
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Honorable Mayor and Members of Placentia City Council










FROM: Al Shkoler, President, Placentia Library District Board of Trustees

SUBJECT: **Library Board Response to Proposed Civic Center Renovation Project and Financing**

DATE: March 16, 2001

At a Special Meeting on March 15, 2001 the Placentia Library District Board of Trustees voted unanimously to proceed with the Civic Center Renovation Project, as defined in the proposal dated January 15, 2001 and presented by City Public Works Director Christopher Becker at the joint study session on January 16, 2001, at a cost to the District not to exceed \$253,485. This figure represents the estimated District share of \$235,800 plus a 7½ % contingency of \$17,685.

At its meeting on January 17, 2001 the District Board of Trustees approved financing its share of the project through the City as proposed by City Finance Manager Steve Brisco in an undated illustration distributed at the same joint study session.

-  It is the District's understanding that if initial project costs exceed the estimates, or if additional work is warranted, that other parts of the project will be modified or deferred.
-  It is the District's understanding that it will have an active role in establishing priorities for the various elements of the Project, as well as design planning and approval, including the right to accept or decline proposed changes to the Project, through its participation in the Civic Center Authority Commission.
-  It is the District's understanding that it will not be a signator to the lease purchased by the City to finance the entire Civic Center project
-  It is the District's understanding that the City will make a simple loan directly to the District for the District's share of the project.
-  The interest rate used for the proposal is 6.5%. Because of the way the payments are structured the long-term rate is approximately 4.9% and may be lower.
-  The District will pay all of its interest expenses as they are accrued.
-  The payments are calculated to be made monthly.
-  It is the District's understanding that it will have the right, without penalty, to make principal or additional principal payments at any time. It is also the District's understanding that the interest calculation at any point in time is based on the declining balance of the principal.
-  The City will calculate and maintain the financial records at no cost to the District.



The Library Board is deeply appreciative of the leadership provided by the City Council and City Staff in the development of the Civic Center Renovation Project. We are looking forward to the improved Civic Center conditions that this Project will bring.

Page 1 Summary

- 3. Minutes of the January 17, 2001 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Gee abstain

- 4. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

- 5. Board President Report

LAKCO

The President makes announcements of general interest to the community and the Library Board of Trustees as well as conducting any ceremonial matters.

- 6. Trustee Reports

Samh SDWCA CSDA trustee

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

- 7. Library Director Report

Ben Johnson
Fire Alarm System
CSDA workshop - Planning Process
Cheryl - no

The Library Director will report on library issues of general interest and on meetings attended on behalf of the District.

- 8. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative

April 2
Friend Annual Meeting
Outlets in Rowland

- 9. Placentia Library Foundation Board of Directors Report

Presentation: Trustee Wood and Secretary Braun

CLAIMS (Items 10 - 13)

Presentation: Library Director
Recommendation: Approve by Motion

Items 10 – 13 may be considered together as one motion to “Approve the Claims, and Receive & File the General Fund Cash Flow Report.” Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

10. Nonstandard Claims in excess of \$300. (Approve)

No Nonstandard Claims were processed during this report period.

11. Claims forwarded by the Library Director. (Approve)

Claims 4020, 4021, 4022, 4023, 4024 and 4025 forwarded by Library Director for a total of \$13,400.42 during this report period.

12. Current Claims and Payroll (Approve)

Current Claims 4028, 4029, 4030, 4031, 4032, 4033, 4034, 4035, 4036, 4037 and 4038 for \$63,132.07; and Payrolls 4026 for \$24,513.00 and 4027 for \$24,513.00, for a combined total of Current Claims and Payroll of \$112,158.07.

13. FY2000-2001 Cash Flow Analysis through January 17, 2001 and recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 14 - 19)

Presentation: Library Director
Recommendation: Approve by Motion

Items 14 – 19 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

14. Financial Reports for January 2001 (Receive & File)
15. Office General Ledger & Check Registers for January 2001 (Receive & File)
16. Acquisitions Report for January 2001 (Receive & File)
17. Overdue Collection Reports for January 2001 (Receive & File)
18. Debit Card System Reimbursement Report for January 2001 (Receive & File)
19. Gifts Report for January 2001 (Receive & File)

GENERAL CONSENT CALENDAR (Items 20 – 33a)

Presentation: Library Director
Recommendation: Approve by Motion

Items 20 – 33a may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

20. Building Maintenance Report for January 2001 (Receive & File)
21. Personnel Report for January 2001 (Receive, File, and Ratify Appointments)
22. Volunteer Reports for January 2001 (Receive & File)
23. Circulation Report for January 2001 (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
25. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)
26. Report on Selection Process for replacement library system for Tri-City Library Network (fka Anaheim Library Consortium). (Receive & File)
27. Status Report on the installation of the video security system. (Receive & File)
28. Status Report on the Library Roof Replacement Project. (Receive & File)
29. California Library Literacy Services Mid-Year Report for Fiscal Year 2000-2001, as submitted to the State Library of California. (Receive & File)
30. Notification from David Sundstrom, Orange County Auditor-Controller, of new charges of \$6,103 for Orange County Auditor-Controller Accounting Services effective July 1, 2001. This charge will change annually based on the previous years accounting activity. (Receive & File)
31. Notification from CNA Group Benefits, provider of the District's employee disability insurance that the Long Term Disability policy is increasing from 50¢ to 55¢ per \$100 of covered payroll effective March 1, 2001. (Receive & File and Authorize Signature of the Policy Amendment by the Library Director)
32. State Partnership Program Grantee Report to the Bill & Melinda Gates Foundation submitted January 17, 2001. (Receive & File)
33. State, Local and District Consumer Use Tax Return for calendar year 2000 as submitted to the State Board of Equalization on January 22, 2001.
- 33a. Notice from the Special District Risk Management Authority of a Proposed Bylaws Amendment affecting the Authority's election process, to be considered at the March 22, 2001 Authority Board Meeting. (Receive & File)

CONTINUING BUSINESS

- 34. Legislative issues for Fiscal Year 2001-2002

Presentation: Library Director
 Recommendation: Give direction for future action

- 35. Financing and Participating in the Civic Center Remodeling Project

Presentation: Library Director
 Recommendation: Approve the Civic Center Remodeling Project at a cost not to exceed \$259,380 without additional Library Board approval; and

Stipulate that all Civic Center Remodeling Project plan development and approval will be done through the Civic Center Authority.

Scudo / Pags / Pined

182 Pags / Deft / Yes = Al, Scud No - P. Quinn, Stak Wood

- 36. Library Director's Response to Performance Evaluation

Presentation: Library Director
 Recommendation: Give direction for future action

defer

NEW BUSINESS

- 37. Review of District Medical and Life Insurance Policies for Employees

Presentation: District Medical, Disability & Life Insurance Broker Stormy Waldeck
 Recommendation: Determine carriers and levels of benefits for 2001-2002

- 38. Discussion of ways to expand the Library's visibility in the community

Presentation: Trustee Wood
 Recommendation: Give direction for future action

defer /

STAFF REPORTS (Items 39 - 44)

Items 39 - 44 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 39. Program Committee Report for January 2001 (Roberts)
- 40. Children's Services Report for January 2001 (Smith)
- 41. Placentia Library Literacy Services Report for January 2001 (Roberts)
- 42. Placentia Library Web Site Report for January 2001 (Roberts)
- 43. Publicity Materials produced for January 2001 (Willauer)

Stak / 6/10

- 44. Safety Committee Minutes for January 2001 (Matas)

ADJOURNMENT

- 45. Agenda Preparation for the March Regular Meeting, which will be held on Wednesday, March 21, 2001.

- 46. Review of Action Items. *Religio Handed*

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

- 47. Adjourn

*****CERTIFICATION OF POSTING*****

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the February 21, 2001 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 15, 2001.

Wendy G. Goodson

Placentia Library Board Calendar

February 2001 - January 2002

Feb 2001						
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February

- 5 7:00 PM Friends Board Meeting, Dinsmore
- 14 5:30 PM Chamber Mixer, Villa de Palma
- 21 7:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 3 10:30 AM Author's Luncheon featuring Diane Leslie, Alta Vista Country Club, 10:30 AM
- 5 7:00 PM Friends Board Meeting, Shkoler
- 10 9:00 AM CALTAC Workshop in Library Leadership, Palos Verdes Public Library
- 11 9:00 AM Int'l. Fund Raising Conference, San Diego, through Mar 14
- 21 7:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 2 6:00 PM Friends Annual Meeting and Volunteer Recognition featuring Live at the Library author Earlene Fowler
- 7:00 PM Friends Board Meeting, Stark
- 8 1:00 PM Friends Book Sale
- 18 7:30 PM Library Board Meeting
- 5:30 PM -7:00 PM Library Sponsors Chamber Mixer
- 23 9:00 AM CSDA Legislative Day, Sacramento
- 26 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 7 7:00 PM Friends Board Meeting, Braun
- 13 1:00 PM Friends Book Sale
- 16 7:30 PM Library Board Meeting
- 24 7:15 AM Placentia Chamber of Commerce Breakfast
- 27 3:36 PM Library Closed for Monday Holiday
- 28 Library Closed for Memorial Day

June

- 4 7:00 PM Friends Board Meeting, Wood
- 10 1:00 PM Friends Book Sale
- 14 2:34 PM ALA Annual Conference, San Francisco, through June 20

Aug 2001						
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Placentia Library Board Calendar

February 2001 - January 2002

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June

- 20 7:30 PM Library Board Meeting
- 28 7:15 AM Placentia Chamber of Commerce Breakfast

July

- 4 Library Closed for Independence Day
- 18 7:30 PM Library Board Meeting

- 26 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 15 7:30 PM Library Board Meeting

September

- 2 Library Closed for Monday Holiday
- 3 Library Closed for Labor Day

- 10 7:00 PM Friends Board Meeting, Dinsmore

- 19 7:30 PM Library Board Meeting

- 27 7:15 AM Placentia Chamber of Commerce Breakfast

October

- 1 7:00 PM Friends Board Meeting, Shkoler

- 13 9:00 AM Heritage Parade

- 17 7:30 PM Library Board Meeting

- 25 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 2 5:30 PM Foundation Donor Reception (Donor hours are 6 - 8 P.M.)

- 5 7:00 PM Friends Board Meeting, Stark

- 11 Library Closed for Veterans Day

- 21 7:30 PM Library Board Meeting

- 22 Library Closed for Thanksgiving

December

- 3 7:00 PM Friends Board Meeting, Braun

- 7 7:15 AM Chamber of Commerce Citizen of the Year Breakfast

- 19 7:30 PM Library Board Meeting

January

- 7 7:00 PM Friends Board Meeting, Wood

- 16 7:30 PM Library Board Meeting

Aug 2001						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 17, 2001**

- CALL TO ORDER** The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 17, 2001 at 7:30 P.M. by President Shkoler.
- ROLL CALL** **Members Present:** President Al Shkoler, Secretary Geoff Braun, Trustees Peggy Dinsmore and Saundra Stark; and Library Director Elizabeth Minter.
- Members Absent:** Trustee Gaeten Wood
- Others Present:** Administrative Assistant Wendy Goodson, Public Services Manager Jim Roberts, and Friends Treasurer Camille Himes.
- ADOPTION OF AGENDA** It was moved by Trustee Dinsmore, seconded by Trustee Stark to adopt the Agenda as amended.
- AYES: Braun, Dinsmore, Shkoler, Stark
NOES: None
ABSTAIN: None
ABSENT: Wood
- MINUTES** It was moved by Trustee Dinsmore, seconded by Trustee Stark to approve the Minutes of the December 20, 2000 Regular Meeting as printed.
- AYES: Braun, Dinsmore, Shkoler
NOES: None
ABSTAIN: Stark
ABSENT: Wood
- ORAL COMMUNICATIONS** No members of the public requested to address the Board at this time.
- PRESIDENT'S REPORT** President Shkoler reported that Library Clerk II Estella Wnek sent the Board of Trustees a "Thank You" Card for the basket of chocolate she received after her hospitalization. She is doing well.
- TRUSTEE'S REPORT** No report at this time.
- FRIENDS REPORT** Friends Treasurer Camille Himes reported that the Friends had their 3rd Sunday Backdoor Booksale on January 14, 2001. It made \$211.00.
- She also announced that the Friends Annual Meeting is April 2, 2001 and the featured speaker will be Earlene Fowler.
- Trustee Stark requested that Agenda Items 28, 29, 30, 33, and 36 be discussed immediately before she leaves the meeting.

**CIVIC CENTER
REMODELING
PROJECT**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the financing proposal with a loan amount not to exceed \$240,000; and to assist in establishing priorities in the design planning; and the right to accept/decline proposed changes to the project.

AYES: Braun, Dinsmore, Shkoler, Stark
NOES: None
ABSTAIN: None
ABSENT: Wood

SECURITY SYSTEM

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve the purchase and installation of the Robot Multiplexer 8 Camera System at \$4,170.65 from J.D. Manning & Associates. Date of installation will be coordinated as soon as possible.

AYES: Braun, Dinsmore, Shkoler, Stark
NOES: None
ABSTAIN: None
ABSENT: Wood

**ROOF
REPLACEMENT
PROJECT**

The Roofing Project was scheduled to begin the week of January 15, 2001. The work dates will depend on weather conditions. The contract documents have not yet been presented to the Library Director for signature.

**HOLIDAY
EXHIBITS FOR
ETHNIC-
RELIGIOUS
GROUPS**

Trustee Stark has requested that the staff present a proposed policy at the next Board of Trustees meeting.

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to authorize Trustee Braun and Library Director Minter to attend the CSDA "Practicalities 2001" Workshop, January 31 – February 1, 2001, in Monterey, CA at a cost not to exceed \$1,360, to be paid from the General Fund; and authorize Trustee Wood and Library Director Minter to attend the International Conference on Fund Raising on March 12, 2001, in San Diego, CA at a cost not to exceed \$800, to be paid from the General Fund; and authorize President Shkoler, Trustees Dinsmore, Stark, and Wood to attend the CALTAC Workshop on Saturday, March 10, 2001 at the Palos Verdes Public Library at a cost not to exceed \$225, to be paid from the General Fund.

Trustee Stark left the meeting at 9:05P.M.

CLAIMS

It was moved by Trustee Dinmore, seconded by Secretary Braun to approve Agenda Items 9 through 12:

Nonstandard Claims in the amount of \$0.00

Claims 4011, 4012, 4013, 4014, and 4015 for Fund 707 forwarded by the Library Director for a total of \$18,776.05.

Current Claims 4018 and 4019 for \$11,537.61; and Payroll Claims 4016 for \$24,513; and 4017 for \$24,513.00 for a combined total of \$60,563.61.

FY2000-2001 Cash Flow Analysis through January 17, 2001 and recommendation that no funds be transferred at this time.

AYES: Braun, Dinsmore, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Stark, Wood

**LEGISLATIVE
ISSUES**

^{re} Library Director reported that she discussed potential property tax shift legislation with California Special District Association (CSDA) Lobbyist Ralph Heim.

The Library Director encouraged Board of Trustee involvement in supporting proposed augmentation for the Public Library Foundation (PLF) program.

**PERFORMANCE
EVALUATION –
LIBRARY
DIRECTOR**

This item deferred to the next Board of Trustees Meeting.

**EXPANDING
LIBRARY'S
VISIBILITY IN
COMMUNITY**

This item deferred to the next Board of Trustees Meeting.

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Braun to receive and file Agenda Items 13 through 18:

Financial Reports for December, 2000

Office General Ledger & Check Registers for December, 2000

Acquisitions Report for December, 2000

Overdue Collection Report for December, 2000

Debit Card System Reimbursement Report for December, 2000

Gifts Report for December, 2000

AYES: Braun, Dinsmore, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Stark, Wood

**GENERAL CONSENT
CALENDAR**

It was moved by Secretary Braun, seconded by Trustee Dinsmore to receive and file Agenda Items 19-27:

Building Maintenance Report for December 2000. (Receive & File)

Personnel Report for December 2000 (Receive, File and Ratify Appointments)

Volunteer Report for December 2000 (Receive & File)

Circulation Report for December 2000 (Receive & File)

Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority (Receive & File)

Status report on the Placentia History Room project with the City Of Placentia (Receive & File)

Report on Selection Process for replacement library system for Tri-City Library Network (fka Anaheim Library Consortium (Receive & File)

Certification for Partnerships for Change Implementation Grant From the State Library of California. These funds are directed To support the Spanish Literacy project in collaboration with the City of Placentia and Hear Start. (Receive & File)

Placentia Civic Center Authority Special Meeting Minutes from November 14, 2000 (Receive & File)

AYES: Braun, Dinsmore, Shkoler
NOES: None
ABSTAIN: None
ABSENT: Stark, Wood

STAFF REPORTS

~~Library~~ It was moved by Secretary Braun, seconded by Trustee Dinsmore to approve Agenda Items 37-42:

Program Committee Report for December, 2000.

Children's Services Report for December, 2000.

Placentia Library Literacy Services Report for December, 2000.

Placentia Library Web Site Report for December, 2000.

Publicity Materials produced for December, 2000.

Safety Committee Minutes for December, 2000.

AYES: Braun, Dinsmore, Shkoler

NOES: None

ABSTAIN: None

ABSENT: Stark, Wood

The February Meeting will be held on February 21, 2001.

**AGENDA
PREPARATION**

No action items at this time.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 17, 2001 adjourned at 9:20 P.M.

Geoff Braun, Secretary

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
February 21, 2001

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
February 21, 2001

	DATE	REPORT NUMBER	AMOUNT
DIRECTOR	January 18, 2001	4020	5,001.29
	January 18, 2001	4021	1,770.49
	January 29, 2001	4022	1,475.98
	February 7, 2001	4023	1,797.43
	February 15, 2001	4024	2,267.02
	February 15, 2001	4025	1,088.21
	TOTAL		13,400.42

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 1-26-01

DATE
REPORT NO

Agenda Item 11
01/18/01 Page 2 of 7
4020

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	Feb 01 010-19000-05435		0300	00		577.20		
N03645A Blue Shield of California File 55331 Cash Receiving Los Angeles CA 90074-5331	Feb 01 VH1181		0300	00		3,642.50		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	1/3/01 223-1698		0700	00		14.69		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	1/4/01 524-8408 1/7/01 253-2062		0700	08		26.91		
			0700	01		328.72		
	TOTAL					355.63		
N15508 Cosmoslink 3030 Saturn Street Ste 204 Brea CA 92821	1/13/01 2001-45 1/13/01 2001-88		0700	02		19.95		
			0700	02		15.00		
	TOTAL					34.95		
N03833B Brodart Automation PO Box 3488 Williamsport PA 17705	12/22/00 A32863		0700	05		215.50		
N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021	1/17/01 294203 1/18/01 160477		1800	00		124.01		
			1800	00		36.81		
	TOTAL					160.82		

The claims listed above (totaling \$5,001.29) 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.

[Signature]
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 1-26-01

DATE
REPORT NO

Agenda Item 11
Page 3 of 7
01/18/01
4021

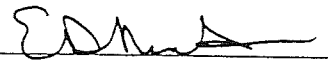
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N16779 Literacy Pro Systems Inc 333 West Maude Ave Ste 207 Sunvale CA 94085-4373	1/16/01 CA-020130		1800	08		428.92		
N06573C First American Trust Attn: Vilma Acevedo 421 N. Main St. Santa Ana CA 92702	1/5/01 60-1076-00		1900	00		1,296.21		
N19647 Unique Management Services 515 Michigan Avenue Jeffersonville In 47130	12/28/00 6930		1900	00		45.36		

The claims listed above (totaling \$1,770.49) 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

pd 2-8-01


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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	1/16/01 528-8236		0700	00		50.97		
N03653 Bear State 3548 Enterprise Drive Anaheim CA 92807-1640	1/18/01 01-01-38		1400	00		155.50		
N06819 American Library Association Mbrshp 77-6499 Chicago IL 60678-6499	2001 Membership		1600	00		245.00		
N03735 ISDOC c/o Joan C. Finnegan 258 Sherwood Street Costa Mesa CA 92627	2001 Membership		1600	00		50.00		
N13034A Ominigraphix 1744 W. Katella Ave Suite 9 Orange CA 92867	1-22-01 A34426		1800	00		105.86		
N01074 Southern California Gas PO Box C Monterey Park CA 91756	1/23/01 053 911 8800 9		2800	00		868.65		

The claims listed above (totaling \$1,475.98) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101, have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,475.98

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

02/07/01
4023

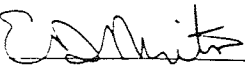
Placentia Library District
11 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06686D Office Depot PO Box 9020 Des Moines IA 50368-9020	1/21/01 6011566183976509		1800	00		183.96		
N20042 Fortis Benefits PO Box 27-644-1 Kansas City MO 64180-0644	2/1/01 4027912-1		0300	00		84.70		
N03646 Vision Service Plan PO Box 45210 San Francisco CA 94145-5210	Feb 01 12 099603 0001		0300	00		230.74		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	1/17/01 528-8236 1/17/01 528-1906		0700	01		25.44		
						99.25		
	TOTAL					124.69		
N22262 Better Floors, Disaster Kleenup 201 W. Sante Fe Ave Placentia CA 92870	1/29/01 18814		1400	00		764.33		
N06569 Demco PO Box 8048 Madison WI 53708-8048	1/22/01 148808		1800	00		233.13		
N21533 Kelly Paper 1441 E. 16th St Los Angeles CA 90021	2/6/01 161549		1800	00		145.23		
N03650C Kinkos PO Box 530257 Atlanta GA 30353-0257	2/1/01 0400200305		1800	00		30.65		

The claims listed above (totaling \$1,797.43) 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

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06556A C N A Group Benefits 75 Remittance Dr Ste 1641 Chicago IL 60675-1641	2/1/01 000005182		0300	00		208.54		
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	Mar 01 010-19000-05435		0300	00		577.20		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	2/3/01 223-1698 2/3/01 524-8408		0700	00		14.88		
			0700	08		16.85		
	TOTAL					31.73		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	2/1/01 223-1698		0700	02		293.60		
N15508 Cosmolink 3030 Saturn St Ste 204 Brea CA 92821	2/12/01 200102-88 2/12/01 200102-49		0700	02		15.00		
			0700	02		19.95		
	TOTAL					34.95		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia CA 92870	2/7/01 096850		1400	00		950.00		
N06819A American Library Association Mbshp 77-6499 Chicago IL 60678-6499	Jan 2001 0263768 Al Shkoler		1600	00		145.00		
N03648B Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	2/1/01 042520		1800	00		26.00		

The claims listed above (totaling \$2,267.02) 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

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06557 Care Resources 9550 Warner Avenue Ste 228 Fountain Valley CA 92708	2/1/01 Feb 01		1900	00		35.00		
N06671 MD Medical Clinics 1300 N. Kraemer Blvd Anaheim CA 92816	1/19/01 00297		1900	00		52.50		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave Ste 220 Fullerton CA 92831	1/31/01 12790		1900	00		595.00		
N03656 Pacific Clippings PO Box 11789 Santa Ana CA 92711	1/26/01 Jan		1900	00		37.71		
J06965 Paychex 200 E Sandpointe Ste 100 PO Box 25159 Santa Ana CA 92799-5159	2/1/01 20010201 0080-6554		1900	00		318.00		
N21016 Peninsula Library System 25 Tower Road San Mateo CA 94402-4000	Registration SD PL Website Mgmt Frank Frizell		2700	01		50.00		

The claims listed above (totaling \$1,088.21) 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.

PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1.088.21

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
February 21, 2001

TYPE	REPORT NUMBER	AMOUNT
Regular	4028	9,648.48
	4029	4,046.80
	4030	1,920.00
	4031	987.50
	4032	716.85
	4033	833.70
	4034	4,061.71
	4035	3,961.77
	4036	1,402.03
	4037	11,477.05
	4038	24,076.18
Subtotal for Regular		63,132.07
Payroll	4026	24,513.00
	4027	24,513.00
Subtotal for Payroll		49,026.00
TOTAL CURRENT CLAIMS		112,158.07

Prepared by: Wendy Goodson

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 PLEASE WIRE ON THURSDAY, MARCH 8, 2001	February 21, 2001 Pay period #18 February 23, 2001 March 8, 2001		0100	00		22,770.00		
	FICA		0200	00		1,743.00		

The claims listed above (totaling \$24,513) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/01
REPORT NO 4027

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	February 21, 2001 Pay period #19 March 9, 2001 March 22, 2001		0100	00		22,770.00		
	FICA		0200	00		1,743.00		
PLEASE WIRE ON THURSDAY, MARCH 22, 2001								

The claims listed above (totaling \$24,513) 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 _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/01
REPORT NO 4030

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N22429 Rosen Publishing 29 East 21 St New York NY 10010	1/10/01 202068		2400	01		17.95			
	1/11/01 202240		2400	01		17.95			
	12/18/00 200775		2400	01		881.55			
	TOTAL					917.45			
N20583 Merryant Publishers 7615 S.W. 257th St Vashon WA 98070	12/7/00 4747		2400	01		509.80			
	TOTAL					199.84			
N23459 Thomas Beeler Publishing PO Box 659 Hampton Falls NH 03844-0659	12/27/00 49369		2400	01		79.60			
	1/30/01 50182		2400	01		120.24			
	TOTAL					199.84			
	N03842A Ingram PO Box 502779 St Louis MO 63150-2779	2/5/01 73501574		2400	01		1.41		
		2/8/01 73555866		2400	01		6.09		
		2/5/01 73501571		2400	01		32.51		
		2/5/01 73501575		2400	01		51.04		
		2/5/01 73501576		2400	01		18.75		
		2/5/01 73501577		2400	01		33.45		
		2/5/01 73501578		2400	01		17.31		
		2/8/01 73555869		2400	01		98.30		
		2/8/01 73555870		2400	01		17.78		
		2/8/01 73555871		2400	01		16.27		
		2/8/01							
TOTAL						292.91			

The claims listed above (totaling \$1,920.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

1,920.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/01
REPORT NO 4031

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	2/8/01 73555872		2400	01		39.68			
	2/8/01 73555873		2400	01		15.64			
	2/7/01 73543577		2400	01		51.38			
	1/24/01 73331568		2400	01		15.46			
	1/24/01 73331569		2400	01		17.51			
	1/25/01 73342003		2400	01		17.03			
	1/25/01 73342004		2400	01		17.13			
	1/25/01 73342006		2400	01		53.98			
	1/25/01 73342007		2400	01		125.82			
	1/25/01 73342008		2400	01		16.68			
	1/25/01 73342009		2400	01		111.58			
	1/25/01 73342010		2400	01		36.39			
	1/25/01 73342011		2400	01		32.64			
	1/18/01 73251597		2400	01		179.63			
	1/24/01 73331570		2400	01		50.06			
	2/8/01 73555867		2400	01		124.67			
	2/8/01 73555868		2400	01		12.82			
	2/5/01 73501572		2400	01		23.05			
	2/5/01 73501573		2400	01		32.73			
	2/6/01 73523583		2400	01		13.62			
	TOTAL						987.50		

The claims listed above (totaling \$987.50) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/01
REPORT NO 4032

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A	1/25/01		2400	01		10.97		
Ingram	73342002							
PO Box 502779	1/25/01		2400	01		11.45		
St Louis MO 63150-2779	73342005							
	11/20/00		2400	01		21.51		
	72276923							
	1/19/01		2400	01		16.09		
	73260402							
	1/19/01		2400	01		17.28		
	73260403							
	1/19/01		2400	01		37.14		
	73260404							
	1/19/01		2400	01		18.46		
	73260405							
	1/19/01		2400	01		177.10		
	73260406							
	1/19/01		2400	01		72.78		
	73260407							
	9/19/00		2400	01		17.75		
	71275930							
	5/24/00		2400	01		16.52		
	29668910							
	9/15/00		2400	01		56.37		
	71224220							
	11/20/00		2400	01		21.51		
	72276923							
	12/22/00		2400	01		26.44		
	72894525							
	12/15/00		2400	01		32.55		
	72747489							
	1/8/01		2400	01		40.69		
	73090948							
	1/4/01		2400	01		58.02		
	73050443							
	1/8/01		2400	01		25.60		
	73093140							
	12/21/00		2400	01		24.91		
	72875902							
	12/21/00		2400	01		13.71		
	72875903							
	TOTAL					716.85		

The claims listed above (totaling \$716.85) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/01
REPORT NO 4033

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	12/22/00		2400	01		17.07		
	72894526							
	12/22/00		2400	01		19.12		
	72894527							
	12/15/00		2400	01		73.10		
	72747494							
	12/15/00		2400	01		38.75		
	72747493							
	12/15/00		2400	01		39.40		
	72747492							
	12/15/00		2400	01		17.75		
	72747491							
	12/15/00		2400	01		50.55		
	72747490							
	1/8/01		2400	01		202.18		
	73090949							
	12/11/00		2400	01		9.15		
	72635542							
	12/11/00		2400	01		17.09		
	72635541							
	12/11/00		2400	01		36.54		
	72635545							
	12/11/00		2400	01		104.97		
	72635546							
	1/5/01		2400	01		16.28		
	73063755							
	1/5/01		2400	01		38.83		
	73063756							
1/5/01		2400	01		17.82			
73063757								
1/5/01		2400	01		30.02			
73063760								
1/5/01		2400	01		60.85			
73063761								
1/5/01		2400	01		15.72			
73063762								
1/5/01		2400	01		17.02			
73063763								
1/5/01		2400	01		11.49			
73063758								
TOTAL						833.70		

The claims listed above (totaling \$833.70) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

02/21/01
4034

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03883B Brodart PO box 3488 Williamsport PA 17705	1/25/01 A32972		0700	05		215.50			
	1/12/01 U157173		2400	01		89.21			
	1/8/01 U146167		2400	01		912.00			
	1/8/01 U146168		2400	01		648.31			
	1/8/01 U146169		2400	01		749.66			
	1/8/01 U146170		2400	01		536.81			
	1/8/01 U146171		2400	01		67.06			
	1/16/01 U164344		2400	01		361.95			
	1/16/01 U164342		2400	01		115.46			
	1/16/01 U164341		2400	01		17.69			
	1/8/01 U146180		2400	01		41.22			
	1/8/01 U146178		2400	01		18.07			
	1/8/01 U146177		2400	01		13.23			
	1/8/01 U146176		2400	01		27.79			
	1/8/01 U146175		2400	01		27.75			
	1/8/01 U146174		2400	01		47.79			
	1/8/01 U146173		2400	01		78.48			
	1/8/01 U146172		2400	01		43.94			
	1/11/01 U154490		2400	01		15.21			
	1/5/01 U142620		2400	01		34.58			
	TOTAL						4,061.71		

