closely for future activity.

California Advocates is continuing to monitor for the District the activity on this bill in Sacramento.

**State Budget**

At the present time there is no information about the 1994-1995 State Budget. Lobbyists are projecting that because of the gubernatorial election that the deficit for this year will be rolled over to next year.

FY1994-1995 Budget, April 18, 1994, Page 2.

**RECOMMENDATION:**

Determine future action and advise the Library Board President on positions to be expressed to legislators at the California Library Association Legislative Day on May 3, 1994.

# PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

April 12, 1994

The Honorable Marian Bergeson  
Chair, Senate Local Government Committee  
2085 Capitol Building  
Sacramento, CA 95814

Dear Chairperson Bergeson:

**SUBJECT: Opposition to Senate Bill 1666 (Mello)**

At its meeting on March 21, 1994, the Placentia Library District Board of Trustees reviewed the provisions of Senate Bill 1666 introduced by Senator Mello, and a report by its Library Director of her briefing about SB 1666 with Hellan Roth Dowden, Director of the Office of Senate Majority Whip Leroy F. Greene. Following its discussion the Board voted unanimously to oppose SB 1666.

SB 1666 provides no guaranteed benefit for independent special district libraries, only for the county dependent libraries. The distribution of the funds is at the discretion of the boards of county supervisors which already have a track record on the distribution of discretionary funds to independent special district libraries. Prior to the elimination of the Special District Augmentation Fund last year Placentia Library District contributed \$400,947 to the SDAF each year, yet the Orange County Board of Supervisors allocated \$0 back to the District. There is no guarantee that SB 1666 would be implemented differently from the SDAF in Orange County.

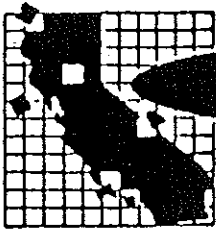
The Placentia Library District Board of Trustees believes that raiding the "historical share" of the property tax of one duly established form of local government (independent special districts) to finance another form of local government (counties), is inherently wrong. In fact, residents of parts of some enterprise districts, such as the residents of Yorba Linda and Placentia in the Yorba Linda Water District, would end up paying for library services for which they are not in the legal "service area". In fact, the Orange County Library would receive payment from the State Library of California for each "non-resident" circulation it would provide to these residents on a net basis.

Placentia Library District would deeply appreciate your support of the defeat of Senate Bill 1666 in the Senate Local Government Committee.

Yours truly,

A handwritten signature in cursive script, appearing to read "Elizabeth D. Minter".

Elizabeth D. Minter  
Library Director



# legislative alert

CALIFORNIA

SPECIAL Thursday, April 7

DISTRICTS

ASSOCIATION

**SB 1562, SB 1666 HELD OVER FOR AMENDMENTS**

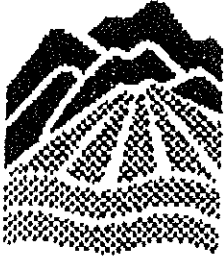
On Wednesday, April 6, the Senate Local Government Committee heard SB 1562 and SB 1666, but put off taking up either measure for a vote. Both measures will be rescheduled for a hearing later this month.

## **SB 1666**

Senate Bill 1666, Senator Mello's bill to grant counties the authority to reallocate enterprise district property tax revenue faced substantial opposition in committee. Senator Mello will be amending the bill so that enterprise revenue could be reallocated to libraries only. Previously the bill was designed so that counties could reallocate funds to any non-enterprise special district or the County Library Fund. SB 1666 will also be joined with SB 1448 (Roberti), the proposal to grant libraries benefit assessment authority. This means that SB 1666 will take effect only if SB 1448 is not enacted.

## **SB 1562**

Senate Bill 1562 would allow cemetery districts to sell headstones and monuments, use or lease unused land, and do above-ground interments of human remains. The California Monument Association testified in opposition to the bill, stating that it would be unfair competition for public cemeteries to be able to sell headstones. However, it was also pointed out by CSDA's legislative advocate that cemeteries are unlikely to go into the business of manufacturing gravestones; they will likely purchase the headstones from the very monument dealers who are opposed to the measure. Senator Mello is also considering amendments to the bill prior to a hearing later this month.



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

MEMORANDUM

April 11, 199

TO: COUNTY SPECIAL DISTRICT LIBRARY DIRECTORS & OTHERS

FR: Anne Marie Gold, Co-Chair, CLA Legislative Committee  
Anne M. Turner, President, CLA Public Library Section *Anne Marie*

RE: SB 1666 EMERGENCY *ATW*

WANTED: TWO THOUSAND PLUS LETTERS FROM CHILDREN

The Senate Local Government Committee heard SB 1666-Mello last Wednesday, and put off final consideration until April 20th. The Committee did this so that Senator Mello would have time to prepare amendments to the bill which could increase its chance of passage.

SB 1666 allows local Boards of Supervisors to put the property taxes allocated to Enterprise Special Districts into a Special Allocation Fund, and use the money for special district libraries. About 40 county and independent special district libraries would benefit. The Enterprise Special Districts have the ability to raise fees to compensate for the property tax loss.

Right now, we do not have anywhere near the required number of votes on the Local Government Committee. The reason is that the Enterprise Special Districts, especially the Water Districts, are adamantly opposed. They believe that western civilization as we know it will collapse if SB 1666 passes, and they generated 2,000 letters (yes! 2,000 letters) to committee members before the hearing on April 6th. Library advocates generated perhaps 25 letters, most of them from Santa Cruz, which doesn't count (because Senator Mello, the bill sponsor, is from Santa Cruz.)

We have only two ways to get this bill reported out, and furthermore, we now have less than a week and half to accomplish them. The first is amending the bill (details described later) and the second is mobilization for a "full court press."

1. The libraries which took the biggest hits in FY 1993-94, and would benefit most from SB 1666 must get to their legislators and explain why this bill is important to district voters. Senators must be pressured to talk to their Local Government Committee colleagues.

There are many arguments we could make in favor of SB 1666 (Enterprise District property tax is subsidizing water rates unfairly, public libraries are the institutional equivalent of apple pie and funding them is correct, right, and the American Way, etc. etc.) but only two seem useful when we are up against the wealth and power of the Water Districts:

•Remember the children. 75% of all California school libraries have been closed in the last decade, children need library service, so do their parents and caregivers. There is no such thing as education without public libraries.

**ACTION:** get children to write letters to members of the Local Government Committee. A thousand letters from the children of California might be just bizarre enough to turn the tide. And get children to write letters to your/their own Senator. We know this sounds corny, but up against the guys in suits, corniness makes as much sense, and has as big an impact, as anything else. If you can't get kids to write letters, get anybody.

•The Water Districts are rich and libraries are poor. Not only do the water districts have the capacity to raise fees if they loose property tax income, but they probably won't have to do that because they can dip into their reserve funds to compensate. There is some feeling that if SB 1666 is limited to libraries, the Water Districts might be embarrassed to fight so hard. Afterall, we are not talking about taking a lot of money away from them. And who doesn't love public libraries. So the more we can talk about how much we have suffered over the years-- low book budgets, cuts in open hours, closing branches, etc. etc.-- the better.

2. There are three bill amendments being worked on by our lobbyist and Senator Mello's staff:

•Linking the bill with SB1448 ("double joining" it), so that the provisions of SB 1666 could not be used if SB 1448 passes. This might persuade the Water District people to support SB 1448, and also help us put pressure on the Governor later to sign it.

•Limiting the amount which can be transferred from Enterprise Special District property tax to the loss libraries have suffered over the last two years.

•Limiting the recipients of Special Allocation Fund money to libraries only. This means less property tax money would be taken from the Enterprise Districts.

This FAX is as strong a call to action as we can make. Please do whatever you can, and do it right away. We won't win without your efforts.

Thanks.

AMT:GBCLIST.LTR



TO: Library Board of Trustees  
FROM: Elizabeth D. Minter, Library Director *EM*  
DATE: April 18, 1994  
SUBJECT: Review Changes in Brown Act

New provisions of the Brown Act took effect April 1, 1994. A summary of those changes is Attachment A.

Agenda Item 26, Attachment A, from the March Board packet contained an analysis of both the current provisions and changes in the law as prepared by Liebert, Cassidy & Frierson.

Attachment B from the March Board packet contained an analysis prepared by Blanning & Baker Associates as part of the California Special Districts Labor Relations Information Service.

Please let me know if you have any questions.

## ALTA CALIFORNIA SPECIAL DISTRICT SEMINARS

### SUMMARY OF MAJOR CHANGES IN THE 1994 BROWN ACT (by Betty Harrison-Smith)

To go into effect immediately:  
SB 376 (Chapter 1194): Section 54954.6 only

To go into effect 4/1/94:  
AB 1426 (Chapter 1136)  
SB 36 (Chapter 1137)  
SB 1140 (Chapter 1138)

1. Standing Committees of the Board, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal act of the Board, are subject to the Act. (S54952)
2. "Member of a Legislative Body" now includes any person elected to serve on a board who has not yet assumed the duties of office. Such persons are now subject to the Act. (S54952.1)
3. There is now a definition of a "meeting" in the Act. (S54952.2) Not included in the definition of "meeting" are individual contacts between board members and other persons, attendance of a majority of the board at conferences/workshops and purely social functions (as long as district business is not discussed), and attendance by a majority of the board at open and publicized meetings organized to address topics of local community concern.
4. The provision for the use of video teleconferencing in connection with any meeting or proceeding authorized by law is extended indefinitely past 1/1/94. (S54953)
5. Secret ballots are prohibited. (S54953)
6. Recordings of meetings are now permitted by anyone utilizing audio and video tape recorders or still or motion cameras, in the absence of a reasonable finding by the board that the recording cannot continue without noise, illumination, or obstruction of view that would constitute a disruption of the meeting. (S54953.5)
7. Any tapes/film record of open meetings must be maintained for public inspection for at least 30 days. Any public inspection of a video or tape recording shall be provided without charge on a tape recorder made available by the local agency. (S54953.5)
8. No board shall prohibit/restrict the broadcast of its meetings, in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of view that would constitute a persistent disruption of the proceedings. (S54953.6)
9. District boards must now indicate (in whatever form utilized, such as Bylaws, ordinance, resolution, minute order) both the time and place for holding regular meetings. NOTE: This means that all districts should review their records and make the necessary addition, if necessary. (S54954)
10. Regular and special meetings of the board shall be held within the boundaries of the district, with certain exceptions. (S54954)
11. Agendas for Regular Meetings must include a brief general description of each item of business to be transacted or discussed at a meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. (S54954.2)

12. No action or discussion may be taken on any item not on the agenda. Exceptions are that board members may briefly respond to statements made or questions posed by persons exercising their public testimony rights (S54954.3); may ask questions for clarification; provide reference to staff or other resources for factual information; or request staff to report back at a future meeting. Also, a board member may direct staff to place a matter on a future agenda. (S54954.2)
13. Concerning action on items not appearing on the posted agenda, section (2) now indicates that there must be a need to take immediate action, and that the need for action came to the attention of the district subsequent to the agenda being posted. (S54954.2)
14. The agenda need not provide an opportunity for members of the public to address the board on any item that has already been considered by a committee, composed exclusively of members of the board, at a public meeting where the public was given the opportunity to address the committee, unless the item has been substantially changed since the committee heard the item. (S54954.3)
15. Notice for special meetings at which action is proposed to be taken on an item shall provide an opportunity for members of the public to address the board prior to action on the item. (S54954.3)
16. A board may not prohibit public criticism of the district or the board. There is no privilege or protection implied. (S54954.3)
17. There are extensive descriptions for closed sessions in the new Act. They are not mandatory. No board or board members shall be in violation of S54954.2, if the closed session items are described in "substantial compliance" with this section. Substantial compliance includes the information provided in the Act, irrespective of its format. (S54954.5)
18. The section on new/increased taxes/assessments has had some major cleanup revisions. These revisions are the result of SB 376, which was an urgency measure, and was, therefore, in effect upon its signature by the Governor. (S54954.6)  
NOTE: This section does not include fees for service, service or benefit charges, ongoing annual assessments if imposed at the same or lower amounts, assessments which do not exceed an assessment formula previously adopted, or standby charges.
19. There is now a definition of "existing facts and circumstances" as pertains to Pending Litigation. (S54956.9)
20. Concerning closed sessions to hear specific complaints or charges against a district employee, the employee shall now be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session. Notice shall be given to the employee at least 24 hours before the time for holding the session. If the notice is not given, any action taken by the board against the employee is null and void. (S54957)
21. The board must publicly report any action taken in closed session and the vote/abstention of every board member present, concerning the following subjects:
  - Approval of an agreement concluding real estate negotiations
  - Approval given to legal counsel to defend, seek, or refrain from seeking litigation
  - Approval given to legal counsel to settle pending litigation
  - Disposition of claims discussed in closed session
  - Action which effects the employment status of an employee
  - Approval of an agreement concluding labor negotiations

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Reports may be made orally or in writing. There is specific information required for reporting actions taken in closed sessions. (S54957.1)

22. Writings distributed for discussion or consideration at public meetings must now be distributed during a public meeting if prepared by the local agency, or after the meeting if prepared by some other person. (S54957.5)

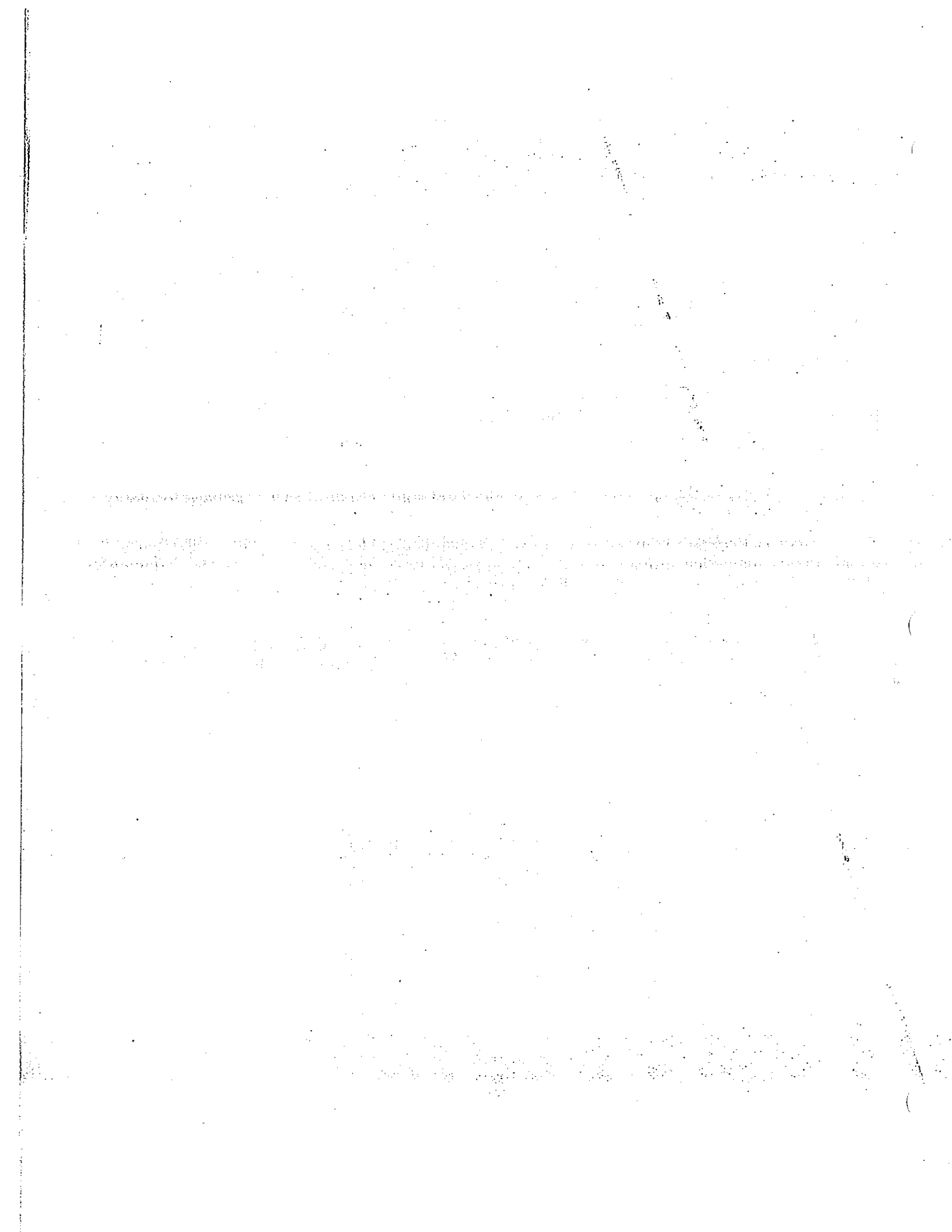
23. Prior to holding a closed session, the board shall disclose, in an open meeting, the item or items to be discussed in the closed session. (Previously, this information could also be disclosed after holding the closed session.) After the closed session, the board shall reconvene into open session prior to adjournment and shall make any disclosures of action taken. The announcement made in open session may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements. (S54957.7)

24. The District Attorney, along with any interested person, may now commence an action to prevent violations or determine applicability of the Act, or to determine the validity of any board rule or action that penalizes the expression of one or more of its members (ex: vote to censure a member). (S54960)

25. The court may order the board to tape record its closed sessions, based on alleged violations of the Act, and order the tapes preserved for any term the court deems appropriate. (S54960)

25. The District Attorney, along with any interested person, may now commence an action by mandamus or injunction to have an action taken by the board declared null and void. Any party now has 90 days from the date of the alleged improper action to make written demand to cure the action (the previous time period was 30 days). (S54960.1)

26. The board cannot meet in a facility which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. (S54961)



TO: Library Board of Trustees

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

DATE: April 18, 1994

SUBJECT: Report on the Progress of the Study of Alternatives for Delivery of Public Library Services to the Constituents of the Placentia Library District.

**BACKGROUND:**

The Buena Park Library District Consolidation Feasibility Study prepared by BSI Consultants has been finalized and presented to the District's Board and the City of Buena Park. A copy of the Buena Park Report is Attachment A.

No status report from BSI was received for this report period.

The first draft of the Placentia Library District Report was delivered to the District on April 11, 1994. The Library Director is scheduled to meet with BSI staff on April 20 and 26 to complete the work necessary for presentation of a discussion draft to the Board of Trustees.

The Library Director recommends that a Special Board Meeting be held on Monday, May 9 or on some other evening that week, to meet with staff from BSI to review the discussion draft and make suggestions for the final report.

If the above timetable is met the final report will be ready for submission at the Regular Board Meeting on May 18, 1994.

**RECOMMENDATION:**

Select a date for a Special Meeting for the presentation of the Report to the Board by the BSI staff.