The claims listed above (totaling \$4,061.71) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

4,061.71

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/01
REPORT NO 4035

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03883B Brodart PO box 3488 Williamsport PA 17705	1/5/01		2400	01		22.91		
	U142621							
	1/5/01		2400	01		27.79		
	U142622							
	1/5/01		2400	01		18.31		
	U142623							
	1/4/01		2400	01		37.81		
	U139298							
	1/12/01		2400	01		228.10		
	U157168							
	1/12/01		2400	01		47.44		
	U157167							
	1/12/01		2400	01		24.89		
	U157166							
	1/12/01		2400	01		20.05		
	U157165							
	1/12/01		2400	01		15.17		
	U157171							
	1/12/01		2400	01		97.06		
	U157172							
	2/6/01		2400	01		23.04		
	U210070							
	2/6/01		2400	01		48.25		
	U210069							
	2/6/01		2400	01		21.97		
	U210068							
	2/6/01		2400	01		717.43		
	U210067							
2/6/01		2400	01		621.82			
U210066								
2/6/01		2400	01		46.60			
U210057								
2/6/01		2400	01		1,098.48			
U210065								
2/6/01		2400	01		768.41			
U210064								
2/6/01		2400	01		35.02			
U210060								
2/6/01		2400	01		41.22			
U210059								
TOTAL						3,961.77		

The claims listed above (totaling \$3,961.77) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

02/21/01
4036

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03883B Brodart PO box 3488 Williamsport PA 17705	2/6/01 U210058		2400	01		25.81			
	2/2/01 U204277		2400	01		20.11			
	2/2/01 U204276		2400	01		30.23			
	2/2/01 U204275		2400	01		25.06			
	2/2/01 U204274		2400	01		42.92			
	2/2/01 U204273		2400	01		146.10			
	1/26/01 U190071		2400	01		21.02			
	1/26/01 U190070		2400	01		58.08			
	2/1/01 U200919		2400	01		23.24			
	2/1/01 U200918		2400	01		19.04			
	2/1/01 U200917		2400	01		18.45			
	1/31/01 U198345		2400	01		55.34			
	1/25/01 U186206		2400	01		283.68			
	1/25/01 U186205		2400	01		96.81			
	1/25/01 U186204		02400	01		96.08			
	1/25/01 U186203		2400	01		175.96			
	1/25/01 U186201		2400	01		91.22			
	1/25/01 U186200		2400	01		50.66			
	1/25/01 U186199		2400	01		60.92			
	1/25/01 U186198		2400	01		61.30			
	TOTAL						1,402.03		

The claims listed above (totaling \$1,402.03) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

02/21/01
4037

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03883B Brodart PO box 3488 Williamsport PA 17705	1/25/01		2400	01		73.12		
	U186197							
	1/25/01		2400	01		675.30		
	U186195							
	1/25/01		2400	01		25.81		
	U186194							
	1/25/01		2400	01		52.42		
	U186193							
	1/25/01		2400	01		41.96		
	U186192							
	1/25/01		2400	01		39.64		
	U186191							
	1/16/01		2400	01		358.36		
	U164347							
	1/16/01		2400	01		823.34		
U164346								
1/16/01		2400	01		588.86			
U164345								
						2,678.81		
N03660 Elizabeth Minter 539 Gardenia Placentia CA 92870	Travel Reim		2700	00		355.68		
	Jan 2001		2700	01		37.05		
						392.73		
N20858 Wendy Goodson c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	Travel Reimb		2700	01		27.95		
	Jan - Feb 01							
N22072 Performance Technology Group PO Box 26001 Santa Ana CA 92799-6001	1/30/01		4000	00		8,377.56		
	200101005							

The claims listed above (totaling \$11,477.05) 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

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE
REPORT NO

02/21/01 Page 14 of 14
4038

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N01035 City of Placentia 401 E Chapman Placentia CA 92870	2/15/01 54164		1400	00		19,913.00		
J.D. Manning & Associates 11 Fallingstar Irvine CA 92614	2/13/01 1395		4000	00		4,163.18		

The claims listed above (totaling \$24,076.18) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

24,076.18

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: February 21, 2001

BACKGROUND:

The Cash Flow Analysis for the General Fund for Fiscal Year 2000-2001 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 2000-2001 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

I recommend that no funds be transferred at this time.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 2000-2001 through February, 2001.

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/99		Beginning Balance			258,136.41
06/21/00	3927	Payroll to wire July 13, 2000		23,606.00	234,530.41
06/21/00	3928	Payroll to wire July 27, 2000		23,606.00	210,924.41
06/21/00	3935	General		6,506.57	204,417.84
06/26/00	3936	General by Library Director		4,265.77	200,152.07
07/03/00		Reverse Interest May	(1,674.39)	(33.00)	198,510.68
07/03/00		Reverse Interest Apr	(2,320.49)	(47.05)	196,237.24
07/05/00	3937	General by Library Trustees		1,664.42	194,572.82
07/05/00	3938	General by Library Trustees		5,545.03	189,027.79
07/11/00		Interest Apr	2,320.49	47.05	191,301.23
07/13/00	3939	General by Library Director		2,917.43	188,383.80
07/19/00	3940	Payroll to wire August 10, 2000		37,054.00	151,329.80
07/19/00	3941	Payroll to wire August 24, 2000		23,606.00	127,723.80
07/19/00	3942	General		10,101.35	117,622.45
07/19/00	3943	General		11,394.97	106,227.48
07/19/00	3944	General		3,028.21	103,199.27
07/19/00	3945	General		983.51	102,215.76
07/19/00	3946	General		602.39	101,613.37
07/20/00		Secured Final FY99-00	12,028.08	30.07	113,611.38
07/20/00		Supplemental 1985+ #1	1,591.68		115,203.06
07/20/00	3947	General by Library Director		4,670.05	110,533.01
07/21/00		Reverse Interest Jun	(1,792.31)	(34.02)	108,774.72
07/24/00		Teeter Secured Current Delinquent	12,334.14		121,108.86
07/24/00		Library Passport Revenue, Jul	3,747.45		124,856.31
07/24/00		Library Revenue, Jul	1,633.84		126,490.15
07/24/00		Delinquent Supplemental & Penalties	1,088.54		127,578.69
07/26/00		Supplemental Paid 1984	0.58		127,579.27
08/03/00	3948	General by Library Director		1,350.99	126,228.28
08/03/00	3949	General by Library Director		1,379.73	124,848.55
08/08/00		Library Passport Revenue, Jul	2,318.00		127,166.55
08/08/00		Interest May	1,674.39	33.00	128,807.94
08/08/00		Library Revenue Jul	1,165.85		129,973.79
08/10/00	3950	General by Library Director		6,269.78	123,704.01
08/16/00		Supplemental 1st Actual	1,268.62		124,972.63
08/16/00	3951	General		19,028.23	105,944.40
08/16/00	3952	General		2,412.86	103,531.54
08/16/00	3953	General		1,940.26	101,591.28
08/16/00	3954	General		689.20	100,902.08
08/16/00	3955	General		4,467.99	96,434.09
08/16/00	3956	Payroll to wire September 7, 2000		24,513.00	71,921.09
08/16/00	3957	Payroll to wire September 21, 2000		24,513.00	47,408.09
08/16/00	3958	General by Library Trustees		35,900.00	11,508.09
08/17/00	3959	General by Library Director		4,399.29	7,108.80
08/18/00		Library Passport Revenue, Aug	2,436.25		9,545.05
08/18/00		Library Revenue, Aug	1,227.80		10,772.85
08/28/00	3960	General by Library Director		4,734.53	6,038.32
08/28/00	3961	General by Library Director		1,842.57	4,195.75
09/08/00		Interest Jun	1,792.31	34.02	5,954.04
09/11/00	3962	General by Library Director		2,053.08	3,900.96
09/12/00		State Library Family Literacy Grant	5,000.00		8,900.96

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/12/00		Library Passport Revenue, Aug	2,592.00		11,492.96
09/12/00		State Library ILL, 4th Qtr	1,960.80		13,453.76
09/12/00		Library Revenue, Aug	1,274.03		14,727.79
09/14/00	3963	General by Library Director		2,533.33	12,194.46
09/20/00		Transfer from Fund 706 (Bond Redemption)	85,000.00		97,194.46
09/20/00		Interest Jul	1,478.33	28.11	98,644.68
09/20/00	3964	Payroll to wire October 5, 2000		24,513.00	74,131.68
09/20/00	3965	Payroll to wire October 19, 2000		24,513.00	49,618.68
09/20/00	3966	General		8,597.93	41,020.75
09/20/00	3967	General		8,461.41	32,559.34
09/20/00	3968	General		1,220.38	31,338.96
09/20/00	3969	General		576.12	30,762.84
09/20/00	3970	General		852.25	29,910.59
09/20/00	3971	General		868.99	29,041.60
09/21/00		Unsecured 1st	48,209.51	133.86	77,117.25
09/21/00		Supplemental #2	5,837.89		82,955.14
09/21/00	3972	General by Library Director		4,270.37	78,684.77
09/22/00		State Library ILL, 5th Qtr	1,983.58		80,668.35
09/22/00		Library Passport Revenue, Aug	1,051.75		81,720.10
09/22/00		Library Revenue, Sep	568.15		82,288.25
09/28/00		Interest Aug	1,111.54	21.05	83,378.74
10/03/00	3973	General by Library Director		1,764.27	81,614.47
10/03/00	3974	General by Library Director		554.84	81,059.63
10/12/00	3975	General by Library Director		2,058.90	79,000.73
10/18/00	3976	Payroll to wire November 2, 2000		24,513.00	54,487.73
10/18/00	3977	Payroll to wire November 16, 2000		24,513.00	29,974.73
10/18/00	3978	General		9,242.83	20,731.90
10/18/00	3979	General		13,428.48	7,303.42
10/18/00	3980	General		792.00	6,511.42
10/18/00	3981	General		130.18	6,381.24
10/19/00		Supplemental #3	299.84		6,681.08
10/20/00		State Library Family Literacy Grant	10,000.00		16,681.08
10/20/00		Library Passport Revenue, Oct	2,669.00		19,350.08
10/20/00		Library Revenue, Oct	2,179.94		21,530.02
10/25/00	3982	General by Library Director		2,967.55	18,562.47
10/25/00	3983	General by Library Director		4,672.42	13,890.05
10/26/00		Interest Sep	536.65	10.08	14,416.62
11/02/00	3984	General by Library Director		941.78	13,474.84
11/02/00	3985	General by Library Director		1,353.28	12,121.56
11/15/00	3986	Payroll to wire November 2, 2000		24,513.00	-12,391.44
11/15/00	3987	Payroll to wire December 14, 2000		24,513.00	-36,904.44
11/15/00	3988	Payroll to wire December 28, 2000		24,513.00	-61,417.44
11/15/00	3989	General (Immediately)		10,886.44	-72,303.88
11/15/00	3990	General (Transmit November 29, 2000)		995.60	-73,299.48
11/15/00	3991	General (Transmit November 29, 2000)		2,629.55	-75,929.03
11/15/00	3992	General (Transmit November 29, 2000)		1,409.69	-77,338.72
11/15/00	3993	General (Transmit November 29, 2000)		603.81	-77,942.53
11/15/00	3994	General (Transmit November 29, 2000)		945.40	-78,887.93
11/15/00	3995	General (Transmit November 29, 2000)		645.64	-79,533.57
2/15/01	11/17/00	Library Passport Revenue, Oct/Nov	2,986.25		-76,547.32

Placentia Library District
FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/17/00		Library Revenue, Oct/Nov	2,014.61		-74,532.71
11/17/00		State Library OCLC	65.00		-74,467.71
11/21/00		Orange County Treasurer		1,977.96	-76,445.67
11/22/00	3996	General by Library Director		5,756.59	-82,202.26
11/22/00	3997	General by Library Director		2,420.58	-84,622.84
11/22/00	3998	General by Library Director (FUND 702)			-84,622.84
11/29/00		Secured #1	98,335.17	245.84	13,466.49
11/29/00		Supplemental #4	1,481.23		14,947.72
11/30/00		Interest Oct	753.41	14.14	15,686.99
12/01/00		Library Passport Revenue, Nov	1,999.85		17,686.84
12/01/00		Library Revenue, Nov	1,101.88		18,788.72
12/07/00		Homeowners Subvention 1st	2,436.72		21,225.44
12/07/00	3999	General by Library Director		2,047.17	19,178.27
12/07/00	4000	General by Library Director		1,218.50	17,959.77
12/13/00		Secured #2	70,026.81	175.07	87,811.51
12/14/00	4001	General by Library Director		1,659.44	86,152.07
12/14/00	4002	General by Library Director		463.07	85,689.00
12/20/00		Secured #3	192,925.81	482.31	278,132.50
12/20/00		Supplemental #5	3,289.73		281,422.23
12/20/00	4003	Payroll to wire January 11, 2001		24,513.00	256,909.23
12/20/00	4004	Payroll to wire January 25, 2001		24,513.00	232,396.23
12/20/00	4005	General		39,300.94	193,095.29
12/20/00	4006	General		15,219.99	177,875.30
12/20/00	4007	General		3,511.45	174,363.85
12/20/00	4008	General		1,163.02	173,200.83
12/20/00	4009	General		751.52	172,449.31
12/20/00	4010	General		157.68	172,291.63
12/21/00	4011	General by Library Director		11,704.24	160,587.39
12/21/00	4012	General by Library Director		1,047.64	159,539.75
12/22/00		Library Revenue, Dec	1,617.96		161,157.71
12/22/00		Library Passport Revenue, Dec	1,540.50		162,698.21
12/22/00		Interest Nov	482.29	9.01	163,171.49
01/04/01	4013	General by Library Director		1,698.41	161,473.08
01/04/01	4014	General by Library Director		1,421.72	160,051.36
01/10/01		ERAF Fiscal Relief	25,238.87		185,290.23
01/10/01		Homeowners Subvention 2nd	5,685.69		190,975.92
01/11/01	4015	General by Library Director		2,904.04	188,071.88
01/17/01	4016	Payroll to wire February 8, 2001		24,513.00	163,558.88
01/17/01	4017	Payroll to wire February 22, 2001		24,513.00	139,045.88
01/17/01	4018	General		11,070.14	127,975.74
01/17/01	4019	General		467.47	127,508.27
01/18/01		Supplemental #6	7,644.37		135,152.64
01/18/01		Unsecured 2nd	2,766.23		137,918.87
01/18/01	4020	General by Library Director		5,001.29	132,917.58
01/18/01	4021	General by Library Director		1,770.49	131,147.09
01/22/01		State Property Tax Shift Grant (To Fund 702)	72,570.72		203,717.81
01/22/01		State Library CA Literacy Campaign	18,818.00		222,535.81
01/22/01		State Library Interlibrary Loan	2,579.88		225,115.69
01/22/01		Library Revenue, Dec & Jan	1,802.87		226,918.56
01/22/01		Library Passport Revenue, Dec & Jan	1,642.85		228,561.41

Placentia Library District
 FY2000-2001 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/25/01		Secured #4	164,591.29		393,152.70
01/29/01	4022	General by Library Director		1,475.98	391,676.72
01/31/01		Interest Dec	1,338.30	25.37	392,989.65
02/07/01	4023	General by Library Director		1,797.43	391,192.22
02/15/01	4024	General by Library Director		2,267.02	388,925.20
02/15/01	4025	General by Library Director		1,088.21	387,836.99
02/21/01	4026	Payroll to wire March 8, 2001		24,513.00	363,323.99
02/21/01	4027	Payroll to wire March 22, 2001		24,513.00	338,810.99
02/21/01	4028	General		9,648.48	329,162.51
02/21/01	4029	General		4,046.80	325,115.71
02/21/01	4030	General		1,920.00	323,195.71
02/21/01	4031	General		987.50	322,208.21
02/21/01	4032	General		716.85	321,491.36
02/21/01	4033	General		833.70	320,657.66
02/21/01	4034	General		4,061.71	316,595.95
02/21/01	4035	General		3,961.77	312,634.18
02/21/01	4036	General		1,402.03	311,232.15
02/21/01	4037	General		11,477.05	299,755.10
02/21/01	4038	General		24,076.18	275,678.92

Placentia Library District
Property Tax Apportionments
Fiscal Year 2000-2001

Agenda Item 13
Attachment B

Date	Category	Amount
7/21/00	Current secured final for FY00	1% - 3%
7/21/00	Prior Year Secured Taxes & Penalties, FY00 #12 Jun	
7/21/00	Supplemental, FY00 #12 Jun	
7/24/00	Secured Teeter Actual Final Delinquencies, FY00	2% - 4%
7/25/00	Delinquent Supplemental, FY00	
8/17/00	Prior Year Secured Taxes & Penalties #1 Jul	
8/17/00	Supplemental #1 Jul	
9/14/00	Prior Year Secured Taxes & Penalties #2 Aug	
9/21/00	Supplemental #2 Aug	
9/22/00	Unsecured collections at 8/31/00, #1	80% - 85%
10/12/00	Prior Year Secured Taxes & Penalties #3 Sep	
10/20/00	Supplemental #3 Sep	
11/16/00	Prior Year Secured Taxes & Penalties #4 Oct	
11/21/00	Supplemental #4 Oct	
11/29/00	Current secured #1	7% - 10%
12/8/00	Homeowners Property Tax Relief	15%
12/13/00	Current secured #2	14% - 18%
12/14/00	Prior Year Secured Taxes & Penalties #5 Nov	
12/21/00	Current secured #3	20% - 24%
12/21/00	Supplemental #5 Nov	
1/11/01	Homeowners Property Tax Relief	35%
1/11/01	Prior Year Secured Taxes & Penalties #6 Dec	
1/19/01	Supplemental #6 Dec	
1/19/01	Unsecured collections at 12/31/00, #2	5% - 10%
1/26/01	Current secured #4	3% - 6%
2/9/01	State-Assessed Public Utility, #1	49% - 50%
2/15/01	Prior Year Secured Taxes & Penalties #7 Jan	
2/21/01	Supplemental #7 Jan	
3/15/01	Prior Year Secured Taxes & Penalties #8 Feb	
3/23/01	Current secured #5	5% - 7%
3/23/01	Supplemental #8 Feb	
4/12/01	Prior Year Secured Taxes & Penalties #9 Mar	
4/20/01	Current secured #6	25% - 30%
4/20/01	Supplemental #9 Mar	
5/10/01	Homeowners Property Tax Relief	35%
5/17/01	Prior Year Secured Taxes & Penalties #10 Apr	
5/18/01	Current secured #7	3% - 5%
5/18/01	Supplemental #10 Apr	
5/25/01	State-Assessed Public Utility, #2	49% - 50%
6/8/01	Homeowners Property Tax Relief	15%
6/14/01	Prior Year Secured Taxes & Penalties #11 May	
6/22/01	Prior Year Unsecured	
6/22/01	Supplemental #11 May	
6/22/01	Unsecured collections at 5/31/01, Final	3% - 6%
7/19/01	Current secured final for FY00	1% - 3%
7/20/01	Prior Year Secured Taxes & Penalties, FY00 #12 Jun	
7/20/01	Supplemental, FY00 #12 Jun	
7/23/01	Secured Teeter Actual Final Delinquencies, FY00	2% - 4%
7/24/01	Delinquent Supplemental, FY01	

Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
February 21, 2001

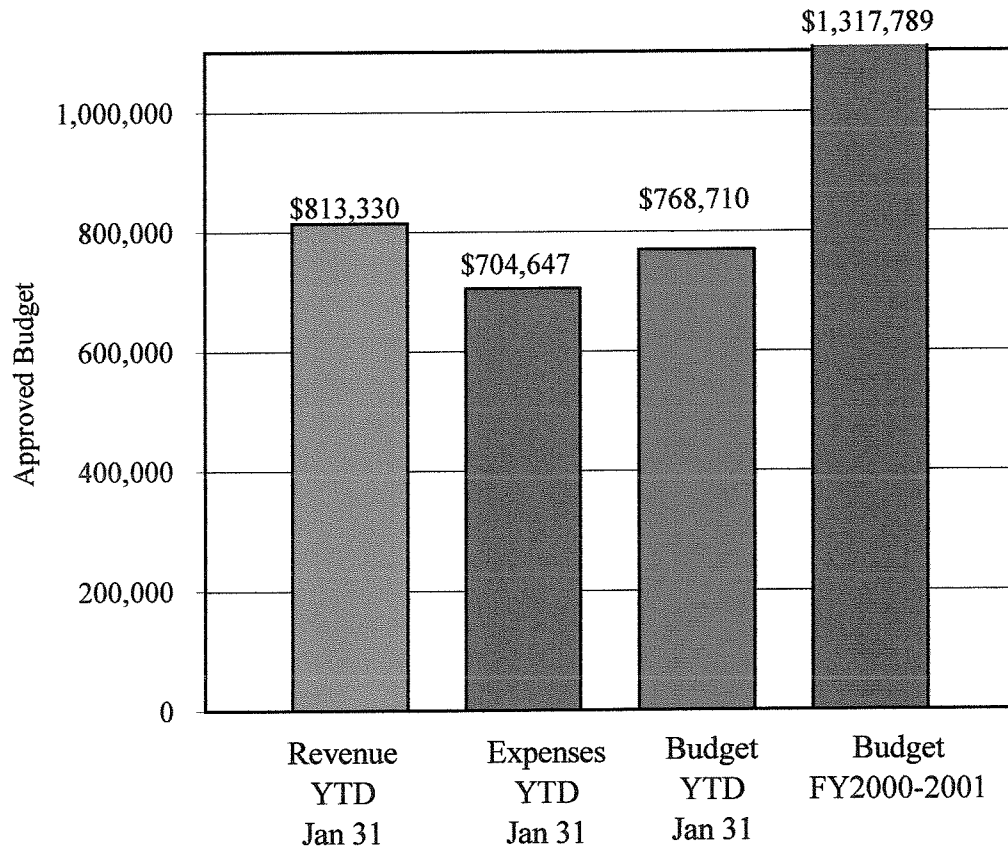
	Fiscal Year 2000-2001						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-00	96,051.74	8,934.70	147,599.35	258,136.41	8,700.20	519,422.40	261,285.99
31-Jul-00	96,171.58	8,957.55	147,823.78	231,138.46	8,740.35	492,831.72	261,693.26
31-Aug-00	96,677.61	9,004.54	148,600.96	92,114.90	8,785.99	355,184.00	263,069.10
30-Sep-00	97,165.52	9,049.92	149,350.71	78,481.43	8,830.18	342,877.76	264,396.33
31-Oct-00	97,697.97	9,099.51	55,169.11	113,941.72	8,878.56	284,786.87	170,845.15
30-Nov-00	87,890.22	9,149.56	56,003.03	110,828.97	8,878.56	272,750.34	161,921.37
31-Dec-00	88,417.19	9,198.67	56,823.25	259,208.69	8,975.31	422,623.11	163,414.42
31-Jan-01	89,526.99	9,300.58	57,570.97	491,153.97	9,074.74	656,627.25	165,473.28
28-Feb-01						0.00	0.00
31-Mar-01						0.00	0.00
30-Apr-01						0.00	0.00
31-May-01						0.00	0.00
30-Jun-01						0.00	0.00
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Fiscal Year 1999-2000						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05
29-Feb-00	5,731.04	3,260.20	18,313.36	373,843.21	7,833.23	408,981.04	35,137.83
31-Mar-00	5,757.53	3,275.85	18,401.17	425,760.92	7,870.83	461,066.30	35,305.38
30-Apr-00	96,078.90	8,920.49	147,561.69	281,086.00	8,666.12	542,313.20	261,227.20
31-May-00	96,078.90	8,920.49	147,561.69	370,505.93	8,666.12	631,733.13	261,227.20
30-Jun-00	96,051.74	8,934.70	147,599.35	283,136.41	8,700.20	544,422.40	261,285.99
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PLACENTIA LIBRARY DISTRICT

Fiscal Year 2000 - 2001

General Fund Cash Flow



PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

February 21, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 JAN 2001	FY1999-2000 JAN 2000	FY2000-2001 % REV BUD
6210-00	Prop. Taxes - current secured	908,989	525,879.08	484,066.29	164,591.29	98,657.59	57.85%
6210-01	Public Utility	25,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	12,331.12	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	933,989	538,210.20	484,066.29	164,591.29	98,657.59	57.62%
6220	PROP. TAXES - CURRENT UNSECURED	53,800	50,975.74	48,594.91	2,766.23	7,741.30	94.75%
6230-00	Prop. Taxes - Prior Secured	20,000	12,028.08	11,120.83	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	0.00	8,812.21	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	20,000	12,028.08	19,933.04	0.00	0.00	60.14%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,000	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	9,750	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	25,000	19,821.68	9,053.74	7,644.37	7,909.71	79.29%
6280-01	Final supplemental for prior years	0	1,592.26	11,331.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	25,000	21,413.94	20,385.34	7,644.37	7,909.71	85.66%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	820.72	719.86	0.00	0.00	102.59%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	0	267.82	249.47	0.00	0.00	
	TOTAL TAXES	1,044,339	623,716.50	573,948.91	175,001.89	114,308.60	59.72%

REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 February 21, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 JAN 2001	FY1999-2000 JAN 2000	FY2000-2001 % REV BUD
6610-00	Interest	17,500	5,700.52	4,823.46	1,338.30	959.75	32.57%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	17,500	5,700.52	4,823.46	1,338.30	959.75	32.57%
6690	STATE - HOMEOWNER PROP TAX RELIEF	16,500	8,122.41	8,111.77	5,685.69	5,678.24	49.23%
6970-00	State - ILL & Direct Loan Reimbursement	10,000	6,589.26	6,049.46	2,579.88	2,266.32	65.89%
6970-01	State - CA Foundation Funds	88,450	0.00	8.77	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	20,000	18,818.00	0.00	18,818.00	0.00	94.09%
6970-03	State - Family Literacy	10,000	0.00	0.00	0.00	0.00	
6970-04	State - Prop 10 Families for Literacy Grant	10,000	15,000.00	1,988.16	0.00	0.00	
6970-05	State - Project Grants	5,000	0.00	16,669.35	0.00	0.00	
6970-07 & 66	State - Timber Yield Apport & ERAF Bailout	20,000	97,809.59	0.00	97,809.59	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	163,450	138,216.85	24,715.74	119,207.47	2,266.32	84.56%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	28,500	14,586.93	14,152.87	1,802.87	1,672.75	51.18%
7670-01	Local Revenue -- Passport	47,500	22,983.90	19,534.65	1,642.85	1,998.25	48.39%
7670-02 & 56	Local Revenue -- Non-Gov't. Grants & Gifts	0	0.00	15,763.00	0.00	0.00	
	TOTAL LOCAL REVENUE	76,000	37,570.83	49,450.52	3,445.72	3,671.00	49.44%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	0.00	79.68	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,317,789	813,327.11	661,130.08	304,679.07	126,883.91	61.72%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 21, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 JAN 2001	FY1999-2000 JAN 2000	FY2000-2001 % EXP BUD
0100	Salaries & Wages	592,047	350,596.00	318,839.00	45,540.00	40,028.00	59.22%
0200	Retirement (Social Security & Pension Contribution)	82,885	63,368.18	53,526.45	39,935.18	32,292.45	76.45%
	Health & Life Insurance/Blue Shield CA	36,837	22,341.75	17,019.00	2,482.70	1,398.72	60.65%
	Long Term Disability/CNA	2,960	1,434.99	1,111.71	208.54	182.88	48.48%
	Life Insurance/Fortis & Protective Life	1,950	1,598.43	0.00	0.00	0.00	0.00%
	Vision Service Plan/VSP	2,465	4,564.50	1,372.91	230.74	196.13	64.84%
	Dental/Ameritas	5,474	29,939.67	3,237.50	577.20	462.50	83.38%
0300	Total Employee Insurance	49,686	29,939.67	22,741.12	3,499.18	2,240.23	60.26%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	3,496.00	1,836.00	0.00	0.00	64.74%
	TOTAL SALARIES & EMPLOYEE BENEFITS	730,018	447,399.85	396,942.57	88,974.36	74,560.68	61.29%
0700-00	Communications - Telephone	2,300	1,153.22	1,270.16	193.37	182.59	50.14%
0700-01	Communications - Modem/Fax	4,400	3,293.99	2,545.87	328.72	289.65	74.86%
0700-02	Communications - Internet/Database	5,000	1,731.87	5,055.92	250.49	0.00	34.64%
0700-05	Communications - Cataloging & Acquisitions Vendor	2,800	1,508.50	1,571.46	215.50	431.00	53.88%
0700-07	Communications - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0700-08	Communications - Adult Literacy	800	193.02	203.17	26.91	0.00	24.13%
	Total Communications	15,300	7,880.60	10,646.58	1,014.99	903.24	51.51%
0900-00	Food - General Fund	50	54.55	0.00	0.00	0.00	
0900-07	Food - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	200	66.10	0.00	0.00	0.00	
0090-09	Food - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Food	250	120.65	0.00	0.00	0.00	48.26%
1000-00	Household Expense	4,500	993.49	2,993.78	42.17	9.39	22.08%
1100-00	Insurance - Liability	5,070	5,068.57	6,820.51	0.00	0.00	99.97%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 21, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 JAN 2001	FY1999-2000 JAN 2000	FY2000-2001 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	4,057.02	1,538.27	0.00	0.00	135.23%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	6,263.16	8,779.13	0.00	187.50	52.19%
1300-07	Maintenance of Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	
1300-09	Maintenance of Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	15,000	10,320.18	10,317.40	0.00	187.50	68.80%
	HVAC	2,500	501.26	1,987.23	0.00	234.84	20.05%
	Carpet Cleaning	3,500	0.00	1,741.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	30,000	10,914.98	23,425.73	648.68	1,964.66	36.38%
	Plumbing	1,200	429.27	807.01	0.00	0.00	35.77%
	Electrical	1,500	62.29	6,885.11	62.29	0.00	4.15%
	Cleaning Service	11,700	6,800.00	6,650.00	950.00	950.00	58.12%
	Locksmith	200	160.29	204.14	0.00	0.00	80.15%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	14,800	4,232.21	462.50	678.00	0.00	28.60%
1400-00	Total Maintenance of Building & Grounds	65,400	23,100.30	42,162.72	2,338.97	3,149.50	35.32%
1600-00	Memberships - General Fund	3,400	2,303.00	2,607.00	35.00	100.00	67.74%
1600-07	Memberships - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	400	180.00	0.00	105.00	0.00	
1600-09	Memberships - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,800	2,483.00	2,607.00	140.00	100.00	65.34%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 21, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 JAN 2001	FY1999-2000 JAN 2000	FY2000-2001 % EXP BUD
1800-00	Library Supplies	10,000	4,501.78	3,828.46	848.89	321.07	45.02%
	Printing	9,500	5,467.51	3,405.74	183.07	0.00	57.55%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	750	623.95	188.46	0.00	0.00	83.19%
	Paper	1,700	832.17	739.50	160.82	146.22	48.95%
	Drinking Water Service	300	181.00	125.00	26.00	25.00	60.33%
	Other Office Supplies	6,000	5,525.55	5,933.17	382.12	1,074.40	92.09%
	Total Office Supply Expense - General Fund	28,250	17,131.96	14,220.33	1,600.90	1,566.69	60.64%
1800-07	Prop 10 Families for Literacy Grant Supply Expense	0	0.00	0.00	0.00	0.00	
1800-08	Printing	2,625	0.00	703.23	0.00	0.00	
	Publications	0	428.92	874.00	428.92	399.00	
	Paper	50	0.00	50.74	0.00	0.00	
	Other Office Supplies	425	1,703.49	0.00	0.00	0.00	
	Total Adult Literacy Office Supply Expense	3,100	2,132.41	1,627.97	428.92	399.00	68.79%
1800-09	Supply Expense Families for Literacy	700	0.00	0.00	0.00	0.00	
	Total Office Expense	32,050	19,264.37	15,848.30	2,029.82	1,965.69	60.11%
1803-00	Postage Expense - General Fund	4,800	1,144.93	2,378.05	7.21	274.18	23.85%
1803-01	Postage Expense - LSCA II Grant	0	250.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,900	1,394.93	2,378.05	7.21	274.18	28.47%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 21, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 JAN 2001	FY1999-2000 JAN 2000	FY2000-2001 % EXP BUD
	Care Resources (Employee Assistance)	420	245.00	210.00	35.00	35.00	58.33%
	Pension Contribution & Operating Expenses	7,500	5,423.53	4,205.57	1,296.21	(29,280.45)	72.31%
	Anaheim Consortium Automated Library System	45,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	0	0.00	0.00	0.00	0.00	
	Clipping Service	420	263.97	208.26	37.71	34.71	62.85%
	Interest Allocation & Tax Collection Charges by Orange County	1,500	137.83	1,162.58	25.37	21.99	9.19%
	Advertising (Including WEB Site)	2,500	345.80	1,200.00	0.00	0.00	13.83%
	Medical Exams	500	210.00	105.00	0.00	52.50	42.00%
	Collection Services - Accounts Receivable	2,200	1,252.08	1,094.43	45.36	239.26	56.91%
	Audit & Accounting Services	4,000	4,425.00	3,775.00	0.00	0.00	110.63%
	Payroll Preparation	2,750	1,627.70	1,430.22	193.00	220.00	59.19%
	Election Expenses	3,000	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (Includes Contract Storyteller)	7,500	5,873.60	9,206.38	(36,449.18)	(9.71)	78.31%
1900-00	Total Specialized Services - General Fund	77,290	19,804.51	22,597.44	(34,816.53)	(28,686.70)	25.62%
1900-01	Specialized Services - Partnerships for Change Grant	5,000	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	200	1,745.00	80.00	235.00	0.00	872.50%
1900-09	Specialized Services - Families for Literacy	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	9,000	3,420.10	265.99	405.06	265.99	38.00%
	Total Specialized Services	91,490	24,969.61	22,943.43	(34,176.47)	(28,420.71)	27.29%
2000-00	Legal Notices - General Fund	500	457.92	0.00	0.00	0.00	91.58%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	457.92	0.00	0.00	0.00	91.58%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 21, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 JAN 2001	FY1999-2000 JAN 2000	FY2000-2001 % EXP BUD
2200-00	Semi-Annual Bond Payment & Quarterly Energy Loan Payment	108,800	60,242.29	35,900.00	7,366.79	0.00	55.37%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense- Books	150,000	18,378.10	31,530.38	373.10	3,369.56	12.25%
2400-02	Special Department Expense - Video	0	1,193.41	1,006.05	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	23,500.88	14,109.49	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	6,270.79	19,810.48	0.00	29.17	
2400-05	Special Department Expense - Audio	0	1,792.01	2,132.25	0.00	0.00	
2400-07	Special Department Expense - Prop 10 Families for Literacy Grant	2,000	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	3,300	3,779.96	2,054.34	0.00	253.58	114.54%
2400-09	Special Department Expense - Families for Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	155,300	54,915.15	70,642.99	373.10	3,652.31	35.36%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,500	164.00	1,222.99	0.00	189.00	10.93%
2700-01	Transportation/Travel - Meetings, Staff Local	3,000	2,010.28	1,091.50	126.35	28.18	67.01%
2700-02	Transportation/Travel - Meetings, Board Out of Town	500	0.00	124.00	0.00	(223.76)	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	58.25	202.33	0.00	0.00	11.65%
2700-04	Transportation/Travel - Meetings, L.SCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	375.93	324.15	0.00	223.76	37.59%
2700-09	Transportation/Travel - Meetings - Families for Literacy	300	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,800	2,608.46	2,964.97	126.35	217.18	38.36%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 21, 2001

OBJECT CODE	DESCRIPTION	FY2000-2001 BUDGETED	FY2000-2001 YTD	FY1999-2000 YTD	FY2000-2001 JAN 2001	FY1999-2000 JAN 2000	FY2000-2001 % EXP BUD
2800-00	Electricity	30,000	24,733.34	28,601.32	2,554.36	6,410.86	82.44%
	Gas	3,500	1,824.82	1,451.23	0.00	800.38	52.14%
	Water	3,750	2,261.52	2,299.74	460.56	188.66	60.31%
	Total Utilities	37,250	28,819.68	32,352.29	3,014.92	7,399.90	77.37%
	TOTAL SUPPLIES & SERVICES	546,410	242,639.20	258,578.02	(17,722.15)	(10,561.82)	44.41%
3700-00	Taxes, Assessments (Sales Tax)	3,750	0.00	1,927.24	0.00	0.00	0.00%
4000-00	Equipment - General Fund	30,000	12,153.95	10,321.75	1,378.98	2,973.70	40.51%
4000-07	Equipment - Prop 10 Families for Literacy Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	557.59	0.00	0.00	0.00	55.76%
4000-09	Equipment - Families for Literacy	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	31,000	12,711.54	10,321.75	1,378.98	2,973.70	41.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	31,000	12,711.54	10,321.75	1,378.98	2,973.70	41.00%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	6,611	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,317,789	702,750.59	667,769.58	72,631.19	66,972.56	53.33%

02/14/01

Placentia Library District
Balance Sheet
As of January 31, 2001

	<u>Jan 31, '01</u>
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	2,019.89
County Exempt - Savings	3,255.97
General Fund - Checking	5,556.68
General Fund - Savings	6,485.00
Literacy Fund - Savings	5,392.84
Payroll Checking	2,325.91
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	<u>32,500.00</u>
Payroll Savings (Fees)	2,370.82
Payroll Savings (Int CDs)	2,809.21
Total Checking/Savings	<u>62,716.32</u>
Total Current Assets	<u>62,716.32</u>
TOTAL ASSETS	<u>62,716.32</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	13,348.57
Total Capital	67,222.66
Net Income	-17,854.91
Total Equity	<u>62,716.32</u>
TOTAL LIABILITIES & EQUITY	<u>62,716.32</u>

02/14/01

**Placentia Library District
Profit & Loss by Class**

January 2001

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Payroll Fund</u>	<u>TOTAL</u>
Income					
Bankcard Deposit	0.00	1,177.80	0.00	0.00	1,177.80
Cash Register - Copy Cards	426.80	0.00	0.00	0.00	426.80
Cash Register - Fines	0.00	1,908.22	0.00	0.00	1,908.22
Cash Register - Lost Items	0.00	293.69	0.00	0.00	293.69
Cash Register - Misc.	0.00	24.50	0.00	0.00	24.50
Cash Register - Reserves	0.00	84.00	0.00	0.00	84.00
Directors Fund (Friends)	-50.92	0.00	0.00	0.00	-50.92
Interest Inc - CD's	0.00	0.00	0.00	422.16	422.16
Interest Inc - Savings	5.92	142.77	8.93	0.00	157.62
Life Insurance Supplement(EDM)	39.88	319.04	0.00	0.00	358.92
Live at the Library 2000 Grant	625.00	0.00	0.00	0.00	625.00
Meeting Room Income	180.00	0.00	0.00	0.00	180.00
Miscellaneous Income	0.00	23.65	0.00	0.00	23.65
Passport Check Reimbursement	1,109.50	0.00	0.00	0.00	1,109.50
Passport Revenue	0.00	3,171.35	0.00	0.00	3,171.35
Special Grants	0.00	0.00	500.00	0.00	500.00
State Library Grants	0.00	18,818.00	0.00	0.00	18,818.00
State Library Reimbursements	0.00	75,150.60	0.00	0.00	75,150.60
Telephone Income	0.00	3.35	0.00	0.00	3.35
Transfers from County	0.00	0.00	0.00	49,026.00	49,026.00
Total Income	2,336.18	101,116.97	508.93	49,448.16	153,410.24
Expense					
Bank Fees	11.00	0.00	0.00	0.00	11.00
Copier Lease Payments	446.34	0.00	0.00	0.00	446.34
Copier Maintenance Contract	229.50	0.00	0.00	0.00	229.50
Debit Card Transfers for Passpo	368.50	299.65	0.00	0.00	668.15
Debit Card Usage Bank Expense	0.00	24.40	0.00	0.00	24.40
Employee Benefits	0.00	0.00	0.00	3,252.08	3,252.08
Employee Insurance	0.00	0.00	0.00	840.76	840.76
Employer Payroll Taxes	0.00	0.00	0.00	21,175.13	21,175.13
Library Board Expenses	35.51	0.00	0.00	0.00	35.51
Life Insurance payment	0.00	0.00	0.00	59.82	59.82
Office Expense	0.00	14.34	0.00	0.00	14.34
Passport Expenses	1,580.00	0.00	0.00	0.00	1,580.00
Return Check Item & Fees	0.00	19.50	0.00	0.00	19.50
Salaries	0.00	0.00	0.00	49,310.01	49,310.01
Taxes & Fees (370)	0.00	1,160.00	0.00	0.00	1,160.00
Transfers to County	0.00	97,733.36	0.00	0.00	97,733.36
Transportation & Travel	0.00	941.42	0.00	0.00	941.42
Total Expense	2,670.85	100,192.67	0.00	74,637.80	177,501.32
Net Income	-334.67	924.30	508.93	-25,189.64	-24,091.08

* 3 Paydays for January 2001

Placentia Library District
Profit & Loss by Class
July 2000 through January 2001

02/14/01

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Bankcard Deposit	0.00	3,026.29	0.00	0.00	3,026.29
Cash Register - Audio Visual	0.00	69.00	0.00	0.00	69.00
Cash Register - Copy Cards	2,323.50	4.85	0.00	0.00	2,328.35
Cash Register - Fines	0.00	12,730.17	0.00	0.00	12,730.17
Cash Register - Lost Items	0.00	1,232.53	0.00	0.00	1,232.53
Cash Register - Misc.	0.00	266.10	0.00	0.00	266.10
Cash Register - Reserves	0.00	587.25	0.00	0.00	587.25
Chair Reupholstery Project	5,500.00	0.00	0.00	0.00	5,500.00
Children's Dept Income	35.00	0.00	0.00	0.00	35.00
County Reimbursements	0.00	3,841.17	0.00	0.00	3,841.17
Debit Card Income	618.20	3,446.45	0.00	0.00	4,064.65
Directors Fund (Friends)	864.08	0.00	0.00	0.00	864.08
Donations to Literacy	0.00	0.00	1,000.00	0.00	1,000.00
Interest Inc - CD's	0.00	0.00	0.00	1,318.59	1,318.59
Interest Inc - Savings	35.51	223.56	57.85	0.00	316.92
Life Insurance Supplement(EDM)	279.16	319.04	0.00	0.00	598.20
Live at the Library 2000 Grant	625.00	0.00	0.00	0.00	625.00
Meeting Room Income	1,730.00	30.00	0.00	0.00	1,760.00
Miscellaneous Income	125.27	419.14	0.00	0.00	544.41
Passport Check Reimbursement	15,663.05	110.00	0.00	0.00	15,773.05
Passport Revenue	-30.00	23,457.55	0.00	0.00	23,427.55
Special Grants	0.00	0.00	500.00	0.00	500.00
Staff Appreciation Reimbursment	120.00	0.00	0.00	0.00	120.00
State Library Grants	0.00	23,818.00	0.00	0.00	23,818.00
State Library Reimbursements	0.00	89,159.98	0.00	0.00	89,159.98
Telephone Income	0.00	3.35	0.00	0.00	3.35
Test Proctoring Income	40.00	0.00	0.00	0.00	40.00
Transfer to raise minimum balan	700.00	0.00	0.00	0.00	700.00
Transfers from County	0.00	0.00	0.00	377,515.00	377,515.00
Typewriter Income	0.00	4.00	0.00	0.00	4.00
Total Income	28,628.77	162,748.43	1,557.85	378,833.59	571,768.64
Expense					
Bank Fees	64.50	0.00	0.00	15.15	79.65
Chair Reupholstery Project Exp	5,500.00	0.00	0.00	0.00	5,500.00
Children's Camp Library	435.04	0.00	0.00	0.00	435.04
Children's Summer Reading Prgm	892.36	0.00	0.00	0.00	892.36
Copier Lease Payments	2,907.69	0.00	0.00	0.00	2,907.69
Copier Maintenance Contract	1,824.09	0.00	0.00	0.00	1,824.09
credit card transactions	1,820.50	4,446.94	0.00	0.00	6,267.44
Debit Card Transfers for Passpo	2,489.75	1,486.99	0.00	0.00	3,976.74
Debit Card Usage Bank Expense	37.93	249.49	0.00	0.00	287.42
Employee Benefits	0.00	0.00	0.00	16,653.94	16,653.94
Employee Insurance	0.00	84.70	0.00	6,315.09	6,399.79
Employer Payroll Taxes	0.00	0.00	0.00	111,936.77	111,936.77
Equipment (400)	0.00	7.50	0.00	0.00	7.50
Friend's Director's Fund	408.48	0.00	0.00	0.00	408.48
Household Expenses	201.38	129.95	0.00	0.00	331.33
Library Board Expenses	106.00	0.00	0.00	0.00	106.00
Library Materials (books)	0.00	150.00	0.00	0.00	150.00
Life Insurance payment	0.00	0.00	0.00	219.34	219.34
LVA Expenses	80.00	0.00	0.00	0.00	80.00
Meeting Room Upkeep Expense	70.00	0.00	0.00	0.00	70.00
Memberships	0.00	105.00	0.00	0.00	105.00
Miscellaneous	112.93	0.00	0.00	0.00	112.93
Office Expense	13.00	335.85	0.00	0.00	348.85
Passport Expenses	12,246.50	0.00	0.00	0.00	12,246.50
Petty Cash Reimbursement	-125.00	0.00	0.00	0.00	-125.00
Postage	1.97	62.47	0.00	0.00	64.44
Printing	0.00	254.29	0.00	0.00	254.29
Return Check Item & Fees	0.00	70.40	0.00	0.00	70.40
Salaries	0.00	0.00	0.00	262,027.46	262,027.46
Special Dept Expense	0.00	79.93	0.00	0.00	79.93
Staff Appreciation	820.00	0.00	0.00	0.00	820.00
Taxes & Fees (370)	0.00	1,160.00	0.00	0.00	1,160.00
Transfers to County	0.00	150,867.85	0.00	0.00	150,867.85
Transfers to Raise Minimum Bala	700.00	0.00	0.00	0.00	700.00
Transportation & Travel	0.00	2,165.95	0.00	0.00	2,165.95
Tutor Training Expense	0.00	66.10	0.00	0.00	66.10
Vending Machine Supplies	125.27	0.00	0.00	0.00	125.27
Total Expense	30,732.39	161,723.41	0.00	397,167.75	589,623.55
Net Income	-2,103.62	1,025.02	1,557.85	-18,334.16	-17,854.91

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 01/31/2001

Cleared Transactions

Previous Balance		2,172.81
Cleared Checks and Payments	26 Items	-1,407.43
Cleared Deposits and Other Credits	11 Items	1,774.38
Cleared Balance		2,539.76

Uncleared Transactions

Uncleared Checks and Payments	12 Items	-660.00
Uncleared Deposits and Other Credits	4 Items	90.13

New Transactions

Account Balance as of 01/31/2001 (statement closing date)		1,969.89
New Checks and Payments	11 Items	-535.00
New Deposits and Other Credits	4 Items	179.94
Ending Account Balance		1,614.83

Placentia Library District

Register: County Exempt - Checking

From 01/01/2001 through 01/31/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/02/2001	2495	Passport Services	Passport Expenses	Thomas Jacque...	45.00	X		1,827.94
01/03/2001			-split-	Deposit		X	644.94	2,472.88
01/03/2001	2496	Passport Services	Passport Expenses	Thach Ngoc N...	25.00	X		2,447.88
01/04/2001	2509	Passport Services	Passport Expenses	Carolyn Joy Pe...	45.00	X		2,402.88
01/08/2001	2510	Passport Services	Passport Expenses	Lindsay Rebec...	45.00	X		2,357.88
01/08/2001	2511	Passport Services	Passport Expenses	William Larson...	45.00	X		2,312.88
01/08/2001	2512	Passport Services	Passport Expenses	Michael Lee A...	45.00	X		2,267.88
01/09/2001			Passport Check Reimb...	Deposit		X	141.00	2,408.88
01/09/2001	2513	Passport Services	Passport Expenses	Elizabeth Sumi...	80.00	X		2,328.88
01/09/2001	2514	Passport Services	Passport Expenses	Alex R Cruz 7-...	50.00	X		2,278.88
01/09/2001	2515	Passport Services	Passport Expenses	Dulce Joana Or...	45.00	X		2,233.88
01/10/2001			Passport Check Reimb...	Deposit		X	135.00	2,368.88
01/10/2001	2516	Christopher's Flowers	Library Board Expenses	Arrangement fo...	35.51	X		2,333.37
01/11/2001	2517	Honeybaked Ham Co...	Directors Fund (Friends)	Estella Wnek (...)	50.92	X		2,282.45
01/11/2001	2518	Passport Services	Passport Expenses	Patrick Joseph ...	45.00	X		2,237.45
01/11/2001	2519	Passport Services	Passport Expenses	Mary Beth Swa...	45.00	X		2,192.45
01/11/2001	2520	Passport Services	Passport Expenses	Bryce Jonathan...	45.00	X		2,147.45
01/11/2001	2521	Passport Services	Passport Expenses	Jennifer Kelley...	45.00	X		2,102.45
01/16/2001			Life Insurance Supple...	Deposit		X	19.94	2,122.39
01/17/2001			Passport Check Reimb...	Deposit		X	45.00	2,167.39
01/17/2001	2522	Passport Services	Passport Expenses	Anna Lichterm...	45.00	X		2,122.39
01/18/2001			Passport Check Reimb...	Deposit		X	368.50	2,490.89
01/18/2001	2497	Passport Services	Passport Expenses	Nola Lee Sheld...	45.00	X		2,445.89
01/18/2001	2498	Passport Services	Passport Expenses	Robert Craig A...	90.00	X		2,355.89
01/22/2001			Passport Check Reimb...	Deposit		X	70.00	2,425.89
01/22/2001			Passport Check Reimb...	Deposit		X	135.00	2,560.89
01/22/2001	2523	Passport Services	Passport Expenses	Raymond Fran...	45.00	X		2,515.89
01/22/2001	2524	Passport Services	Passport Expenses	Allan Ivan Pur...	25.00	X		2,490.89
01/22/2001	2527	Passport Services	Passport Expenses	Evelyn Marie ...	80.00	X		2,410.89
01/22/2001	2528	Passport Services	Passport Expenses	Richard Micha...	80.00	X		2,330.89
01/22/2001	2529	Passport Services	Passport Expenses	Jeanette Irene ...	45.00	X		2,285.89
01/25/2001	2499	Passport Services	Passport Expenses	Carolina Beatri...	45.00			2,240.89
01/29/2001			Passport Check Reimb...	Deposit		X	45.00	2,285.89
01/29/2001	2530	Passport Services	Passport Expenses	Ryan Lee Patte...	45.00			2,240.89
01/29/2001	2531	Passport Services	Passport Expenses	Joaquin Humbè...	80.00			2,160.89
01/29/2001	2532	Passport Services	Passport Expenses	John Daryl Nel...	80.00			2,080.89
01/30/2001			Passport Check Reimb...	Deposit		X	125.00	2,205.89
01/30/2001	2533	Passport Services	Passport Expenses	Sergio Meza 1-...	80.00			2,125.89
01/30/2001	2534	Passport Services	Passport Expenses	Roy Stewart K...	45.00			2,080.89
01/30/2001	2535	Passport Services	Passport Expenses	Ewart10-31-53	10.00			2,070.89

Placentia Library District

Register: County Exempt - Checking

From 01/01/2001 through 01/31/2001

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/30/2001	2536	Passport Services	Passport Expenses	Jack Handjian ...	90.00			1,980.89
01/30/2001	2537	Passport Services	Passport Expenses	Luis Venegas 4...	45.00			1,935.89
01/31/2001			Passport Check Reimb...	Deposit		X	45.00	1,980.89
01/31/2001			Bank Fees	Service Charge	11.00	X		1,969.89

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 01/31/2001

Cleared Transactions

Previous Balance		3,765.43
Cleared Checks and Payments	3 Items	-1,122.18
Cleared Deposits and Other Credits	22 Items	612.72
Cleared Balance		3,255.97

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 01/31/2001 (statement closing date)		3,255.97
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	5 Items	124.90
Ending Account Balance		3,380.87

Reconciliation Report

General Fund - Checking account reconciled for the period ending 01/31/2001

Cleared Transactions

Previous Balance		7,450.18
Cleared Checks and Payments	12 Items	-1,580.05
Cleared Deposits and Other Credits	16 Items	1,177.80
Cleared Balance		7,047.93

Uncleared Transactions

Uncleared Checks and Payments	8 Items	-1,581.25
Uncleared Deposits and Other Credits	3 Items	90.00

New Transactions

Account Balance as of 01/31/2001 (statement closing date)		5,556.68
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	1 Items	425.12
Ending Account Balance		5,981.80

Placentia Library District

Register: General Fund - Checking
From 01/01/2001 through 01/31/2001
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/03/2001		Sanwa Bank	Debit Card Usage Ban...		24.40	X		7,162.79
01/04/2001			Bankcard Deposit	Deposit		X	117.00	7,279.79
01/04/2001	4275	PGRT-So Cal	Transportation & Travel	Elizabeth D Mi...	20.00	X		7,259.79
01/05/2001			Bankcard Deposit	Deposit		X	9.00	7,268.79
01/08/2001			Bankcard Deposit	Deposit		X	61.00	7,329.79
01/09/2001			Bankcard Deposit	Deposit		X	61.00	7,390.79
01/10/2001			Bankcard Deposit	Deposit		X	96.00	7,486.79
01/12/2001			Bankcard Deposit	Deposit		X	72.00	7,558.79
01/16/2001			Bankcard Deposit	Deposit		X	61.00	7,619.79
01/17/2001	4276	Placentia Chamber of...	Transportation & Travel	Peggy Dinsmor...	5.00	X		7,614.79
01/17/2001	4277	Placentia Chamber of...	Transportation & Travel	Jim Roberts 27...	5.00	X		7,609.79
01/17/2001	4278	Placentia Library Ge...	Debit Card Transfers f...	Transfer from ...	299.65	X		7,310.14
01/17/2001	4279	PLAcentia Library D...	Debit Card Transfers f...	transfer from G...	368.50	X		6,941.64
01/18/2001			Bankcard Deposit	Deposit		X	55.20	6,996.84
01/18/2001	4280	Travel In Style	Transportation & Travel	Geoff Braun 27...	193.50	X		6,803.34
01/18/2001	4282	CSDA	Transportation & Travel	Registration for...	390.00	X		6,413.34
01/18/2001	4283	Cheryl Willauer	Office Expense	Reimbursement...	14.34			6,399.00
01/22/2001			Bankcard Deposit	Deposit		X	15.00	6,414.00
01/22/2001	4284	Placentia Chamber of...	Transportation & Travel	Breakfast for ...	20.00	X		6,394.00
01/23/2001			Bankcard Deposit	Deposit		X	211.60	6,605.60
01/24/2001			Bankcard Deposit	Deposit		X	99.40	6,705.00
01/25/2001			Bankcard Deposit	Deposit		X	48.60	6,753.60
01/25/2001	4285	Doubletree Hotels	Transportation & Travel	Hotel Registrat...	287.92			6,465.68
01/25/2001	4286	PGRT-So Cal	Transportation & Travel	Registration Eli...	20.00			6,445.68
01/26/2001			Bankcard Deposit	Deposit		X	2.00	6,447.68
01/28/2001	4287	State Board of Equali...	Taxes & Fees (370)	State, Local & ...	1,160.00			5,287.68
01/29/2001			Bankcard Deposit	Deposit		X	15.00	5,302.68
01/30/2001			Bankcard Deposit	Deposit		X	61.00	5,363.68
01/31/2001			Bankcard Deposit	Deposit		X	193.00	5,556.68

Reconciliation Report

General Fund - Savings account reconciled for the period ending 01/31/2001

Cleared Transactions

Previous Balance		4,298.69
Cleared Checks and Payments	2 Items	-97,752.86
Cleared Deposits and Other Credits	27 Items	99,939.17
Cleared Balance		6,485.00

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 01/31/2001 (statement closing date)		6,485.00
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	10 Items	7,313.45
Ending Account Balance		13,798.45

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 01/31/2001

Cleared Transactions

Previous Balance		4,883.62
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	3 Items	509.22
Cleared Balance		5,392.84

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 01/31/2001 (statement closing date)		5,392.84
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,392.84

Reconciliation Report

Payroll Checking account reconciled for the period ending 01/31/2001

Cleared Transactions

Previous Balance		28,974.01
Cleared Checks and Payments	44 Items	-69,965.00
Cleared Deposits and Other Credits	2 Items	49,026.00
Cleared Balance		8,035.01

Uncleared Transactions

Uncleared Checks and Payments	17 Items	-5,709.10
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 01/31/2001 (statement closing date)		2,325.91
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,325.91

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 01/31/2001

Cleared Transactions

Previous Balance		4,887.05
Cleared Checks and Payments	1 Items	-2,500.00
Cleared Deposits and Other Credits	1 Items	422.16
Cleared Balance		2,809.21

Uncleared Transactions

Uncleared Checks and Payments	0 Items	0.00
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 01/31/2001 (statement closing date)		2,809.21
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		2,809.21

ACQUISITIONS REPORT FOR THE MONTH OF JANUARY 2001
Prepared by Julie Stook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	1,192.43	68	1,121.96	58	2,314.39	126	203.85	11	2,518.24	137
Adult Circulating Non-Fiction	2,862.25	122	3,082.78	150	5,945.03	272	942.60	44	6,887.63	316
Adult Reference	446.91	5	0.00	0	446.91	5	124.00	4	570.91	9
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	3,309.16	127	3,082.78	150	6,391.94	277	1,066.60	48	7,458.54	325
TOTAL ADULT PRINT MATERIALS	4,501.59	195	4,204.74	208	8,706.33	403	1,270.45	59	9,976.78	462
Adult Audio/Misc	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	193.95	6	0.00	0	193.95	6	0.00	0	193.95	6
Total Adult Audio	193.95	6	0.00	0	193.95	6	0.00	0	193.95	6
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	193.95	6	0.00	0	193.95	6	0.00	0	193.95	6
TOTAL ADULT MATERIALS	4,695.54	201	4,204.74	208	8,900.28	409	1,270.45	59	10,170.73	468
Juvenile Fiction	147.17	15	0.00	0	147.17	15	293.80	39	440.97	54
Juvenile Circulating Non-Fiction	1,722.99	171	559.79	27	2,282.78	198	130.95	13	2,413.73	211
Juvenile Reference	37.25	7	0.00	0	37.25	7	20.00	1	57.25	8
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	1,760.24	178	559.79	27	2,320.03	205	150.95	14	2,470.98	219
TOTAL JUVENILE PRINT MATERIALS	1,907.41	193	559.79	27	2,467.20	220	444.75	53	2,911.95	273
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	86.20	4	0.00	0	86.20	4	0.00	0	86.20	4
Total Juvenile Audio	86.20	4	0.00	0	86.20	4	0.00	0	86.20	4
Juvenile Video Educational	0.00	0	519.98	52	519.98	52	0.00	0	519.98	52
Juvenile Video Entertainment	0.00	0	366.34	22	366.34	22	0.00	0	366.34	22
Total Juvenile Video	0.00	0	886.32	74	886.32	74	0.00	0	886.32	74
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	86.20	4	886.32	74	972.52	78	0.00	0	972.52	78
TOTAL JUVENILE MATERIALS	1,993.61	197	1,446.11	101	3,439.72	298	444.75	53	3,884.47	351
Total Fiction	1,339.60	83	1,121.96	58	2,461.56	141	497.65	50	2,959.21	191
Total Non-Fiction	5,069.40	305	3,642.57	177	8,711.97	482	1,217.55	62	9,929.52	544
Total Audio	280.15	10	0.00	0	280.15	10	0.00	0	280.15	10
Total Video	0.00	0	886.32	74	886.32	74	0.00	0	886.32	74
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	6,689.15	398	5,650.85	309	12,340.00	707	1,715.20	112	14,055.20	819

OUTSTANDING ORDERS AS OF JANUARY 31, 2000

General Fund	Amount	Adopt-A-Book	Amount	TOTAL
	\$23,985.31		\$1,663.22	\$25,648.53

ACQUISITIONS REPORT FOR FISCAL YEAR 2000-01 THROUGH THE MONTH OF JANUARY 2001
Prepared by Julie Shook, Technical Services Manager

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	6,796.42	453	4,226.83	225	11,023.25	678	1,558.95	77	12,582.20	755
Adult Circulating Non-Fiction	5,383.71	286	12,584.09	588	17,967.80	874	3,850.32	182	21,818.12	1,033
Adult Reference	5,851.54	64	40.72	1	5,892.26	65	596.95	24	6,489.21	89
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	16,542.30	5	0.00	0	16,542.30	5	0.00	0	16,542.30	5
Total Adult Non-Fiction	27,777.55	355	12,624.81	589	40,402.36	944	4,447.27	206	44,849.63	1,150
TOTAL ADULT PRINT MATERIALS	34,573.97	808	16,851.64	814	51,425.61	1,622	6,006.22	283	57,431.83	1,905
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	6	70.00	6
Adult Audio Books	2,045.87	55	0.00	0	2,045.87	55	350.00	15	2,395.87	70
Total Adult Audio	2,045.87	55	0.00	0	2,045.87	55	420.00	21	2,465.87	76
Adult Video Educational	76.95	4	0.00	0	76.95	4	375.00	29	451.95	33
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	405.00	23	405.00	23
Total Adult Video	76.95	4	0.00	0	76.95	4	780.00	52	856.95	56
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	2,122.82	59	0.00	0	2,122.82	59	1,200.00	73	3,322.82	132
TOTAL ADULT MATERIALS	36,696.79	867	16,851.64	814	53,548.43	1,681	7,206.22	356	60,754.65	2,037
Juvenile Fiction	2,797.27	339	3,108.94	220	5,906.21	559	1,042.02	113	6,948.23	672
Juvenile Circulating Non-Fiction	3,481.08	321	673.18	32	4,154.26	353	901.49	90	5,055.75	443
Juvenile Reference	1,749.12	24	0.00	0	1,749.12	24	65.00	3	1,814.12	27
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	5,230.20	345	673.18	32	5,903.38	377	966.49	93	6,869.87	470
TOTAL JUVENILE PRINT MATERIALS	8,027.47	684	3,782.12	252	11,809.59	936	2,008.51	206	13,818.10	1,142
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	143.66	7	1,843.32	80	1,986.98	87	0.00	0	1,986.98	87
Total Juvenile Audio	143.66	7	1,843.32	80	1,986.98	87	0.00	0	1,986.98	87
Juvenile Video Educational	0.00	0	1,008.70	99	1,008.70	99	15.00	1	1,023.70	100
Juvenile Video Entertainment	0.00	0	576.29	41	576.29	41	294.00	19	870.29	60
Total Juvenile Video	0.00	0	1,584.99	140	1,584.99	140	309.00	20	1,893.99	160
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	143.66	7	3,428.31	220	3,571.97	227	309.00	20	3,880.97	247
TOTAL JUVENILE MATERIALS	8,171.13	691	7,210.43	472	15,381.56	1,163	2,317.51	226	17,699.07	1,389
Total Fiction	9,593.69	792	7,335.77	445	16,929.46	1,237	2,600.97	190	19,530.43	1,427
Total Non-Fiction	33,007.75	700	13,297.99	621	46,305.74	1,321	5,413.76	299	51,719.50	1,620
Total Audio	2,189.53	62	1,843.32	80	4,032.85	142	420.00	21	4,452.85	163
Total Video	76.95	4	1,584.99	140	1,661.94	144	1,089.00	72	2,750.94	216
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	44,867.92	1,558	24,062.07	1,286	68,929.99	2,844	9,523.73	582	78,453.72	3,426

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy D. Burkich, Circulation Supervisor *PDB*
 DATE: February 21, 2001
 SUBJECT: Unique Management Services, Inc. Report for Month of January

This report was received from Unique Management on February 12, 2001.
 Attachment A is enclosed.

A summary of the current status is as follows:

FY 2000-01	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	20	71	12	680.99	3
August	18	53	8	456.89	16
September	20	69	4	387.85	16
October	16	56	12	797.39	9
November	7	51	7	369.60	11
December	4	41	4	341.60	3
January	26	52	8	457.20	0
February	0	0	0	0.00	0
March	0	0	0	0.00	0
April	0	0	0	0.00	0
May	0	0	0	0.00	0
June	0	0	0	0.00	0
TOTAL YTD	111	393	55	3,491.52	58

CREATED: 02/03/2001 7:56 AM EC

MS PEGGY BURKICH
PLACENTIA LIBRARY DISTRICT
411 EAST CHAPMAN AVENUE
PLACENTIA CA 92870

CREDITOR: 286 -- PLACENTIA LIBRARY DISTRICT
DATES LISTED: 01/01/1900 TO 12/31/9999

Accounts Submitted	:	406	Dollars Submitted	:	35,832.79	Dollars Received	:	8,933.03
Bankruptcies	:	0	Dollars in Bankruptcy	:	0.00	Material Returned	:	8,003.61
Incorrect Addresses	:	54	Dollars in Skips	:	3,626.77	Dollars Waived	:	1,380.78
Patron Disputes/Suspends	:	2	Dollars in Dispute	:	100.00	Total Activated	:	23,306.83
Accounts in Process	:	350	Dollars in Process	:	31,352.93	% of Dollars Activated	:	74.34%
# of Accounts Activated	:	242						
% of Accounts Activated	:	69.14%						

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: February 21, 2001
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT JANUARY, 2001**

SUMMARY OF PRINTER/COPIER ACCOUNTS JANUARY, 2001

Beginning Balance 1/31/01 (\$6,810.26)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	426.80	
Total Loans from Literacy Fund	0.00	
Total Materials & Supplies		0.00
Total Repairs		0.00
Total Copier Paper Expense		0.00
Total Copier Lease Payments in January		446.34
Total Copier Maintenance Payment in January		229.65
Debit Card System Loan Payback		0.00
	<u>426.80</u>	<u>675.99</u>

Ending Balance 1/31/01 (\$7,059.45)

January payment \$ 0.00

**** NO PAYMENT WILL BE MADE UNTIL APRIL 2001 ****

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 1/31/01	(8,565.48)
Loan Amount as of 1/31/01 (Literacy Fund)	7,700.00
January Payment (Fund 702)	0.00
January Payment (Literacy Fund)	<u>0.00</u>
Balance 1/31/01	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson

TO: Placentia Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: February 21, 2001
SUBJECT: **GIFT REPORT**

The following gifts were received from January 1, 2001 through January 31, 2001.

ADOPT A BOOK DONATIONS

Mr & Mrs William Dooley
Edward Hartman
Jo Ann Nelson
Placentia Disposal

Jane Quon
Janet Rohman
Southern California Gas
Robert Suda

TOTAL AAB DONATIONS \$5,545.90

TOTAL ALL DONATIONS \$5,545.90

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: February 21, 2001

SUBJECT: BUILDING MAINTENANCE REPORT FOR JANUARY, 2001

1. **Roofing** - The Roof Project was delayed due to bad weather. It was rescheduled for February 2001.
2. **Plumbing** - Manwill Plumbing serviced the women's staff restroom. The sink and right toilet is scheduled to be replaced in February 2001.
3. **History Room** - Cabinetry work is scheduled for February 2001

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: February 21, 2001
SUBJECT: PERSONNEL REPORT FOR JANUARY, 2001

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Volunteer Report**
DATE: February 21, 2001

The Volunteer Reports for January and February and March will be presented at the April Library Board Meeting.



Placentia Library District
Circulation Report
FEBRUARY 21, 2001

	FY00-01 YTD	FY99-00 YTD	% CHANGE FY00 TO FY01	FY00-01 JANUARY 01	FY99-00 JANUARY 00
1st Time Checkouts	78,479	80,450	-2.45%	13,649	14,472
Phone Renewals	12,088	11,666	3.62%	2,249	2,018
In-Building Renewals	2,508	2,308	8.67%	433	361
Total Renewals	14,596	13,974	4.45%	2,682	2,379
TOTAL CHECKOUTS	93,075	94,424	-1.43%	16,331	16,851
On-Time Checkins	76,979	77,604	-0.81%	11,642	12,405
Late Checkins	14,229	13,821	2.95%	2,439	2,573
TOTAL CHECKINS	91,208	91,425	-0.24%	14,081	14,978
Holds Placed	1,783	1,912	-6.75%	319	299
Holds Cancelled	361	383	-5.74%	66	63
Holds Filled	1,798	1,781	0.95%	287	264
Holds Expired	24	12	100.00%	5	4
Overdue Items	5,306	5,316	-0.19%	677	525
Overdue Notices	2,344	2,364	-0.85%	291	264
Billing Notices	2,473	2,732	-9.48%	397	512
Patrons Registered	1,817	2,001	-9.20%	315	266
Titles Added	8,040	5,909	36.06%	1,653	1,001
Volumes Added	10,225	11,305	-9.55%	2,146	1,511
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	40,331	42,528	-5.17%	6,985	6,953
Juvenile Print	44,515	45,442	-2.04%	7,835	8,512
Total Print	84,846	87,970	-3.55%	14,820	15,465
Audio	3,990	3,481	14.62%	642	558
Visual	5,613	4,117	36.34%	494	575
Equipment	1	0	100.00%	0	0
Total Audio Visual	9,604	7,598	26.40%	1,136	1,133
TOTAL CIRCULATION	93,075	94,424	-1.43%	16,331	16,851
Placentia Circulation	57,797	59,868	-3.46%	10,322	10,674
% Placentia Circulation	61.19%	62.65%	-2.33%	64.69%	64.31%
Anaheim/Yorba Linda Circulation	17,872	17,746	0.71%	3,191	3,080
% Anaheim/Yorba Linda Circulation	18.92%	18.57%	1.88%	24.98%	18.56%
TYPES OF ACTIVE BORROWERS					
Adult	63,735	62,901	1.33%	11,124	10,950
Young Adult	2,739	2,563	6.87%	418	535
Juvenile	20,859	22,474	-7.19%	3,764	4,439
New Borrower	7,128	7,632	-6.60%	1,021	927
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	94,461	95,570	-1.16%	16,327	16,851
TOTAL REGISTERED BORROWERS	20,857	21,570	-3.31%	20,857	21,570
ATTENDANCE	184,092	249,647	-26.26%	29,126	30,714
Adult Reference - -In Building	8,002	6,079	31.63%	1,384	1,108
Adult Reference - Telephone	2,055	1,370	50.00%	226	204
Children's Reference - In Building	4,975	4,059	22.57%	767	661
Children's Reference - Telephone	164	209	-21.53%	33	28
Total Adult Reference	10,057	7,449	35.01%	1,610	1,312
Total Children's Reference	5,139	4,268	20.41%	800	689
Total In Building Reference	12,977	10,138	28.00%	2,151	232
Total Telephone Reference	2,219	1,579	40.53%	259	2,001
TOTAL REFERENCE	15,196	11,717	29.69%	2,410	1,082



TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98	1,315.54	189.00	18.33	1,522.87	761.44
Sep-98	1,315.54	189.00	17.41	1,521.95	760.98
Oct-98	1,315.54	189.00	19.41	1,523.95	761.98
Nov-98	1,367.26	438.00	4.48	1,809.74	904.87
Dec-98	1,315.54	279.00	10.95	1,605.49	802.75
Jan-99	1,263.22	204.00	19.41	1,486.63	743.32
Feb-99	1,315.54	279.00	17.41	1,611.95	805.98
Mar-99	1,440.04	204.00	12.94	1,656.98	828.49
Apr-99	1,440.04	204.00	23.88	1,667.92	833.96
May-99	1,440.04	204.00	8.97	1,653.01	826.51
Jun-99	1,441.04	281.00	21.89	1,743.93	871.97
TOTAL	16,284.88	2,864.00	181.56	19,330.44	9,665.22
AVG	1,357.07	238.67	15.13	1,610.87	805.44

TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99	1,723.42	324.00	12.94	2,060.36	1,030.18
Jan-00	1,732.42	324.00	6.48	2,062.90	1,031.45
Feb-00	1,194.52	234.00	6.48	1,435.00	717.50
Mar-00	976.84	234.00	6.48	1,217.32	608.66
Apr-00	976.84	234.00	12.94	1,223.78	611.89
May-00	976.84	234.00	6.48	1,217.32	608.66
Jun-00	976.84	234.00	4.48	1,215.32	607.66
TOTAL	15,757.92	3,069.00	125.46	18,952.38	9,476.19
AVG	1,313.16	255.75	10.46	1,579.37	789.68

TOTAL DOLLARS SPENT

FY2000-2001	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul-00	976.84	234.00	6.48	1,217.32	608.66
Aug-00	976.84	219.00	8.96	1,204.80	602.40
Sep-00	976.84	174.00	21.89	1,172.73	586.37
Oct-00	976.84	174.00	4.48	1,155.32	577.66
Nov-00	1,054.38	234.00	8.97	1,297.35	648.68
Dec-00	1,054.38	234.00	4.48	1,292.86	646.43
Jan-01				0.00	0.00
Feb-01				0.00	0.00
Mar-01				0.00	0.00
Apr-01				0.00	0.00
May-01				0.00	0.00
Jun-01				0.00	0.00
TOTAL	6,016.12	1,269.00	55.26	7,340.38	3,670.19
AVG	1,002.69	211.50	9.21	1,223.40	611.70

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Sep-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Oct-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Nov-98	267.92	276.80	52.32	51.72	718.50	1,367.26
Dec-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jan-99	267.92	276.80	0.00	0.00	718.50	1,263.22
Feb-99	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Apr-99	298.24	300.10	56.90	0.00	784.80	1,440.04
May-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Jun-99	298.24	300.10	56.90	0.00	784.80	1,440.04
TOTAL	3,336.32	3,414.80	593.84	51.72	8,887.20	16,283.88
AVG	278.03	284.57	49.49	4.31	740.60	1,356.99

DOLLARS BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Aug-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Sep-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Oct-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Nov-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Dec-99	310.16	374.52	59.18	0.00	979.50	1,723.36
Jan-00	310.16	374.52	59.18	0.00	979.56	1,723.42
Feb-00	232.62	249.68	59.18	0.00	653.04	1,194.52
Mar-00	232.62	249.68	59.18	0.00	435.36	976.84
Apr-00	232.62	249.68	59.18	0.00	435.36	976.84
May-00	232.62	249.68	59.18	0.00	435.36	976.84
Jun-00	232.62	249.68	59.18	0.00	435.36	976.84
TOTAL	3,274.62	3,497.94	698.76	0.00	8,277.54	15,748.86
AVG	272.89	291.50	58.23	0.00	689.80	1,312.41

DOLLARS BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-00	232.62	249.68	59.18	0.00	435.36	976.84
Aug-00	232.62	249.68	59.18	0.00	435.36	976.84
Sep-00	232.62	249.68	59.18	0.00	435.36	976.84
Oct-00	232.62	249.68	59.18	0.00	435.36	976.84
Nov-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Dec-00	310.16	249.68	59.18	0.00	435.36	1,054.38
Jan-01						0.00
Feb-01						0.00
Mar-01						0.00
Apr-01						0.00
May-01						0.00
Jun-01						0.00
TOTAL	1,550.80	1,498.08	355.08	0.00	2,612.16	6,016.12
AVG	258.47	249.68	59.18	0.00	435.36	1,002.69

TIME BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-98	8.00	10.00	2.00	0.00		30.00	50.00
Aug-98	8.00	10.00	2.00	0.00		30.00	50.00
Sep-98	8.00	10.00	2.00	0.00		30.00	50.00
Oct-98	8.00	10.00	2.00	0.00		30.00	50.00
Nov-98	8.00	10.00	2.00	2.00		30.00	52.00
Dec-98	8.00	10.00	2.00	0.00		30.00	50.00
Jan-99	8.00	10.00	0.00	0.00		30.00	48.00
Feb-99	8.00	10.00	2.00	0.00		30.00	50.00
Mar-99	8.00	10.00	2.00	0.00		30.00	50.00
Apr-99	8.00	10.00	2.00	0.00		30.00	50.00
May-99	8.00	10.00	2.00	0.00		30.00	50.00
Jun-99	8.00	10.00	2.00	0.00		30.00	50.00
TOTAL	96.00	120.00	22.00	2.00		360.00	600.00
AVG	8.00	10.00	1.83	0.17		30.00	50.00

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-99	8.00	10.00	2.00	0.00		30.00	50.00
Aug-99	8.00	10.00	2.00	0.00		30.00	50.00
Sep-99	8.00	10.00	2.00	0.00		30.00	50.00
Oct-99	8.00	10.00	2.00	0.00		30.00	50.00
Nov-99	8.00	10.00	2.00	0.00		30.00	50.00
Dec-99	8.00	12.00	2.00	0.00		36.00	58.00
Jan-00	8.00	12.00	2.00	0.00		36.00	58.00
Feb-00	6.00	8.00	2.00	0.00		24.00	40.00
Mar-00	6.00	8.00	2.00	0.00		16.00	32.00
Apr-00	6.00	8.00	2.00	0.00		16.00	32.00
May-00	6.00	8.00	2.00	0.00		16.00	32.00
Jun-00	6.00	8.00	2.00	0.00		16.00	32.00
TOTAL	86.00	114.00	24.00	0.00		310.00	534.00
AVG	7.17	9.50	2.00	0.00		25.83	44.50

TIME BY TYPE OF WORKER

FY2000-2001	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		MAINT WORK	TOTAL
				TRIMMER			
Jul-00	6.00	8.00	2.00	0.00		16.00	32.00
Aug-00	6.00	8.00	2.00	0.00		16.00	32.00
Sep-00	6.00	8.00	2.00	0.00		16.00	32.00
Oct-00	6.00	8.00	2.00	0.00		16.00	32.00
Nov-00	8.00	8.00	2.00	0.00		16.00	34.00
Dec-00	8.00	8.00	2.00	0.00		16.00	34.00
Jan-01							0.00
Feb-01							0.00
Mar-01							0.00
Apr-01							0.00
May-01							0.00
Jun-01							0.00
TOTAL	40.00	48.00	12.00	0.00		96.00	196.00
AVG	6.67	8.00	2.00	0.00		16.00	32.67

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	129.91			7,112.85
Nov-98	1/6/98	0.00	818.37	1,666.85	0.00			2,485.22
Dec-98	2/4/99	2,884.98	818.37	802.75	107.50			4,613.60
Jan-99	3/8/99	2,921.46	818.37	743.32	107.50	3,357.52		7,948.17
Feb-99	3/31/99	3,032.51	818.37	805.98	107.40		2,364.10	7,128.36
Mar-99	4/28/99	3,009.57	892.35	828.49	0.00			4,730.41
Apr-99	6/10/99	3,062.45	833.46	833.96	281.45			5,011.32
May-99	7/7/99	3,302.65	839.51	826.51	107.50			5,076.17
Jun-99	8/1/99	4,547.44		871.47	107.50			5,526.41
TOTAL		43,990.83	9,251.91	9,664.76	1,271.26	3,357.52	2,364.10	69,900.38
AVG		3,665.90	841.08	805.40	105.94			5,825.03

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99	10/27/99	4,392.31	818.37	863.76	107.50			6,181.94
Oct-99	12/7/99		818.37	829.49	107.50			1,755.36
Nov-99	1/11/00	6,410.86	818.37	831.73	314.56			8,375.52
Dec-99	2/3/00	2,340.88	969.36	1,030.18	107.50			4,447.92
Jan-00	3/1/00	1,405.10	0.00	1,026.95	107.50			2,539.55
Feb-00	3/30/00	2,460.49	863.92	717.50	720.00			4,761.91
Mar-00	4/26/00	2,272.78	1,727.84	608.66	107.50			4,716.78
Apr-00	5/24/00	2,534.75	863.92	611.89	107.50			4,118.06
May-00	7/10/00	2,917.34	1,908.21	608.66	107.50			5,541.71
Jun-00	8/7/00	3,871.11	0.00	607.66	107.50			4,586.27
TOTAL		38,553.68	10,425.10	9,471.70	2,109.56	0.00	0.00	60,560.04
AVG		3,212.81	868.76	789.31	175.80			5,046.67

PERIOD COVERED FY2000-2001	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-00	9/7/00	4,188.72	0.00	608.66	107.50			4,904.88
Aug-00	10/2/00	4,377.35	2,015.84	602.40	107.50			7,103.09
Sep-00	11/7/00	4,215.65	0.00	586.37	107.50			4,909.52
Oct-00	12/7/00	2,608.81	2,105.84	577.66	107.50			5,399.81
Nov-00	1/8/01	2,554.36	0.00	648.68	0.00			3,203.04
Dec-00	2/13/01	2,891.81	2,350.27	646.43	0.00			5,888.51
Jan-01								0.00
Feb-01								0.00
Mar-01								0.00
Apr-01								0.00
May-01								0.00
Jun-01								0.00
TOTAL		20,836.70	6,471.95	3,670.20	430.00	0.00	0.00	31,408.85
AVG		3,472.78	1,078.66	611.70	71.67			5,234.81

TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Technical Services Manager

DATE: February 21, 2001

SUBJECT: Report on Selection Process for replacement library system for Tri-City Library Network (aka Anaheim Library Consortium)

On February 12, I attended a meeting at Anaheim Library for the selection of the new automation system. Epixtech Horizon was selected. Contract negotiations will begin in early March.

Quotes for a stand-alone system from Dynix/Epixtech have been obtained in the event that the cost of our continued participation in the Tri-City Library Network is more than we are able to afford.

Agenda Item 27

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager *JR*
DATE: February 7, 2001
SUBJECT: Status Report on selection of Library Security/Surveillance System.

BACKGROUND:

At the January 17 Board Meeting, the Board approved the acquisition of a Robot Multiplexer 8 camera system at \$4,170.65, and awarded the contract to J. D. Manning & Associates.

On January 18, Mr. Manning was notified that he had been awarded the contract and was given a Purchase Order Number as a basis to proceed. Mr. Manning hopes to have the surveillance system installed and operational prior to the February 21 Library Board Meeting.

RECOMMENDATION:

No Board action is anticipated.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Roof Replacement Project
DATE: February 21, 2001

BACKGROUND

The contract documents have been signed and the Order to Proceed was issued for February 12, 2001.

Work will begin as soon as the current rainy spell has subsided. The contractor estimates that the project will be finished in four to five workdays.





CLLS Narrative Report

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Filing Period: **Mid-Year**

The State Library is interested in the areas of your program that you find most significant. This includes both successful and unsuccessful events, methods, materials and other components.

Significant successes:

Fiscal Year 2000-2001 has been a year of tremendous growth for the Placentia Library Literacy Services. This has occurred for several reasons. Up until near the end of Fiscal Year 1999-2000, we were conducting tutor training workshops only three to four times a year. This Fiscal Year, we hold tutor training workshops at least once a month. This not only increases the number of volunteer tutors available, but also increases the number of matched pairs of tutors and learners. This fiscal year we also started a Families for Literacy (FFL) Program, and by December 31, we had three active families. As a result, the number of volunteers and learners in the Placentia Library Literacy Services has more than doubled during the first six months of this fiscal year compared to the first six months of Fiscal Year 1999-2000.

Problems, challenges, and unresolved issues:

The Placentia Library Literacy Services most difficult challenge during the next six months will be to increase the number of families in our FFL program. We plan to do this by recruiting families from the Placentia Head Start Child Development Center, a facility in southwestern Placentia that serves a large Hispanic community. We have formed a partnership with that agency and anticipate referrals from them during the next six months.

Anything you would like to share that other CLC programs could use:

In our FFL component we utilize the team tutoring concept. For each family we have two tutors; when the family comes in, the mother or father or both have a tutor, and the child/children also have a tutor. This allows the parent to have relatively uninterrupted tutoring sessions, and it has been working very well.

Author's Name:

jroberts@placentialibrary.org

E-mail Address Wednesday, January 24, 2001 1:57:52 PM

Date

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CLLS Budget Report

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Fiscal Year: **Mid-Year**

Budget Categories	Budget for Year			Expenditures for Filing Period	
	Approved	Other	Total For Year	CLSA	Other
1. Personnel	\$3,000.00	\$85,742.00	\$88,742.00	\$3,000.00	\$43,664.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$646.00
3. Equipment	\$1,000.00	\$3,789.00	\$4,789.00	\$1,000.00	\$61.00
4. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Operations	\$14,818.00	\$14,151.00	\$28,969.00	\$910.00	\$3,399.00
6. Total	\$18,818.00	\$103,682.00	\$122,500.00	\$4,910.00	\$47,770.00

Budget Categories	Budget Expenditures Year-To-Date		
	CLSA	Other	Total Expenditures
1. Personnel	\$3,000.00	\$43,664.00	\$46,664.00
2. Library Materials	\$0.00	\$646.00	\$646.00
3. Equipment	\$1,000.00	\$61.00	\$1,061.00
4. Indirect	\$0.00	\$0.00	\$0.00
5. Operations	\$910.00	\$3,399.00	\$4,309.00
6. Total	\$4,910.00	\$47,770.00	\$52,680.00

Operations Detail	Budget for Year			Expenditures for Filing Period	
	Approved	Other	Total for Year	CLSA	Other
5a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00	\$1,841.00
5b. Travel	\$1,000.00	\$1,000.00	\$2,000.00	\$656.00	\$0.00
5c. Office Supplies	\$7,618.00	\$0.00	\$7,618.00	\$66.00	\$0.00
5d. Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$1,558.00
5e. Instr. Resources	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00
5f. Communications	\$1,200.00	\$10,500.00	\$11,700.00	\$188.00	\$0.00
5g. Other	\$0.00	\$2,651.00	\$2,651.00	\$0.00	\$0.00
Total	\$14,818.00	\$14,151.00	\$28,969.00	\$910.00	\$3,399.00

Operations Detail	Operations Expenditures Year-To-Date		
	CLSA	Other	Total Expenditures
5a. Contract Services	\$0.00	\$1,841.00	\$1,841.00
5b. Travel	\$656.00	\$0.00	\$656.00
5c. Office Supplies	\$66.00	\$0.00	\$66.00
5d. Printing	\$0.00	\$1,558.00	\$1,558.00
5e. Instr. Resources	\$0.00	\$0.00	\$0.00
5f. Communications	\$188.00	\$0.00	\$188.00
5g. Other	\$0.00	\$0.00	\$0.00
Total	\$910.00	\$3,399.00	\$4,309.00

Jim Roberts

Prepared by

Public Service Mgr./ Literacy Coordinator

Title

jroberts@placentialibrary.org

E-mail Address

Tuesday, January 30, 2001 12:18:29 PM

Date



CLLS In-Kind Report

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Filing Period: **Mid-Year**

1. In-Kind Services (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other
a) Space	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00
b) Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
d) Printing	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00
e) Professional Services	\$0.00	\$0.00	\$375.00	\$0.00	\$0.00	\$0.00
f) Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Column Totals for period.	\$0.00	\$0.00	\$375.00	\$500.00	\$0.00	\$0.00
Column Totals for YTD	\$0.00	\$0.00	\$375.00	\$500.00	\$0.00	\$0.00

1. In-Kind Services (In Dollar Equivalents)	This Period's Total Resources	Total Year-To- Date	This Year's Goals
a) Space	\$300.00	\$300.00	\$600.00
b) Materials	\$0.00	\$0.00	\$0.00
c) Equipment	\$0.00	\$0.00	\$0.00
d) Printing	\$200.00	\$200.00	\$400.00
e) Professional Services	\$375.00	\$375.00	\$750.00
f) Other	\$0.00	\$0.00	\$0.00
Column Totals for period.	\$875.00		Grand Total
Column Totals for YTD		\$875.00	\$1,750.00

2. Volunteer Hours	This Period	YTD
a) Literacy Instruction	4011	4011
b) Talent/Support Services	244	244

Jim Roberts

Prepared by

Public Service Mgr./ Literacy Coordinator

Title

jroberts@placentialibrary.org

E-mail Address

Wednesday, January 24, 2001 12:07:40 PM

Date

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CLLS Adult Learner Report

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Filing Period: **Mid-Year**

Bi-Annual Summary		Total
1. Continuing Adult Learners from previous filing period		56
2. Adult Learners who began during this filing period		87
3. Adult Learners who left during this filing period		
a. Learners who met goal		25
b. Learners who became physically inaccessible this filing period		0
c. Learners who left program for other reasons		5
d. Learners who left program WITHOUT notification		0
e. TOTAL		30
4. Adult Learners who received instruction during this filing period		143
5. Adult Learners referred to other programs (never instructed) this filing period		0

Cumulative Summary		Total
6. Cumulative total adult learners who received instruction this fiscal year-to-date		143
7. Cumulative total adult learners referred to other programs this fiscal year-to-date		0

End of Period Status		Total
8. Adult Learners receiving instruction at end of this filing period.		113
9. Prospective Adult Learners awaiting instruction at end of this filing period.		62

10. Ethnicity									
Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total	
60	0	43	0	0	5	5	0	113	

11. Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
0	12	27	33	29	10	2	0	113

12. Gender			
Male	Female	Not Specified	Total
29	84	0	113

Jim Roberts
Prepared by

Public Service Mgr./ Literacy Coordinator
Title

jroberts@placentialibrary.org
E-mail Address



CLLS Tutor Activity Report

Name of Library: **Placentia Library District**

Fiscal Year: **00 / 01**

Filing Period: **Mid-Year**

Bi-Annual Summary		Total
1. Continuing Tutors instructing from previous filing period		86
2. Tutors who began instructing during this filing period		60
3. Tutors who left during this filing period		
a. Tutors who left with notification		35
b. Tutors who left WITHOUT notification		0
c. TOTAL tutors who left		35
4. Total tutors who instructed during this filing period		146
5. Number of tutors trained during this filing period.		69
6. Number of pre-service tutor workshops offered during this filing period		0

Cumulative Summary		Total
7. Cumulative total tutors who instructed this fiscal year-to-date		146
8. Cumulative total tutors trained this fiscal year-to-date		69

End of Period Status		Total
9. Tutors instructing at end of this filing period		111
10. Prospective tutors awaiting training/matching at end of this filing period.		22

11. Ethnicity								
Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	Total
11	1	0	21	2	61	15	0	111

12. Age Distribution								
16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	Total
21	21	18	12	20	9	4	6	111

13. Gender			
Male	Female	Not Specified	Total
23	88	0	111

14a. Number of library branches used for literacy instruction during this filing period	1
14b. Number of additional sites used for literacy instruction during this filing period	0

Legislative districts in which instruction occurred during this filing period	
a: State Assembly District #(s):	72nd
b: State Senate District #(s):	33rd
c: U.S. Congressional District #(s):	39th and 41st

Jim Roberts
Prepared by

Public Service Mgr./ Literacy Coordinator

Title

jroberts@placentalibrary.org

E-mail Address

Wednesday, January 24, 2001 12:09:07 PM

Date

Print this report

Main Menu



Families For Literacy

[Main Menu]

Name of Library: **Placentia Library District**
 Fiscal Year: 00 / 01
 Filing Period: Mid-Year
D. Financial Report

Fiscal Year -

Category	Budget		Expended as of Dec. 31,	
	CLSA	Other	CLSA (FFL)	Other
1. Personnel	\$9,000.00	\$3,500.00	\$9,000.00	\$634.00
2. Library Materials	\$0.00	\$0.00	\$0.00	\$0.00
3. Operative Total	\$1,000.00	\$500.00	\$0.00	\$0.00
3a. Contract Services	\$0.00	\$0.00	\$0.00	\$0.00
3b. Travel	\$300.00	\$500.00	\$0.00	\$0.00
3c. Office Supplies	\$500.00	\$0.00	\$0.00	\$0.00
3d. Printing	\$200.00	\$0.00	\$0.00	\$0.00
3e. Instructional Resource	\$0.00	\$0.00	\$0.00	\$0.00
3f. Children's Book Resource	\$0.00	\$0.00	\$0.00	\$0.00
3g. Communications	\$0.00	\$0.00	\$0.00	\$0.00
3h. Other	\$0.00	\$0.00	\$0.00	\$0.00
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00
5. Indirect	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$10,000.00	\$4,000.00	\$9,000.00	\$634.00

Author: Wendy Goodson
 Author's e-mail address: administration@placentialibrary.org

Last edit date: Tuesday, January 30, 2001 12:14:00 PM

[Print this report | Main Menu]



Hall of Finance & I
12 Civic Center Pla
P.O. Box 567
Santa Ana, California 92702-0567

(714) 834-2450 FAX: (714) 834-2569

AUDITOR-CONTROLLER

January 29, 2001

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

Subject: Charges for Auditor-Controller Accounting Services

My department has provided accounts payable, check writing, general ledger accounting, and accounting systems administration and maintenance services to your District at no charge. Because of funding constraints, we are no longer able to provide your district with free services. We intend to begin charging your District for Auditor-Controller costs effective next fiscal year (FY 2001-02).