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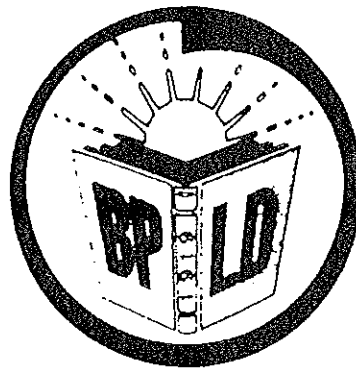




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BSI Consultants, Inc.

***BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY***



***Prepared by:  
BSI Consultants, Inc.  
Santa Ana, CA***

***March 1994***



*BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY*

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**EXECUTIVE SUMMARY**

The Buena Park Library District is proud of the level of library services they have been able to provide to the Buena Park community. Today, the Buena Park Main Library is open to the community more hours each week, and serves more patrons, than many comparable libraries, even though the District has sustained revenue losses in recent years similar to other local libraries.

While it is the District's desire to continue to maintain current library service levels for the community, additional revenues will be needed in the near future for the District to do so. Recognizing the long-term implications of this fiscal imbalance, the Library District commissioned a study to explore the feasibility of reorganization or consolidation alternatives for the Library District. The alternatives considered in the study are:

- Library District remains as an independent special district.
- Library District is merged with the City of Buena Park.
- Library District becomes a subsidiary district of the City of Buena Park.
- Library District is merged with the Orange County Public Library System.

Through the use of comparative library services measures, the study documented that resources available to the Library District have been effectively managed, and that the District's management policies have resulted in the District's ability to deliver a high level of library services.

The study also identified the fact that current revenues are already insufficient to fund expenditures for the current level of library services in FY 1994-95. In previous years, budget shortfalls have been offset by the use of funds accumulated in the Fund Balance Available (FBA) account. However, continued reliance on FBA funds to maintain the current level of service will fully deplete the Library's reserves before the end of FY 1996-97.

*BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY*

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After reviewing the advantages and disadvantages of the four consolidation alternatives, the study concluded that further consideration of consolidating the Library District with the Orange County Public Library should be discontinued, as this alternative would not improve the Library District's short or long-term financial prospects.

The study also concluded that consolidation of the Library District with the City of Buena Park would at best produce only minimal cost-savings, and would generate no new revenues, for the Library. The alternative of merging the Library District with the City would not resolve the District's funding crisis either. Establishing the Library District as a subsidiary district of the City would secure the Library's share of local property tax revenue for Library purposes. However, other Library revenues could be reallocated to other City needs as directed by City Council policy.

Although there is a great deal of interest throughout the State in consolidation of the more than 4000 government units which currently exist, based upon the study's finding it is recommended that the Buena Park Library District continue as an independent district. Should the distribution of property tax revenue or other revenues be changed by the State in the future, the District may want to review the study findings to determine if consolidation would have a net positive fiscal impact on the District as a result of those changes.

It is also recommended that the District's Board of Trustees begin to develop a strategy to close the revenue gap which currently exists. Alternatives available to the Board include seeking voter approval of a special tax for library services, private funding of library services, or a combination of these alternatives. While changes in how revenues are allocated by the State may resolve the problem in future years, the District should have a well formulated plan if this does not occur.

**SECTION I - PURPOSE OF STUDY**

In recent years, local government agencies in California have experienced reductions in local property tax, sales tax, and other operating revenues. At the same time, population increases have generated demands for higher levels of government services at the local level.

The on-going sluggishness of Southern California's economy, coupled with the shifting of local property tax revenues to the State budget, have created funding dilemmas for local agencies, including the Buena Park Library District.

Recognizing the long-term implications of this continued fiscal stagnation, the Library District initiated the current study process to explore the feasibility of reorganization or consolidation alternatives for Library District operations. The alternatives to be considered within the scope of this study are the following:

- Library District remains as an independent special district.
- Library District is merged with the City of Buena Park.
- Library District becomes a subsidiary district of the City of Buena Park.
- Library District is merged with the Orange County Public Library System.

The Library District selected BSI Consultants, Inc. to assist the District to conduct the feasibility study so that informed decisions could be made concerning potential organizational changes that could enable the District to respond to present and future fiscal and operating challenges. The study includes an analysis of current operating conditions for the District, reviews consolidation alternatives available to the District, and identifies alternative funding sources for library services.

## SECTION II - OVERVIEW OF CURRENT OPERATIONS

### A. INTRODUCTION

The Buena Park Library District was organized in 1919 under the California Education Code, Section 19600 - 19734. The District is governed by an independent, elected, five-member Board of Trustees, who serve without compensation from the District. The free public library operated by the District provides equal access to library materials and services to all community residents. Basic library services are provided free of charge, and costs of selected peripheral programs are held to a minimum. Materials and services are prioritized based on the needs of the Buena Park community.

### B. REVIEW OF LIBRARY DISTRICT BOUNDARIES

The area within the Buena Park Library District consists of all of the City of Buena Park (10.5 square miles), and three unincorporated County "islands."

Two of the County "islands" are located at the northern side of the District. The first County island is located to the west of Beach Boulevard, and borders the City of La Mirada. This island contains 127 residential parcels. The second County island is located to the east of Beach Boulevard, and borders the City of Fullerton. The area within this island consists of 97.1 acres of oil field property. The third County "island," which is part of the District, is located wholly within the City of La Palma, to the west of the District. This area consists of 17 residential parcels.

A location map of the Buena Park Library District is shown in Exhibit I.



C. CURRENT SERVICE LEVELS OF THE LIBRARY DISTRICT

The Buena Park Library District operates a main public library facility located on La Palma Avenue, between Knott and Western Avenues, just south of the Artesia/Riverside Freeway (SR-91). In FY 1992-93, Library District operating expenditures totaled \$1,344,183 to provide library services to the 71,700 residents living within the District. This expenditure represents a per capita cost of \$18.75 per resident.

The Buena Park Library is open six days each week (Monday through Thursday from 9:00 a.m. to 9:00 p.m.; and Friday and Saturday from 9:00 a.m. to 6:00 p.m.), for a total of 66 hours per week.

Exhibit II presents a three-year operating profile of the District. The hours of operation are the same for all three years (66 hours/week). The table indicates an initial upswing in library attendance, materials circulated, and reference transactions. Then, during FY 1992-93, with library attendance leveling off, materials circulation and reference transactions declined somewhat.

The fluctuation in the figures for "Total Materials Collection" resulted from the "weeding" of library materials in both FY 1990-91 and FY 1991-92. The practice of "weeding," which is widely practiced in the library profession, involves a periodic review and purge of outdated materials from a library collection.

The table also shows expenditure trends for the three-year period, for both "Total Materials Expenditures" and "Total Operating Expenditures." In FY 1992-93, it was necessary to reduce Library expenditures as a direct result of the shift of local property tax revenues by the State. As in previous budget years, the Library maintained a prudent Fund Balance Available (FBA) to carry forward to balance the next budget.

*BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY*

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EXHIBIT II  
BUENA PARK LIBRARY DISTRICT  
THREE-YEAR OPERATING PROFILE

	<u>FY 90-91</u>	<u>FY 91-92</u>	<u>FY 92-93</u>
Circulated Materials	523,043	578,644	544,025
Library Attendance	423,627	457,794	457,979
Reference Transactions	47,552	49,690	47,908
Total Materials Collection	179,116	175,951	183,687
Total Materials Expenditures	\$232,594	\$241,378	\$200,281
Total Operating Expenditures	\$1,399,102	\$1,510,428*	\$1,344,183

\*NOTE: This amount includes an authorized capital expenditure of \$104,032 for purchase and installation of an automated materials circulation and on-line catalogue system.

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*D. ORGANIZATION OF LIBRARY DISTRICT SERVICES*

The Buena Park Library District is professionally managed by an appointed Library Director, an Operations Manager, and four functional managers. The Manager of Technical Services position is vacant. The Library Director reports directly to the five-member Buena Park Library District Board of Trustees, who are elected at-large. All operational and administrative service activities are organized into the following four units:

1. Reference & Children Services
2. Circulation Services
3. Technical Services
4. Maintenance Services

A current organization chart is presented in Exhibit III.

In FY 1992-93, the Library District employed 14 full and 19 part-time professional and support staff to serve the 71,700 residents living within the District. Expressed in Full-Time Equivalent (FTE), Library staff totaled 23.5 FTE. There has been change in authorized positions since FY 1992-93.

#### *E. CURRENT FINANCIAL CONDITIONS OF THE LIBRARY DISTRICT*

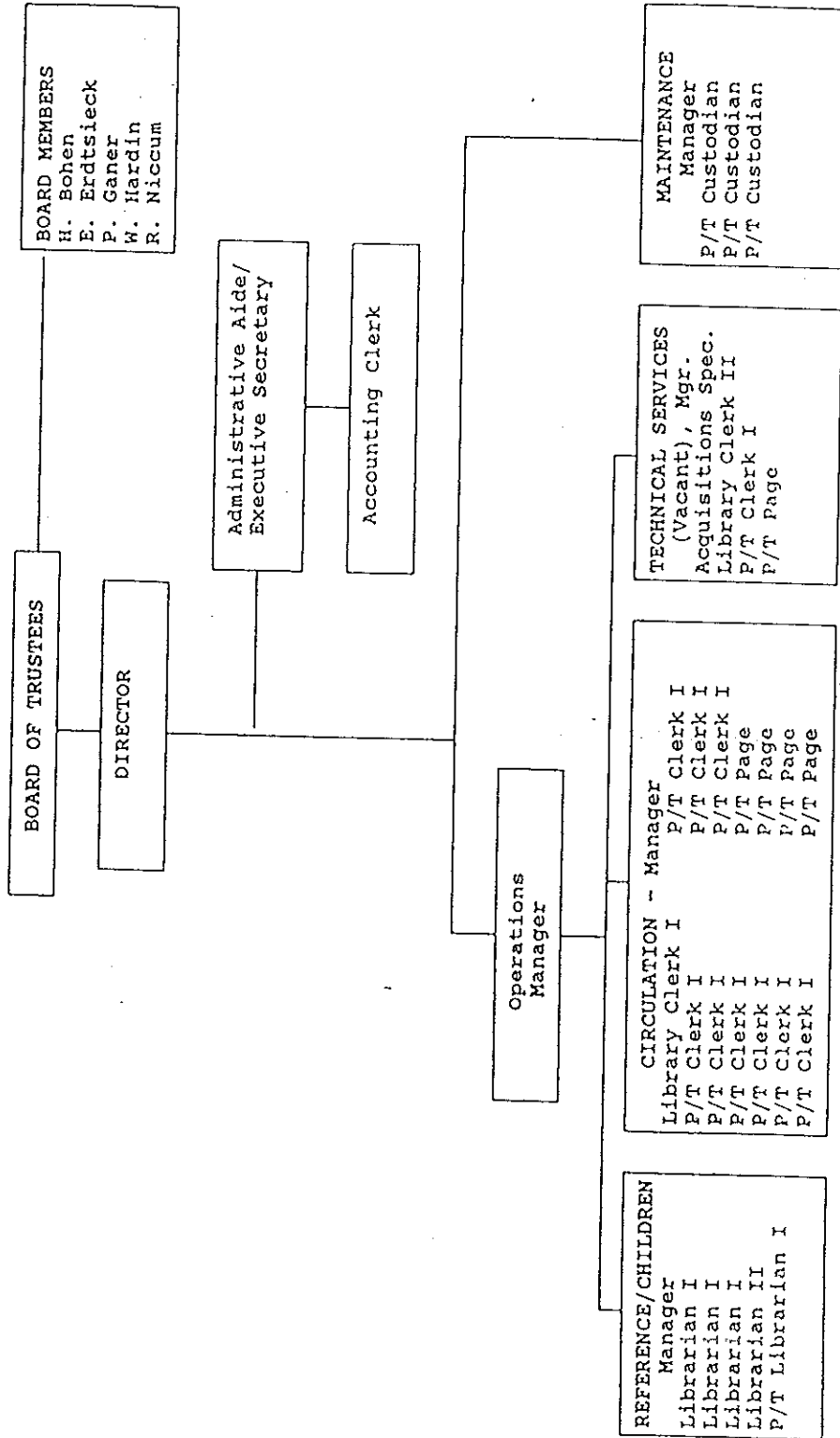
This section reviews the current financial conditions of the Buena Park Library District. A comparative analysis of alternatives involving organizational change for the future of the Library District necessarily begins with developing a clear understanding of its current situation. The information presented will provide a set of "baseline" figures to assist decision makers as they consider the advantages and disadvantages of District consolidation vs. District autonomy.

##### 1. Statement of Assets & Liabilities

The Statement of Assets and Liabilities, sometimes called the Statement of Financial Position, is more commonly known as the "Balance Sheet." This financial statement provides members of the public, and other interested parties, with a representation of the District's resources and obligations. The statement also provides benchmarks that can be used to determine financial impacts of alternative plans under consideration for the District. A Statement of Assets and Liabilities for the District for the fiscal year ending June 30, 1993 is shown in Exhibit IV.

EXHIBIT III  
BUENA PARK LIBRARY DISTRICT  
ORGANIZATION CHART

Revised 07/93



BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY

EXHIBIT IV  
BUENA PARK LIBRARY DISTRICT  
STATEMENT OF ASSETS, LIABILITIES & EQUITY  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
FISCAL YEAR ENDED 30 JUNE 93

SOURCE: "Independent Auditor's Report, August 19, 1993,"  
Prepared by: Meadows & Fries, CPAs

	General & Special Rev Funds	Debt Service Funds	General Fixed Assets	General Long-Term Debt	Total Memo Only
<b><u>ASSETS</u></b>					
Cash	\$907,260	\$5,022			\$912,282
Taxes Rcvb	24,070	340			24,410
Supplies Inv	6,661				6,661
Fixed Assets					
- Land			\$186,335		186,335
- Bldgs			1,436,541		1,436,541
- Equip			793,638		793,638
Debt Serv Funds				\$27,552	27,552
<b><u>TOTAL ASSETS</u></b>	<b>\$937,991</b>	<b>\$5,362</b>	<b>\$2,416,514</b>	<b>\$27,552</b>	<b>\$3,387,419</b>
<b><u>LIABILITIES &amp; EQUITY</u></b>					
<b><u>LIABILITIES</u></b>					
Accts Pay	\$44,398				\$44,398
Other Curr Lia	36,930				36,930
Comp Abs Pay				\$27,552	27,552
<b><u>TOTAL LIAB</u></b>	<b>\$81,328</b>			<b>\$27,552</b>	<b>\$108,880</b>
<b><u>FUND EQUITY</u></b>					
Invest Gen FA			\$2,416,514		\$2,416,514
Fund Bals					
- Reserved	8,161				8,161
- Unres Desg	848,502				848,502
- Unres Undesg		\$5,362			5,362
<b><u>TOTAL EQUITY</u></b>	<b>\$856,663</b>	<b>\$5,362</b>	<b>\$2,416,514</b>		<b>\$3,278,539</b>
<b><u>TOTAL LIAB &amp; FUND EQUITY</u></b>					
	<b>\$937,991</b>	<b>\$5,362</b>	<b>\$2,416,514</b>	<b>\$27,552</b>	<b>\$3,387,419</b>

BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY

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2. Multi-Year Revenue & Expenditure Summary

Exhibit V on the next page presents a historical accounting of the Library District's revenue and expenditure flows for the four-year period, FY 1990-91 through FY 1993-94. Prior to FY 1990-91, the Library District made the strategic decision to remove itself from long-term reliance on the Special District Augmentation Fund (SDAF) for operating revenues.

Funds in the SDAF, which were administered by the Orange County Board of Supervisors, were historically allocated primarily to County fire protection and County library programs. However, in recent years the County has seen significant reduction in this funding which has had dramatic impacts on those agencies/programs that were dependent on SDAF funds. As a result of the District's SDAF decision, the District has funded library services and programs with a greater reliance on funding sources more directly under their control. Therefore, the District has operated "in the black" during the four-year review period.

Subsections "3" and "4" provide a more detailed analysis of the revenue and expenditure patterns within the various categories of the Library District budget.

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EXHIBIT V  
BUENA PARK LIBRARY DISTRICT  
FOUR-YEAR HISTORICAL REVENUE AND EXPENDITURE SUMMARY

	FY 90-91 (Actual)	FY 91-92 (Actual)	FY 92-93 (Actual)	FY 93-94 (Estimated)
Revenues	\$1,470,704	\$1,469,235	\$1,423,194	\$1,451,551 <sup>*1</sup>
Fund Bal. Available	\$ 353,816	\$ 425,418	\$ 384,226	463,237
Total Expenditures	\$1,399,102	\$1,510,427	\$1,344,183	\$1,450,000 <sup>*2</sup>

NOTE:   \*1. Includes one-time Teeter Plan buyout of \$70,705.  
          \*2. Includes capital expenditure of \$40,000 for American Disabilities Act compliance.

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*BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY*

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3. Funding Sources

The operations of the Buena Park Library District are funded primarily from a portion of the basic secured and unsecured property taxes levied on properties and improvements within the Library District. The sources of funding for the District consist of the following four elements:

1. Property Taxes
2. Revenue from other Agencies
3. Interest Earnings
4. Other Revenue

Since FY 1990-91, the State has shifted additional increments of local property taxes away from local government agencies to fund deficits in the State budget. For example, in FY 1992-93, the Library District lost \$99,106 in local property tax revenues to the State.

Exhibit VI below presents a summary of the revenues (arranged in the four revenue categories described above) received by the Library District during the four-year operating period, FY 1990-91 through FY 1993-94.

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EXHIBIT VI  
BUENA PARK LIBRARY DISTRICT  
FOUR-YEAR REVENUE PROFILE

	<u>FY 90-91</u>	<u>FY 91-92</u>	<u>FY 92-93</u>	<u>FY 93-94</u>
Local Property Tax	\$1,144,129	\$1,193,332	\$1,094,226	\$1,081,779
Rev from other Agencies	191,885 <sup>*1</sup>	129,935 <sup>*2</sup>	151,715 <sup>*2</sup>	138,067 <sup>*2</sup>
Interest Earnings	74,950	73,693	73,602	66,000
Teeter Plan				70,705 <sup>*4</sup>
Other Revenue	<u>59,740</u>	<u>72,275</u>	<u>103,651<sup>*3</sup></u>	<u>95,000</u>
	\$1,470,704	\$1,469,235	\$1,423,194	\$1,451,551

NOTE:   \*1. One-time payment from Buena Park Redevelopment Agency (BPRA) for purchase of surplus District property.  
           \*2. Pass-Through Agreement tax increment from BPRA.  
           \*3. Revenue from increased book fines, and collection of delinquent book fines by collection agency.  
           \*4. One-time Teeter Plan buyout.

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In FY 1993-94, the State shifted revenues from special districts using the following formula: "10% of all revenues of a special district, or 35% of property tax revenues received by a special district, whichever is less." For the Library District, this rule resulted in a further local property tax revenue loss of \$82,000 in FY 1993-94. In January, 1994, the mid-year point for the State budget, the State reported a budget deficit exceeding \$5 billion. Therefore, there is a strong likelihood of additional revenue shifts from local government to the State.