Your District's share of Auditor-Controller costs, based on Orange County's FY 2001-2002 County Wide Cost Allocation Plan (CWCAP), which is computed based on actual FY 1999-2000 costs, is **\$6,103**. A schedule showing the breakdown of these costs is attached.

These charges exclude costs of property tax services which the County provides to your District. Costs for those services are recovered separately under applicable California Revenue and Taxation Code statutes.

Our counsel has reviewed the enabling statutes for your District and has found no restrictions to billing these costs. If you know of any legal provisions that may restrict or prevent our office from billing them to your District, please let us know.

My staff will contact you to determine the frequency and methodology for billing these costs to your District. Please call me at 834-2457 if you have any questions or wish to discuss this further.

A handwritten signature in black ink, appearing to read "David E. Sundstrom".

David E. Sundstrom
Auditor-Controller

JMM:lr (SD AC Charges-Placentia Library/ops)
Attachment

cc: Supervisor Cynthia P. Coad, District 4, Chair, Board of Supervisors
Michael Schumacher, Ph.D., County Executive Officer
Gary Burton, Chief Financial Officer, County Executive Office
Michael Ruane, Executive Director, CEO/Strategic & Intergovernmental
Affairs
William Mahoney, Director, CEO/Strategic & Intergovernmental Affairs
Robert Austin, Deputy County Counsel

**AUDITOR-CONTROLLER COSTS OF SERVICES TO SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT**

<u>Auditor-Controller Unit Description</u>	<u>Placentia Library District Allocated Costs</u>
County Accounting and Personnel Systems Administration	\$ 111
Accounts Payable/Claims Review and Processing	4,840
Check Writing	385
Payroll	-
General Ledger/General Accounting	767
Cost Accounting	-
Grand Total Costs	\$ 6,103

Source:

Fiscal Year 2001-2002 County-Wide Cost Allocation Plan, based on Fiscal Year 1999-2000 actual costs, Schedules A. 025-026 and Schedule 6.000.

CNA GROUP BENEFITS

7400 College Boulevard, Suite 600
Overland Park, KS 66210

Sharon Capen
Underwriter
Group Benefits
Telephone 913-661-5751
800-255-7214
x 5751
Facsimile 913-661-5778

January 24, 2001

Placentia Library District
Attn: Karen Samarin
411 E. Chapman Ave.
Placentia, CA 92670

RE: LTD Policy Number: 83081542
Renewal Date: March 1, 2001

Dear Ms. Samarin:

Thank you for choosing CNA for your group insurance needs. As a leader in disability management for over 50 years, CNA has a reputation for returning many employees back to work while also providing employers with extensive cost management assistance. Disability carriers are facing rising costs, more challenging claims and legislative changes that ultimately impact the prices needed to insure groups like yours. We have completed our renewal analysis for the upcoming year and your renewal is as follows:

POLICY RENEWAL

Long Term Disability:

Your LTD policy is currently insured at a rate of **.50** per \$100 of covered payroll. Effective **March 1, 2001**, your plan will be renewed at a rate of **.55** per \$100 of covered payroll.

Enclosed are 2 copies of the necessary amendment rider that raises the in-force rate. Please sign and return one copy of the enclosed amendment rider to my attention. Should you have any questions regarding any of this material, please contact your broker or your local CNA representative.

We appreciate the opportunity to provide LTD program for your company and look forward to continuing to serve you in the years ahead. Please do not hesitate to call your broker or us with any questions regarding these renewals, or any other aspect of these policies.

Best regards,

Sharon Capen
Underwriter

Cc: Managed Benefits
Los Angeles Sales Office



For All the Commitments You Make®

Continental Casualty Company



For All the Commitments You Make®

CNA Plaza
Chicago, Illinois 60685

A Stock Company

Amendment Rider #2

In consideration of the payment of the premium for the policy to which this rider is attached, it is hereby understood and agreed that the Master Application Z1-67957-C is hereby amended to read as follows:

HOW IS PREMIUM CALCULATED?

Multiplying the total insured salary by **.0055**. Do not include salary for any individual in excess of **\$8,333.00 per month** in the premium calculation for such Insured Employee.

Accepted By _____

Title _____

Date _____

In all other respects, the policy is to remain the same.

This rider takes effect on **March 1, 2001 12:01 A.M.**, Standard Time at the address of the Holder, it expires concurrently with the policy to which it is attached and is subject to all the definitions, conditions and provisions of the policy not inconsistent herewith.

Attached to and made part of Policy No. **SR-83081542** issued to **Placentia Library District** by the CONTINENTAL CASUALTY COMPANY, General Office, Chicago, Illinois, but the same shall not be binding upon the Company unless countersigned by its duly authorized agent.

Chairman of the Board

Secretary

Countersigned by _____

Bill & Melinda Gates Foundation
State Partnership Program Grantee Report

Grant Number: CA-98-92670-01-A
Grantee: Placentia Library District
Grant Amount: \$15,763.00
Date Grant Paid: 12/17/99

Confirmation of Grant Purpose and Receipt of Funds

We confirm that the charitable purpose of this grant is to expand public access to computers and the Internet, and that all funds have been received and spent in accordance with the grant agreement and as detailed in this report.

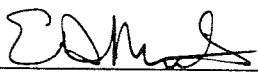
Please describe how your library attained the charitable purpose of the grant and how this grant enabled the library to expand public access to computers and the Internet. Please include details of the achievements or challenges you've experienced during the implementation of this grant and provide any recommendations to help us or other libraries, implement this program in the future.

(For example: In Sample Library #1, 4 new computers and 1 printer have been added to our existing network, all equipment has been purchased for this site and all software has been installed and the computers are fully operational within the facility, and so on. Use additional sheets if necessary.)

In Placentia Library District, 4 new computers, 1 printer, and 1 content service have been added to our existing LAN. All equipment has been purchased for this site. All software has been installed and the computers are fully operational within the Library. This has enabled us to expand our Internet access to the public. Almost every afternoon after school gets out, all the terminals are in use. The educational games are especially popular with the children.

Please attach a list of equipment purchased, its location and the total purchase price (see page 2):

Jan 17, 2001
Date


Signature

Elizabeth D. Minter, Library Director
Please Print Name and Title

Please attach a list of equipment purchased, its location and the total purchase price. If any portion of the grant funds were not used in accordance with the original budget, please explain how the funds were reallocated in line with the purpose of the grant. Use the shaded area on the top of this form as an example. Photocopy this page as necessary.

Location	Equipment	Amount Awarded	Amount Expended	Balance
Sample Library #1	4 computers, 1 printer	\$10,500	\$10,500	\$0.00
Sample Library #2	2 computers, 1 printer	\$5,000	\$4,900.00	\$100.00
Sample Supplemental Training Lab	11 computers, 1 server, 1 printer, 1 projector	\$35,000	\$35,000	\$0.00
Placentia Library District	5 computers, 1 server, 1 printer	\$15,763	\$15,363	400.00
Total Amount of Grant			\$	15,763
Total amount expended			\$	15,363
Balance			\$	400
Reallocated Funds	Description: Purchase of keyboard drawers, cable drops, and dedicated circuits		\$	4,217
TOTAL REMAINING BALANCE			\$	-0-

STATE, LOCAL and DISTRICT CONSUMER USE TAX RETURN

DUE ON OR BEFORE Jan 31, 2001 for Year - Jan through Dec 2000 4200

[FOID 5-481-260] 9

SU EA

YOUR ACCOUNT NO.
24-300123 3

S
BOARD OF EQUALIZATION
P.O. BOX 942879
SACRAMENTO, CA 94279-8062

PLACENTIA LIBRARY DISTRICT
411 E. CHAPMAN AVE.
PLACENTIA, CA 92670

EFF
30018-037-0000
87
07/35
RT-EA
SHE

**READ INSTRUCTIONS
BEFORE PREPARING**

PLEASE ROUND CENTS TO THE NEAREST WHOLE DOLLAR

1. Enter purchase price of tangible personal property which is subject to CALIFORNIA STATE USE TAX which has not been paid to the retailer	1.	\$ 14,972	.00	2		
2. (e) Sections 6377 & 6378 - 5% State Tax Exemptions	2.		.00	61		
<small>60(a) Amount subject to Manufacturer's Exemption</small> \$ <input type="text"/> + <small>60(b) Amount subject to Teleproduction Exemption</small> \$ <input type="text"/> = <small>60(c) Enter total of boxes 60(a) & 60(b)</small> \$ <input type="text"/> <small>(Amounts entered in 60(a) and 60(b) must be included in line 1.)</small>						
Multiply box 60(c) by .8333 (Enter result on line 2)	2.		.00			
3. Total amount subject to state use tax (subtract the adjusted amount on line 2 from line 1)	3.	14,972	.00	12		
4. State Use Tax 6% (multiply line 3 by .06)	4.	898	.00			
5. Total purchase price of tangible personal property which is subject to County Use Tax which has not been paid to the retailer (enter amount from line 1)	5.	14,972	.00			
6. County Use Tax 1/4% (multiply line 5 by .0025)	6.	37	.00			
7. Enter amount from line 5	7.	14,972	.00			
8. Local Tax adjustments	8.		.00	15		
9. Total purchase price of tangible personal property which is subject to Local Use Tax which has not been paid to the retailer (add or subtract line 8 to or from line 7)	9.	14,972	.00			
10. Local Use Tax 1% (multiply line 9 by .01)	10.	150	.00			
11. District Use Tax (enter from line A11 on Schedule A)	11.	75	.00	18		
12. Total State, County, Local and District Use Tax (add lines 4, 6, 10 & 11)	12.	1,160	.00	19		
13. Deduct amount of sales and use tax imposed by other states	13.		.00	20		
14. Net State, County, Local and District Use Tax [subtract line 13 from line 12]	14.	1,160	.00			
15. Less Tax Prepayments	15.	\$.00	22		
<table border="1" style="display: inline-table; margin-right: 20px;"> <tr><td>1ST PREPAYMENT</td></tr> </table> <table border="1" style="display: inline-table; margin-right: 20px;"> <tr><td>2ND PREPAYMENT</td></tr> </table> Total Prepayment	1ST PREPAYMENT	2ND PREPAYMENT				
1ST PREPAYMENT						
2ND PREPAYMENT						
16. Remaining Use Tax Due (subtract line 15 from line 14)	16.	1,160	.00			
17. PENALTY of 10% (.10) is due if your tax payment is made, or your return is filed, after the due date shown above (see line 17 instructions)	17.		.00	24		
18. INTEREST: One month's interest is due on tax for each month or fraction of a month that payment is delayed after the due date. The adjusted monthly interest rate is 1% (.01000) (12% divided by 12)	18.		.00	25		
19. TOTAL AMOUNT DUE AND PAYABLE (add lines 16, 17 & 18)	19.	\$ 1,160	.00	26		



Make check or money order payable to the State Board of Equalization.
Be sure to write your account number on check or money order.

IF YOU PAID BY CREDIT CARD AS DESCRIBED ON PAGE 1 OF THE INSTRUCTIONS CHECK HERE [].

I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

YOUR SIGNATURE AND TITLE		TELEPHONE NUMBER	DATE
Administrative Assistant		714-528-1925 x.202	Jan 22, 2001
PAID PREPARER'S NAME		PREPARER'S SSN OR FEIN	
FIRM'S NAME (or yours if self-employed)		BUSINESS ADDRESS	
PAID PREPARER'S USE ONLY		S	

SCHEDULE A - COMPUTATION SCHEDULE FOR DISTRICT TAX

A1.	AMOUNT ON WHICH LOCAL TAX APPLIES (Enter amount from line 9 on the front of the return)					\$
A2./A3.	DEDUCT Purchases of tangible personal property on which district use tax does not apply. 000					-
A4.	AMOUNT OF DISTRICT TRANSACTIONS (subtract line A2/A3 from line A1) (Allocate this amount to the correct district tax areas in Column A5)					\$.00
DISTRICT TAX AREAS		A5. ALLOCATE LINE A4 TO CORRECT DISTRICT(S)	A6./A7. ADD (+) / DEDUCT (-) ADJUSTMENTS	A8. TAXABLE AMOUNT A5 plus/minus A6/A7	A9. TAX RATE	A10. DISTRICT TAX DOLL. Multiply A8 by A9
*ALAMEDA Co.	011	.00	.00	.00	.01	\$.00
*CONTRA COSTA Co.	025	.00	.00	.00	.01	.00
CITY OF PLACERVILLE (El Dorado Co.)	070	.00	.00	.00	.0025	.00
*FRESNO Co. 074	072	.00	.00	.00	.00625	.00
CITY OF CLOVIS (Fresno Co.) Public Safety Transactions & Use Tax	073	.00	.00	.00	.003	.00
*IMPERIAL Co. Local Transportation Authority 046	029	.00	.00	.00	.005	.00
*CITY OF CALEXICO Heffeman Hospital District	045	.00	.00	.00	.005	.00
INYO Co.	014	.00	.00	.00	.005	.00
CITY OF CLEARLAKE (Lake Co.)	058	.00	.00	.00	.005	.00
*LOS ANGELES Co. 078	036	.00	.00	.00	.01	.00
*CITY OF AVALON Avalon Municipal Hospital and Clinic	077	.00	.00	.00	.005	.00
MADERA Co.	034	.00	.00	.00	.005	.00
MARIPOSA CO.	076	.00	.00	.00	.005	.00
NAPA Co.	065	.00	.00	.00	.005	.00
*NEVADA Co. Public Library Transactions & Use Tax 069	067	.00	.00	.00	.00125	.00
*TOWN OF TRUCKEE Road Maintenance Transactions & Use Tax	068	.00	.00	.00	.005	.00
ORANGE Co.	037	.00	.00	.00	.005	.00
RIVERSIDE Co.	026	.00	.00	.00	.005	.00
SACRAMENTO Co.	023	.00	.00	.00	.005	.00
SAN BERNARDINO Co.	031	.00	.00	.00	.005	.00
SAN DIEGO Co.	013	.00	.00	.00	.005	.00
*SAN FRANCISCO Co.	052	.00	.00	.00	.0125	.00
SAN JOAQUIN Co.	038	.00	.00	.00	.005	.00
*SAN MATEO Co.	019	.00	.00	.00	.01	.00
SANTA BARBARA Co.	030	.00	.00	.00	.005	.00
*SANTA CLARA Co.	064	.00	.00	.00	.01	.00
*SANTA CRUZ Co.	062	.00	.00	.00	.0075	.00
SOLANO Co.	066	.00	.00	.00	.00125	.00
SONOMA Co.	039	.00	.00	.00	.0025	.00
STANISLAUS Co.	059	.00	.00	.00	.00125	.00
CITY OF WOODLAND (Yolo Co.)	075	.00	.00	.00	.005	.00
A11.	TOTAL DISTRICT TAX. Add Column A10. (Enter here and on line 11 on front of return)					\$ 75 .00

* This district tax area includes more than one transactions and use tax district. (See Instructions for Schedule A)

**SCHEDULE E - DETAILED ALLOCATION BY COUNTY
OF 1% UNIFORM LOCAL USE TAX**

DUE ON OR BEFORE Jan 31, 2001 for Year - Jan through Dec 2000 4200

FOID 5-481-260] 9

SU EA

YOUR ACCOUNT NO.

24-300123

3

SHE

PLEASE READ INSTRUCTIONS
BEFORE PREPARING THIS SCHEDULE

PLACENTIA LIBRARY DISTRICT

The 1% local use tax on property purchased ex-tax and used at your permanent place of business should be entered on line E2 below the county schedule.
Enter 1% local use tax on all other ex-tax purchases in Column C of the schedule after the name of the county where the use occurred.

A	B	C	A	B	C
COUNTY IN WHICH TAXABLE TRANSACTION OCCURRED	CODE	AMOUNT OF 1% LOCAL USE TAX (ROUND TO NEAREST DOLLAR)	COUNTY IN WHICH TAXABLE TRANSACTION OCCURRED	CODE	AMOUNT OF 1% LOCAL USE TAX (ROUND TO NEAREST DOLLAR)
ALAMEDA	01	.00	PLACER	31	.00
ALPINE	02	.00	PLUMAS	32	.00
AMADOR	03	.00	RIVERSIDE	33	.00
BUTTE	04	.00	SACRAMENTO	34	.00
CALAVERAS	05	.00	SAN BENITO	35	.00
COLUSA	06	.00	SAN BERNARDINO	36	.00
CONTRA COSTA	07	.00	SAN DIEGO	37	.00
DEL NORTE	08	.00	SAN FRANCISCO	38	.00
EL DORADO	09	.00	SAN JOAQUIN	39	.00
FRESNO	10	.00	SAN LUIS OBISPO	40	.00
GLENN	11	.00	SAN MATEO	41	.00
IMPERIAL	12	.00	SANTA BARBARA	42	.00
IMPERIAL	13	.00	SANTA CLARA	43	.00
INYO	14	.00	SANTA CRUZ	44	.00
KERN	15	.00	SHASTA	45	.00
KINGS	16	.00	SIERRA	46	.00
LAKE	17	.00	SISKIYOU	47	.00
LASSEN	18	.00	SOLANO	48	.00
LOS ANGELES	19	.00	SONOMA	49	.00
MADERA	20	.00	STANISLAUS	50	.00
MARIN	21	.00	SUTTER	51	.00
MARIPOSA	22	.00	TEHAMA	52	.00
MENDOCINO	23	.00	TRINITY	53	.00
MERCED	24	.00	TULARE	54	.00
MODOC	25	.00	TUOLUMNE	55	.00
MONO	26	.00	VENTURA	56	.00
MONTEREY	27	.00	YOLO	57	.00
NAPA	28	.00	YUBA	58	.00
NAPA	29	.00			
ORANGE	30	150 .00			

E1. Total local use tax for all counties listed above \$ 150 .00

E2. Local use tax on merchandise consumed at your permanent place of business in California. (Do not include any tax allocated to the above counties)

BOARD USE ONLY
Tax Area Code \$.00

E3. Total local use tax liability (add lines E1 and E2)

This total must agree with line 10 of the return form \$ 150 .00



SPECIAL DISTRICT RIS MANAGEMENT AUTHORITY

1481 River Park Drive, Suite 110
Sacramento, CA 95815-4501

Board of Directors

(President)
David Aranda
Stallion Springs CSD
28500 Stallion Springs Drive
Tehachapi, CA 93561
(661) 822-3268

(Vice-President)
Earl F. Sayre
Trinity County WD#1
P.O. Box 1152
Hayfork, CA 96041
(530) 628-5512

(Secretary)
John Yeakley
Bear Valley CSD
28999 Lower Valley Road
Tehachapi, CA 93561
(821) 821-4428

Ken Sonksen
Sanger-Del Rey
Cemetery District
568 S. Rainbow
Sanger, CA 93657
(559) 787-2267

Kit Carter
Heritage Ranch CSD
4870 Heritage Road
Paso Robles, CA 93446
(805) 227-6230

Dewey Ausmus
North County
Cemetery District
2640 Glenridge Road
Escondido, CA 92027
(760) 745-1781

Chief Executive Officer
James W. Towns, ARM

February 6, 2001

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

NOTICE OF PROPOSED BYLAW AMENDMENT

Dear Member Agency:

SDRMA's Board of Directors is considering a Bylaw amendment that is intended to provide a greater opportunity for our members to participate in the election process for SDRMA Directors, and to provide maximum flexibility. ***The proposed amendment provides for mail-in (absentee) ballots, in addition to being able to vote at the annual meeting.*** Enclosed is a copy of the Bylaws. The only proposed changes are on page 3, paragraphs 2(b), (c), and (d). The *changes* have been ~~lined out~~, and the *additions* are in ***bold, italics and underlined***. Also enclosed is a DRAFT of the proposed new voting guidelines which outlines the changes that have been recommended to the current policy (#99-01).

The intent of the proposed Bylaw amendment is to establish a policy that:

- Ensures active participation by the greatest number of member agencies
- Creates maximum voting flexibility while reducing expense to our members
- Is as fair and equitable as possible for incumbents and candidates
- Serves the best interest of the members

The proposed Bylaw amendment and the DRAFT Policy 2001-01 are scheduled to be considered for approval at the March 22, 2001 Board Meeting. **No action is required on your part.** However, we would appreciate any comments or recommendations that your agency may have regarding these proposed changes. If you have any questions or comments, please contact our Chief Executive Officer, Jim Towns at (800) 537-7790.

Sincerely,

David Aranda, President
Board of Directors

G:\MASSMAIL\merged bylaw.wpd

As revised March 25, 1999, with proposed
revisions of 1/25/01

**BYLAWS OF THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

ARTICLE I

MEMBERSHIP

(1) Eligibility

Any district or joint powers agency organized under the laws of the State of California, which is a member of the California Special Districts Association, alternately referred to as CSDA, is eligible for membership in SDRMA upon approval of its membership by the Board of Directors of SDRMA.

(2) Participating Member

A participating "member", as that term is used herein is any public entity or joint powers agency described in (1) above, in the State of California whose participation in SDRMA has been approved by the Board of Directors; which is a member of the California Special Districts Association; and which has executed the Joint Powers Agreement or successor document of which these Bylaws are a part, and which participates in the Package Program.

(3) Successor Member Entity

Should any participating member reorganize in accordance with the statutes of the State of California, the successor in interest, or successors in interest, if a member of the California Special Districts Association, may be substituted as a participating member upon approval by the Board of Directors.

(4) Admission Fee

Upon joining, any district or other eligible agency approved for participation in SDRMA after the effective date of its coverage may be required to pay an admission fee in such amount as may be established by the Board of Directors.

(5) Annual Membership Meeting

An annual meeting of the members of the Authority shall be held at a time and place to

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY - BYLAWS With Proposed Revisions of 3/22/01

be determined by the Board of Directors of the Authority. Each and every entity that is a member of the Authority thirty (30) calendar days before said annual meeting, shall receive written notice of the time, place and tentative agenda of the meeting no less than twenty (20) calendar days prior to such meeting. The annual meeting shall be conducted in accordance with policies established by the Board of Directors of the Authority.

ARTICLE II

BOARD OF DIRECTORS

(1) Powers

Under the Joint Powers Agreement or successor document, the Special District Risk Management Authority is empowered to carry out all of its powers and functions through a Board of Directors. The Board of Directors shall have the following powers:

- (a) To exercise all powers to conduct all business of SDRMA.
- (b) To determine the details of and select joint protection program or programs to be offered by the Authority.
- (c) To purchase excess insurance, liability insurance, stop loss insurance, officers and directors liability insurance, and such other insurance as the Authority may deem necessary or proper to protect the program and its employees and participating members.
- (d) To defend, pay, compromise, adjust and settle all claims against members arising out of acts occurring during the period of coverage.
- (e) To fix and collect deposits from members.
- (f) To deposit all funds received in separate accounts in the name of the Special District Risk Management Authority.
- (g) To invest funds on hand in a manner authorized by law.
- (h) To expend funds of SDRMA only for the purpose of carrying out the provisions of the Joint Powers Agreement or successor document and these Bylaws.
- (i) To conduct audits at the expense of SDRMA of the business affairs of members

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY - BYLAWS With Proposed Revisions of 3/22/01

in order to verify the proper computation of deposits.

- (j) To provide financial administration, claims management services, legal representations, safety engineering, actuarial services, and other services necessary or proper to carry out the purposes of SDRMA either through its own employees or contracts with one or more third parties.
- (k) To obtain a fidelity bond, in such amounts as the Authority may determine, for any person or persons who have charge of or the authority to expend funds of SDRMA.
- (l) To establish policies and procedures for the operation of SDRMA.
- (m) To enter into any and all contracts or agreements necessary or appropriate to carry out the purposes and functions of SDRMA.
- (n) To acquire, hold, manage and dispose of, as provided by law, any and all personal property necessary or appropriate to carry out the purposes and functions of SDRMA.

(2) **Election, Balloting and Appointment of Directors**

- (a) The Board of Directors shall consist of one director appointed by the Board of Directors of the CSDA. Such appointee shall be from an SDRMA member entity that has executed the current operative Joint Powers Agreement and is participating in the joint protection program(s) offered by SDRMA and five elected by the members who have executed the current operative Joint Powers Agreement and are participating in one of the joint protection programs offered by SDRMA.
- (b) **The election of the directors shall be held in each odd-numbered year. The election shall take place at the Annual Meeting of the Authority.** The election of directors shall take place at the annual meeting of the Authority held in each odd-numbered year.
- (c) **Member entities may vote for directors either at the Annual Meeting or by mail-in (absentee) ballot, in accordance with the balloting process guidelines established by policy of the Board of Directors.** Each participating member entity shall have one vote in the election **per elected position** for each director. ~~The authorized representative from each member entity must be present at the~~

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY - BYLAWS With Proposed Revisions of 3/22/01

~~election to cast the member's vote.~~

- (d) Each candidate for election as a director must be a member of the Board of Directors or a management employee of a participating member, ~~or an attorney, or consultant of a participating member.~~ Nominations for the office of director may be made by any participating member. Only one representative from any member may serve on the Board of Directors at the same time.
- (e) Except as hereinafter provided, the term of office shall be for four years ending on December 31.
- (f) The term of the Director appointed by CSDA will end on December 31 of the alternate odd-numbered year to coincide with the terms of the two SDRMA elected Directors discussed below.

The terms of the five Directors elected by the members will be staggered. Three Directors will serve four-year terms, to end on December 31 of one odd-numbered year. Two Directors will serve four-year terms, to end on December 31 of the alternate odd-numbered year.

(3) Vacancy

- (a) Upon the death or resignation of a member of the Board of Directors appointed by the Board of Directors of the CSDA, the vacancy shall be filled for the balance of the unexpired term by appointment by said Board of Directors of the CSDA.
- (b) Upon the death or resignation of any other member of the Board of Directors, the vacancy shall be filled for the balance of the unexpired term by appointment by the remaining members of the Board of Directors of SDRMA.

(4) Meetings

- (a) The business of the Board of Directors shall be conducted and exercised only at a regular or special meeting of the Board of Directors held in accordance with law.
- (b) Minutes of any and all meetings shall be available to members upon request. A synopsis of Board actions may be mailed or otherwise distributed to members not less frequently than quarterly.

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(5) Quorum and Required Vote

A quorum of at least four members of the Board of Directors must be present at any meeting before the business of the Board of Directors can be transacted. The vote of a majority of the Board of Directors shall be required for any act or decision of the Board of Directors except as otherwise specifically provided by law.

(6) Expenses

CSDA will bear the total board meeting and committee meeting cost of their appointed representative in accordance with their respective policy(s). Only those Board Members elected by SDRMA members or who are appointed by the SDRMA Board of Directors shall be reimbursed by SDRMA for all reasonable and necessary travel expenses when required or incurred by any director in connection with attendance at a meeting of the Board of Directors or a committee thereof and for such other expenses as are approved by the Board. These expenses shall include, but shall not be limited to, all charges for meals, lodging, air fare, and the costs of travel by automobile at a rate per mile established by the Board of Directors. CSDA's appointee will be reimbursed by SDRMA for all reasonable and necessary travel, lodging, meal and registration expenses when in attendance at an SDRMA Board approved training program or seminar.

ARTICLE III**OFFICERS****(1) President, Vice President and Secretary**

- (a) There shall be three officers: a president, a vice president and a secretary, who shall be members of the SDRMA Board of Directors.
- (b) Only those Directors that hold elective directorships shall be eligible to serve as officers. Those Directors who hold CSDA-appointed directorships shall not be eligible to serve as officers.
- (c) Elections shall be held at the first meeting following January 1 of each even numbered and each officer's term shall begin thereafter, and shall end following adjournment of the first meeting following January 1 of the next even numbered year, or as soon thereafter as a successor is elected.
- (d) In the event the president, vice president or secretary so elected ceases to be a

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member of the Board of Directors, the resulting vacancy in the office shall be filled by election at the next regular meeting of the Board of Directors after such vacancy occurs.

- (e) The president shall preside at and conduct all meetings of the Board of Directors, and shall carry out the resolutions and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe. In the absence of the president, the vice president shall carry out the duties of the president. The secretary shall keep, or cause to be kept, minutes of all meetings, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

(2) **Executive Director/Risk Manager**

The Special District Risk Management Authority shall appoint an Executive Director/Risk Manager who shall have general administrative responsibility for the activities of this joint powers authority and who shall be responsible for all minutes, notices, and records of meetings and shall perform such other duties as may be assigned by the Board of Directors. The executive director/risk manager shall be paid by the Special District Risk Management Authority.

ARTICLE IV

DESIGNATED ENTITY

- (1) The Lewiston Community Services District is hereby designated as the applicable entity for defining the restrictions upon the manner of exercising power as set forth in the California Government Code Section 6509, and as provided for in Paragraph (2) of the Joint Powers Agreement of which these Bylaws are a part.
- (2) Should the Lewiston Community Services District terminate its membership or be involuntarily terminated in accordance with provisions of these Bylaws, the Board of Directors shall, by resolution, name a successor community services district as the "designated entity" until such time as this Article can be amended in accordance with Article IX hereof.

ARTICLE V

JOINT PROTECTION PROGRAMS

(1) **Implementation of Joint Protection Programs**

The Board of Directors may, at any time, offer such joint protection programs as it may deem desirable, other than workers' compensation coverage. Such joint protection program or programs shall be offered on such terms and conditions as the Board of Directors may determine. Members must participate in the Package Program, but participation in any other joint protection program or plan will be optional. The Board of Directors shall establish the amount of deposit or contribution, determine the amount of loss reserve contribution, provide for the handling of claims, determine the amount of excess insurance to be purchased, and otherwise establish the policies and procedures necessary to provide a particular joint protection program for participating members.

(2) **Method of Calculating Contributions**

The method of calculating contributions for participating members in each joint protection program or plan shall be established annually by the Board of Directors.

ARTICLE VI

FINANCIAL AFFAIRS

(1) **Accounts and Records**

SDRMA shall establish and maintain such bank accounts and maintain such books and records as determined by the Board of Directors and as required by good accounting practice. Books and records of SDRMA shall be open to inspection at all reasonable times by authorized representatives of participating members. Periodically, but not less often than annually, financial reports shall be made available to all participating members.

(2) **Audit**

SDRMA shall obtain an annual audit of its financial statements, which audit shall be made by an independent certified public accountant and shall conform to generally accepted auditing standards. A copy of said audit report shall be available, upon request,

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to each of the participating members . Such audit report shall be obtained and filed within six months after the end of the fiscal year under examination.

(3) **Risk Sharing**

Any joint protection program established and/or operated under these Bylaws are intended to be risk sharing programs. Notwithstanding this intention, and upon findings by the Board of Directors of the Authority that confirm the value thereof, the Board of Directors may recognize sound risk management and loss control by the members through contribution modifications.

(4) **Distribution of Risk Margin**

Any risk margin from the operation of any joint protection program may be distributed to the participating members in such joint protection program under such terms and conditions as may be determined by the Board of Directors, but any such distribution shall be made on a prorata basis in relation to gross contributions paid to that program and shall be made only to those members which participated in the program during the coverage year in which the risk margin was generated.

(5) **Assessments**

- (a) If, in the opinion of the Board of Directors, claims against participating members in any particular program or plan for any particular program year are of such a magnitude as to endanger the ability of SDRMA to continue to meet its obligations for that program year, each member who has participated in that particular program or plan of SDRMA during the applicable program year shall be assessed by SDRMA a prorata share of the additional amount determined necessary by the Board of Directors to restore the ability of SDRMA to continue to meet its obligations for the applicable program year.
- (b) Each member's prorata share of the total assessment shall be in the same proportion as that member's gross contributions paid during or due for the applicable program year bears to the total gross contributions paid by or due from all participating members during the applicable program year. In calculating these amounts, the assessment shall not be included in gross contributions.
- (c) Failure of any participating member to pay any regular contribution or assessment when due shall be cause for the involuntary termination of that entity's membership in SDRMA. Such assessment shall be a debt due by all members

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY - BYLAWS With Propo

who have participated in the applicable SDRMA program or plan during the applicable program year, and shall not be discharged by termination of membership.

(6) **Fiscal Year**

SDRMA shall operate on a fiscal year commencing on July 1 and ending on the following June 30. Such fiscal year shall also be the coverage year or program year for any member in any joint protection program.

ARTICLE VII

TERMINATION OF MEMBERSHIP

(1) **Withdrawal**

Any participating member may voluntarily withdraw from any particular joint protection program in accordance with the applicable provision of the Joint Powers Agreement or any successor document thereto.

(2) **Involuntary Termination**

A participating member may be involuntarily terminated only for any of the following reasons:

- (a) Failure to pay any contribution, deposit, contribution to loss reserve, or assessment when due.
- (b) Failure to comply with the Bylaws or with the policies and procedures established by SDRMA.
- (c) Failure to sign any properly adopted amendment to the then operative Joint Powers Agreement or successor document when requested to do so.
- (d) Failure to maintain membership in the California Special Districts Association.
- (e) Dissolution of a participating member entity.

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(3) **Payment Upon Termination of Membership**

In the event of a termination of the membership of any participating member by involuntary termination, said member shall thereafter be entitled to receive its prorata share of any distribution of risk margin declared by the Board of Directors that pertains to a coverage year during which the terminated member participated in any particular program of SDRMA for which such distribution is made. Such payment shall be in full settlement and satisfaction of any and all claims that said terminated member may have against SDRMA.

No member that voluntarily withdraws shall be entitled to any refund of contributions, deposits, loss reserve contribution, risk margin, or return of assessment, unless otherwise approved by the SDRMA Board of Directors.

(4) **Continued Liability**

Upon withdrawal or involuntary termination of a participating member, that member shall continue to be responsible for any unpaid deposits or contributions and for any assessment(s) levied in accordance with the provisions of these Bylaws.

ARTICLE VIII

TERMINATION OF SDRMA

Upon the termination of SDRMA, provision shall be made for the payment of all known claims; for insuring, reinsuring, or making other provision for the payment of any and all unknown claims covered by any protection program provided by SDRMA to a member and occurring during its period of participation in SDRMA; and for the payment of all debts, liabilities, administrative expenses, and obligations of SDRMA. After having paid or made provision for all such matters, SDRMA shall pay to each member of SDRMA at the time of SDRMA's termination, its prorata share of the remaining assets of SDRMA. A member's prorata share shall be in the same proportion as the total gross contributions, deposits and assessments paid by that member to SDRMA during its period of participation bears to the total gross contributions, deposits and assessments paid to SDRMA during its period of operation by all entities who are members of SDRMA at the time of termination.

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY - BYLAWS With Proposed Revisions of 3/22/01

ARTICLE IX

AMENDMENTS

These Bylaws may be amended at any time by majority vote of the Board of Directors following a 30-day written notice to all participating members proposed to be adopted, except that these Bylaws cannot be amended in any way that would conflict with the terms and provisions of the Joint Powers Agreement or successor document and any amendment thereof.

ARTICLE X

PRIOR BYLAWS REVOKED

When approved by the Board of Directors these Bylaws will supercede and replace all prior Bylaws.

* * * * *

Approved:

President, Board of Directors
Special District Risk Management Authority

Date

Attest:

___ AYES ___ NOES ___ ABSTAINED

Chief Executive Officer

Date



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Policy No. 99-01 2001-01

**A POLICY OF THE BOARD OF DIRECTORS OF THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
ESTABLISHING PROCEDURE GUIDELINES FOR DIRECTOR ELECTIONS**

WHEREAS, the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, it is the goal of the Board to operate in an efficient and business like manner; and

WHEREAS, the election of Board Members is important for SDRMA members and in helping the Authority meet its mission on behalf of its members; and

WHEREAS, establishing policy guidelines for the Director elections will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election process, and will help ensure election of the most qualified candidate(s);

NOW, THEREFORE, it is the policy of the Board of Directors of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that:

1.0 Member Notification of Election:

- 1.1 Authority staff shall provide written notification of the use of an all mail ballot for election to the Board of Directors an upcoming election for Board Members to all member agencies during May of each election year (approximately 120 days prior to the election) 120 days prior to the election. Such notification shall be sent by regular mail with the annual contribution billing and shall include: Time, date and location of the election, numbers of director seats up for election, and a copy of this election policy. (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

2.0 Qualifications: [Bylaws, Article II, (2) (d)]

- 2.1 "Each candidate for election as a director must be a member of the Board of Directors or a management employee of a participating member district agency, ~~or a management employee, attorney, or consultant of a participating member district.~~ Nominations for the office of director may be made by any participating member district agency. Each participating member agency may nominate only one representative from their agency. Only one representative from any district member agency may serve on the Board of Directors at the same time."

3.0 Nominating Procedure:

- 3.1 Candidates and incumbents seeking election or reelection must be nominated by action of the Board of Directors of their respective district/agency Board of Directors. A letter resolution or copy of the approved Board meeting minutes from the candidate's District/Agency Board of Directors nominating the candidate must be received by the Authority prior to August 1, @ 5:00 P.M. the election, along with:

~~1. A letter from the candidate, expressing willingness to commit the time and effort necessary to serve; and~~

= A completed and signed candidate's statement form (sample form attached) that includes a statement from the candidate expressing his/her willingness to commit the time and effort necessary to serve. a brief resume for the candidate, emphasizing knowledge of special district governance and operation; and of risk financing [if any]. NOTE: The candidate's statement of qualification form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's qualification statement form will be distributed "exactly as submitted" to SDRMA.

- 3.2 Within the first full-week after August 1, an Election Committee, comprised of two (2) SDRMA Directors whose seats are not up for election and SDRMA's Chief Financial Officer (CFO), shall review all nominations received and will reject all nominations that do not meet the minimum qualifications specified above. The Committee shall prepare a ballot of qualified nominees for distribution to the membership for election by mail as described below. Upon receipt of all of the above information, staff will mail acknowledgment of the candidate's nomination to both the District/Agency and to the candidate.

- 3.3 Upon verification or rejection of each nominee by the committee, staff will mail acknowledgment to both the nominee and the district/agency of their acceptance or rejection.

3.4 *A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office no later than August 10. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.*

~~3.3~~ Nothing in the Bylaws precludes a candidate from being nominated from the floor during the Annual Meeting. However, the nomination must be in accordance with the Bylaws, and at the election the nominee/candidate must also provide the information specified in Section 3.1 above.

~~3.4~~ In order for the candidate's name to appear on the printed ballot, the above information must be received at the Authority office 30-days prior to the election [documents may be faxed to (916) 641-2776].

4.0 Campaigning:

4.1 There are no rules governing campaigning for the office of Director, except as may be imposed by the hotel. *For all qualified candidates, SDRMA staff will mail the candidate's statement of qualifications form with the ballots.*

4.2 Candidates, *at their own expense*, candidates may distribute *additional* information to member agency(s) *after the ballots have been mailed and* prior to the election, and/or at the election.

~~4.3~~ Candidates are invited to make an oral presentation to the attendees at the Annual Meeting, just before the election is conducted.

~~4.4~~ Staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises. SDRMA staff may provide information, *mailing lists, financial reports or operational data and information*, that is normally available through the Public Records Act to candidates to assist them in their research and campaigning.

5.0 Balloting: *The election will be conducted by mail-in (absentee) ballots. Member entities shall also have the option to vote for directors by ballots distributed at the Annual Membership Meeting of the Authority.*

Mail Ballots -

5.1 The election will be conducted by Mail ballots will shall be distributed to all members, *subject to the provisions of Section 5.3 below*, at the Annual Meeting. Only one ballot per district/agency present will be distributed.

- 5.2 Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 5.3 In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 5.1 shall be waived.
- ~~5.24~~ Any District staff member or District representative present at the election may vote. It is the responsibility of the district/agency to select which one staff member or district representative will cast their vote. A balloting form containing nominees for the Board of Directors accepted and approved by the Election Committee shall be mailed by certified mail, return receipt requested, to each SDRMA member agency not more than 70 days nor less than 60 days prior to SDRMA's annual membership meeting.
- 5.5 Each ballot mailed shall contain a self addressed, stamped, return envelope.
- 5.6 It is preferred and recommended that the Board of Directors of each member district/agency vote on behalf of their district. However, if this is not possible, the Board of Directors of the member agency should designate one of its management employees or Board members who shall be authorized to vote on the member's behalf.
- ~~5.37~~ The ballots will be counted immediately after the conclusion of the voting process by the Authority's General Counsel and Broker Representative. Candidates receiving pluralities are declared the winners. The mail ballot shall show the date and time the ballots must be received in SDRMA's office. The calculated date for the close of the election shall be not less than 14 calendar days nor more than 20 days prior to SDRMA's annual membership meeting. Ballots received after the designated deadline shall not be counted.

All ballots shall remain sealed until after the closing deadline. Ballots shall be opened and counted at the Annual Meeting.

Annual Meeting Balloting-

- 5.8 Member entities that have not voted by a mail-in ballot may vote at the Annual Membership Meeting.
- 5.9 Member entities that elect to vote at the annual meeting shall by resolution (sample copy attached) of their Board of Directors designate by name a Board Member or management employee from their district/agency who shall be authorized to vote on its behalf. The Board approved resolution must be received by Authority staff prior to voting at the annual meeting.
- 5.10 Authority staff will distribute one (1) ballot only, to each member entity present at the annual meeting that has not previously voted by a mail-in ballot.

~~6.0~~ Location:

~~6.1~~ Elections will be held at an annual meeting in October at the Authority's Education Day/Safety Claims Workshop. Elections will alternate between Northern and Southern California.

6.0 Election Results:

6.1 All ballots (including mail-in ballots) will be opened and counted immediately after the conclusion of the voting process at the annual meeting by the Authority's General Counsel, Chief Financial Officer and a volunteer from the audience. Candidates receiving pluralities shall be declared the unofficial elected director(s), pending confirmation as set forth in 7.0 of this policy. The following determination of the elected director(s) shall be used in the event of a tie:

Example 1: (2-seats up for election)

<u>Candidate #1 -</u>	<u>140 votes</u>
<u>Candidate #2 -</u>	<u>140 votes</u>
<u>Candidate #3 -</u>	<u>112 votes</u>

In example #1, candidates #1 and #2 would be declared the elected directors.

Example 2:

<u>Candidate #1 -</u>	<u>140 votes</u>
<u>Candidate #2 -</u>	<u>112 votes</u>
<u>Candidate #3 -</u>	<u>112 votes</u>

In example #2, candidate #1 will be declared the elected director of one seat. The tie for the remaining seat between Candidates #2 and #3 will be decided by the process described in Section 6.2 below.

6.2 In the event of a tie, as in example #2, a coin toss shall be used to determine the director elect. The coin toss shall be conducted at the Annual Membership meeting.

PROCEDURE: A volunteer from the audience at the annual meeting shall be selected at random by the President of SDRMA's Board of Directors to perform the coin toss. The candidate whose last name begins with the letter closest to the end of the alphabet shall be given the option to make the call for his/her choice of the coin toss. In the event of more than two tie candidates, the coin toss shall be between two candidates at a time

based on the order in which their name appeared on the ballot. The candidate calling the coin toss correctly shall be the winner. This process shall be repeated, as needed, in cases where there are more than two tie candidates. If a candidate(s) is unable to attend the annual meeting and a tie vote occurs, the coin toss may be conducted by phone, from the meeting or, at a time arranged with the candidate(s).

6.3 If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballot and awarding the seat to the candidate receiving the next highest number of votes during the election.

7.0 Reporting Election Results:

7.1 Within seven (7) days after the annual meeting Authority staff shall review the mail-in ballots, ballots from the annual meeting and member resolutions to confirm that ballots were cast in accordance with the established guidelines.

7.2 Upon confirming and certifying the election results, Authority staff shall advise the candidates in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.

Adopted this 22nd day of March 2001 by the Board of Directors of the Special District Risk Management Authority, at a regular meeting thereof.

This policy rescinds existing Policy No. 99.01 87-6 and all other policies inconsistent herewith.

APPROVED:

ATTEST:

David Aranda, President
Board of Directors

James W. Towns, ARM
Chief Executive Officer

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Legislative Issues for Fiscal Year 2000-2001
DATE: February 21, 2001

BACKGROUND

Review of Property Tax Shift Issues




In 1992-93 and in 1993-94, \$3.6 billion of property tax revenue was transferred from cities, counties and special districts to the Education Revenue Augmentation Fund (ERAF).

This money was directed toward K-14 schools and allowed the State to reduce its general fund spending on education.

The property tax shifts have grown an average of 3% each year and continue today. The shift for Placentia Library District for Fiscal Year 2000-2001 is \$1,040,847.67. (The shift for Buena Park Library District is \$619,610.24.)

Two bills have been introduced into the California Senate this year that would provide property tax shift relief to special district libraries – SB 74 by Senators Speier and McPherson (Attachment A) and SB 94 by Senators Torlakson and Figueroa (Attachment B). The bills are very similar.

Now is a good time to:

-  Thank the sponsoring Senators
-  Urge Senator Ackerman to co-sponsor one or both bills
-  Let the Senate Local Government Committee know how important these bills are to the future of Placentia Library District (Committee member information is Attachment C)

Assemblymember Lynn Daucher is preparing to introduce a bill that will limit Placentia Library District's property tax growth to 2% per year and cause the district to have to request the remainder of each year's growth from either the City of Placentia or the Orange County Board of Supervisors. CSDA Lobbyist Ralph Heim has kept the District informed about the development of this bill. The District sent a letter to Assemblymember Daucher on February 12th expressing concern about the local impact of this proposal. (Attachment D) Additional information should be available by the time of the Library Board Meeting.

Governor's Budget

The California Library Association Legislative Update for January 10, 2001 (Attachment E) reviews the items in the Governor's Budget that impact libraries.

RECOMMENDATIONS

Give direction for future action.

Library ERAF Contributions in Orange County
Data Provided by Neal Gruber, Office of Orange County Auditor

Fiscal Year	OC Library	Buena Park	Placentia	TOTAL
1992-1993	\$ 2,432,075.00	\$ 143,087.00	\$ 133,454.00	\$ 2,708,616.00
1993-1994	17,613,462.00	529,929.00	780,538.00	18,923,929.00
1994-1995	17,391,454.18	528,818.74	787,077.91	18,707,350.83
1995-1996	17,503,493.69	534,480.07	795,681.58	18,833,655.34
1996-1997	17,734,696.29	542,309.94	799,231.18	19,076,237.41
1997-1998	18,211,312.23	546,600.79	823,577.93	19,581,490.95
1998-1999	19,484,304.77	553,427.23	886,570.48	20,924,302.48
1999-2000	17,388,950.07	582,110.77	962,261.24	18,933,322.08
2000-2001	23,617,475.34	619,610.24	1,040,847.67	25,277,933.25
2001-2002				-
2002-2003				-
2003-2004				-
TOTAL	\$151,377,223.57	\$ 4,580,373.78	\$ 7,009,239.99	\$162,966,837.34

SENATE BILL

No. 74

Introduced by Senators Speier and McPherson

January 10, 2001

An act to add Section 97.56 to the Revenue and Taxation Code, relating to local government finance.

LEGISLATIVE COUNSEL'S DIGEST

SB 74, as introduced, Speier. Property tax revenue shifts: exemption: dependent and independent library special districts.

Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined. Existing property tax law also reduces the amounts of ad valorem property tax revenue that would otherwise be annually allocated to the county, cities, and special districts pursuant to these general allocation requirements by requiring, for purposes of determining property tax revenue allocations in each county for the 1992-93 and 1993-94 fiscal years, that the amounts of property tax revenue deemed allocated in the prior fiscal year to the county, cities, and special districts be reduced in accordance with certain formulas. It requires that the revenues not allocated to the county, cities, and special districts as a result of these reductions be transferred to the Educational Revenue Augmentation Fund in that county for allocation to school districts, community college districts, and the county office of education.

This bill would, for the 2001-02 fiscal year and each fiscal year thereafter, prohibit the application of these reduction and transfer

SB 74

— 2 —

provisions to dependent and independent library special districts, as defined. This bill would require that the reduction, resulting from this prohibition, in the amounts of ad valorem property tax revenue deposited in the county's Educational Revenue Augmentation Fund, be applied exclusively to reduce the amounts of ad valorem property tax revenue allocated from that fund to school districts and county offices of education, and not community college districts. By imposing additional duties upon local tax officials in apportioning property tax revenues for the 2001-02 fiscal year and in apportioning the allocation reductions required by this bill on an annual basis, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates that do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 97.56 is added to the Revenue and
- 2 Taxation Code, to read:
- 3 97.56. (a) Notwithstanding any other provision of this
- 4 chapter, the auditor may not, in allocating property tax revenue for
- 5 the 2001-02 fiscal year and each fiscal year thereafter, allocate to
- 6 the county's Educational Revenue Augmentation Fund any
- 7 property tax revenues that are otherwise required by law to be
- 8 allocated to a dependent library special district or an independent
- 9 library special district, as defined in subdivision (b).
- 10 (b) (1) (A) For the purposes of this section, "dependent
- 11 library special district" means a county free library, established
- 12 pursuant to Chapter 6 (commencing with Section 19100) of Part
- 13 11 of Division 1 of Title 1 of the Education Code, for which a

— 3 —

SB 74

1 property tax rate was levied in the 1977–78 fiscal year and that is
2 subject to the requirement to shift ad valorem property tax revenue
3 to a county Educational Revenue Augmentation Fund.

4 (B) The Legislature finds and declares that, for the purposes of
5 this section, the following county free libraries are dependent
6 library special districts: Alameda, Fresno, Humboldt, Kings,
7 Lake, Los Angeles, Marin, Mono, Monterey, Napa, Orange,
8 Placer, Riverside, San Bernardino, San Diego, San Joaquin, San
9 Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Solano, Tulare,
10 Ventura, and Yolo.

11 (2) (A) For the purposes of this section, “independent library
12 special district” means a unified school district and union school
13 district public library district established pursuant to Chapter 3
14 (commencing with Section 18300) of Part 11 of Division 1 of Title
15 1 of the Education Code, a library district established pursuant to
16 Chapter 8 (commencing with Section 19400) of Part 11 of
17 Division 1 of Title 1 of the Education Code, and a library district
18 in unincorporated towns and villages established pursuant to
19 Chapter 9 (commencing with Section 19600) of Part 11 of
20 Division 1 of Title 1 of the Education Code.

21 (B) The Legislature finds and declares that, for the purposes of
22 this section, the following library districts are independent library
23 special districts: the Altadena Library District in Los Angeles
24 County, the Banning Unified School District Library District in
25 Riverside County, the Beaumont Library District in Riverside
26 County, the Blanchard/Santa Paula Public Library District in
27 Ventura County, the Buena Park Library District in Orange
28 County, the Del Norte County Library District in Del Norte
29 County, the Dixon Unified School District Library District in
30 Solano County, the Palo Verde Valley Library District in Riverside
31 County, the Palos Verdes Library District in Los Angeles County,
32 the Placentia Library District in Orange County, and the Vacaville
33 Unified School District Library District in Solano County.

34 (c) (1) Each reduction resulting from the implementation of
35 subdivision (a) in the amount of ad valorem property tax revenues
36 deposited in the county’s Educational Revenue Augmentation
37 Fund shall be applied exclusively to reduce the amounts that are
38 allocated from that fund to school districts and county offices of
39 education, and shall in no event be applied to reduce the amounts

SB 74

— 4 —

1 of ad valorem property tax revenues that are allocated from that
2 fund to community college districts.

3 (2) Each reduction resulting from paragraph (1) in the amounts
4 that are allocated from a county's Educational Revenue
5 Augmentation Fund to school districts in that county shall be
6 reimbursed by the state pursuant to Section 42238 of the Education
7 Code. Each reduction resulting from paragraph (1) in the amounts
8 that are allocated from a county's Educational Revenue
9 Augmentation Fund to a county office of education shall be
10 reimbursed by the state pursuant to Section 2558 of the Education
11 Code.

12 SEC. 2. Notwithstanding Section 17610 of the Government
13 Code, if the Commission on State Mandates determines that this
14 act contains costs mandated by the state, reimbursement to local
15 agencies and school districts for those costs shall be made pursuant
16 to Part 7 (commencing with Section 17500) of Division 4 of Title
17 2 of the Government Code. If the statewide cost of the claim for
18 reimbursement does not exceed one million dollars (\$1,000,000),
19 reimbursement shall be made from the State Mandates Claims
20 Fund.

21

22 CORRECTIONS

23 Text — Page 3.

24

25

O



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Jackie Speier
D-San Francisco/
San Mateo
Senate District 08

Welcome to my homepage. Your visit is important to me. Please click the " Feedback " button on the left to request information, or to share your concerns with me. Many of the laws I have authored solved " problems " that were brought to me by constituents. Participation counts!

I also invite you to tour my site to learn about the work I am doing and, in particular, my efforts to improve the delivery of health care services and education in our schools and to expand mass transportation opportunities through a Baby Bullet Train.

You will find that this site provides you with valuable links to community resources and information about state laws and proposed changes to these laws. I look forward to hearing from you.

SPOTLIGHT ON...

Important Issues
Proposed Legislation on
Feasibility Study: Allowing
Dogs Off-Leash in Some State
Parks
SB 393 Prescription Drug
Discount Program

RELEVANT WEB LINKS

SB 393/DHS Prescription
Drug Prices

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(916) 445-0503
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Suite 14200
San Francisco, CA 94102
ph 415-557-7857
fax 415-557-7864

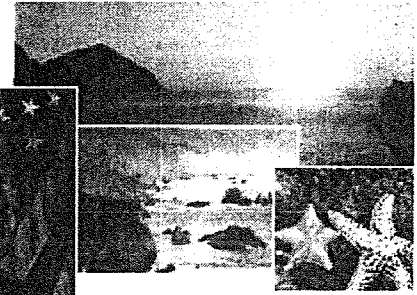
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CALIFORNIA STATE SENATE REPUBLICAN CAUCUS

15th District

Senator Bruce McPherson



McPherson

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Welcome to my homepage! Here you can find out about the work I am doing in the Capitol; the bills I have introduced, the committees I chair and serve on, and my publications. In addition, here's a map of my District and links to community resources.

I want to hear from you! Feel free to write, phone or email me. Or, if you simply want to register your opinion about an issue, please use the Post Your Opinion form.

I look forward to hearing from you soon.

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senator.mcperson@sen.ca.gov

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SENATE BILL

No. 94

Introduced by Senators Torlakson and Figueroa

January 16, 2001

An act to add Section 97.45 to the Revenue and Taxation Code, relating to local government finance, and declaring the urgency thereof, to take effect immediately.

LEGISLATIVE COUNSEL'S DIGEST

SB 94, as introduced, Torlakson. Property tax revenue allocations: local library entity.

Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined. Existing property tax law also reduces the amounts of ad valorem property tax revenue that would otherwise be annually allocated to the county, cities, and special districts pursuant to these general allocation requirements by requiring, for purposes of determining property tax revenue allocations in each county for the 1992-93 and 1993-94 fiscal years, that the amounts of property tax revenue deemed allocated in the prior fiscal year to the county, cities, and special districts be reduced in accordance with certain formulas. It requires that the revenues not allocated to the county, cities, and special districts as a result of these reductions be transferred to the Educational Revenue Augmentation Fund (ERAF) in that county for allocation to school districts, community college districts, and the county office of education.

SB 94

— 2 —

This bill would, for the 2001-02 fiscal year and each fiscal year thereafter, modify these reduction and transfer provisions by prohibiting the allocation to the county's ERAF of any property tax revenues that are otherwise required by law to be allocated to a local library entity, as defined. This bill would require that the reduction, resulting from this prohibition, in the amounts of ad valorem property tax revenue deposited in the county's Educational Revenue Augmentation Fund, be applied exclusively to reduce the amounts of ad valorem property tax revenue allocated from that fund to school districts and county offices of education. By imposing additional duties upon local tax officials in the apportionment of the allocation reductions required by this bill, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates that do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

This bill would declare that it is to take effect immediately as an urgency statute.

Vote: $\frac{2}{3}$. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.

The people of the State of California do enact as follows:

- 1 SECTION 1. Section 97.45 is added to the Revenue and
- 2 Taxation Code, to read:
- 3 97.45. (a) Notwithstanding any other provision of this
- 4 article, the auditor may not, in allocating property tax revenue for
- 5 the 2001-02 fiscal year and each fiscal year thereafter, allocate to
- 6 the county's Educational Revenue Augmentation Fund any
- 7 property tax revenues that are otherwise required by law to be
- 8 allocated to a local library entity as defined in subdivision (b).

1 (b) For purposes of this section, "local library entity" means
2 both of the following:

3 (1) A county free library, established pursuant to Article 1
4 (commencing with Section 19100) of Chapter 6 of Part 11 of
5 Division 1 of Title 1 of the Education Code, for which a separate
6 property tax rate was levied in the 1977-78 fiscal year.

7 (2) A library established as an independent special district.

8 (c) Any reduction in the amount of ad valorem property tax
9 revenues deposited in the county's Educational Revenue
10 Augmentation Fund resulting from the implementation of
11 subdivision (a) shall be applied exclusively to reduce the amounts
12 that are allocated from that fund to school districts and county
13 offices of education, and shall in no event be applied to reduce the
14 amounts of ad valorem property tax revenues that are allocated
15 from that fund to community college districts.