Since local property taxes are the Library District's primary funding source, the redirection of local property taxes to the State budget has significantly effected the Library's long-term revenue outlook. The multiple impacts of the economic recession and the real estate slowdown in Southern California have compounded revenue shortfalls for the Library District. At the same time, the Library District's annual FBA carryover has mitigated some of the more severe fiscal impacts for the District.

#### 4. Funding Requirements

The annual operating budget of the Buena Park Library District consists of the following four major elements:

1. Salaries & Employee Benefits
2. Services & Supplies
3. Fixed Assets
4. Provision for Contingencies

The largest expenditure category of the budget is Salaries & Employee Benefits (S&EB), which required an average of 64% of the operating budget between FY 1990-91 and FY 1993-94. During that same period, Services & Supplies (S&S) required the second largest appropriations amount, averaging 32.7% of the annual budget.

The expenditure patterns of the Library District have been consistent over time, and are representative of local public library operations which emphasize library services. In that library services are delivered to library patrons through library staff, the S&EB budget element will naturally be the largest.



*BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY*

Exhibit VII presents a summary of Library District expenditures (arranged in the four budget elements described above) during the four-year operating period, FY 1990-91 through FY 1993-94.

EXHIBIT VII  
BUENA PARK LIBRARY DISTRICT  
OPERATING BUDGET EXPENDITURES

<u>Expenditure Category</u>	FY 90-91 <u>(Actual)</u>	FY 91-92 <u>(Actual)</u>	FY 92-93 <u>(Actual)</u>	FY 93-94 <u>(Estimated)</u>
Sals & Emp Benes	\$ 911,031	\$ 918,373	\$ 891,176	\$ 905,500
Srvcs & Supps	480,546	488,022	428,992	460,000
Fixed Assets	7,525	104,032*1	24,015	40,000
Contingencies	<u>- 0 -</u>	<u>- 0 -</u>	<u>- 0 -</u>	<u>- 0 -</u>
Total Expenditures	\$1,399,102	\$1,510,427	\$1,344,183	\$1,405,500
Revenue	\$1,470,704	\$1,469,235	\$1,423,194	\$1,451,551*2
Prior Yr. FBA	425,418	425,418	384,226	463,237
Expenditures	<u>&lt;1,399,102&gt;</u>	<u>&lt;1,510,427&gt;</u>	<u>&lt;1,344,183&gt;</u>	<u>&lt;1,405,500&gt;</u>
FBA	\$ 425,418	\$ 384,266	\$ 463,237	\$ 509,288

**NOTE:** \*1. This was an authorized capital expenditure for purchase and installation of an automated materials circulation and on-line catalogue system.

\*2. Includes one-time Teeter Plan buyout of \$70,705.

*BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY*

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The cost of Salary & Employee Benefits would be the single largest financial impact of consolidating the Library District with the City of Buena Park or the Orange County Public Library District. Exhibit VIII on the next page presents current staffing information for the Library District. The current total estimated annual Salary & Employee Benefits cost for the District's 14 full and 19 part-time positions (23.5 FTE) is \$905,500. The Library District has no plans to increase the size of Library staff above the current 33 positions.

The District had independent Salary Surveys conducted in 1990 and 1992. Based upon the findings of those surveys, the Board of Trustees has approved salary adjustments to eliminate salary lags for most position classes within the Library District. Therefore, the salary and benefit package that the District currently provides its employees is consistent with the salary scales and fringe benefit packages offered by other local libraries in Southern California.

It is anticipated that future salary and benefit package increases will generally be in line with changes in the Consumer Price Index and industry averages within Orange County.

BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY

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EXHIBIT VIII  
BUENA PARK LIBRARY DISTRICT  
PERSONNEL SUMMARY - FY 1993-94

<u>Position Classification</u> <sup>*1</sup>	<u>Num. of Full-Time Positions</u>	<u>Num. of Part-Time Positions</u> <sup>*2</sup>
Library Director <sup>*3</sup>	1	
Admin. Aide	1	
Accounting Clerk	1	
Operations Mngr. <sup>*3</sup>	1	
Circulation Mngr.	1	
Tech. Serv. Mngr.	0	
Acqs. Spec.	1	
Business Spec.	0	
Sr. Librarian <sup>*3</sup>	1	
Librarian II <sup>*3</sup>	1	
Librarian I <sup>*3</sup>	3	
Librarian I (P/T) <sup>*3</sup>		1
Sr. Library Clerk	0	
Library Clerk II	1	
Library Clerk I	1	
Library Clerk I (P/T)		10
Maint. Supv.	1	
Custodian (P/T)		3
Page (P/T)	—	<u>5</u>
TOTAL POSITIONS	14.0	19.0
	Full Time Equivalent (FTE)	23.5 Positions

NOTES: \*1. From Organization Chart dated July, 1993.  
\*2. P/T = 1040 Hours/Year.  
\*3. Position requires a Master of Library Science degree.

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**SECTION III - COMPARISONS WITH OTHER AGENCIES**

As the independent policy-making body for the Buena Park Library District, the Board of Trustees has the ability to set different levels of library service for the community, considering available funding and other factors. The Board of Trustees and the Library Director have consistently delivered a high level of high-quality library services to the Buena Park community.

Therefore, a review of the feasibility of consolidating the Library District with another agency must consider the impacts of consolidation on the Library's level of service. One approach for this review, is to consider a comparative analysis of Library District activities with those of other local libraries.

Two groups of service level measures, Per Capita and FTE measures, are available for these purposes. When considering the measures discussed below, it is important to examine the hours of library operation for the libraries under review. Exhibit IX below presents weekly schedule information for the Buena Park, and other local libraries in Orange County.

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EXHIBIT IX  
BUENA PARK LIBRARY DISTRICT  
COMPARISON OF HOURS OF OPERATION

<u>Agency</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<u>Tot Hours Open/Week</u>
Buena Park Main Library	9-9	9-9	9-9	9-9	9-6	9-6	C*1	66
Anaheim Central Library	9-9	9-9	9-9	9-9	9-9	9-6	C*1	69
Fullerton Central Library	10-9	10-9	10-9	10-9	10-6	9-5	C*1	59
La Palma Branch Library*2	C*1	12-6	12-8	12-6	C*1	10-5	C*1	27

NOTES: \*1. Library is closed.  
\*2. Branch of the Orange County Public Library system.

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A. PER CAPITA PERFORMANCE MEASURES

Exhibit X below presents five per capita service level comparisons for the Buena Park Library District, two city libraries, and the Orange County Public Library. The Table demonstrates that the Buena Park Library is currently providing library services in a cost-effective manner.

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EXHIBIT X  
BUENA PARK LIBRARY DISTRICT  
PER CAPITA SERVICE MEASURE COMPARISONS

<u>Agency</u>	<u>Circulation Per Capita</u>	<u>Holdings Per Capita</u>	<u>Mats Expen Per Capita</u>	<u>Tot Expen*<sup>1</sup> Per Capita</u>
Buena Park Lib. Dist.	7.59	2.19	\$2.79	\$18.75
City of Anaheim	4.55	1.47	\$2.14	20.16
City of Fullerton	10.28	2.04	\$2.64	21.99
Orange Co. Pub. Lib.	5.29	1.64	\$4.31	18.68

NOTE: \*1. Does not include capital projects costs.

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B. FTE PERFORMANCE MEASURES

Another measure of library services is the ratio of Population Served per FTE Staff. Exhibit XI demonstrates that the Buena Park Library serves more patrons per FTE staff member than both Anaheim and Fullerton City Libraries. For FY 1992-93, the Buena Park Library District served 3,051 residents per FTE. For the same fiscal year, the Fullerton City Library served 2,153 residents per FTE, and the Anaheim City Library served 2,859 residents per FTE. The Statewide average ratio for all local libraries serving communities of similar size was 3,170 for the same period.

*BUENA PARK LIBRARY DISTRICT  
CONSOLIDATION FEASIBILITY STUDY*

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Staffing levels are trending downward for the Library District as evidenced by the decline in FTE from 31.0 in FY 1990-91, to 27.0 in FY 1991-92, and then to 23.5 FTE in FY 1992-93. At the same time, the "Number of Volumes Circulated Per Capita" for the Library District ranged between 7.5 and 8.0 for the same period of time. The Statewide average ratio for all local libraries serving communities of similar size was 7.5 Volumes/Capita.

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EXHIBIT XI  
BUENA PARK LIBRARY DISTRICT  
FULL-TIME SERVICE MEASURES - FY 1992-93

<u>Agency</u>	<u>FTE</u>	<u>Pop Served Per FTE</u>	<u>Circulation Per FTE</u>
Buena Park Lib. Dist.	23.50	3,051	23,200
City of Anaheim	99.85	2,859	13,009
City of Fullerton	55.50	2,153	22,134
Orange Co. Pub. Lib.	322.50	4,026	N/A

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## SECTION IV - OVERVIEW OF ALTERNATIVES

Perhaps the most important question regarding the feasibility of reorganizing the Buena Park Library District and consolidating it with the City of Buena Park, or the Orange County Public Library, involves the relative ability of consolidation alternatives to resolve the structural and cost conditions that currently affect the Library District.

### A. FIVE-YEAR PROJECTION OF DISTRICT REVENUES & EXPENDITURES

Exhibit XII presents a projection of Library District revenues and expenditures for the five-year period from FY 1994-95 through FY 1998-99.

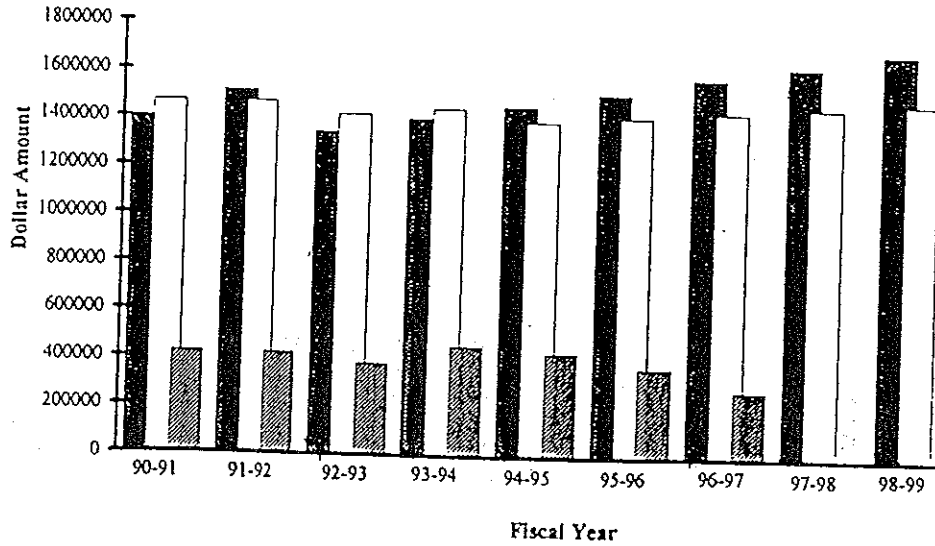
The significant trends shown by Exhibit XII include the fact that District revenues will be insufficient to fund operating expenditures for the current level of library services beginning in FY 1994-95. The current budget for FY 1993-94 has been funded by using funds accumulated from prior years in the Fund Balance Available (FBA) account and the one time funding from the Teeter Plan buyout.

As shown, if the District continues its reliance on FBA funds to balance the Library's operating budget to maintain current level of service, the Library's FBA reserves will be fully depleted before the end of FY 1996-97. A detailed graph showing projected revenues and expenditures by source is included in Appendix A.

In developing the five-year projection of revenues and expenditures, it is recommended that the Board of Trustees establish a fixed asset account to ensure that funds will be available when needed for the repair/replacement of major building systems. This will become increasingly important in future years if the Trustees utilize the Fund Balance to offset the anticipated revenue shortfalls. Approximately 2% of the replacement value of the District's fixed assets should be set aside on an annual basis.

EXHIBIT XII

FIVE YEAR PROJECTION OF COSTS AND REVENUE



Legend

- Expenses
- Revenue
- Fund Balance Available

Merger or establishment of the Library District with either the City of Buena Park or the Orange County Public Library, or as a subsidiary district of the City, would not necessarily improve the revenue and cost structure of the Library District. Also, neither of the consolidation alternatives reviewed would significantly increase the powers that the Library District currently possesses to overcome revenue shortfalls or future cost increases.

Likewise, there are several outstanding policy issues, including the transfer of assets and liabilities from the Library District to the City, placement of the Library within the City's organizational framework, and transfer of Library District employees, which could present substantial fiscal and administrative impacts on the City or the County Library.



B. ALTERNATIVES ANALYSIS

While the primary focus of this study is on the fiscal impact of consolidation, it should be noted that "non-financial" issues are also important and need to be considered. This section of the Consolidation Feasibility Study reviews the advantages and disadvantages of each of the four alternatives examined in this report.

1. LIBRARY DISTRICT REMAINS AN INDEPENDENT SPECIAL DISTRICT

- Significant recovery of the projected revenue and expenditure trends depicted in Exhibit XII are not expected to change without policy directives from the Board of Trustees:
- Without new revenues, annual expenditures will exceed annual revenues beginning in FY 1994-95. This shortfall could be offset on a short-term basis, by using funds which have been accumulated in Fund Balance Available (FBA), as shown in Exhibit XII. However, this approach could sustain current Library services for less than three years, and only if there are no further revenue reductions.
- In the long-term, without additional revenue source(s), the Library District will have to reduce expenditures to a level no greater than available revenues. This would result in service level reductions. Since Salaries & Employee Benefits (S&EB) represents the greatest percentage of the Library's operating budget, work hours per employee would be cut, and/or staffing levels would have to be reduced, and/or across-the-board salary reductions would be necessary.
- On a positive note, since the Buena Park Library District is an independent special district, the District's Board of Trustees possesses the direct authority to implement policy decisions to resolve the situation for the Library District. Whereas a City Council deals with a wide assortment of municipal services, an advantage of District's independent Board of Trustees is that the Board is better able to focus its collective activities only on matters relating to library services. As such, this alternative should be the most responsive approach to the situation for the community.

## 2. LIBRARY DISTRICT IS MERGED WITH THE CITY OF BUENA PARK

- Would provide no new or additional revenues to the Library District.
- Unlikely that the City of Buena Park would subsidize any Library revenue shortfalls by use of City General Fund revenues.
- Since the "Library's" revenues would be co-mingled in the City General Fund, the City Council could legally transfer Library revenues for other City uses.
- In making decisions to ask residents to increase revenues to provide library services, the City Council would have to balance such a proposal for the "Library Department" with the needs for additional revenues by other City departments, especially Police, Fire Protection, street maintenance, etc.
- Problems would be posed by the transfer of Library District employees to City employment due to differences in S&EB packages. A two-tier salary and benefit package system may be required for a period of time.
- Sometime in the future, Library District employees would be treated as City employees, and not as a separate bargaining unit.
- The elected Board of Trustees would be dissolved. No future election costs would be incurred.
- The Buena Park City Council would be the policy-making body for Library service level decisions, balanced against the service and funding level needs of all other City departments. The City Council could appoint a Library Services Advisory Board to help ensure community participation in Library issues, and to develop recommendations for the City Council to consider.

3. LIBRARY DISTRICT BECOMES A SUBSIDIARY DISTRICT OF THE CITY

- Same issues as discussed in No. 2 above, with the exception that if a Subsidiary District is established, the City would be required to establish a Special Library Fund so that the local property tax revenues that were being received by the Library District would be placed in the Special Fund and designated solely for Library use.

4. LIBRARY DISTRICT IS MERGED WITH ORANGE COUNTY PUBLIC LIBRARY

- Problems would be posed by the transfer of Library District employees to County employment due to differences in S&EB packages. A two-tier salary and benefit package system may be required for a period of time. Library District employees would be treated as County employees, and not as a separate bargaining unit.
- District employees would be absorbed into the staffing patterns of the 27 branch County Public Library workforce, and may not be assigned to serve at the Buena Park Library.
- The Buena Park Library would be operated at a level of service determined by County standards.
- The Buena Park Library could be closed if service levels could be met by other existing County Branch Libraries. The County's La Palma Branch Library is located about 3 miles west of the Buena Park Library.
- The elected Board of Trustees would be dissolved. No future election costs would be incurred.
- The Orange County Board of Supervisors would be the policy-making body for determination of library service levels within the Buena Park community.

C. FINDINGS AND CONCLUSIONS

- Consolidation of the Library District with the Orange County Public Library would not improve the Library District's short or long-term financial prospects, as both Libraries are experiencing continuing revenue shortfalls and would most likely result in service level reductions.
- Consolidation of the Library District with the City of Buena Park would produce only minimal cost-savings for the Library, and would generate no new revenues for the Library. The alternative of merger of the Library District with the City would not resolve the District's funding crisis.
- Establishing the Library District as a subsidiary district of the City would secure the Library's share of local property tax revenue for Library purposes. However, other Library revenues could be reallocated to other City needs as directed by City Council policy.
- Should it become economically viable for the Library District to consolidate with the City of Buena Park in the future, it should do so as a subsidiary district of the City.
- The Library District's Board of Trustees should begin to develop a multi-year strategy to deal with the anticipated revenue shortfall based upon maintaining current levels of service.
- The Library District should establish a reserve fund for capital maintenance/repair expenditures and allocate approximately 2% of the replacement values of its fixed assets to the fund annually.

## SECTION V - OVERVIEW OF ALTERNATIVE FUNDING SOURCES

Four alternative funding options are potentially available to the Buena Park Library District to provide revenues for library services. Each funding option is reviewed here.

### A. PRIVATE FUND-RAISING

With revenue shortfalls placing budget-cutting pressures on library programs and service levels, some attention has been directed toward private fund-raising as an alternative revenue source for libraries.

#### 1. Foundations

Preliminary research on this topic indicates that private, non-profit foundations established solely for local public libraries are not widespread. At the same time, numerous private foundations are listed in the "Guide to California Foundations, 1991-1993 Edition." The "Guide" contains the names of 45 foundations registered in Orange County. A list of these foundations is presented in Appendix B.

One index in the "Guide" lists foundation names within broad grant categories. Grant funds may be available to the Library District from foundations found in the following categories:

- Arts, Culture & Humanities
- Children & Youth
- Education/Primary & Secondary
- Older Adults
- Recreation, Leisure & Athletics

#### 2. Friends of the Library

The most widely used form of organized library fund-raising is that which is accomplished by "Friends of the Library" groups. The "Friends of the Buena Park Library" actively supports the Buena Park Library through annual book sales, volunteer hours, sponsorship of Library programs, and presentation of cultural programs to the Buena Park community. The Buena Park Library "Friends" group is governed by a Board of Directors.