16 SEC. 2. Notwithstanding Section 17610 of the Government
17 Code, if the Commission on State Mandates determines that this
18 act contains costs mandated by the state, reimbursement to local
19 agencies and school districts for those costs shall be made pursuant
20 to Part 7 (commencing with Section 17500) of Division 4 of Title
21 2 of the Government Code. If the statewide cost of the claim for
22 reimbursement does not exceed one million dollars (\$1,000,000),
23 reimbursement shall be made from the State Mandates Claims
24 Fund.

25 SEC. 3. This act is an urgency statute necessary for the
26 immediate preservation of the public peace, health, or safety
27 within the meaning of Article IV of the Constitution and shall go
28 into immediate effect. The facts constituting the necessity are:

29 In order to immediately begin a program of fiscal relief that will
30 allow local agencies to restore an adequate level of library
31 services, it is necessary that this act take effect immediately.





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Liz Figueroa
D-Fremont
Senate District 10

Thank you for visiting my web page. The World Wide Web is the best way for you to get direct, rather than just indirect, information about what we are doing here in Sacramento. I intend to make my web pages both accessible and useful.

On these pages, you will find

- Information on all of my bills, including bill text, status, analysis and votes.
- Press releases from my Senate office
- Fact sheets that explain what my bills are intended to do
- Information about my committee assignments
- Links to other resources available from federal, state and local government.

If you have any thoughts or comments, you can also find a link here to e-mail my office. Your input can help me, as well as the rest of the Legislature, to do a better job in representing you. And that's what we're here for.

SPOTLIGHT ON...

- Bill Information
- Background Paper-Medical Peer Review and Section 805 Reports
- Fact Sheet for SB 17 - Unsolicited Telephone Sales Calls
- Fact Sheet for SB 93 - ERAF Exemption for Recreation and Park Districts
- Fact Sheet for Senate Bill 26 - Osteopathic Medical Board

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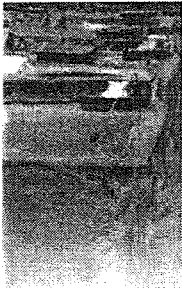
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Local Government meets every 1st and 3rd Wednesdays at 9:30 am in Room 112.

JURISDICTION: Bills relating to local governmental procedure and organization. Bills relating to land use. Bills that have been considered by other committees having jurisdiction of the appropriate subject, for consideration of any questions relating to local government administration.

Members:

- Senator Tom Torlakson (Chair)
- Senator Bob Margett (Vice Chair)
- Senator Dick Ackerman
- Senator Michael Machado (web page not available)
- Senator Don Perata
- Senator Nell Soto

Addresses & Staff:

Consultants:

- Peter M
- Detwiler and Jennifer P
- Swenson

Assistant:

Elvia Diaz

Phone:

(916) 445-9748, Room 410

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The Honorable Tom Torlakson, Chair
 Senate Local Government Committee
 California Senate
 State Capitol
 Sacramento, CA 95814

Dear Senator Torlakson:

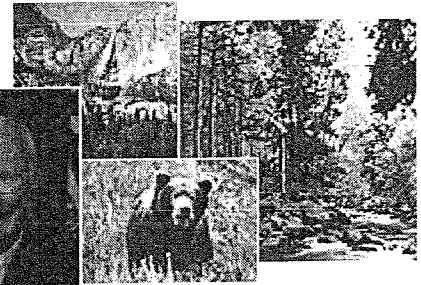


CALIFORNIA STATE SENATE REPUBLICAN CAUCUS

District 29

Senator Bob

Margett

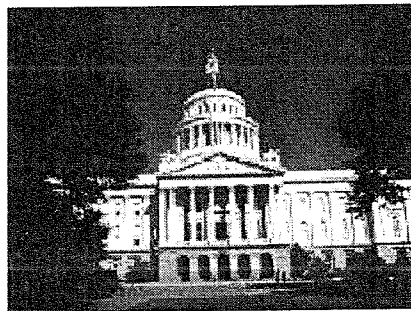


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Margett Takes Oath of Office

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Senator.Margett@sen.ca.gov



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Vice Chair, Senate Local Government Committee

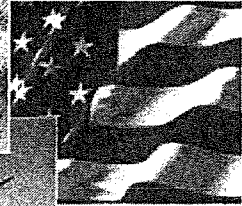
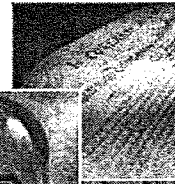


CALIFORNIA STATE SENATE REPUBLICAN CAUCUS

District 33

Senator Dick

Ackerman



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GOP PI

Welcome! It is a pleasure to serve as your representative in the 33rd Senate District, which covers eastern Orange County.

I am here to serve you, your family and the business community. My goal is to promote timely and constituent relations. I want to encourage you to contact my office so that we can help you answer questions, or resolve conflicts you may encounter when dealing with state agencies.

Please browse through my web page to find information on legislation, editorials I have authored issues, a resource page with information about the cities in my district, and much more.

I appreciate hearing from you, and your views are important to me. If you have any questions, or need any assistance, please do not hesitate to contact me.

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 Sacramento, CA 95814
 Phone: (916) 445-4264
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Member, Senate Local Government Committee

STATE OF CALIFORNIA
Senator Don Perata
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Don Perata
D-East Bay
Senate District 09

Greetings:

Thank you for visiting my web page. I use this site as a virtual meeting place where constituents can access all of the resources my office provides. Most information is updated daily and comments or requests are responded to promptly! I encourage you to bookmark this site.

My top priority is to improve our schools, especially in Oakland. I am also proposing new ways to reduce traffic congestion, maintain a safe and clean environment, expand healthcare for children and seniors, and create economic opportunities for urban residents.

To see the bills I am carrying, click on Legislation. For daily news, click on Press Room. To be kept up to date by e-mail on a specific topic, click on Feedback. Click on E-mail to send me a message or make a request. You can also reach local government agencies and media outlets through the Links page.

Don Perata

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- [Energy Crisis Update 1/31](#)
- [Energy Crisis Update 2/14](#)
- [Energy Crisis Update 2/7](#)
- [Energy Crisis Update 2/9](#)
- [Perata Calls on PG&E to Protect Most Vulnerable Consumers](#)
- [Perata Statement](#)
- [Senate Considers Long Term Solution](#)
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RELEVANT WEB LINKS

- [California's Independent System Operator](#)
- [Energy Saving Tips](#)

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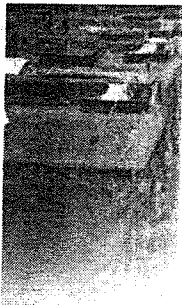
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 (916) 445-6577
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Nell Soto
D-Ontario
Senate District 32

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 Ontario, CA 91762
 Phone: (909) 984-7741
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215 North "D" Street,
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 Phone: (909) 381-3832
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505 S. Garey Avenue
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KEYWORD SEARCH

Welcome to my virtual office!

Here you will find information about the California State Senate and my activities as your Senator for the 32nd District.

At this site, you can learn about constituent services available from my office, access my legislative proposals and gain insight into my work in Sacramento.

I appreciate your thoughts on the District's Home page. Please feel free to contact me with any comments or suggestions. It is my pleasure to serve you.

Enjoy your visit.

Nell Soto
 Senator, 32nd District

Member, Senate Local Government Committee



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

February 12, 2001

Board of Trustees

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Saundra M. Stark

Gaeten M. Wood

The Honorable Lynn Daucher
California Assemblymember, 72nd District
State Capitol
Sacramento, CA 95814

FAX: 916-319-2172

Dear Lynn:

California Special District Association Legislative Consultant Ralph Heim has talked with Elizabeth Minter, our Library Director, about his conversation with you concerning proposed changes to the property tax allocation among local governments.

It is our understanding that you are preparing to present legislation to cap the current property tax allocation and allow a maximum 2% annual growth for special districts, and that growth in excess of the 2% would be shared only by school districts, counties and cities.

This proposal would be devastating for Placentia Library District. Since property tax is the District's sole source of tax support, this proposal in most years would yield an increase that is significantly less than the cost of living increases experienced in almost all of our budget categories. It would set our Library back even farther than the property tax shifts of 1992-1993 and 1993-1994. Your own constituents would be deprived of the current level of library services.

If non-enterprise districts are not exempted from this proposal it will bring deterioration in a broad range of district-provided services in the State of California. Non-enterprise districts do not have the authority to set rates to compensate for the loss of their property tax revenues.

I would like to request an opportunity to discuss with you the impact of these proposed changes on Placentia Library District.

Yours truly,

Al Shkoler, President
Placentia Library District Board of Trustees

NEWS FROM THE CAPITOL: Legislative Update

January 10, 2001

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

GOVERNOR RELEASES 2001 BUDGET:

INCREASES FOR PLF AND LIBRARY OF CALIFORNIA INCLUDED

This afternoon, Governor Gray Davis unveiled his proposed Budget for the 2001-2002 fiscal year at a press conference at the State Capitol. The Governor called his Budget, "both responsive and responsible." While the Budget tops out at \$104 billion, roughly fifty percent of the dollars will be committed to one-time funding of programs, and the remaining fifty percent will fund ongoing programs. The Governor said that the lynchpin to the new Budget were the investments made in education, energy, and a prudent reserve. The Governor is proposing a General Fund reserve of just over \$1.9 billion, "given the uncertainty of current revenues, the volatility of the stock market, and other economic risks."

We are pleased to announce that included in the Governor's proposals were two modest increases for both the Public Library Fund and the Library of California - two issues that the Administration had been lobbied heavily on during the Fall legislative Interim. Specifically, the Governor's proposal states:

PUBLIC LIBRARY FOUNDATION - "The Budget provides an augmentation of \$2.1 million for the Public Library Foundation (PLF) program. The PLF allocates State funds to local public libraries for the provision of basic library services such as maintaining service hours and purchasing books. While the statutory funding goal is not fully met, this augmentation will maintain the State's support of this program at the same percentage of the total funding goal as in the current year."

LIBRARY OF CALIFORNIA- "The Budget provides a \$3.2 million augmentation to continue implementation of the Library of California (LOC). The LOC promotes information, technology, and resource sharing among public, private, academic, and special libraries through a system of regional library networks. Any library that is willing to commit to sharing its resources can join the LOC and be reimbursed for its service to Californians who do not constitute its primary clientele. This allows users of smaller libraries to access the resources of more specialized or larger, more well-established libraries statewide. This augmentation will support the expansion of up to six statewide programs administered by regional library networks, such as on-line databases supporting K-12 educational needs."

TRANSACTION-BASED REIMBURSEMENTS - "The Budget includes an augmentation of \$1.25 million to support increased participation in the Transaction Based Reimbursements (TBR) program. The program supports equal access to library materials for all Californians by facilitating the exchange of materials among public libraries throughout the state. The TBR program provides reimbursement for handling costs when a public library lends materials to another library or to a resident of another library jurisdiction."

FAMILIES FOR LITERACY PROGRAM - "The Budget includes a \$500,000 augmentation for the Families for Literacy (FFL) program. The FFL program provides literacy and pre-literacy services, focusing on families with illiterate adults and young children. The program is designed to prevent the inter-generational cycle of illiteracy from impeding children's success in school. This augmentation will expand service to about 3,000 more families (about 8,000 more children) and distribution of an additional 30,000 books annually."

GOVERNOR'S VIEW OF LOCAL ASSISTANCE

In the Governor's Budget Summary document, in "State-Local Assistance" he states, "It is also important to note the significant level of funding that is provided to local governments on an ongoing basis. Although the following list is not all inclusive, it illustrates the general order of magnitude of this existing local government assistance." Following that statement are the itemizations for funding segments in local government such as transportation, water quality control, and cumulative augmentations made to library programs in the last several years. Also contained in the State/Local Assistance section is a proposal by the Governor to appropriate \$250 million to cities, counties, and special districts, which would be distributed half on a per-capita basis and half on an ERAF-style return. This action would be similar to the \$200 million one-time expenditure that local governments received in last year's budget.

Special thanks to all of you who wrote letters in support of the PLF or Library of California over the last several months. We will be working now to increase the augmentation for these two programs in the coming months.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Financing and Participating in the Civic Center Remodeling Project

DATE: February 21, 2001

BACKGROUND

Following the discussion of financing options for the proposed Civic Center Remodeling Project at the Library Board Meeting on January 17, 2001 the District sent a response, Attachment A, to the City of Placentia.

Attachment B is the City's response to the District:

- 📖 The City is requesting that the contingency amount be reduced from 15% to 10% and that the District's financial commitment for financing be increased from \$240,000 to \$259,380. This new amount is \$11,790 less than the originally requested amount of \$271,170.
- 📖 That all plan development and approval be done through the Civic Center Authority and not through the Library Board and City Council. The City's response states that, "...all items will be brought back to the Authority for their approval and acceptance prior to initiating the project."

RECOMMENDATION

1. Approve the Civic Center Remodeling Project at a cost not to exceed \$259,380 without additional Library Board approval.
2. Stipulate that all Civic Center Remodeling Project plan development and approval will be done through the Civic Center Authority.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUST

TO: Honorable Mayor and Members of Placentia City Council

FROM: Al Shkoler, President, Placentia Library District Board of Trustees

SUBJECT: **Library Board Response to Proposed Civic Center Renovation Project and Financing**

DATE: January 18, 2001

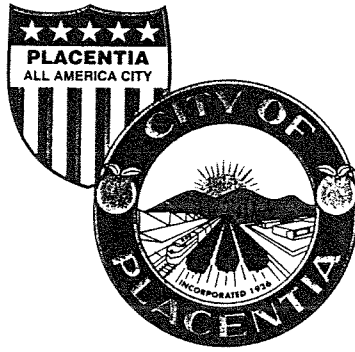
At its meeting on January 17, 2001 the Placentia Library District Board of Trustees voted unanimously to proceed with the Civic Center Renovation Project, as defined in the proposal dated January 15, 2001 and presented by City Public Works Director Christopher Becker at the joint study session on January 16, 2000, at a cost to the District not to exceed \$240,000. The District Board of Trustees also approved financing its share of the project through the City as proposed by City Finance Manager Steve Brisco in an undated illustration distributed at the same joint study session.

- 📖 It is the District's understanding that if initial project costs exceed the estimates, or if additional work is warranted, that other parts of the project will be modified or deferred.
- 📖 It is the District's understanding that it will have an active role in establishing priorities for the various elements of the Project, as well as design planning and approval, including the right to accept or decline proposed changes to the Project.
- 📖 It is the District's understanding that it will not be a signator to the lease purchased by the City to finance the entire Civic Center project
- 📖 It is the District's understanding that the City will make a simple loan directly to the District for the District's share of the project.
- 📖 The interest rate used for the proposal is 6.5%. Because of the way the payments are structured the long-term rate is approximately 4.9%.
- 📖 The District will pay all of its interest expenses as they are accrued.
- 📖 The payments are calculated to be made monthly.
- 📖 It is the District's understanding that it will have the right, without penalty, to make principal or additional principal payments at any time. It is also the District's understanding that the interest calculation at any point in time is based on the declining balance of the principal.
- 📖 The City will calculate and maintain the financial records at no cost to the District.

The Library Board is deeply appreciative of the leadership provided by the City Council and City Staff in the development of the Civic Center Renovation Project. We are looking forward to the improved Civic Center conditions that this Project will bring.

Mayor
CHRISTOPHER A. LOWE

City Administrator
ROBERT D'AMATO



Councilmembers:
CONSTANCE UNDERHILL
NORMAN Z. ECKENRODE
SCOTT P. BRADY
JUDY A. DICKINSON

401 East Chapman Avenue - Placentia, California 92870

February 1, 2001

Al Shkoler, President
Board of Trustees
Placentia Library District
411 East Chapman Avenue
Placentia, CA 92870

Dear President Shkoler:

We are in receipt of your letter dated January 18, 2001, responding to the proposed Civic Center project and financing. As we discussed on the telephone, we are anxious to work with you, as well as the entire Library District Board of Trustees, in an effort to renovate the Civic Center complex.

Based on your letter, we feel that we can live with all the conditions as outlined with the exception of the first two. As we discussed, going into a project without a minimum of a 10% contingency would be a mistake and could lead to possible failure of the project. Therefore, in our discussions you felt that we could at least consider taking the proposal back to the Board with a "not to exceed" dollar amount of \$268,000 which includes a 10% contingency. The other item of concern is overseeing of the various elements of the project – designing, planning, and approval. The City feels these items have to remain with the Civic Center Authority and all items will be brought back to the Authority for their approval and acceptance prior to initiating the project.

Therefore, with the above two items addressed and their potential for resolution, we look forward to beginning this renovation project for the betterment of not only the City and the Library but also the citizens we mutually serve.

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

Robert D'Amato,
City Administrator

RD/jld

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Library Director's Response to Performance Evaluation
DATE: February 21, 2001

This item was carried forward from the Library Board Meeting on January 17, 2001.

President Shkoler and I met in November to discuss the results of the Library Board's evaluation of my performance. The evaluation report is Attachment A.

Vision for the Future of Placentia Library

My vision for Placentia Library is a full-time, seven-day-per-week, full-service public library that serves the reading and information needs of all elements of our population in a comfortable and safe facility.

Some of the components of this vision include:

- 📖 Developing and nurturing an broad base of community support through communications, volunteer programs, Friends of the Library, and services to special-needs populations (literacy, seniors, students, etc.)
- 📖 Assisting the Library Board secure adequate funding for Library collections, programs and facilities through public (tax-based) and private (individual) support. This includes legislative activities and providing leadership for Friends and Foundation projects.
- 📖 Developing a diversity of skills among the staff to address the reading and information needs of the various elements of Placentia's population
- 📖 Developing library services and a collection of materials that reflects the diversity in Placentia's population
- 📖 Ensuring that the staff maintains a level of professional development that enables the Library to provide services that are commensurate with those of other libraries in Southern California
- 📖 Collaborating with the City and non-profit agencies that share the Library's public service goals in Placentia

I believe that it is critical that the public service level should be maintained through collection development and staff-based services even though the staffing level/hours of service are reduced.

REVIEW

ELIZABETH MINTER

October 11, 2000

Without a doubt, Elizabeth is a very good library director(LD). She has consistently led the library, through good times and bad. She has always had a vision of the way her library should be and worked towards that goal. A LD has many roles, principally as the executive who helps shape policy and the manager of its people and resources. Working with the board, she has clearly expressed her views and opinions. While we may not always agree, her professional opinions and ideas are given great weight by the board and most often accepted and approved.

We have traveled through perilous times during her administration and have emerged through it all as a very good library. We all would like to have more resources and no one has worked harder than Elizabeth to help create, implement and manage the many fund raising activities that she willingly accepted as part of her responsibilities.

Our staff today is the best that I have seen. She has not had the opportunity to hire many new people but the recent additions of Wendy, Jim and Frank are exceptional. She has (with our backing) provided opportunities for the staff to keep current and improve their skills. The library has particularly benefited by Julie Shooks' departure from the traditional skills of a librarian. As the library prepared to transition to electronic media the need for a computer technician became evident to Elizabeth. Her judgement and implementation of this significant change made it look easy. In my business I know how often major computer installations can turn ugly and we have implemented several!

Occasionally Elizabeth can be difficult with some people. She could be more diplomatic with those few people that have a problem. Elizabeth knows what she wants and how things should be done. When working with others she could be more sensitive to what others think and want.

Goals and Objectives

Elizabeth has tried to get the board to meet for a planning session. Since we have not done that, I think she should write down her vision for the future of the Placentia Library. This could be the spark needed to get us all together to plan for the future.

She should also write down her view of a LD in the areas of lobbying and professional, voluntary and political organizations. How important? How much time? Benefits? We could then have a discussion so we are all on the same page.

Al Shkoler

Lobbying and professional, voluntary and political organizations.

Securing adequate funding for the Library is one of the prime responsibilities of the Library Board of Trustees. Communicating with individuals or organizations that make funding decisions is a critical element in securing adequate funding.

In some libraries and special districts the trustees are the primary legislative contacts and spend a lot of time on these activities. As unpaid community representatives trustees are frequently more effective at influencing legislators than paid staff. In some libraries the trustees are not comfortable with this role and delegate it to the library director, a professional lobbyist or a professional organization with legislative activities. In some libraries the trustees make a conscious decision to not participate in the legislative process on any level and to just accept the changes brought about by others.

It takes years to build an effective working relationship with a statewide organization or with legislative leadership. It's a relationship that is developed by actively participating in the work of the organization. I spent five years talking with the CSDA leadership and staff about the need to have a representative of non-enterprise districts, especially library districts, serve as a voting member of its Legislative Committee. In the past only elected CSDA officers served on the Legislative Committee and they had little contact with the districts outside their local areas. Naturally, when the CSDA Board changed the Committee composition to include non-enterprise districts they specifically asked for my participation because I was the member that they knew. After serving for two years the Library Board directed me to resign and no one else has been appointed to fill that position. Last year it was the work of the CSDA lobbyist, who continues to seek out my opinion on library-related legislation, and the residual effect of the District's relationship with individual legislators through California Advocates, that resulted in the \$2 million dollar grant to independent special park & recreation and library districts that netted \$72,000 for Placentia Library District. These relationships are not going to remain focused if they are not nurtured.

The Library Director's participation in community organizations (Chamber of Commerce, Rotary, Round Table) increases the Library's visibility with community opinion leaders, recruits volunteers, and develops donors. These relationships are crucial in support of the activities of the Friends and Foundation. Participating in community organizations is very expensive for the Library Director but I accept the role as a community leader as an important facet of my position.

The Library Director is always focused on the philosophy that the Friends and Foundation exist to further the basic work of the Library. The staff support expended on these organizations has resulted in great gains in Library support. The Library Director believes that the investment in the Friends and Foundation is a cost of doing business.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edy*
SUBJECT: Review of District Medical and Life Insurance Policies for Employees
DATE: February 21, 2001

BACKGROUND

Stormy Waldeck, the District's Employee Insurance Broker, will be present to review the District's medical plan coverage and renewal options for 2001-2002. The current policy expires on February 28, 2001. The Blue Cross information is Attachment A.

Mr. Waldeck will also review the District's dental, vision and life insurance insurance benefits

RECOMMENDATION

Determine carriers and levels of benefits for 2001-2002



Blue Shield of California
An Independent Member of the Blue Shield Association

LODI Service Center
P.O. Box 3008, Lodi, CA 95241

January 22, 2001

PLACENTIA LIBRARY DISTRICT
411 E CHAPMAN AVE
PLACENTIA, CA 92670

RE: VH1181

Dear Benefits Administrator,

As the time for your renewal draws near, 03/01/2001, I would like to thank you for maintaining quality health care coverage for your employees through Blue Shield of California.

Please review the enclosed renewal document. It lists your renewal rates and describes some of the contract changes taking effect upon your renewal. It also provides alternate health plans and optional benefits available to you from Blue Shield.

I'd also like to tell you about a few of Blue Shield's growing list of products and services. Please don't hesitate to call your broker, Aon Consulting Costa Mesa, or Blue Shield representative for information on these or any of our offerings.

Introducing Multiple Plan Packages

* If you have 10 or more eligible enrolled employees, we have "**Multiple Plan Packages**" from which you can choose. These plan packages allow you to offer a choice of three or four different Blue Shield Plans (including both HMO and PPO plans) to your employees. With Multiple Plan Packages, you provide plan and price choices that meet the needs of a diverse workforce - with ease and convenience of dealing with only one company. Regardless of which package you choose, you receive only one bill for all medical plans.

"Contract Only" Dental PPO Plans

* We are excited to announce that our Dental PPO plans are now available as a contract only benefit to employees who are not enrolled in a Blue Shield medical plan. While our Dental HMO plans have been available as a contract only benefit, this is a new feature for our Dental PPO plans. Blue Shield's Dental PPO plans can now be a one-stop solution for all your employees' dental coverage needs, regardless if they are enrolled in Blue Shield's medical plan.

A Note about Rates


The past year brought costly legislative changes to the California health care industry. The unprecedented number of state laws, such as AB88 (the Mental Health Parity Law) and SB59 (which changes utilization review standards) were in response to consumer demand. They expanded health care benefits, but at a higher cost to all health plans in California. Please refer to the enclosed contract changes document for more detailed information on this legislation.

At Blue Shield, we constantly seek to reduce the impact of rising medical costs, yet it is sometimes not possible to avoid increases entirely. Due to these financial pressures you may experience a rate increase upon renewal. If your rates have increased with this renewal and you would like more information, please contact your broker, Aon Consulting Costa Mesa, or your Blue Shield representative.

If you would like to explore Blue Shield plan alternatives, such as our new Multiple Plan Packages or contract only Dental PPO plans, we would be happy to work with you and your broker.

Thank you for choosing Blue Shield - California's not-for-profit partner in health care coverage for over 60 years. We appreciate your business.

Sincerely,



James H. English
Vice President Sales & Marketing
Southern Region

Enclosures

cc: AON CONSULTING COSTA MESA

A note regarding our Small Group employer clients: a group must continue to meet A.B. 1672's definition of "small employer" as well as Blue Shield's participating and contribution guidelines, in order to be eligible for renewal.

Blue Shield of California

GROUP NUMBER: VH1181
GROUP NAME: PLACENTIA LIBRARY DISTRICT
RENEWAL DATE: 03/01/2001

PLAN: Access+ HMO Plan E, \$10/15 RX

NAME	DATE OF BIRTH	COVERAGE TYPE	PLAN	RENEWAL RATE
E MINTER	11/27/1945	Emp & Sp/Dmstc Prtnr	Access+ HMO Plan E	\$608
J ROBERTS	05/10/1943	Family	Access+ HMO Plan E	\$819
C MC CLAIN	08/30/1948	Employee	Access+ HMO Plan E	\$219
P BURKICH	06/01/1937	Employee	Access+ HMO Plan E	\$369
J SHOOK	02/20/1963	Employee	Access+ HMO Plan E	\$151
C SMITH	11/03/1964	Employee	Access+ HMO Plan E	\$151
F FRIZELL	09/13/1963	Employee	Access+ HMO Plan E	\$151
C WILLAUER	05/26/1951	Family	Access+ HMO Plan E	\$627
B QUINTANAR	10/04/1956	Employee	Access+ HMO Plan E	\$192
E WNEK	04/21/1961	Employee	Access+ HMO Plan E	\$151
W GOODSON	03/06/1971	Emp & Sp/Dmstc Prtnr	Access+ HMO Plan E	\$319
K MATAS	01/17/1959	Emp/Child	Access+ HMO Plan E	\$360
Renewal Total:				\$4117

Your benefits include the following option(s)*:

	PREMIUM	
	LIFE	AD&D
CPIC LIFE AD&D		
Total for group:	\$101.10	\$9.00

TOTAL FOR OPTIONAL BENEFITS: \$110.10

TOTAL FOR RENEWAL BENEFITS (including options): \$4,227.10

Renewal RAF = 1.00

Current Health Total: \$3,532.34

Total for Current Benefits (including options): \$3,642.44

Current RAF = 1.00

*Dental/HMO billed separately. See Options Page for rates.

The average rate is shown for comparison purposes only. If your group has **15 or more lives and you have composite rates**, your final rates will be sent under separate cover.