Most recently, the "Friends of the Buena Park Library" has raised approximately \$15,000 through book sales. These funds have funded this study, and multiple Children's Reading Programs. Last year, approximately 1,500 youngsters participated in the Summer Reading Program, which is both entertaining and encourages early development of reading skills.

The techniques of fund-raising for libraries would be the same as those used by most non-profit organizations, including special event planning and coordination, direct mail programs, capital campaigns, donor recognition, corporate sponsorship, and planned giving.

The "Friends of the Buena Park Library" is an example of an effective individual fund-raising campaign. However, the level of funds that are raised usually are limited to supplemental funds which *augment* regular library budgets. From a fiscal planning perspective, fund-raising contributions can provide "one-time" funds for projects of limited scope, but cannot be considered a stable source of revenue that can *sustain* library services in the long-term.

## B. LIBRARY GRANTS

Various grant and reimbursement funding programs from State and Federal sources provide potential funding opportunities for local library services. Three such programs are administered by the California State Library (CSL).

### 1. Library Services & Construction Act (LSCA)

The LSCA is funded by the Federal government, and contains the following three grant categories:

- Title I - Public Library Services (One-time funding for demonstration projects)
- Title II - Library Construction (Requires a local share commitment)
- Title III - Interlibrary Cooperation & Resource Sharing (Programs for planning, establishing and maintenance of cooperative library networks, resource sharing and preservation)

The annual funding cycle for LSCA follows the Federal fiscal year. Concept proposals for grant requests are due to CSL in January of each year. In March, CSL issues advice letters to grant applicants. Completed applications are due to CSL in June. Projects receiving grant funds begin on September 1st of each year. The current funding cycle has received appropriations of approximately \$12 million for allocation to libraries, Statewide.

## 2. California Library Services Act (CLSA)

The CLSA is funded each year through the State budget process. Currently (FY 1993-94), CLSA has received appropriations of approximately \$4 million for allocation to libraries, Statewide. The funds are available to local public libraries through the following two *reimbursement* programs:

- Library Literacy Programs Reimbursement

The Library District coordinates an active volunteer literacy program involving 40 trained literacy tutors. The program is funded through community fund-raising and in-kind services provided by the Library.

- Inter-Library Loan Programs Reimbursement

The Library District has received \$62,556 in FY 1991-92, and \$72,550 in FY 1992-93 under this program. As of April, 1994, the District has received \$54,228, with additional revenue anticipated before June 30, 1994.

## 3. Public Library Fund (PLF)

The PLF is a State-funded program. Approximately \$8.5 million was appropriated in FY 1993-94 for PLF allocations, Statewide. All public libraries are eligible to apply for funds through formula-based program. The Buena Park Library District received a PLF allocation of \$26,058 in FY 1991-92; \$23,514 in FY 1992-93; and \$24,643 in FY 1993-94. The level of available PLF funding has declined since FY 1988-89, when the Library District received a PLF allocation of \$54,760.

Descriptions of various library services grant programs, including the application and award process, under the Federal Library Services & Construction ACT (LSCA), and the Federal Higher Education Act of 1965, are found in the "Catalog of Federal Domestic Assistance." Excerpts describing LSCA and HEA library grant programs are presented in Appendix C.

*C. LIBRARY SERVICES SPECIAL TAX*

Another funding option for the Library District could be implementation of a District-wide Library Services Special Tax, under authority of Section 53717 of the California Government Code. This special tax would require the approval of a Library Service Special Tax ballot measure by two-thirds of all registered voters voting in a District-wide election.

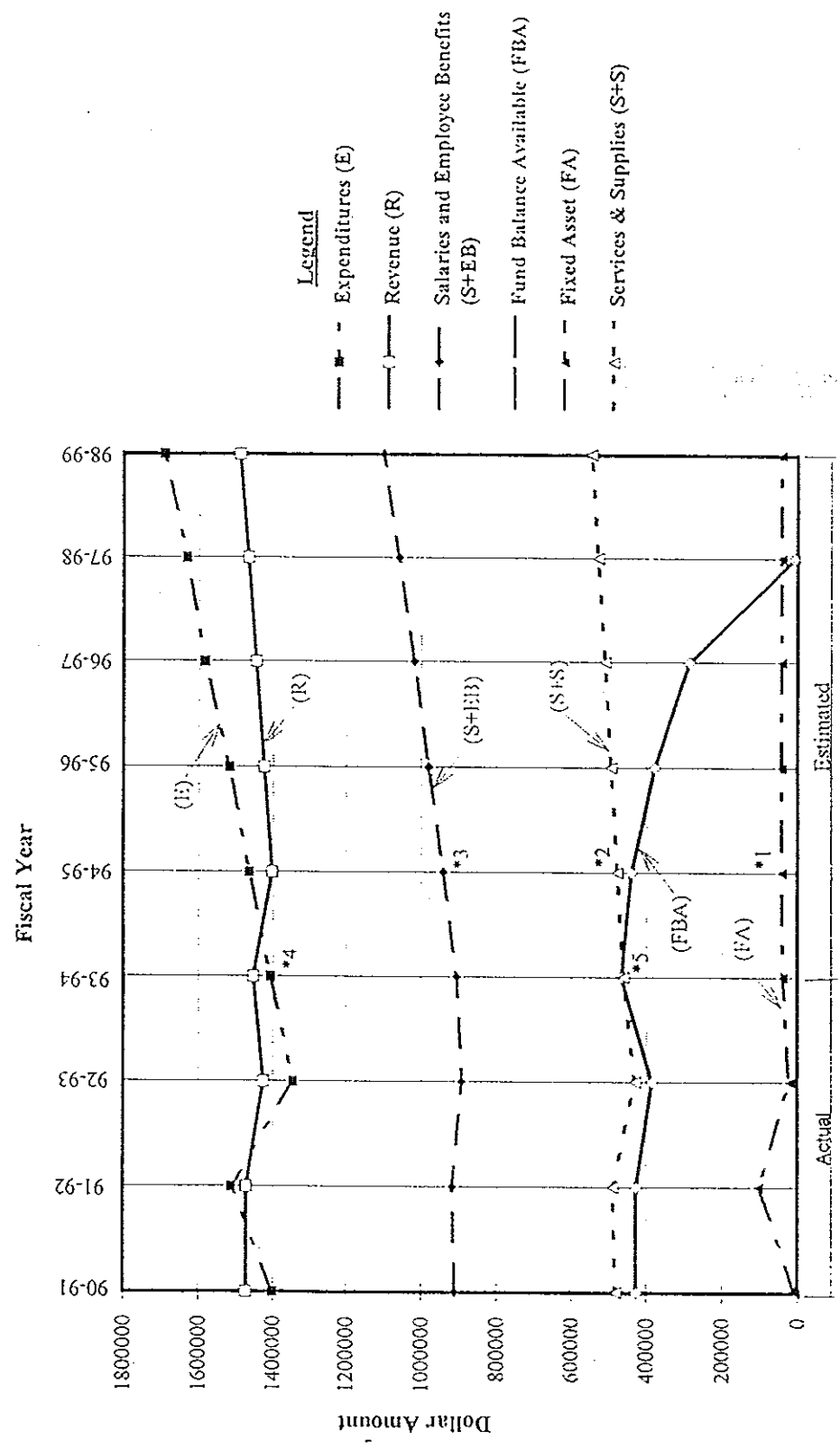
*D. MELLO-ROOS COMMUNITY FACILITIES DISTRICTS*

Under the Mello-Roos Act of 1982, the Library District could establish a Community Facilities District (CFD) to fund library services, as well as capital facilities costs. A two-thirds majority affirmative vote would be required to form the CFD, and authorize the levy of special taxes upon properties within the CFD. The Mello-Roos Act does not require that the special tax be apportioned to individual parcels on the basis of property benefit. The majority of Mello-Roos Districts have been formed in newly developing areas to finance the construction of public infrastructure in advance of private land use development.



## APPENDIX A

**FIVE YEAR PROJECTION OF COSTS AND REVENUE**



**Note:** Revenue - (R) 1.5% Annual Increase

- \*1 Fixed Asset (FA) - ACO account equal to 2% of value of Buildings+Equipment
- \*2 Services+Supplies (S+S) - 3.5% Annual Inflation Adjustment
- \*3 Salaries+Employee Benefits (S+EB) - 4.0% Annual Inflation Adjustment
- \*4 Expenditures (E) - Total of Items 2, 3 & 4
- \*5 Fund Balance Available (FBA) - Carryover Funds Available from prior year

## **APPENDIX B**

ORANGE COUNTY PUBLIC LIBRARY

TUSTIN BRANCH

345 EAST MAIN

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ORANGE COUNTY PUBLIC LIBRARY



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# GUIDE TO CALIFORNIA FOUNDATIONS

1991-1993 EDITION

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ORANGE COUNTY PUBLIC LIBRARY



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*Catalog  
of  
Federal  
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Assistance*

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Executive Office of the President  
Office of Management and Budget  
Washington, DC 20503



U.S. General Services Administration  
Washington, DC 20405

**Headquarters Office:** Division of Policy Development, Student Financial Assistance Programs, Office of Assistant Secretary for Postsecondary Education, Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-5446. Contact: Harold McCullough, Chief, Campus-Based Programs Section, Grants Branch. Telephone: (202) 708-4690.

**RELATED PROGRAMS:** 64.117, Survivors and Dependents Educational Assistance; 34.007, Federal Supplemental Educational Opportunity Grants; 34.031, Higher Education—Institutional Aid; 34.032, Guaranteed Student Loans; 34.038, Federal Perkins Loan Program—Federal Capital Contributions; 34.042, Student Support Services; 34.044, Talent Search; 34.047, Upward Bound; 34.055, Higher Education—Cooperative Education; 34.063, Federal Pell Grant Program; 34.066, Educational Opportunity Centers; 34.069, Grants to States for State Student Incentives; 34.226, Income Contingent Loan Program.

**EXAMPLES OF FUNDED PROJECTS:** Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:** Not applicable.

## 84.034 PUBLIC LIBRARY SERVICES

(LSCA—Title I)

**FEDERAL AGENCY:** OFFICE OF ASSISTANT SECRETARY FOR EDUCATIONAL RESEARCH AND IMPROVEMENT, DEPARTMENT OF EDUCATION

**AUTHORIZATION:** Library Services and Construction Act, Title I, as amended, 20 U.S.C. 351 et seq., unless otherwise noted.

**OBJECTIVES:** To assist in: (1) Extending public library services to areas without service or with inadequate service; (2) making library services more accessible to individuals who, by reason of distance, residence, handicap, age, literacy level, or other disadvantage, are unable to receive the benefits of public library services; (3) adapting public library services to meet particular needs of individuals within the States, including those with limited English speaking ability; (4) assisting libraries to serve as community information referral centers; (5) assisting libraries in providing literacy programs for adults and school dropouts in cooperation with other agencies and organizations, if appropriate; (6) establishing library literacy centers; (7) strengthening State library administrative agencies for meeting the needs of the people of the States; (8) strengthening major urban resource libraries; (9) establishing, expanding, and operating library service projects for residents in State institutions, for the physically handicapped, for the disadvantaged in urban and rural areas, for the elderly, and for childcare providers; (10) increasing public library services or access to these services through effective use of technology; (11) strengthening metropolitan public libraries which serve as national or regional resource centers; (12) developing intergenerational library services; and (13) providing drug abuse prevention services in cooperation with local education agencies or other agencies or organization, if appropriate.

**TYPES OF ASSISTANCE:** Formula Grants.

**USES AND USE RESTRICTIONS:** Funds may be used for books and other library materials, library equipment, salaries, and other operating expenses, for administration of State Plans, and for strengthening the capacity of State library administrative agencies for meeting the needs of the people of the States. Funds may not be used for libraries organized to serve a special clientele such as law, medical, school, and academic libraries. However, a State may make subgrants to library systems or networks including libraries other than public libraries, if the purpose is to improve services for public library patrons. The major urban resource libraries program is activated when the Title I annual appropriation exceeds \$60,000,000.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** State library administrative agencies which have authority to administer Federal funds, supervise public library service within a State, and together with participating libraries, have financial resources sufficient to match Federal funds on a percentage basis according to per capita wealth may apply.

**Beneficiary Eligibility:** General public, in localities having no library service or inadequate library service, and residents in State institutions will benefit.

**Credentials/Documentation:** Amendments to the basic State plan and long-range program must accompany the annual program application.

### APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by the Federal agency must be used for this program.

**Application Procedure:** To qualify for a grant, States must submit for approval by the Secretary of Education a basic State plan (State/Federal agreement) as defined in Section 3(11) of the Act. This plan includes the State's assurance of its capabilities for administering the program, as well as specific policies, criteria, and priorities for implementing programs as defined in the Act. Annually, each State must: (1) Review and amend the approved basic State plan; (2) review and revise its long-range program; and (3) submit an annual program consisting of projects to be funded. All plans and programs must be developed with the advice of the State Advisory Council on Libraries and in consultation with the representative of the Secretary of Education.

**Award Procedure:** Grants are awarded to State library administrative agencies, using some of the funds at the State level and award competitive subgrants with the remaining funds.

**Deadlines:** State plans including the annual programs are due by October 1 of the year of appropriation.

**Range of Approval/Disapproval Time:** Not specified.

**Appeals:** The State has 60 days after a plan has been disapproved to file a petition with a circuit court of appeals.

**Renewals:** Not applicable.

### ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** Grants to States are based on the most recent total resident population data from the Bureau of the Census, but with a \$200,000 minimum for the 50 States, District of Columbia, and Puerto Rico, and a \$40,000 minimum for the other outlying areas. Federal share ranges from 33 percent to 66 percent except for the Republic of Palau, which is 100 percent. Matching requirements are in proportion to the State's per capita income, based on data from the Bureau of Economic Analysis.

**Length and Time Phasing of Assistance:** All funds are awarded to each State upon approval of the State plan, including the annual program. Funds must be expended by the end of the fiscal year following the year of allotment.

### POST ASSISTANCE REQUIREMENTS:

**Reports:** The State library administrative agency must submit financial and performance reports annually.

**Audits:** State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with Federal laws and regulations governing the programs in which they participate. Also codified in 34 CFR 80, Appendix to Part 80 (Audit Requirements for State and Local Governments).

**Records:** Financial records are expected to be retained for five years after the date of submission of the final expenditure report.

### FINANCIAL INFORMATION:

**Account Identification:** 91-0104-0-1-503.

**Obligations:** (Grants) FY 92 \$83,898,000; FY 93 est \$83,227,000; and FY 94 \$95,000,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGRAM ACCOMPLISHMENTS:** In 1992, 42 percent of the funds were used for improving inadequate public library services or providing access to those without services; 24 percent for targeted populations, including the handicapped, State institutionalized, and



elderly; 23 percent for State administration and strengthening State library administrative agencies; and 11 percent for other areas, including the set-aside funds for major urban resource libraries.

**REGULATIONS, GUIDELINES, AND LITERATURE:** "The Library Services and Construction Act State-Administered Program," final regulations published March 17, 1992; 34 CFR 770 and 57 FR 9374, March 17, 1992 and final regulation for defining "State aid" published February 23, 1993; 34 CFR 76, 77, 79, 80, 81, 82, 85, and 86.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Not applicable.

**Headquarters Office:** Formula Library Programs Division, Library Programs, Office of Educational Research and Improvement, Department of Education, Washington, DC 20208-5571. Contact: Robert Klassen. Telephone: (202) 219-1303.

**RELATED PROGRAMS:** 40.001, Depository Libraries for Government Publications; 42.001, Books for the Blind and Physically Handicapped; 42.003, Distribution of Library of Congress Cataloging; 42.006, Library of Congress Constituent and Collection Services; 45.009, Promotion of the Arts—Visual Arts; 45.113, Promotion of the Humanities—Public Humanities Projects; 84.003, Bilingual Education; 84.035, Interlibrary Cooperation and Resource Sharing; 84.039, Library Research and Demonstration; 84.091, Improving Access to Research Library Resources; 84.154, Public Library Construction and Technology Enhancement; 84.167, Library Literacy; 84.197, College Library Technology; 84.239, Foreign Language Materials Acquisition.

**EXAMPLES OF FUNDED PROJECTS:** Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:** Not applicable.

## 84.035 INTERLIBRARY COOPERATION AND RESOURCE SHARING

(LSCA—Title III)

**FEDERAL AGENCY:** OFFICE OF ASSISTANT SECRETARY FOR EDUCATIONAL RESEARCH AND IMPROVEMENT, DEPARTMENT OF EDUCATION

**AUTHORIZATION:** Library Services and Construction Act, Title III, as amended, 20 U.S.C. 351 et seq., unless otherwise noted.

**OBJECTIVES:** To plan and take steps leading to the development of cooperative networks; and to establish, expand, and operate local, regional, and interstate networks or libraries, which provide for the systematic and effective coordination of the resources of school, public, academic, and special libraries and special information centers for improved services of a supplementary nature to the clientele served by each type of library or center; to develop the technological capacity of libraries for interlibrary cooperation and resource sharing; and to allow for the development of a state-wide preservation plan.

**TYPES OF ASSISTANCE:** Formula Grants.

**USES AND USE RESTRICTIONS:** Funds may be used for services and equipment necessary for the establishment and operation of systems or networks of libraries and information centers working together to achieve maximum service to all users.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** State library administrative agencies which have authority to administer Federal funds and supervise library service within a State may apply.

**Beneficiary Eligibility:** The general public will benefit.

**Credentials/Documentation:** Amendments to the basic State plan and long-range program must accompany the annual program application.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

The standard application forms as furnished by the Federal agency must be used for this program.

**Application Procedure:** To qualify for a grant, States must submit for approval by the Secretary of Education a basic State plan (State/Federal agreement) as defined in Section 3(11) of the Act. This plan includes the State's assurance of its capabilities for administering the program, as well as specific policies, criteria, and priorities for implementing programs as defined in the Act. Annually, each State must: (1) Review and amend the approved basic State plan; (2) review and revise its long-range program; and (3) submit an annual program consisting of projects to be funded. All plans and programs must be developed with the advice of the State Advisory Council on Libraries and in consultation with the representative of the Secretary of Education.

**Award Procedure:** Grants are awarded to State library administrative agencies awarding competitive subgrants.

**Deadlines:** State plans including the annual program are due by October 1 of the year of appropriation.

**Range of Approval/Disapproval Time:** Not specified.

**Appeals:** The State has 60 days after a plan has been disapproved to file a petition with a circuit court of appeals.

**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** Grants to States are based on the most recent total resident population data from the Bureau of the Census, but with a minimum of \$40,000 for the 50 States, District of Columbia, and Puerto Rico, and a minimum of \$10,000 for the other outlying areas. The Federal share is 100 percent. No matching is required.

**Length and Time Phasing of Assistance:** All funds are awarded to each State upon approval of the State plan, including the annual program. Funds must be expended by the end of the fiscal year following the year of allotment.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** The State library administrative agency must submit financial and performance reports annually.

**Audits:** State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made as codified after 34 CFR 80, (Audit Requirements For State and Local Governments) or in accordance with Federal laws and regulations governing the programs in which they participate.

**Records:** Financial records are expected to be retained for five years after the date of submission of the final expenditure report.

**FINANCIAL INFORMATION:**

**Account Identification:** 91-0104-0-1-503.

**Obligations:** (Grants) FY 92 \$19,908,000; FY 93 est \$19,749,000; and FY 94 est \$19,749,000.

**Range and Average of Financial Assistance:** Not applicable.

**PROGRAM ACCOMPLISHMENTS:** In 1992, 480 projects were supported.

**REGULATIONS, GUIDELINES, AND LITERATURE:** "The Library Services and Construction Act State-Administered Program," 34 CFR 770; 34 CFR 76, 77, 79, 80, 81, 82, 85, and 86.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Not applicable.

**Headquarters Office:** Formula Library Programs Division, Library Programs, Office of Educational Research and Improvement, Department of Education, Washington, DC 20208-5571. Contact: Robert Klassen. Telephone: (202) 219-1303.

**RELATED PROGRAMS:** 42.003, Distribution of Library of Congress Cataloging; 84.034, Public Library Services; 84.091, Improving Access to Research Library Resources; 84.154, Public Library Construction and Technology Enhancement; 84.197, College Library Technology.

**EXAMPLES OF FUNDED PROJECTS:** Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:** Not applicable.

## 84.036 LIBRARY EDUCATION AND HUMAN RESOURCE DEVELOPMENT

(HEA Title II-B)

**FEDERAL AGENCY:** OFFICE OF ASSISTANT SECRETARY FOR EDUCATIONAL RESEARCH AND IMPROVEMENT, DEPARTMENT OF EDUCATION

**AUTHORIZATION:** Higher Education Act of 1965, Title II-B, Section 222, as amended, Public Law 102-325, 20 U.S.C. 1021, 1031, and 1032.

**OBJECTIVES:** To assist institutions of higher education and library organizations and agencies in training or retraining persons in areas of library specialization where there are shortages, in new techniques of information acquisition, transfer and communication technology; in library leadership through advanced training in library management, in library education, in advanced training in management of new organizational formats (networks, consortia, etc.), and in serving the information needs of the elderly, the illiterate, disadvantaged or rural residents.

**TYPES OF ASSISTANCE:** Project Grants.

**USES AND USE RESTRICTIONS:** Funds are awarded to assist in covering the cost of courses for training or study (short-term or regular session institutes), for establishing and maintaining fellowships or traineeships with stipends, and for establishing, developing or expanding programs of library and information science.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** All institutions of higher education and all other library organizations or agencies which have an established program of library and information science education or are planning to begin such a program or which have sufficient facilities and resources necessary to conduct a training program consistent with the purposes of the Act may apply.

**Beneficiary Eligibility:** Individuals must be nationals of the United States or in this country for other than a temporary purpose and intend to become permanent residents. In addition, they must be persons who are presently engaged in or who are preparing to engage in a profession or other occupation involving librarianship.

**Credentials/Documentation:** None.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** Eligible institutions submit applications to the Department of Education on behalf of the individuals to be trained.

**Award Procedure:** Applications are evaluated by outside experts and staff of Library Programs. Awards are made to eligible institutions and library organizations and agencies by the Secretary of Education.

**Deadlines:** Applications are submitted annually. Contact the headquarters office for application deadlines.

**Range of Approval/Disapproval Time:** Approximately three months.

**Appeals:** Not applicable.

**Renewals:** Not applicable.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** At least 50 percent of the program funds must be used for fellowships or traineeships.

**Length and Time Phasing of Assistance:** Funds are awarded annually for one year of training.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** A final performance report is due 90 days after termination of the grant period.

**Audits:** None.

**Records:** Records must be retained for five years after the date of submission of the final financial report. In all cases of audit questions, records must be maintained until resolution.

**FINANCIAL INFORMATION:**

**Account Identification:** 91-0104-0-1-503.

**Obligations:** (Grants) FY 92 \$4,999,800; FY 93 est \$4,960,000; and FY 94 est \$0.

**Range and Average of Financial Assistance:** 510,800 to 564,800; 510,800 to 12,800 for fellowships.

**PROGRAM ACCOMPLISHMENTS:** In fiscal year 1992, there were 73 grants awarded. These grants supported 416 fellowships.

**REGULATIONS, GUIDELINES, AND LITERATURE:** Final Regulations, Library Career Training Program, 34 CFR 776; and Education Department General Administrative Regulations (EDGAR), 34 CFR 74, 75, 77, 79, 80, 82, 85, and 86.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Not applicable.

**Headquarters Office:** Discretionary Library Programs Division, Library Programs, Office of Educational Research and Improvement, Department of Education, 555 New Jersey Avenue, NW., Washington, DC 20208-5571. Contact: Yvonne Carter, Program Officer. Telephone: (202) 219-1315 or Louise Sutherland. Telephone: (202) 219-1315.

**RELATED PROGRAMS:** 84.039, Library Research and Demonstration Grants; 84.197, College Library Technology and Cooperation Grants.

**EXAMPLES OF FUNDED PROJECTS:** Fellowship and institute programs designed to: (1) Provide advanced training to teach some area of study in library and information science education and to perform research; and (2) train or retrain library personnel in areas of library specialization, such as school library media, children's services, science reference, cataloging and young adult services.

**CRITERIA FOR SELECTING PROPOSALS:** Fellowship and institute applications: (1) Project description; (2) plan of operation; (3) quality of key personnel; (4) participant selection; (5) applicant characteristics; (6) budget and cost-effectiveness (7) evaluation plan; and (8) adequacy of resources. (See final regulations for detailed criteria.)

## 84.037 NATIONAL DEFENSE/NATIONAL DIRECT/FEDERAL PERKINS LOAN CANCELLATIONS (formerly National Direct Student Loan (NDSL))

**FEDERAL AGENCY:** OFFICE OF ASSISTANT SECRETARY FOR POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

**AUTHORIZATION:** Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 99-498 and 100-50 102-325, 20 U.S.C. 1087aa-1087hh; National Defense Education Act of 1958, Title II, Public Laws 85-864, 92-318, 94-482, 96-536, 96-374, 97-12, and 102-325, 20 U.S.C. 421-429.

**OBJECTIVES:** To reimburse institutions for their share of loans canceled for National Defense Student Loan recipients who become teachers or who perform full-time active military service in the U.S. Armed Forces, and to restore to institutional revolving funds the full amounts of Direct and Federal Perkins Loans canceled for teaching service, Head Start service, military service in areas of hostility, law enforcement or corrections officer service, and (for Federal Perkins Loans only) volunteer service.

**TYPES OF ASSISTANCE:** Direct Payments for Specified Use; Direct Payments with Unrestricted Use.

**USES AND USE RESTRICTIONS:** None for reimbursements but restorations may be used only for loan fund purposes.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Higher education institutions (public, other non-profit, postsecondary vocational and proprietary) meeting the eligibility requirements may apply.

**Beneficiary Eligibility:** For current Federal Perkins borrowers for loans made on or after July 23, 1992, loan cancellation is available for service as a full-time teacher in a designated elementary or secondary school having a high enrollment of children from low-income families; as a full-time staff member in a Head Start Program; as a member of the Armed Forces (in an area of hostilities); as a volunteer in the Peace Corps or ACTION programs; as a full-

not in default on a Title IV loan, file a statement of educational purpose, file a statement of registration compliance (Selective Service) and meet citizen/resident requirements.

**Credentials/Documentation:** Institutions must document their eligibility and students must demonstrate financial need. This program is excluded from coverage under OMB Circular No. A-87.

#### APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** Representatives of the appropriate ED Regional Office are available for consultation. See listing of ED Regional Offices in Appendix IV. Students should contact the institution(s) they attend or plan to attend. This program is excluded from coverage under E.O. 12372. This program is excluded from coverage under OMB Circular No. A-102.

**Application Procedure:** Participating institutions submit a Fiscal Operations Report/Application to Participate in Federal Student Financial Aid Programs (ED Form 646-1) which is mailed to institutions of postsecondary education each summer by the Office of Student Financial Assistance. New institutions submit only the application form. This program is subject to the provisions of OMB Circular No. A-110.

**Award Procedure:** The Office of Student Financial Assistance determines final awards and notifies participating institutions.

**Deadlines:** Specified on the application (usually in September).

**Range of Approval/Disapproval Time:** Notices of tentative awards sent by February 1; additional 30 to 60 days for final notices.

**Appeals:** None.

**Renewals:** Annual.

#### ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** Funds are allocated to institutions on the basis of award year 1985-86 allocations and demonstrated need for funding. Institutions award funds to students on the basis of financial need as determined by the Federal Needs Analysis Methodology specified in statute. The institutional capital contribution for institutions not participating in the ELO Program will be three-seventeenths of the FCC for 15 percent of the combined FCC and ICC for the 1993-94 award year. Institutions with default rate of 7.5 percent or less that have expected an ELO participation agreement with the Secretary must match the FCC on a dollar-for-dollar basis and may make loans to students at his/her award year and aggregate limits than is the case with non participating institutions.

**Length and Time Phasing of Assistance:** Funds are awarded for use by participating institutions for one award year at a time following the year of application.

#### POST ASSISTANCE REQUIREMENTS:

**Reports:** A single combined Fiscal Operations Report/Application form for Federal Perkins Loans, FSEOG, and FWS (ED Form 646-1) is submitted by each institution at the close of each award year of operation (June 30).

**Audits:** Institutions must have a nonfederal audit done on at least an annual basis at its own expense. Audits may also be performed at Government expense by the Department of Education's Office of the Inspector General as often as its time schedule will allow or when deemed necessary by the Secretary.

**Records:** Except for loan records and records of expenditures questioned in audits or Departmental program reviews, an institution must keep records for an award year for five years after submitting its Fiscal Operations Report for an award year, or until final resolution of an applicable audit or program review, whichever is later. An institution must keep loan repayment records for at least five years from the date of satisfaction of the loan or assignment of the loan to the United States, or it is canceled.

#### FINANCIAL INFORMATION:

**Account Identification:** 91-0200-2-1-502.

**Obligations:** (Federal capital contribution) FY 92 \$157,518,000; FY 93 est \$168,640,000; and FY 94 est \$144,037,000.

**Range and Average of Financial Assistance:** For award period 1991-92: Institutional, \$200 to \$1,064,587; Student, no minimum to \$18,000 (cumulative maximum); institutional average, \$43,012; estimated average annual loan to students, \$1,070.

**PROGRAM ACCOMPLISHMENTS:** During the award period 1990-91 (latest available figures), 3,127 institutions loaned \$867,800,439 of Perkins funds to 654,214 students.

**REGULATIONS, GUIDELINES, AND LITERATURE:** 34 CFR 674; Student Fact Sheet, no charge; Student Financial Aid Handbook, no charge; notification to Members of Congress, list of grantees published annually or as required, no charge.

#### INFORMATION CONTACTS:

**Regional or Local Office:** Students should contact the educational institution(s) they attend or plan to attend. Educational institutions should contact the Regional Administrator for Student Financial Assistance in appropriate ED Regional Office. See Appendix IV of the Catalog.

**Headquarters Office:** Division of Policy Development, Student Financial Assistance Programs, Office of Assistant Secretary for Postsecondary Education, Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-5446. Contact: Susan M. Morgan, Chief, Campus-Based Loan Programs Section; Loans Branch. Telephone: (202) 708-8242.

**RELATED PROGRAMS:** 64.117, Survivors and Dependents Educational Assistance; 84.007, Federal Supplemental Educational Opportunity Grants; 84.032, Guaranteed Student Loans; 84.033, Federal Work-Study Program; 84.042, Student Support Services; 84.044, Talent Search; 84.047, Upward Bound; 84.063, Federal Pell Grant Program; 84.066, Educational Opportunity Centers; 84.069, Grants to States for State Student Incentives; 84.226, Income Contingent Loan Program.

**EXAMPLES OFFUNDED PROJECTS:** Not applicable.

**CRITERIA FOR SELECTING PROPOSALS:** Not applicable.

### 84.039 LIBRARY RESEARCH AND DEMONSTRATIONS

(HEA Title II-B)

**FEDERAL AGENCY:** OFFICE OF ASSISTANT SECRETARY FOR EDUCATIONAL RESEARCH AND IMPROVEMENT, DEPARTMENT OF EDUCATION

**AUTHORIZATION:** Higher Education Act of 1965, Title II-B, Section 223, Public Law 102-325, 20 U.S.C. 1021, 1031, 1032 and 1033.

**OBJECTIVES:** To award grants and contracts for research and/or demonstration projects in areas of specialized services intended to improve library and information science practices.

**TYPES OF ASSISTANCE:** Project Grants; Project Grants (Contracts).

**USES AND USE RESTRICTIONS:** Research and demonstration projects relating to the improvement of libraries including the promotion of economical and efficient information delivery, cooperative efforts related to librarianship, and developmental projects; the improvement of training in librarianship; and for the dissemination of information derived from such projects with special emphasis on services to selected clientele.

#### ELIGIBILITY REQUIREMENTS:

**Applicant Eligibility:** Applications for grants and contracts may be submitted by an institution of higher education or a public or private agency, institution or organization.

**Beneficiary Eligibility:** An institution of higher education or a public or private agency, institution or organization will benefit.

**Credentials/Documentation:** None.

#### APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** Eligible institutions should submit applications directly to the Department of Education.

**Award Procedure:** In the final selection of grantees or contractors, outside evaluators' ratings and availability of funds are considered.

**Deadlines:** Contact the headquarters office for application deadlines.

Range of Approval/Disapproval Time: From 60 to 90 days.

Appeals: None.

Renewals: Not applicable.

**ASSISTANCE CONSIDERATIONS:**

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Funds are awarded annually. Projects may run from one to five years.

**POST ASSISTANCE REQUIREMENTS:**

Reports: Reporting requirements are specified in the grant award or contract.

Audits: None.

Records: All records must be maintained for five years after the date of submission of the final financial report. In all cases of audit questions, records must be maintained until resolution.

**FINANCIAL INFORMATION:**

Account Identification: 91-0104-0-1-503.

Obligations: (Grants and contracts): FY 92 \$10,000 (grants) \$315,000 (contracts); FY 93 est \$325,000 (contracts); and FY 94 est \$322,000 (contracts).

Range and Average of Financial Assistance: Not applicable.

**PROGRAM ACCOMPLISHMENTS:** In fiscal year 1992, one contract and a funds transfer to NCES for two Fast Response Surveys on public library services to children and young adults were accomplished.

**REGULATIONS, GUIDELINES, AND LITERATURE:** Final program regulations, 34 CFR 777; Education Department General Administrative Regulations (EDGAR), and 34 CFR 74, 75, 77, 79, 80, 82, 85, and 86.

**INFORMATION CONTACTS:**

Regional or Local Office: Not applicable.

Headquarters Office: Discretionary Library Programs Division, Library Programs, Office of Educational Research and Improvement, Department of Education, 555 New Jersey Avenue, NW, Washington, DC 20208-5571. Contact: Yvonne Carter, Program Officer. Telephone: (202) 219-1315 or Blane Dessy. Telephone: (202) 219-1315.

**RELATED PROGRAMS:** 84.036, Library Education and Human Resource Development; 84.091, Improving Access to Research Library Resources; 84.197, College Library Technology and Cooperation Grants.

**EXAMPLES OF FUNDED PROJECTS:** Grant supplement allowed the project, assessing the public's opinions of the public library in the U.S., to analyze a portion of its data. The contract provides training for managers in State library agencies, school library media specialists, and academic librarians in planning and evaluation. The transfer of funds to NCES will provide up-to-date data on library services to children and young adults in public libraries literacy programs.

**CRITERIA FOR SELECTING PROPOSALS:** (1) Plan of operation; (2) quality of key personnel; (3) budget and cost-effectiveness; (4) evaluation plan; (5) adequacy of resources; (6) significance of proposed project; and (7) likelihood of dissemination and continuation.

## 84.040 IMPACT AID—CONSTRUCTION

### (Impact Aid; Construction)

**FEDERAL AGENCY:** OFFICE OF ASSISTANT SECRETARY FOR ELEMENTARY AND SECONDARY EDUCATION, DEPARTMENT OF EDUCATION

**AUTHORIZATION:** Public Law 81-815.

**OBJECTIVES:** To provide assistance for the construction of urgently needed minimum school facilities in school districts that have had substantial increases in school membership as a result of new or increased Federal activities (Section 5); for children residing on Federal property where State or local funds cannot be spent on the education of federally connected children (Section 10); for school districts comprised mainly of Indian lands or that provide a free public education to children who reside on Indian lands (Section 14(a) and (b)) and districts that are comprised mainly of Federal property and that have inadequate facilities (Section 14 (c)).

**TYPES OF ASSISTANCE:** Project Grants.

**USES AND USE RESTRICTIONS:** To construct and equip minimum school facilities as specified in the project application and approved by the Secretary. In most instances the receiving district determines the type, size, and location of the facilities to be constructed, hires the architect, and supervises the construction as if it were financed by local funds. In the case of Section 10 the Department directly oversees construction projects.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Section 5 provides construction assistance if a school district has experienced or will be experiencing a substantial increase in the number of federally connected children during a four-year increase period. Section 10 requires the Department of Education to provide school facilities for federally connected children when State or local laws preclude the expenditure of State and local funds for providing school facilities on Federal property. Section 14(a) provides construction assistance to school districts if (1) At least 15 of the school district's children, constituting at least one-third of the school district's total membership, reside on Indian lands, (2) Indian lands constitute at least one-third of the land area of the school district, or (3) the school district provides free public education for at least 100 children who reside on Indian land outside of the school district; the tax-exempt status of Indian land substantially and continually impairs the school district from financing needed school facilities; the school district makes a reasonable tax effort to raise funds for financing school facilities and to take advantage of State and other sources of financial assistance for this purpose; and the school district has insufficient funds available from all sources to provide classrooms and classroom equipment for at least five percent of its enrollment. Section 14(b) provides construction assistance to school districts if (1) At least 15 of the district's children, constituting at least 10 percent of the total membership in the school district, reside on Indian lands, (2) Indian lands constitute 10 percent of the land area of the school district, or (3) the school district educates at least 100 children who reside on Indian land outside of the school district; and the tax-exempt status of Indian land substantially and continually impairs the school district from financing needed school facilities. Section 14(c) provides construction assistance to school districts if (1) At least 20 of the district's children, representing at least thirty-three and one-third percent of its total membership, are un-housed; Federal property constitutes at least thirty-three and one-third percent of the land area of the school district; the nontaxable status of Federal property within the district substantially and continually impairs the district's ability to finance school facilities; the school district makes a reasonable tax effort to raise funds for school facilities and to take advantage of State and other sources of assistance for this purpose; and the school district has insufficient funds from all other sources to provide minimum school facilities for at least five percent of its membership.

**Beneficiary Eligibility:** Public elementary and secondary school children will benefit.

**Credentials/Documentation:** Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** Except for Section 10, the standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. The official in charge of the affected Federal installation requests assistance directly from the Department under Section 10. An environmental impact statement is required for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

**Application Procedure:** Preapplications and applications are submitted to the Secretary of Education through the State educational agency as specified in notices published in the Federal Register. A local educational agency may secure advice and a preapplication

**AUTHORIZATION:** Elementary and Secondary Education Act of 1965, Title III, as amended; Education for Economic Security Act, Title VII, as amended, Public Law 98-377, 20 U.S.C. 4051-4062; Public Law 99-159; Augustus F. Hawkins-Robert T. Stafford Elementary and Secondary School Improvement Amendments of 1988, Public Law 100-297.

**OBJECTIVES:** To provide grants to eligible local educational agencies for use in magnet schools that are part of approved desegregation plans and that are designed to bring together students from different social, economic, racial, and ethnic backgrounds.

**TYPES OF ASSISTANCE:** Project Grants.

**USES AND USE RESTRICTIONS:** Funds may be used for planning and promotional activities directly related to expansion, continuation, or enhancement of academic programs offered at magnet schools, for purchasing books, materials, equipment, and paying or subsidizing the salaries of teachers in magnet schools. Funds may not be used for transportation, consultants, or activities that do not augment academic improvement. No more than 10 percent of the funds an applicant receives in any fiscal year may be used for planning.

**ELIGIBILITY REQUIREMENTS:**

**Applicant Eligibility:** Local educational agencies may apply.

**Beneficiary Eligibility:** Local educational agencies and participating students will benefit.

**Credentials/Documentation:** Applicants must submit a copy of the desegregation plan or modification they are implementing, or will implement if assistance is made available. Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

**APPLICATION AND AWARD PROCESS:**

**Preapplication Coordination:** The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance; if the State has selected the program for review.

**Application Procedure:** An application must be sent to the Education Department on or before the closing date. This program is excluded from coverage under OMB Circular No. A-110.

**Award Procedure:** Applications are approved for awards by the Assistant Secretary, ESE. Recommendations for the approval of applications are made by the program staff on the basis of published criteria, statutory considerations, State comments received under the E.O. 12372 process, and with the advice and assistance of a panel of reviewers.

**Deadlines:** The closing date for the Magnet Schools Assistance Program will be published in the Federal Register.

**Range of Approval/Disapproval Time:** The range is anticipated to be 60 to 90 days from the closing date.

**Appeals:** None.

**Renewals:** The project period, for a Magnet School award, may not exceed 24 months.

**ASSISTANCE CONSIDERATIONS:**

**Formula and Matching Requirements:** This program has no statutory formula or matching requirements.

**Length and Time Phasing of Assistance:** The length of grants will be up to 24 months.

**POST ASSISTANCE REQUIREMENTS:**

**Reports:** Semi-annual performance and financial reports are required, in accordance with the provisions of EDGAR, Section 75.720.

**Audits:** In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with Circular No. A-128, or in accordance

with Federal laws and regulations governing the programs in which they participate.

**Records:** In accordance with EDGAR Sections 75.730 to 75.732, grantees are required to maintain appropriate records related to grant funds, compliance, and project performance.

**FINANCIAL INFORMATION:**

**Account Identification:** 91-1000-0-1-501.

**Obligations:** (Grants) FY 92 \$110,000,000; FY 93 est \$107,985,000; and FY 94 est \$107,985,000.

**Range and Average of Financial Assistance:** For fiscal year 1992, 65 projects were funded, ranging from \$210,018 to \$3,498,959. For fiscal year 1993, it is anticipated that 65 new awards will be made. The average award is projected to be \$1,792,000.

**PROGRAM ACCOMPLISHMENTS:** Sixty-five continuation grants were made for fiscal year 1992.

**REGULATIONS, GUIDELINES, AND LITERATURE:** 34 CFR 280. Final rules implementing changes made by the Hawkins-Stafford Elementary and Secondary Education School Improvement Amendments of 1988 were published in the Federal Register on May 5, 1989. The Notice of Proposed Rule making was published for comments on August 12, 1992. Final regulations will be published once comment period and responses have been resolved.

**INFORMATION CONTACTS:**

**Regional or Local Office:** Not applicable.

**Headquarters Office:** Equity and Educational Excellence Division, Room 2040, FB6, 400 Maryland Avenue, SW., Washington, DC 20202-6440. Contact: Steve Brouhouse. Telephone: (202) 401-0364.

**RELATED PROGRAMS:** 84.004, Desegregation Assistance, Civil Rights Training, and Advisory Services.

**EXAMPLES OF FUNDED PROJECTS:** The following are examples of the types of projects that have been funded: (1) Implementation of science and math magnet projects; (2) projects to support performing arts magnet programs at the elementary and secondary level; and (3) projects to support Montessori programs.

**CRITERIA FOR SELECTING PROPOSALS:** Quality criteria to evaluate the applicant's plan of operation; personnel; project design; budget and resources; evaluation plan; and commitment and capacity. (See Section 280.31). Special consideration is given to applicants that have recently implemented desegregation plans or modifications; the proportion of minority group children involved in the plan; the need for assistance; the project's promise of achieving the purposes of the program; and collaborative efforts. Additionally, for funds appropriated for the program in excess of \$75 million, competitive priority is given to those applicants that did not receive funds under the program in the last fiscal year of the previous funding cycle.

**84.167 LIBRARY LITERACY  
(LSCA Title VD)**

**FEDERAL AGENCY:** OFFICE OF ASSISTANT SECRETARY FOR EDUCATIONAL RESEARCH AND IMPROVEMENT, DEPARTMENT OF EDUCATION

**AUTHORIZATION:** Library Services and Construction Act, as amended, Title VI, 20 U.S.C. 351 et seq.

**OBJECTIVES:** To provide support to State libraries for coordinating and planning library literacy programs and making arrangements for training librarians and volunteers to carry out such programs; and to provide support to local public libraries for promoting the use of voluntary services in providing literacy programs, acquiring materials for literacy programs, and using library facilities for such programs.

**TYPES OF ASSISTANCE:** Project Grants.

**USES AND USE RESTRICTIONS:** State libraries: (1) To conduct statewide library literacy initiatives; (2) to assess literacy needs; (3) to assist libraries in providing literacy programs for adults in cooperation with other agencies and organizations, if appropriate; and (4) to assist or train librarians and volunteers in extending library literacy programs to groups and individuals that may not be adequately served by existing programs, for example, handicapped, in-

stitutionalized, older Americans, and other disadvantaged individuals. Local public libraries: (1) To disseminate information about literacy programs; (2) to train librarians as volunteers to serve local literacy programs; (3) to develop a collection of literacy materials; (4) to conduct literacy programs for adults; (5) to serve as the headquarters for a literacy program; and (6) to encourage other libraries in the community to volunteer the use of their facilities for literacy programs.

#### ELIGIBILITY REQUIREMENTS:

**Applicant Eligibility:** State and local public libraries may apply.

**Beneficiary Eligibility:** The adult illiterate and functionally illiterate population will benefit.

**Credentials/Documentation:** None.

#### APPLICATION AND AWARD PROCESS:

**Preapplication Coordination:** This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. In addition, State library administrative agencies must be given the opportunity to comment on any application prior to the awarding of the grants.

**Application Procedure:** State and local public libraries apply directly to the Department of Education using the appropriate application forms.

**Award Procedure:** Awards are made directly to eligible State and local public libraries by the Secretary of Education.

**Deadlines:** Applications are submitted annually. Contact the headquarters office for application deadlines.

**Range of Approval/Disapproval Time:** The time for approving or disapproving an application is approximately seven months.

**Appeals:** Not applicable.

**Renewals:** Not applicable.

#### ASSISTANCE CONSIDERATIONS:

**Formula and Matching Requirements:** Statutory maximum award is \$35,000.

**Length and Time Phasing of Assistance:** Funds are awarded annually. The project period is 12 months.

#### POST ASSISTANCE REQUIREMENTS:

**Reports:** Quarterly financial reports are due to the finance office. A Final Performance Report is due to the program office 90 days after termination of the grant.

**Audits:** In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit made for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit made in accordance with Circular No. A-128, or in accordance with Federal laws and regulations governing the programs in which they participate.

**Records:** Financial records are expected to be maintained for three years after submitting an annual financial report. In cases of audit questions, records must be maintained until resolved.

#### FINANCIAL INFORMATION:

**Account Identification:** 91-0104-0-1-503.

**Obligations:** (Grants) FY 92 \$8,163,000; FY 93 est \$8,097,696; and FY 94 est \$0.

**Range and Average of Financial Assistance:** The average award in fiscal year 1992 was \$31,887.

**PROGRAM ACCOMPLISHMENTS:** In fiscal year 1992, 512 applications were received, and 256 awards were made.

**REGULATIONS, GUIDELINES, AND LITERATURE:** Final Regulations, Library Services and Construction Act, Library Literacy Program, 34 CFR 769; and Education Department General Administrative Regulations (EDGAR), 34 CFR 75, 77, 79, 80, 81, 82, and 85.

#### INFORMATION CONTACTS:

**Regional or Local Office:** Not applicable.

**Headquarters Office:** Discretionary Library Programs Division, Library Programs, Office of Educational Research and Improvement, Department of Education, Washington, DC 20208-5571. Contact: Carol Lyons, Program Officer. Telephone: (202) 219-1321 or Barbara Humes, Program Officer. Telephone: (202) 219-1376.

**RELATED PROGRAMS:** 34.002, Adult Education—State-Administered Basic Grant Program; 34.003, Bilingual Education; 84.034, Public Library Services; 34.035, Interlibrary Cooperation and Resource Sharing; 34.192, Adult Education for the Homeless; 84.198, National Workplace Literacy Program.

**EXAMPLES OF FUNDED PROJECTS:** Recruiting volunteers as literacy tutors and matching them with students; training tutors; training librarians to conduct literacy projects; acquiring literacy materials; developing literacy training manuals; providing literacy services to targeted populations, such as adults who speak English as a second language; and providing computers and other equipment for adult literacy resource centers.

**CRITERIA FOR SELECTING PROPOSALS:** (1) Need; (2) coordination; (3) plan of operation; (4) quality of key personnel; (5) budget and cost-effectiveness; (6) evaluation plan; and (7) adequacy of resources. (Note: For detailed criteria see the final regulations.)

### 84.168 DWIGHT D. EISENHOWER NATIONAL PROGRAM FOR MATHEMATICS AND SCIENCE EDUCATION

**FEDERAL AGENCY:** OFFICE OF ASSISTANT SECRETARY FOR EDUCATIONAL RESEARCH AND IMPROVEMENT, DEPARTMENT OF EDUCATION

**AUTHORIZATION:** Elementary and Secondary Education Act of 1965, Title II, Part A; Dwight D. Eisenhower Mathematics and Science Education Act of 1988, Section 2012, 20 U.S.C. 2992; Excellence in Mathematics, Science, and Engineering Education Act of 1990, Section 205, 20 U.S.C. 2994.

**OBJECTIVES:** To assist projects of national significance designed to improve the skills of teachers and the quality of instruction in mathematics and science in the Nation's elementary and secondary schools, and to increase the access of all students to that instruction. To support the establishment and operation of regional mathematics and science education consortiums to disseminate exemplary mathematics and science education instructional materials; and to provide technical assistance for the implementation of teaching methods and assessment tools for use by elementary and secondary school students, teachers, and administrators.

**TYPES OF ASSISTANCE:** Project Grants.

**USES AND USE RESTRICTIONS:** Provides support for projects of national significance to improve instruction in mathematics and science and increase access for all students. The Secretary funds applications that address specific priorities described in program regulations as announced in the Federal Register.

#### ELIGIBILITY REQUIREMENTS:

**Applicant Eligibility:** State and local educational agencies, institutions of higher education, and public and private nonprofit organizations (including museums, libraries, educational television producers, distributors, and stations, and professional science, mathematics, and engineering societies and associations) are eligible to apply for project grants. States, including State educational agencies and State agencies for higher education, and local educational agencies are subject to the requirements of Section 2010 of the Act, concerning the equitable participation of private school children and teachers. Eligible applicants for regional consortiums include private nonprofit organizations, institutions of higher education, elementary or secondary schools, State and local education agencies, regional educational laboratories in consortium with a research and development center, or any combination of these entities.

**Beneficiary Eligibility:** State and local educational agencies, institutions of higher education, and nonprofit organizations, (including museums, libraries, educational television producers, distributors, and stations, and professional science, mathematics, and engineering societies and associations) will benefit.

TO: Library Board of Trustees

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

DATE: April 18, 1994

SUBJECT: Establishment of Operating Policy for the Coin-Operated Computer Printers.

**BACKGROUND:**

The debit card public printer system, printers, and debit cards have been ordered and will be installed and ready for operation in early May.

The Fines and Fees Policy adopted by the Library Board of Trustees for Fiscal Year 1993-1994 provides for a \$ .10 per page charge for this service.

Additional recommended policies are:

1. \$1.00 refundable deposit for debit cards purchased at the vending machine. This amount is automatically added on to the vending value of the card at the time of purchase.
2. Refunds will be given at the Circulation Desk for any cards that are returned in clean, usable condition. In order to be considered "clean" and "usable" nothing may be written on the debit cards and they must not be bent or otherwise damaged.
3. Refunds will not be given for any value left on a debit card.
4. Loaner debit cards will be available for day use only upon deposit of the borrower's Placentia Library District Card, California Driver's License or ID, or another item of identification acceptable to the Circulation Supervisor on duty. The item of identification will be kept at the Circulation Desk while the borrower is using the loaner debit card.

Loaner debit cards must be returned to the Circulation Desk before Library closing on the day that they are borrowed. Failure to return a loaner debit card will result in the loss of future borrowing privileges.

**RECOMMENDATION:**

Adopt policy.





TO: Library Board of Trustees

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

DATE: April 18, 1994

SUBJECT: Professional Liability Insurance Renewals for 1994-1995

**BACKGROUND:**

The District's property and liability insurance broker, Shipkey Insurance Agency, Inc., has solicited bids from several carriers for the District's 1994-1995 directors and officers liability insurance coverage. A copy of Shipkey's report is Attachment A.

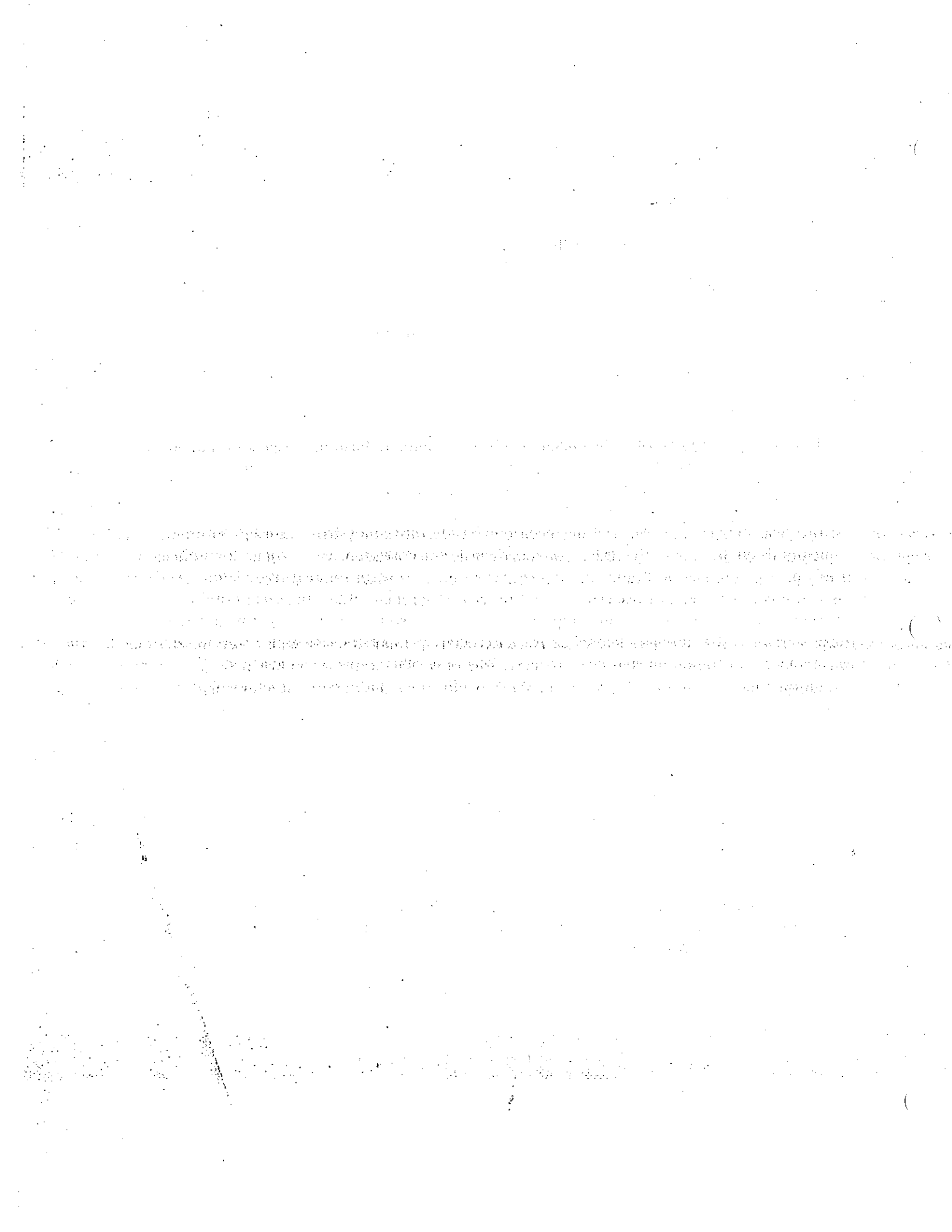
For the past few years the District has been purchasing this policy from Chicago Insurance Company through a plan offered by the American Library Trustee Association. Participation in this plan requires an institutional membership in the American Library Association which cost \$800 per year. If this insurance is not purchased through ALTA the District will discontinue its institutional membership in ALA since it also pays for personal memberships for professional staff and any interested trustees. Only personal members of ALA are eligible for member registration rates at conferences. The only other value to be lost with the institutional membership is a discount for ALA publications but this savings is estimated to be a maximum of \$100 per year.

Mr. Shipkey's report is Attachment A.

Claim 3126 is Attachment B.

**RECOMMENDATIONS:**

1. Approve transfer of directors and officers liability insurance coverage to Federal Insurance Company through Shipkey Insurance Agency at a rate of \$3,375 for May 1, 1994 through April 30, 1995.
2. Approve payment of Claim 3126 in the amount of \$3,375.
3. Determine whether a ninety day or twelve month extension on the claim reporting period of the policy with Chicago Insurance company is necessary.





# SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681  
(714) 731-5801 • FAX (714) 730-4876

Agenda Item 28  
Attachment A

April 13, 1994

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

FAX

RE: Directors and Officers Liability

This is a followup on our March 16, 1994 quote on your Directors and Officers Liability coverage which is up for renewal May 1, 1994.

Our quote is from Federal Insurance Company which is part of the Chubb Insurance Group. They are one of the major insurers of this protection nationwide and are rated A++ (Superior) by Best's Guide.

The coverage is very broad and will be extended to include your staff and employees as a named insured. The policy covers "Wrongful Acts" which means any error, misstatement, misleading statement, act, omission, neglect or breach of duty committed, attempted or allegedly committed or attempted by an insured person.

Directors and Officers policies are written on a "claims made" form which means that a claim must be first made during the policy period in order to be covered by the current insurer. It is important to consider if you have any potential claims pending before you change insurers as the new insurer will not cover wrongful acts committed or attempted prior to their effective date of coverage.

*In this previous reflect a claim made policy.*

Your current carrier will, however, extend the claim reporting period after the policy expires for an additional premium which is rather onerous. A 90 day extension would be an additional 50% of your current premium and it would be 90% for a twelve month extension.

The Chubb Group has been a stable insurance market for many years so we feel it will be an excellent long term provider of coverage. We look forward to the Board's decision at the April 18th meeting. Please call if you have any questions.

Sincerely,

Thomas F. Shipkey  
President

TFS/rek



# SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681  
(714) 731-5801 • FAX (714) 730-4876

March 16, 1994

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

FAX - 2 Pages

Re: Directors and Officers Liability

Dear Elizabeth:

It is our pleasure to present you with our proposal for the May 1, 1994 renewal of your Directors and Officers Liability coverage.

We recommend renewing with Federal Insurance Company which is one of the premier insurers of Directors and Officers Liability. They carry a higher rating and are stronger financially than your present insurer. In addition, you will be able to save the \$800.00 a year dues for the association that you now pay in order to get the coverage.

Thank you for the opportunity to be of service.

Sincerely,

Thomas F. Shipkey  
President

TFS/rek



# SHIPKEY INSURANCE AGENCY, INC.

14751 PLAZA DRIVE • SUITE K • P.O. BOX 686 • TUSTIN, CA 92681  
 (714) 731-5801 • FAX (714) 730-4876

March 16, 1994

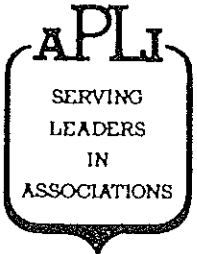
## PLACENTIA LIBRARY DISTRICT

### DIRECTORS AND OFFICERS

### COMPARISON OF PLANS

	<u>Chicago Ins. Co.</u> (Current Plan)	<u>Federal Ins. Co.</u> (Proposed)
Best Rating	A- (Excellent)	A++ (Superior)
Financial Size	VII	XIV
Claims Made Policy?	Yes	Yes
Limits:	\$1,000,000	\$1,000,000
Includes Defense?	Yes	Yes
Deductible per claim	\$ 2,500	\$ 2,500
Annual Premium:	\$3,200 (Last year) \$ 3,520 1994-95 Quots	\$3,375 (Includes \$325 brokers Fee)

We ask that you do not accept our brief description as a complete explanation of policy terms. The above narrative outline is not intended as a substitute for the terms and conditions of any policy. Only the actual policy language will govern the scope and limits of the coverage involved.



# QUOTATION FORM

ASSOCIATION: PROFESSIONAL  
LIABILITY: INSURANCE POLICY (APLI)



08054 PAGE 1 OF 1

Quotation prepared for: **Placentia Library: District of Orange County**  
**411 East Chapman Avenue**  
**Placentia, CA 92670**

Submitted by: **ALBERT H. WOHLERS & CO.**

Date of Quotation: **03/28/94** (Quotation expires 60 days after Date of Quotation.)

THE ASSOCIATION PROFESSIONAL LIABILITY INSURANCE POLICY has been designed to meet the unique insurance needs required by your Association. The policy covers the Association and its Directors, Board Members and Officers, all employees (paid staff), committee members and volunteers acting at the direction of the Association.

APLI PAYS 100% (after the deductible) of legal fees, court judgements or out-of-court settlements up to the policy limit you select for covered lawsuits.

AGGREGATE POLICY LIMIT	DEDUCTIBLE	ANNUAL PREMIUM
\$1,000,000	\$ 2,500	\$3,520.00

IMPORTANT: The following will apply to your APLI certificate of Insurance (see attached): Policy Form POJ-2004(6/88). Endorsements: PLE-2022(5/93), POE-2004(7/88), POE-2021(7/88), POE-2064(1/93), POE-2065(1/93).

The Association Professional Liability Insurance Plan has been organized as a purchasing group under the Federal Liability Risk Retention Act of 1986. Upon receipt and approval of the APLI application and payment of your premium, you will become a member of this purchasing group.

**TO ACTIVATE YOUR CERTIFICATE OF INSURANCE:**  
 Sign, date and return this Quotation Form along with your check payable to:

Albert H. Wohlers & Co., Administrator  
 THE ASSOCIATION PROFESSIONAL LIABILITY INSURANCE PLAN  
 1440 N. Northwest Highway  
 Park Ridge, Illinois 60068-1400

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature X \_\_\_\_\_ Date: \_\_\_\_\_

Coverage becomes effective the first of the month following receipt of premium check.

LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE April 18, 1994  
REPORT NO 3126

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N09139 Shipkey Insurance Agency, Inc. P.O. Box 686 Tustin, CA 92681	April, 1994 May 1, 1994- April 30, 1994		1100	00		3,375.00		

The claims listed above (totaling \$ 3,375.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY \_\_\_\_\_

COUNTERSIGNED BY \_\_\_\_\_

ATTESTED AND/OR COUNTERSIGNED BY \_\_\_\_\_



# INSURANCE AGENCY, INC.

14751 PLAZA DRIVE, SUITE K  
P.O. BOX 686  
TUSTIN, CALIFORNIA 92681  
(714) 731-5801 FAX (714) 730-4876

CUSTOMER NO. 57082

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

NAMED INSURED		INVOICE DATE: 4/14/94		075742		PLEASE DETACH AND RETURN WITH PAYMENT		AMOUNT REMITTED
CO. NO.	POLICY PERIOD	CL & TR	POLICY NUMBER AND DESCRIPTION	CHARGE	PREMIUM	CREDIT	BALANCE	
50	5/1/94 - 5/1/95	581	Binder - Federal Directors & Officers Liability Insurance	\$3,375.00				

PREMIUMS DUE AND PAYABLE ON EFFECTIVE DATE OF POLICY

SHIPKEY INSURANCE AGENCY, INC.



TO: Library Board of Trustees

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

DATE: April 18, 1994

SUBJECT: AARP Request for Use of Meeting Room for Monthly Meetings at No Charge

**BACKGROUND:**

The District has received a request from the Placentia Chapter of the American Association of Retired Persons (AARP) for an exemption from paying the Meeting Room rental fee for its monthly meetings. The letter from AARP President Dale Goodman is Attachment A.

Item 21 of the Placentia Library District Meeting Room Policy, as amended January 21, 1993, gives the Library Board of Trustees the authority to change or amend the regulations at any time. The Districts Meeting Room Policy is Attachment B.

The last group to request an exemption was the Orton Dyslexia Society. At its Meeting on October 19, 1992, the Board denied that request and upheld the denial upon reconsideration at its November 16, 1992 Meeting.

**RECOMMENDATION:**

Determine response to the request.

Dale K. Goodman  
854 N. Angelina Drive  
Placentia, California 92670  
(714) 579-0474

March 21, 1994

ELIZABETH MINTER, DIRECTOR  
PLACENTIA LIBRARY  
411 E. Chapman Avenue  
Placentia, CA 92670

Dear Elizabeth:

I am writing on behalf of the new A.A.R.P. Chapter in Placentia.

We are a volunteer service group with minimal funds and although only three (3) months old, already in need of a larger meeting room. We currently meet the second Saturday of the month at the New Beijing Restaurant from 2:15-3:45 p.m. and have already grown from an original 12 to over 30 members.

As an affiliate of the national A.A.R.P. (American Association of Retired Persons) we are, according to our bylaws, prohibited from collecting dues of more than \$8 per year and in fact, will be setting the dues structure at around the \$2 to \$3 range per annum, so obviously we are severely limited as to what we can afford in the manner of expenditures for meeting places.

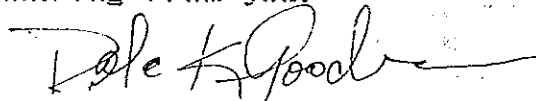
Additionally, because education and community service are high on our priority list, we require a space that will accommodate guest speakers and a larger audience than just our current, but growing membership, and a place we can also show videos.

The library, because of its focus, reputation, centralized location, and room sizes, immediately sprang to mind. We are aware that there is a charge for the rental of your rooms, but as I've detailed, with an annual current budget of \$90, your nominal fee is well beyond our purse. We would, however, like to propose a quid pro quo arrangement that, if you would agree, could be beneficial to both our organizations:

The Placentia A.A.R.P. Chapter would supply the Library with a minimum of six (6) documented professional volunteer hours in exchange for the use of one of your large conference rooms, one (1) Saturday afternoon per month for two (2) hours. (We are eager and flexible enough that we can accept whichever Saturday afternoon and hour segment you see fit to assign us, if the arrangement is acceptable to you.)

Thank you for your consideration. It is greatly appreciated.  
I look forward to hearing from you.

Sincerely,



DALE K. GOODMAN, President  
A.A.R.P. Placentia Chapter

POLICY #6-82 OF THE PLACENTIA LIBRARY DISTRICT

MEETING ROOM POLICIES AND REGULATIONS

Approved: November 12, 1990

Revised: January 21, 1993

The purpose of the Library Meeting Room is to provide facilities for educational and cultural activities that are a part of the Library program. The room may also be used by community groups or organizations (businesses, realty, energy) that are educational or cultural in nature provided that these activities are nonprofit, nonpartisan, and nonsectarian. The Board of Trustees has established the following conditions to govern the use of the Meeting Room.

1. Effective May 1, 1993, a fee of \$30.00 (normally paid the day of the meeting) is charged for each meeting or event held in the Meeting Room. The fee is waived for those meetings or events sponsored by the Library Staff or Board of Trustees. The fee will also be waived for the Friends of the Placentia Library, the City of Placentia and elected public officials for nonpartisan presentations and Red Cross First Aid classes for groups such as Girl Scouts, etc....
2. Application for use of the room shall be made through the office of the Library Director on the form provided for that purpose. The office should be notified 24 hours in advance of any change in a scheduled meeting. No group may reserve the Meeting Room for more than three dates per application.
3. Cancellation of meetings is a mutual responsibility. Adequate advance notice would be appreciated. Repeated failure to cancel when use is not made will be cause for forfeiture of further use.
4. A permit to use the room is not transferable.
5. Fifty per cent of the membership of any organization granted use of the Meeting Room must be residents of the Placentia Library District. Admission shall not be charged by groups using the room, except with the prior approval of the Board of Trustees, but regular fees or club dues may be collected. Exceptions to this rule may be applied to paid registrations necessary to cover expenses for institutes or special programs held in cooperation with the Library.
6. Upon reasonable notice, the Library reserves the right to require a group to reschedule or relocate within the facility if the Meeting Room is needed for Library functions.

PLACENTIA LIBRARY DISTRICT MEETING ROOM POLICY, #6-82, PAGE 2.

7. Organizations using the facility are responsible for moving the chairs from the storage area and for arranging them and other furniture. Chairs are to be returned to the storage area after the meeting. If the Library staff has to set up chairs or return them, an additional fee of \$10 is charged.
8. The person who signs the application form will be deemed an official representative of the group, and liable for any damage to Library and facilities. The person signing the application form must be at least 18 years old.
9. Permission will not be granted for religious services, Sunday school classes, or to formal religious groups and organizations.
10. Permission to use the facilities will not be granted to an individual or group representing a single political party or political action group except that in the interest of civic enlightenment and public education, use may be granted for political meetings provided all factions are invited and/or represented at the given meeting.
11. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States or the State of California.
12. Meals may not be served in the Meeting Room. If light refreshments are provided, the kitchenette must be left clean and in accordance with posted kitchen-use rules. The Library does not have supplies available for the serving of refreshments.
13. The Library Director has the authority to require a refundable deposit for cleaning of the carpet if the planned activity has the potential of soiling the carpet beyond normal use.
14. Alcoholic beverages are prohibited.
15. The fact that the Board of Trustees gives a group permission to use the Meeting Room in no way constitutes an endorsement of the policies or beliefs of the group by the Board or Library Staff and further, the Board or the Staff will not be held responsible for any action undertaken or administered by any organization
16. The Meeting Room cannot be used for music rehearsals and similar noise generating activities.

PLACENTIA LIBRARY DISTRICT MEETING ROOM POLICY, #6-82, PAGE 3.

17. Personal property brought to or into the Meeting Room by any user is done so at the user's risk.
18. Permits may be revoked by the Library Director whenever there has been a violation of these rules.
19. The Meeting Room cannot be used for activities for personal profit, or, benefit, except in instances where the objectives of such event is related to the improvement or betterment of the Library. Vending of any article or service will not be permitted.
20. Evening meetings held in the Meeting Room must complete all closing requirements and vacate the room by midnight.
21. If a question should arise on the interpretation of these regulations, the matter is subject to the final decision of the Board of Trustees. These regulations may be changed or amended at any time by the Board of Trustees.
22. Capacity limitations: When used as one room, the maximum capacity will be 139 standing and seating shall be limited to 100. When the room is divided, each side will be limited to 50 people.
23. Effective May 1, 1993, the charge for use of the Meeting and Conference Rooms by the same group at the same time will be \$30.00 for each room used.
24. It is required when a group needs a key for the Meeting Room, that applicant is to sign the necessary form.
25. Organizations requiring the presence of the Page, will incur the cost of the Page's wages.

The following equipment is available to the Meeting Room:

1. 74 chairs
2. 12 tables (6' x 2 1/2')
3. 1 lectern
4. 2 wall screens
5. 1 pointer
6. Piano
7. Television set
9. 2 flags (American and State flag)
10. 1 blackboard



TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian *SA*

DATE: April 14, 1994

SUBJECT: **Program Plans for 75th Anniversary Celebration.**

**BACKGROUND:**

As the Chairperson of the Program Committee, I would like to suggest that a celebration program be planned as the grand finale of the year long events that have been planned and executed in relationship to the Anniversary.

**Suggested events:**

- Students from the Oral History Department at California State University at Fullerton research what has been written or recorded about Placentia. Students from the Drama Department will read some chosen pieces as part of the program.
- Invite past Library employees, Board members, and Friends' presidents to write no more than a page remembering the Library, focusing on the main events and issues that took place during their employment, and ending with a message to the community. These letters will then be bound in a booklet that may be distributed ( sold? ) during the celebration.
- Honor Virginia Carpentar as the oldest living past librarian.
- Recognize All participating 75 year old Placentians.
- Recognize Photo contest winners.
- Use the Valencia High School auditorium or the City's show mobile as the location.
- Coordinate with the Heritage Days Committee to have this event as part of their program, this will insure better publicity.

A committee will be needed to help in the planning and implementation of this event.

**RECOMMENDATION:**

Endorse the concept of the program, and give direction for implementing it.

*Library*





TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian *SA*  
DATE: April 13, 1994  
SUBJECT: **Program Report for the Month of March, 1994**

**PHOTOGRAPHY CONTEST:** Paul Lester, Ph.D. Associate Professor in the Department of Communication at California State University at Fullerton continues to help in organizing the photography contest.

Entry forms are now ready to be distributed to promote this event. The deadline for accepting entries is May 20, 1994. The judging will be held on Saturday May 28 at 1:00 P.M. and the exhibition and reception will be on Saturday June 4 at 3:00 P.M.

**ANNIVERSARY CAKE:** The cake that is now on display in the lobby, has generated a lot of questions and positive comments, One \$75 candle has already been purchased.

**SHARED CELEBRATION:** As a result of an article in the local paper, five people have called to tell us that they are, or will be 75 years old this year, they all expressed interest in taking a part in the Library's celebration.


**DISPLAY CASE:** The First Place winner of the Placentia Heritage Days Car Show Art Competition belongs to Ted Carrier and it occupies the center of the display case.

A collection of classic and vintage car memorabilia that belongs to Mr. Glenn Johnson, Chairperson of the Heritage Days car show surrounds the winning entry.

## PLACENTIA LIBRARY DISTRICT

### PROGRAM STATISTICS

DEPARTMENT	MARCH 94	
	# PROGRAMS	# ATTENDEES
<b>ADULT SERVICES</b>		
Placentia Pride Council	1	14
<b>CHILDREN'S SERVICES</b>		
After School Specials	2	36
Grandparents and Books	7	30
Group Visits	6	124
Story hours	2	35
<b>LITERACY SERVICES</b>		
Families For Literacy	4	144

TO: Elizabeth Minter  
FROM: Kay Schneider   
DATE: April 11, 1994  
SUBJECT: March Activities in the Children's Department

Infant Immunization Week (April 24-30) & Toddler Immunization Month (May) - The California Library Association and the Department of Health have formed a partnership to promote awareness of the importance of immunization for children. They have requested that libraries help with this project and have provided some materials to help.

The Children's department will be cooperating by displaying posters, distributing bookmarks in English and Spanish and publicizing information about special immunization clinics that will be operating in Placentia during the month of May. Cheryl is sending out a press release announcing that immunization information is available in the Library.

Library Card Promotion - The American Library Association and the Prudential Insurance Company have developed a promotion to encourage children in grades 1 through 3 to sign up for Library cards during the month of September. They have produced a quality newsletter about the importance of books and reading and would send us a packet of these newsletters and a poster for each participating classroom.

Each child who then signed up for a Library card in September or any child who presently has a card would then be eligible to enter a national contest for a college scholarship and other smaller prizes. The schools and libraries would also be entered in contests for books and money. This could fold in nicely with our own local drawing for paperback books for children who get their new cards in September.

I have contacted Dr. Sharon McCallum at the Placentia Unified Schools and her initial reaction was that they would not be able to distribute anything to the children that contained advertisement for a private business. I have not yet heard their final decision about these newsletters. Partnerships with businesses are becoming more prevalent and we could still pass out these newsletters here in the Library even if the schools decide that they cannot participate.


Blast Off With Books! Solve a super secret space message in the Library. - This activity is designed to encourage children to use the computer catalog in a variety of ways and has been successful

and alot of fun so far. Children must use the title, title keyword and author indexes in order to gather the information they need to read the secret message. Twenty winners will be drawn to win paperback books. There is a large bulletin board display promoting this new library activity which will last until May 15.

**After School Specials** - The *After School Specials* for children ages 7 - 12 began again at the end of March. Two sessions were held in March and they were attended by 36 children. The story, *How the Camel got his hump*, was featured last week and the children made great camels from paper plates and paper. Great fun!

**PreSchool Story Hours & Grandparents and Books** - Two *preschool story hours* for children ages 3-6 were held in March and were attended by 35 children. The children enjoyed a variety of stories and activities. The *Grandparents and Books* after school stories were listened to by 30 children.

**School Visits** - There were 124 children who visited the Library with their classrooms for tours & book selection during the month of March.

TO: Elizabeth Minter, Library Director  
 FROM: Julie Shook, Reference Librarian   
 DATE: April 11, 1994  
 SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$717.76	53
Gift Accounts*	\$1,568.49	85

Dollars Spent 3/1/94 to 3/31/94

Continuations	\$544.36
Fiction	\$0.00
Non-fiction	\$77.63
Juvenile	\$436.62
Audio	\$51.29
Gifts*	\$777.59
Total	\$1,887.49

Dollars Spent 7/1/93 to 3/31/94

Continuations	\$7,870.77
Fiction	\$1,287.02
Non-fiction	\$381.06
Juvenile	\$2,038.98
Audio	\$1,125.89
Gifts*	\$5,395.59
Total	\$18,099.31

\*Books purchased from Gift Accounts include Fiction, Non-Fiction, Juvenile and Audio Books.



TO: Elizabeth D. Minter, Library Director  
FROM: Cheryl Willauer (w)  
DATE: April 12, 1994  
SUBJECT: Publicity materials produced for March 1994

Information added this month to Channel 53, the Placentia Library cable station, March quotes, Literacy tutor training, the on-going book sale in the library foyer, the Friends of the Library annual booksale in May, children's storytime and after school specials; and asking for volunteers.

Newspaper articles include the County of Supervisors approving a grant for the Library, Grandparents and Books, the Library's 75th anniversary celebration, and Placentia Library Literacy Services offering services at the workplace.

Also included is a copy of the bookmarks that were made and are now being distributed in the Children's room with the storytimes and after school specials schedule.





### **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Los Angeles Times  
OC Edition  
Daily

MAR 03 1994

### **Grants for Meals, Library Programs**

332  
The County Board of Supervisors has approved grants of \$1,000 for a La Palma senior citizen meals program and a Placentia library program.

La Palma Intercommunity Hospital will use its grant to pay for its meals-on-wheels program, which delivers hot meals to senior citizens. The money will cover the cost of feeding seniors who cannot pay for the service themselves.

The Friends of the Placentia Library will use the money to buy books for the Placentia Library District.

On Tuesday, the board unanimously approved both Community Social Programs grants. The county gives about 50 such grants to nonprofit groups each year.

The grants range from \$500 to \$5,000 and benefit programs such as community centers, homeless shelters, school district social programs, senior citizen centers and day-care centers.

### **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News Weekly  
MAR 31 1994

### **Library District seeks residents turning 75**

332  
The Placentia Library District is searching for Placentia residents celebrating their 75th birthday this year to take part in its 75 years of service to the community celebration.

Any library card holder whose 75th birthday falls between October 1993 and October 1994 is asked to contact the library. The library is also interested in gathering oral and written histories of local residents whose years parallel the library district existence.

For more information, call Suad Ammar, principal librarian, at 528-1906.

### **pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily 3-18-94

### **PLACENTIA 332**

Administrators at the library realize that there are few things in life better than having a grandparent read a story from a favorite book. To encourage youngsters to start taking an interest in books early, the library is offering grandparent story time free to children. The Grandparents and Books program will be held at 3:30 p.m. March 29 at the library.

- Joe Bel Bruno/(714) 704-3704

### **pacific clippings**

post office box 11789  
santa ana, calif. 92711

The Register  
Daily MAR 31 1994

### **PLACENTIA 332**

Employees who want to learn basic English skills might be able to do it on their coffee break. Library Literacy Services has launched a program to teach English to workers at their workplaces. The library will provide tutors to help employees learn the language. Those who are interested could do it on a daily break.

- Joe Bel Bruno/(714) 704-3704

### **pacific clippings**

post office box 11789  
santa ana, calif. 92711

Placentia News Weekly  
MAR 31 1994

### **Library plans to teach English in workplaces**

332  
Placentia Library Literacy Services has launched a program to teach basic English skills at the workplace.

The program will provide opportunities for local companies that want to help their employees learn to speak English. Those who are interested would be tutored at the office, according to spokeswoman Mary Byrne.

The service will be offered at no charge. For more information, call 524-8408.

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Cheryl Willauer  
(714) 528-1906

FOR IMMEDIATE RELEASE

The Placentia Library Children's Department is pleased to announce that the After School Specials will start on Wednesday March 30, and will be held every Wednesday ending May 11, 1994.

Children ages 7-12 will make crafts, hear stories, and watch movies. The program is free, and registration is required. There is a limit of 30 children. The Placentia Library is located at 411 E. Chapman Avenue on the corner of Chapman and Kraemer Blvd. in Placentia.

For more information please call the Children's Department at 528-1906.

#####

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Cheryl Willauer  
(714) 528-1906

FOR IMMEDIATE RELEASE

The Placentia Library Children's Department is pleased to announce that "Spring into Fun" Story Hours will start on Monday March 28, and will be held every Monday ending May 9, 1994. Monday storytimes are 1:00 - 1:45 P.M. Programs are free and registration is not required. Children, ages 3 - 6 years old are welcome at this program. The Placentia Library is located at 411 E. Chapman Avenue on the corner of Chapman and Kraemer Blvd. in Placentia.

For more information please call the Children's Department at 528-1906.

#####

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Katie Matas or Mary Byrne  
(714) 524-8408

FOR IMMEDIATE RELEASE

The Placentia Library Literacy Services now provides opportunities for workplace literacy. Any company wishing to offer it's employees a chance to tutor or be tutored in Basic English Skills (BES) or English as a Second Language (ESL) can contact the Literacy Office at (714) 524-8408.

#####

# PRESS RELEASE

Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92670

FOR MORE INFORMATION CALL:

Katie Matas or Mary Byrne  
(714) 524-8408

FOR IMMEDIATE RELEASE

The Placentia Library Literacy Services is holding a one day tutor training program on April 23, 1994. This training will prepare a person to tutor another adult in Basic English Skills or English as a Second Language.

Tutors who have already completed a training course are encouraged to attend to hear the Literacy Specialist, Jim Roberts speak. This is a wonderful opportunity to learn tutoring methods, meet fellow tutors, to make a difference. Anyone who attends the training will then be matched with a adult for one-on-one tutoring.

The training class will take place at the Placentia Library District, 411 E. Chapman, on the corner of Chapman and Kraemer in Placentia. It will be from 9:00 A.M. to 3:00 P.M. with lunch included.

For registration or more information Please call the Literacy Services Office at (714) 524-8408.

#####



**SPRING INTO FUN**  
Preschool Story Hour Schedule  
Mondays 1:00 - 1:45 P.M.

- March 28 Wiggle and Hopp  
Rabbits Galore
- April 4 Windy Days
- April 11 What's On Top - Hats
- April 18 Feathered Friends..
- April 25 Toads, Frogs and  
Polliwogs
- May 2 How Does Your  
Garden Grow?
- May 9 Unbirthdays  
For Everyone

Children ages 3-6  
Enjoy stories, crafts, movies, puppets  
and lots of fun. No registration required

**AFTER SCHOOL  
SPECIALS**

Crafts, Stories, Games, Movies

Fun for children  
Ages 7 - 12

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

March 30 - May 11, 1994

Registration is Required  
Space is Limited

Call the Children's Department  
528-1906



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March 30 - May 11, 1994

Registration is Required  
Space is Limited

Call the Children's Department  
528-1906

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator *KUM*

DATE: April 18, 1994

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

**Program Statistics**

Active tutors: 59

Active students: 93

Students waiting to be matched: 43

Percentage of tutors reporting (Mar. hours): 85%

Tutoring hours reported: 389

Other volunteer hours reported: 265

Total volunteer hours: 654

**California Literacy Campaign:** 1994 marks the tenth anniversary of the California Literacy Campaign. A conference was held at the Westin Hotel in San Francisco March 20-22, 1994 to celebrate the occasion. Library directors, literacy coordinators, Families for Literacy coordinators, tutors trainers, tutors and adult learners from all over the State of California met to share ideas and celebrate the success of California's library literacy programs. Elizabeth Minter, Suad Ammar, Katie Matas, Mary Byrne, Jeannine Walters, and adult learner Maria Genz represented Placentia Library Literacy Services. The conference provided the literacy staff with many opportunities to network with other literacy providers and learn from their successes and problems. All the staff who attended, returned with a new appreciation of Placentia's program and ideas to make it even better.

**International Spring Pot Luck.** Tutor Doris Hand, volunteered to host a pot luck supper for tutors and adult learners. The party was held March 26, 1994 from 5:00 p.m. - 9:00 p.m. at Mrs. Hand's home. Twenty-one tutors and learners attended and enjoyed each other's company so much that the activities that had been planned to get people to mingle were unnecessary.

**H.I.S. House.** A homeless intervention and shelter house known as H.I.S. House is sponsored by Placentia Presbyterian Church. Homeless individuals and families may stay in this facility for 60 to 90 days while they develop a source of permanent income and save money for permanent housing. Each individual or family at H.I.S. House has a sponsor to provide guidance. The sponsors meet together the first

## Placentia Library Literacy Services Report for March 1994, April 18, 1994, Page 2

Tuesday of each month. Literacy Coordinator Matas prepared a short presentation about Placentia Library Literacy Services for the March 1, 1994 sponsor meeting to explain the literacy program and encourage the sponsors to refer people who may need literacy instruction to our program.

**Greater Avenues for Independence (GAIN).** March 9, 1994, Literacy Coordinator Matas met with other library literacy coordinators from the Orange County area to consider a request from a GAIN representative to refer clients, from their program needing literacy instruction, to our programs. The purpose of GAIN is to teach, train, counsel and help individuals receiving Aid to Families with Dependent Children find jobs. Some of GAIN's clients are required to obtain literacy instruction. Everyone present agreed that referrals would be accepted on a case-by-case basis and treated like any other adult learner in the programs (including the possibility of being put on a waiting list). Any paperwork required by GAIN would be the responsibility of the GAIN client.

**Networking.** Literacy Coordinator Byrne attended the Placentia Chamber of Commerce Mixer and the Placentia Community Network meeting.

Literacy Coordinator Matas attended the Placentia Chamber of Commerce breakfast where Bob Tunstall, executive assistant to Orange County Supervisor William Steiner, agreed to serve on the board of directors of Literacy Volunteers of America-Placentia.

**Upcoming events.** The follow-up meeting of the January/February 1994 tutor training class is scheduled for April 5, 1994 at 6:00 pm. The Human Services department of California State University Fullerton is holding an Internship Day April 5, 1994 from 1:00 pm - 4:00 pm. Literacy Coordinator Matas will be there to pass out brochures and answer questions. A one day tutor training class will be offered from 9:00 am - 3:00 pm April 16, 1994 in the library meeting room. The individuals taking the class will be able to begin tutoring, and will be encouraged to attend the longer tutor training when it is offered.



TO: Elizabeth D. Minter, Library Director

FROM: Jeannine Walters, Families For Literacy Coordinator *JW*

DATE: April 18, 1994

SUBJECT: **Families For Literacy Report for the month of March**

**Program statistics.**

Attendance

March 1	17 families	17 adults	19 children
March 8	15 families	15 adults	16 children
March 15	17 families	17 adults	21 children
March 22	18 families	18 adults	21 children

Books

Thirty books were given away this month.

**CLC Conference.** A state-wide literacy conference was held in San Francisco March 20-22. It was held in conjunction with the 10-year anniversary of the California Literacy Campaign. Elizabeth Minter, Suad Ammar, Katie Matas, Mary Byrne, Jeannine Walters, and Maria Genz, an adult learner from the library were among those attending. The conference was excellent and provided numerous opportunities for networking, brainstorming, and problem-solving. We all came back with new ideas and enthusiasm.

**Programs.** Two special Families For Literacy programs were held this month at the Library. Doreen Ruse, Director of Linda Vista Pre-school discussed separation anxiety in children and suggested methods parents can use to help alleviate it. The Children's Department staff presented an Easter program the week of the Literacy Conference. Esther Guzman spoke and was very well received.

**1994-1995 FFL Grant Application.** Instructions from the State Library for writing the funding request for next year's program have been received. A copy of the grant is included in this month's Board Packet. The application deadline is May 2.

**Childcare.** Patricia Alonzo, one of the childcare workers has resigned due to a scheduling conflict.



TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian <sup>SA</sup>  
DATE: April 13, 1994  
SUBJECT: **Placentia Pride Committee Report for March, 1994**

The Placentia Pride Council met on March 17, 1994 at 7:00 P.M. as scheduled.

The Treasurer's report reflected that nothing has been spent of the \$150 seed money that was donated by various members.

The Membership Committee will mail previous minutes and invitation letters to more people to encourage membership.

An article featuring Marv Reid appeared in the Placentia News Times , it was submitted by Mr. Cecil Raspaw from the Public Relations Committee.

The Program/Activities Committee was charged by looking into the possibility of initiating a Community Law School program offered by the State ( or local ) Bar Association. The program will be presented by local lawyers discussing various legal issues that are of concern to the community.

The Committee was also charged with identifying the Mission of the Council along with the goals and tactics that lead to the fulfillment of the Mission.

The Committee met on Wednesday March 30, 1994 at 5:00 P.M. A report will be presented at the next meeting scheduled for April 21, 1994 at 7:00 P.M.



# Neighbors

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## Building a sense of community

Placentia Pride Council aims to make city a better place for residents

By Joe Bel Bruno  
North County News

**I**t started off as a study on the meaning of community.

A panel of residents wanted to know what kept Placentia together as a community and where it is headed.

It was all part of a state grant the Placentia Library District received last year from the California Council for the Humanities.

Though most of the study has been completed, residents still continue to meet as a way to make the city a little better. The group, called the Placentia Pride Council, has big plans ahead.

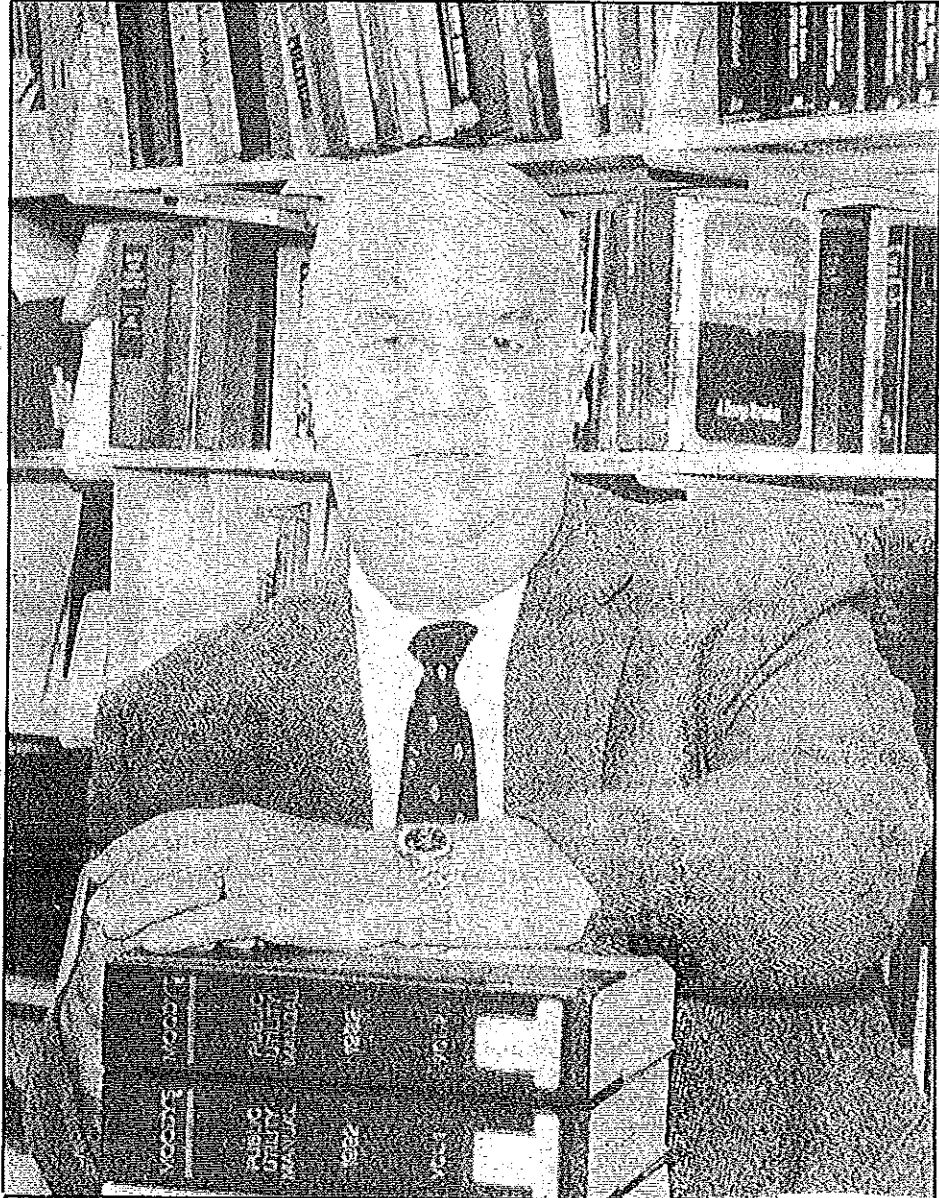
"Our job is to look ahead and find ways to make Placentia a better place to live," Chairman Marv Reid said. "This is a great community ... but there are ways we can make it even better."

The group, which has been meeting informally, now will hold monthly meetings at 7 p.m. on the third Thursday of each month. All meetings are open to the public.

The library applied for and received the grant last year to launch the study. Librarian Suad S. Ammar and California State University, Fullerton professor Susan Parman led the study.

The group conducted interviews, research and published a booklet called "A Sense of Community" last year at the completion of the first phase. Now the group wants to follow through on what they learned.

The formation of the Pride Council was one of the goals of the original study, member Cecil Rospaw said. The group hopes it can provide structure to discussions and goal setting.



Marv Reid is the chairman of the Placentia Pride Council. "Our job is to look ahead and find ways to make Placentia a better place to live," he said.

Jack Hancock/  
North County News

Parman said the grant originally started off as an academic study of the city. From there it grew into finding ways to make the community they love even better.

"This was supposed to be an examination of what Placentia is and where it is going," said Parman. "But, this is a great community and we want to take this further. We want to act on what

we discovered during the first phase of the study."

The group already has compiled a comprehensive community calendar, which is maintained in the main lobby at the library.

There are bigger goals ahead, Reid said.

The group will soon announce plans to offer free legal seminars to residents. It will be conducted by attorneys who will give advice