**PLACENTIA LIBRARY DISTRICT. NUMBER: VH1181
ADDITIONAL OPTIONAL BENEFITS AVAILABLE**

	EMPLOYEE	EMPLOYEE & SPOUSE OR DMSTC PRTNR	EMPLOYEE AND CHILDREN	EMPLOYEE AND FAMILY
DENTAL				
SMILE DELUXE	All Ages \$ 38	\$ 75	\$ 91	\$ 127
PPO (In Network and Out of Network) \$50 Cal. Yr. Deductible Waived for PPO Preventive \$1,500 Cal. Yr. Max 100 / 80 / 50 Includes Orthodontia 50% to \$1,000 Cal. Yr. Max				
SMILE PLUS	All Ages \$ 35	\$ 63	\$ 77	\$ 87
PPO (In Network) \$50 Cal. Yr. Deductible Waived for PPO Preventive \$1,500 Cal. Yr. Max 100 / 80 / 50 Includes Orthodontia 50% to \$1,000 Cal. Yr. Max				
NPPO (Out of Network) \$50 Cal. Yr. Deductible \$750 Cal. Yr. Max 80 / 70 / 50 Includes Orthodontia 50% to \$1,000 Cal. Yr. Max				
SMILE	All Ages \$ 31	\$ 56	\$ 68	\$ 77
PPO (In Network) \$50 Cal. Yr. Deductible Waived for PPO Preventive \$1,500 Cal. Yr. Max 100 / 80 / 50 No Orthodontia				
NPPO (Out of Network) \$50 Cal. Yr. Deductible \$750 Cal. Yr. Max 80 / 70 / 50 No Orthodontia				

	EMPLOYEE	EMPLOYEE & SPOUSE OR DMSTC PRTNR	EMPLOYEE AND CHILDREN	EMPLOYEE AND FAMILY
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DENTAL HMO (Available in some counties)

BLUE SHIELD DENTAL HMO 200

2 - 50 employees	All Ages \$ 14	\$ 27	\$ 31	\$ 39
51 - 99 employees	All Ages \$ 13	\$ 25	\$ 29	\$ 37

100% for all Diagnostic and Preventive Services
Copayments apply for other services
Orthodontic coverage included for children

BLUE SHIELD DENTAL HMO 220

2 - 50 employees	All Ages \$ 13	\$ 25	\$ 29	\$ 37
51 - 99 employees	All Ages \$ 13	\$ 25	\$ 29	\$ 36

100% for all Diagnostic and Preventive Services
Copayments apply for other services
Orthodontic coverage included

BLUE SHIELD DENTAL HMO 230

2 - 50 employees	All Ages \$ 16	\$ 31	\$ 36	\$ 46
51 - 99 employees	All Ages \$ 15	\$ 29	\$ 33	\$ 42

100% for all Diagnostic and Preventive Services
Copayments apply for other services
Orthodontic coverage included

VISION

1 Exam every 12 months
1 Set Lenses / 1 Pr. Frames per 24 months

MES VISION NO COPAY	All Ages \$ 8	\$ 17	\$ 18	\$ 25
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SUBSTANCE ABUSE	All Ages \$ 2	\$ 3	\$ 3	\$ 4
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INFERTILITY	All Ages \$ 5	\$ 9	\$ 7	\$ 11
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CHIROPRACTIC	All Ages \$ 4	\$ 8	\$ 7	\$ 11
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Access+ HMO / Blue Shield POS only

GROUP NAME: PLACENTIA LIBRARY DISTRICT

	CENSUS								TOTAL
	<30	30-39	40-49	50-54	55-59	60-64	65+	65+*	
SINGLE	0	4	1	1	0	1	0	0	7
EE+SP/DMSTC PRTNR	1	0	0	0	1	0	0	0	2
EE+CH	0	0	1	0	0	0	0	0	1
FAMILY	0	0	1	0	1	0	0	0	2
TOTAL									
ACCESS+ HMO CONTRACTS	1	4	3	1	2	1	0	0	12

HEALTH PLAN ALTERNATIVES

COST BASED UPON ABOVE CENSUS

Access+ HMO D

\$15 office visit, 20% hospital, \$10/15 RX

SINGLE	124	135	172	198	273	332	441	246	
EE+SP/DMSTC PRTNR	284	300	348	441	547	694	957	532	
EE+CH	303	307	321	338	397	444	547	352	
FAMILY	474	504	559	637	734	877	1227	774	\$3687

Access+ HMO D

\$15 office visit, 20% hospital, \$5/10 RX

SINGLE	127	139	179	208	285	348	457	262	
EE+SP/DMSTC PRTNR	290	309	361	461	571	726	991	566	
EE+CH	308	314	331	350	411	462	565	370	
FAMILY	482	516	576	661	762	913	1265	812	\$3821

Access+ HMO C

\$10 office visit, \$100 per day hospital, \$10/15 RX

SINGLE	126	137	175	201	278	337	449	250	
EE+SP/DMSTC PRTNR	289	305	354	449	556	705	974	541	
EE+CH	308	312	327	344	405	452	557	358	
FAMILY	482	513	570	648	747	892	1250	787	\$3750

Access+ HMO C

\$10 office visit, \$100 per day hospital, \$5/10 RX

SINGLE	129	141	182	211	290	353	465	266	
EE+SP/DMSTC PRTNR	295	314	367	469	580	737	1008	575	
EE+CH	313	319	337	356	419	470	575	376	
FAMILY	490	525	587	672	775	928	1288	825	\$3884

Access+ HMO B

\$5 office visit, \$50 per day hospital, \$10/15 RX

SINGLE	136	147	188	214	297	360	481	265	
EE+SP/DMSTC PRTNR	312	328	380	479	595	754	1044	574	
EE+CH	333	336	352	368	434	484	598	382	
FAMILY	520	552	612	693	800	955	1342	840	\$4021

Access+ HMO B

\$5 office visit, \$50 per day hospital, \$5/10 RX

SINGLE	139	151	195	224	309	376	497	281	
EE+SP/DMSTC PRTNR	318	337	393	499	619	786	1078	608	
EE+CH	338	343	362	380	448	502	616	400	
FAMILY	528	564	629	717	828	991	1380	878	\$4155

* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

GROUP NAME: PLACENTIA LIBRARY DISTRICT

	CENSUS								TOTAL
	<30	30-39	40-49	50-54	55-59	60-64	65+	65+*	
SINGLE	0	4	1	1	0	1	0	0	7
EE+SP/DMSTC PRTNR	1	0	0	0	1	0	0	0	2
EE+CH	0	0	1	0	0	0	0	0	1
FAMILY	0	0	1	0	1	0	0	0	2
TOTAL ACCESS+ HMO CONTRACTS	1	4	3	1	2	1	0	0	12

HEALTH PLAN ALTERNATIVES

COST BASED UPON ABOVE CENSUS

Access+ HMO E

\$10 office visit, no charge hospital, \$10/15 RX

SINGLE	139	151	192	219	304	369	493	271	
EE+SP/DMSTC PRTNR	319	336	389	490	608	772	1069	587	
EE+CH	341	345	360	377	444	496	613	391	
FAMILY	533	566	627	710	819	978	1375	860	\$4117

Current Plan

Access+ HMO E

\$10 office visit, no charge hospital, \$5/10 RX

SINGLE	142	155	199	229	316	385	509	287	
EE+SP/DMSTC PRTNR	325	345	402	510	632	804	1103	621	
EE+CH	346	352	370	389	458	514	631	409	
FAMILY	541	578	644	734	847	1014	1413	898	\$4251

Access BAJA HMO Gold

\$2 office visit, \$0 per day hospital, \$2 RX

SINGLE	79	87	107	118	164	194	258	0	
EE+SP/DMSTC PRTNR	179	188	215	262	325	404	565	0	
EE+CH	194	195	202	208	243	266	326	0	
FAMILY	294	312	345	385	443	520	781	0	\$2261

Access BAJA HMO Silver

\$4 office visit, \$50 per day hospital, \$4 RX

SINGLE	65	72	88	97	135	160	212	0	
EE+SP/DMSTC PRTNR	147	155	177	216	267	333	465	0	
EE+CH	160	161	167	171	200	219	268	0	
FAMILY	242	257	284	317	365	429	643	0	\$1863

**Blue Shield POS
80/60, HMO Plan E**

\$300 Deductible, \$10/15 RX, 2K/5K OOP

SINGLE	151	163	208	236	328	398	566	277	
EE+SP/DMSTC PRTNR	347	364	421	529	657	833	1190	583	
EE+CH	371	373	394	408	480	535	696	407	
FAMILY	581	615	680	769	887	1058	1525	818	\$4459

**Blue Shield POS
80/60, HMO Plan E**

\$300 Deductible, \$5/10 RX, 2K/5K OOP

SINGLE	154	167	215	246	340	414	582	293	
EE+SP/DMSTC PRTNR	353	373	434	549	681	865	1224	617	
EE+CH	376	380	404	420	494	553	714	425	
FAMILY	589	627	697	793	915	1094	1563	856	\$4593

* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

GROUP NAME: PLACENTIA LIBRARY DISTRICT

	CENSUS								TOTAL
	<30	30-39	40-49	50-54	55-59	60-64	65+	65+*	
SINGLE	0	4	1	1	0	1	0	0	7
EE+SP/DMSTC PRTNR	1	0	0	0	1	0	0	0	2
EE+CH	0	0	1	0	0	0	0	0	1
FAMILY	0	0	1	0	1	0	0	0	2
TOTAL	1	4	3	1	2	1	0	0	12

TOTAL
ACCESS+ HMO
CONTRACTS

HEALTH PLAN ALTERNATIVES

**COST BASED UPON
ABOVE CENSUS**

**Blue Shield POS
80/60, HMO Plan E**

\$500 Deductible, \$10/15 RX, 2K/5K OOP

SINGLE	145	157	200	228	317	384	546	269	
EE+SP/DMSTC PRTNR	334	351	405	511	635	804	1148	566	
EE+CH	356	359	379	393	463	516	671	394	
FAMILY	559	592	655	742	856	1021	1470	792	\$4299

**Blue Shield POS
80/60, HMO Plan E**

\$500 Deductible, \$5/10 RX, 2K/5K OOP

SINGLE	148	161	207	238	329	400	562	285	
EE+SP/DMSTC PRTNR	340	360	418	531	659	836	1182	600	
EE+CH	361	366	389	405	477	534	689	412	
FAMILY	567	604	672	766	884	1057	1508	830	\$4433

**PSA
80/50**

\$1,650 Deductible, 20% copay outpatient RX, 3K/3K OOP

SINGLE	100	103	146	195	249	297	362	189	
EE+SP/DMSTC PRTNR	229	246	304	410	522	630	768	398	
EE+CH	256	236	276	314	358	401	467	294	
FAMILY	337	350	421	495	649	738	918	518	\$3147

**PSA
80/50**

\$2,250 Deductible, 20% copay outpatient RX, 3K/3K OOP

SINGLE	95	98	138	185	236	281	343	179	
EE+SP/DMSTC PRTNR	218	233	288	388	495	596	728	377	
EE+CH	243	224	261	297	339	379	442	278	
FAMILY	320	332	399	469	614	698	869	490	\$2983

**PPO
80/50**

\$0 Deductible, \$10/15/30 RX, 2K/10K OOP

SINGLE	183	200	286	390	468	570	684	310	
EE+SP/DMSTC PRTNR	429	476	603	815	977	1193	1420	618	
EE+CH	395	411	493	573	630	716	819	445	
FAMILY	660	705	857	1005	1231	1413	1681	816	\$6033

**PPO
80/50**

\$0 Deductible, \$5/10/25 RX, 2K/10K OOP

SINGLE	187	207	297	407	488	595	714	340	
EE+SP/DMSTC PRTNR	438	490	626	849	1018	1246	1480	678	
EE+CH	403	423	509	595	654	745	853	479	
FAMILY	673	725	888	1046	1280	1474	1750	885	\$6260

* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

GROUP NAME: PLACENTIA LIBRARY DISTRICT

	CENSUS								
	<30	30-39	40-49	50-54	55-59	60-64	65+	65+*	TOTAL
SINGLE	0	4	1	1	0	1	0	0	7
EE+SP/DMSTC PRTNR	1	0	0	0	1	0	0	0	2
EE+CH	0	0	1	0	0	0	0	0	1
FAMILY	0	0	1	0	1	0	0	0	2
TOTAL									
ACCESS+ HMO CONTRACTS	1	4	3	1	2	1	0	0	12

HEALTH PLAN ALTERNATIVES

COST BASED UPON ABOVE CENSUS

PPO 90/70 **\$0 Deductible, \$10/15/30 RX, 2K/10K OOP**

SINGLE	193	210	300	409	491	598	718	322	
EE+SP/DMSTC PRTNR	452	501	634	856	1025	1252	1491	643	
EE+CH	417	433	518	602	662	752	860	464	
FAMILY	696	742	900	1055	1293	1483	1765	850	\$6335

PPO 90/70 **\$0 Deductible, \$5/10/25 RX, 2K/10K OOP**

SINGLE	197	217	311	426	511	623	748	352	
EE+SP/DMSTC PRTNR	461	515	657	890	1066	1305	1551	703	
EE+CH	425	445	534	624	686	781	894	498	
FAMILY	709	762	931	1096	1342	1544	1834	919	\$6562

PPO 80/50 **\$250 Deductible, \$10/15/30 RX, 2K/10K OOP**

SINGLE	170	185	265	362	434	529	635	292	
EE+SP/DMSTC PRTNR	397	440	559	756	906	1107	1317	583	
EE+CH	366	380	456	531	584	664	760	417	
FAMILY	610	652	793	932	1141	1311	1559	766	\$5589

PPO 80/50 **\$250 Deductible, \$5/10/25 RX, 2K/10K OOP**

SINGLE	174	192	276	379	454	554	665	322	
EE+SP/DMSTC PRTNR	406	454	582	790	947	1160	1377	643	
EE+CH	374	392	472	553	608	693	794	451	
FAMILY	623	672	824	973	1190	1372	1628	835	\$5816

PPO 90/70 **\$250 Deductible, \$10/15/30 RX, 2K/10K OOP**

SINGLE	179	195	279	381	457	557	668	304	
EE+SP/DMSTC PRTNR	419	464	589	796	954	1165	1386	606	
EE+CH	386	401	480	559	615	699	800	436	
FAMILY	644	687	836	981	1201	1380	1641	799	\$5887

PPO 90/70 **\$250 Deductible, \$5/10/25 RX, 2K/10K OOP**

SINGLE	183	202	290	398	477	582	698	334	
EE+SP/DMSTC PRTNR	428	478	612	830	995	1218	1446	666	
EE+CH	394	413	496	581	639	728	834	470	
FAMILY	657	707	867	1022	1250	1441	1710	868	\$6114

* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

GROUP NAME: PLACENTIA LIBRARY DISTRICT

	CENSUS								TOTAL
	<30	30-39	40-49	50-54	55-59	60-64	65+	65+*	
SINGLE	0	4	1	1	0	1	0	0	7
EE+SP/DMSTC PRTNR	1	0	0	0	1	0	0	0	2
EE+CH	0	0	1	0	0	0	0	0	1
FAMILY	0	0	1	0	1	0	0	0	2
TOTAL									
ACCESS+ HMO CONTRACTS	1	4	3	1	2	1	0	0	12

HEALTH PLAN ALTERNATIVES

COST BASED UPON ABOVE CENSUS

PPO 80/50 **\$500 Deductible, \$10/15/30 RX, 3K/10K OOP**

SINGLE	152	167	239	327	392	478	573	269	
EE+SP/DMSTC PRTNR	354	395	504	683	818	1000	1188	537	
EE+CH	327	342	410	478	526	598	685	381	
FAMILY	545	585	714	841	1029	1183	1405	703	\$5037

PPO 80/50 **\$500 Deductible, \$5/10/25 RX, 3K/10K OOP**

SINGLE	156	174	250	344	412	503	603	299	
EE+SP/DMSTC PRTNR	363	409	527	717	859	1053	1248	597	
EE+CH	335	354	426	500	550	627	719	415	
FAMILY	558	605	745	882	1078	1244	1474	772	\$5264

PPO 90/70 **\$500 Deductible, \$10/15/30 RX, 3K/10K OOP**

SINGLE	160	175	250	342	411	501	601	279	
EE+SP/DMSTC PRTNR	373	415	528	715	858	1048	1246	557	
EE+CH	344	359	430	501	552	628	719	397	
FAMILY	574	614	749	881	1079	1241	1474	731	\$5282

PPO 90/70 **\$500 Deductible, \$5/10/25 RX, 3K/10K OOP**

SINGLE	164	182	261	359	431	526	631	309	
EE+SP/DMSTC PRTNR	382	429	551	749	899	1101	1306	617	
EE+CH	352	371	446	523	576	657	753	431	
FAMILY	587	634	780	922	1128	1302	1543	800	\$5509

PPO 80/50 **\$1,000 Deductible, \$10/15/30 RX, 4K/10K OOP**

SINGLE	128	142	203	279	335	408	490	239	
EE+SP/DMSTC PRTNR	298	334	429	582	699	855	1015	477	
EE+CH	275	289	347	406	448	509	585	334	
FAMILY	458	494	606	717	877	1010	1198	618	\$4285

PPO 80/50 **\$1,000 Deductible, \$5/10/25 RX, 4K/10K OOP**

SINGLE	132	149	214	296	355	433	520	269	
EE+SP/DMSTC PRTNR	307	348	452	616	740	908	1075	537	
EE+CH	283	301	363	428	472	538	619	368	
FAMILY	471	514	637	758	926	1071	1267	687	\$4512

* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

GROUP NAME: PLACENTIA LIBRARY DISTRICT

	CENSUS								TOTAL
	<30	30-39	40-49	50-54	55-59	60-64	65+	65+*	
SINGLE	0	4	1	1	0	1	0	0	7
EE+SP/DMSTC PRTNR	1	0	0	0	1	0	0	0	2
EE+CH	0	0	1	0	0	0	0	0	1
FAMILY	0	0	1	0	1	0	0	0	2
TOTAL ACCESS+ HMO CONTRACTS	1	4	3	1	2	1	0	0	12

COST BASED UPON ABOVE CENSUS

HEALTH PLAN ALTERNATIVES

	<u>\$1,000 Deductible, \$10/15/30 RX, 4K/10K OOP</u>								
PPO 90/70									
SINGLE	134	147	211	290	348	424	509	246	
EE+SP/DMSTC PRTNR	311	347	446	605	726	888	1054	491	
EE+CH	287	301	361	423	466	530	608	345	
FAMILY	478	514	630	745	911	1050	1245	637	\$4452

	<u>\$1,000 Deductible, \$5/10/25 RX, 4K/10K OOP</u>								
PPO 90/70									
SINGLE	138	154	222	307	368	449	539	276	
EE+SP/DMSTC PRTNR	320	361	469	639	767	941	1114	551	
EE+CH	295	313	377	445	490	559	642	379	
FAMILY	491	534	661	786	960	1111	1314	706	\$4679

* WHEN BENEFITS ARE INTEGRATED WITH MEDICARE FOR GROUP SIZE LESS THAN 20.

**PLACENTIA LIBRARY DISTRICT. NUMBER: VH1181
CONTRACT CHANGES**

Blue Shield Access+ HMO

Certain changes have been made to your health plan. While your new contract will provide the details, the changes are summarized as follows.

Assembly Bill 88, Mental Health Illness

To comply with AB 88, Blue Shield will be providing coverage for the diagnosis and medically necessary treatment of severe mental illness (as defined in the Bill) for a person of any age and of serious emotional disturbances of a child (as defined in the Bill) under the same terms and conditions applied to other medical conditions. In addition, Blue Shield is removing inpatient hospital day limits for Psychiatric care.

Senate Bill 148, Phenylketonuria (PKU) benefit

To comply with SB 148, Blue Shield will expand the benefits for PKU (Phenylketonuria) coverage to include not only coverage for testing and treatment of PKU, but also to include coverage for formulas and special food products for the costs that exceed the cost of a normal diet, are prescribed by a health care professional as defined in the Bill and are considered to be medically necessary as defined in the Bill.

911 Emergency Services language

Blue Shield is clarifying the language explaining Member procedures for situations where an emergency condition may exist. The language stresses that Members who reasonably believe they have an emergency situation should seek treatment immediately without the need to contact their Personal Physician in advance. Procedures outlining what constitutes an emergency condition and how Blue Shield will reimburse these situations are also specified.

Rehabilitative Therapy Services benefit

Blue Shield is enhancing the Rehabilitative Therapy Services benefit by removing the 60-day limit for Inpatient rehabilitative therapy treatment.

Parenteral-Enteral Nutrition benefit

Blue Shield is enhancing the benefit for parenteral and enteral nutritional services by reimbursing these Services as medical supplies with no Member copayment.

Emergency Room Copayment parameter

The parameters for when an Emergency Room Member copayment will be assessed are being revised. This copayment will be waived only when the Member is admitted directly to the hospital.

Basic Infertility benefit

This benefit is being revised to specify that services related to the harvesting or stimulation of the ovum, including injectable drugs, medications, lab and x-ray services are excluded.

**PLACENTIA LIBRARY DISTRICT. NUMBER: VH1181
CONTRACT CHANGES**

Blue Shield Access+ HMO (Continued)

Contact Lens benefit

Blue Shield is expanding the contact lens benefit to include lenses required as a result of cataract surgery when no lens has been surgically implanted.

Urgent Care benefit

Blue Shield is revising the benefit for Urgent Care Services to specify that Urgent Care Services are covered worldwide. The benefit language has been expanded to clearly outline Member procedures when the Member believes they have an Urgent Care situation when traveling anywhere in the world. The language includes specific telephone numbers for Member assistance for both inside and outside the United States through which Members will be provided with names of participating providers in that area. For inside the U.S., Members should call the "Blue Connect" toll-free number (formerly HMO-Blue-USA). For outside the U.S., Members should call the "BlueCard Worldwide" toll-free number.

AB 55 External Review

To comply with Assembly Bill 55, Blue Shield is adding language advising Members of their right to request an independent medical review (External Review) of services that Blue Shield has denied as not being Medically Necessary or as being experimental or investigational. If the Member's request for an External Review is approved by the Department of Managed Health Care (DMHC), this review will be conducted by an independent agency selected by the DMHC. In order to be eligible for an External Review, the Member has to have participated in Blue Shield's grievance process. There will be no Member fee for the External Review and this review is in addition to any other remedies available to Members. The results of the External Review will be binding on Blue Shield.

Outpatient Rehabilitative Therapy Services

Blue Shield is revising the Rehabilitative Therapy Services benefit by removing the requirement that Outpatient services are only covered when the patient shows "continuous functional improvement". Outpatient services will now be covered as long as they are "Medically Necessary pursuant to a written treatment plan".

Treatment of the Teeth, Gums, or Jaws Joints and Jaw Bones Benefit

Blue Shield is revising the Treatment of the Teeth, Gums, Jaw Joints or Jaw Bones benefit by eliminating the requirement that Medically Necessary treatment to the teeth resulting from accidental injury must be received within 6 months of the date of injury.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

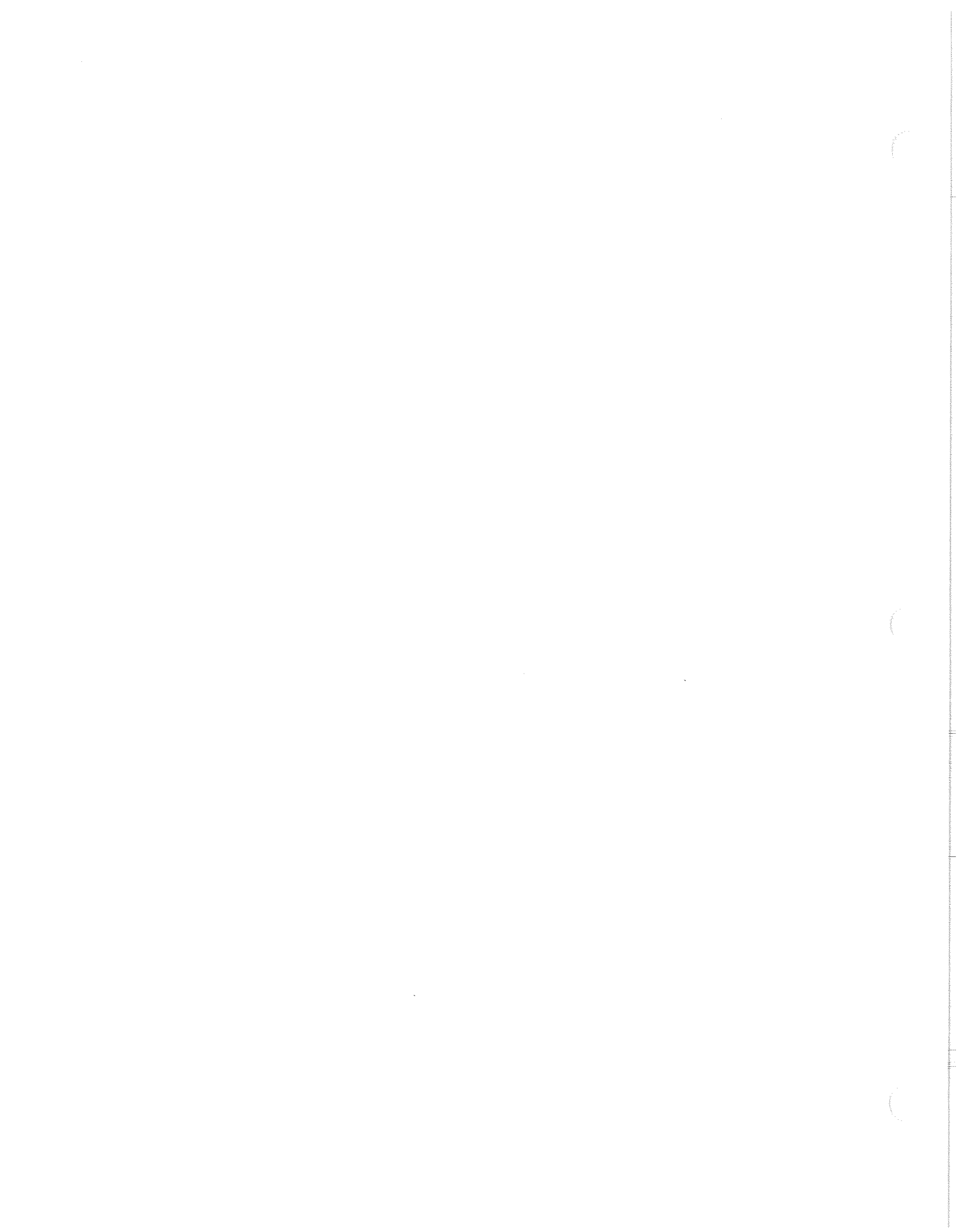
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EOM*
SUBJECT: Discussion of ways to expand the Library's visibility in the community
DATE: February 21, 2001

BACKGROUND

Trustee Wood requested that the Library Board discuss ways to expand the Library's visibility in the community. This item was continued from the January 17, 2001 Library Board Meeting.

RECOMMENDATIONS

Give direction for future action.



Agenda Item 39


TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Public Services Manager *JR*
 DATE: February 7, 2001
 SUBJECT: Program Committee Report for the month of January

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	1	26
 <i>CHILDREN'S SERVICES</i>		
Community Center		
Story Times	4	21
Story Times a.m.	4	49
Story Times p.m.	5	53
Lapsits	4	93
Music Times 3-4 Yrs.	5	93
Music Times 5-6 Yrs.	5	88
Head Start Story Times	35	700
Class Visits	10	200
TOTAL FOR JAN	72	<u>1,297</u>
YTD TOTAL	<u>240</u>	<u>6,708</u>

<i>LITERACY SERVICES</i>	DEC FY 2000-01	FY2000-01 YTD
Total Tutors	106	166
Total Students	161	197
Total Hours	889	4,900

For more detailed literacy statistics, see Agenda Item 41, page 2 of 2.

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian 

Date: February 21, 2001

Subject: January Activities in the Children's Department

Programming- The winter programming session began in January. There were 9 storytimes , 4 lapsits, and 10 musictimes with a total attendance of 320.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	48 children / 45 adults
3 - 6 year old storytimes (a.m.)	4	31 children / 18 adults
3 - 6 year old storytimes (p.m.)	5	36 children / 17 adults
MusicTime 3 – 4 year olds	5	49 children / 39 adults
MusicTime 5 – 6 year olds	5	21 children / 16 adults
Totals	23	185 children / 135 adults


School Visits- School visits have continued. Ten classes visited during January. A total of 200 children participated in these visits.

Offsite Programming- Storytimes at the Placentia Community Centers and the Head Start classrooms have continued. There were 4 storytimes at the community centers with a combined attendance of 21. Five storytimes were performed for each of the seven Head Start classes with a combined attendance of 700.

Reading Incentive Programs- The In-N-Out Reading Program, Food for Thought is scheduled to begin in February.

Agenda Item 41

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: February 7, 2001

SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of January.**

Tutor Training. The Literacy Coordinator conducted a tutor training workshop on Sunday, January 7 and four tutors were trained, one adult and three teens. Additionally, two adult tutors received accelerated training for a total of six for the month. All six new tutors are matched and tutoring in the Library. The next tutor training is scheduled for February 4.

New Families for Literacy (FFL) Program Status. The FFL Program had one family begin and one family leave in January, so the total number of families in the program remains at five. The new family that began is Korean, the first Asian family in our FFL. We are still in the process of recruiting additional tutors and families for our new FFL Program.

Partnership for Change (PFC) Coalition Meets/Phase 1b of Spanish Literacy to Begin. In January, the PFC coalition, consisting of the Library, the City of Placentia, Placentia Head Start, and Altrusa, met to discuss the budget, student recruitment, and the next phase of Spanish Literacy. The next phase, Spanish Literacy 1b will begin February 6 and conclude April 27. We will continue to recruit additional Spanish literacy students during phase 1b.

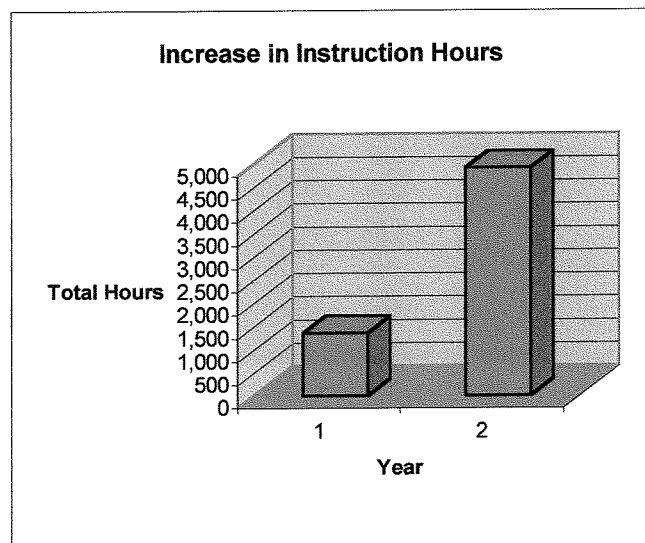
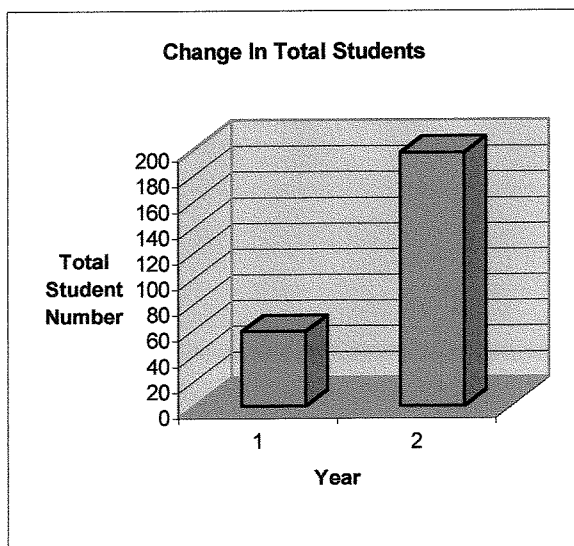
PLLS Receives \$500.00 Donation. Last year, the treasurer of the now disbanded Fullerton LVA contacted the PLLS Literacy Coordinator for advice in disaffiliation from LVA and assistance with cleaning out the LVA room at the Fullerton Public Library, which did occur last calendar year. As a result, the disbanded Fullerton LVA has donated \$500.00 of their left over funds to PLLS.

Literacy statistics. See Agenda Item 41, page 2 of 2.

Placenta Library Literacy Services

Report of Growth and Progress

	Jan FY1999-00	Jan FY 2000-01	YTD FY1999-00	YTD FY2000-01
Tutors:				
Adult	51	74	51	90
Teen	NA	32	NA	38
Hours Instruction	140	889	1,348	4,900
Other Volunteer Hours	10	12	508	256
Total Hours	150	901	1,856	5,156
Training Workshops				
Workshops Held	0	2	0	13
Tutors Trained	0	6	0	75
Students				
With Adult Tutors	54	82	58	122
With Teen Tutors	NA	38	NA	46
In Groups	NA	21	NA	25
Families for Literacy				
Family Students	NA	10	NA	12
Family Tutors	NA	10	NA	12
Hours of Instruction	NA	24	NA	59
Total Tutors	51	106	56	166
Total Students	54	161	58	197
Total Instruction Hours	140	901	1,348	4,900



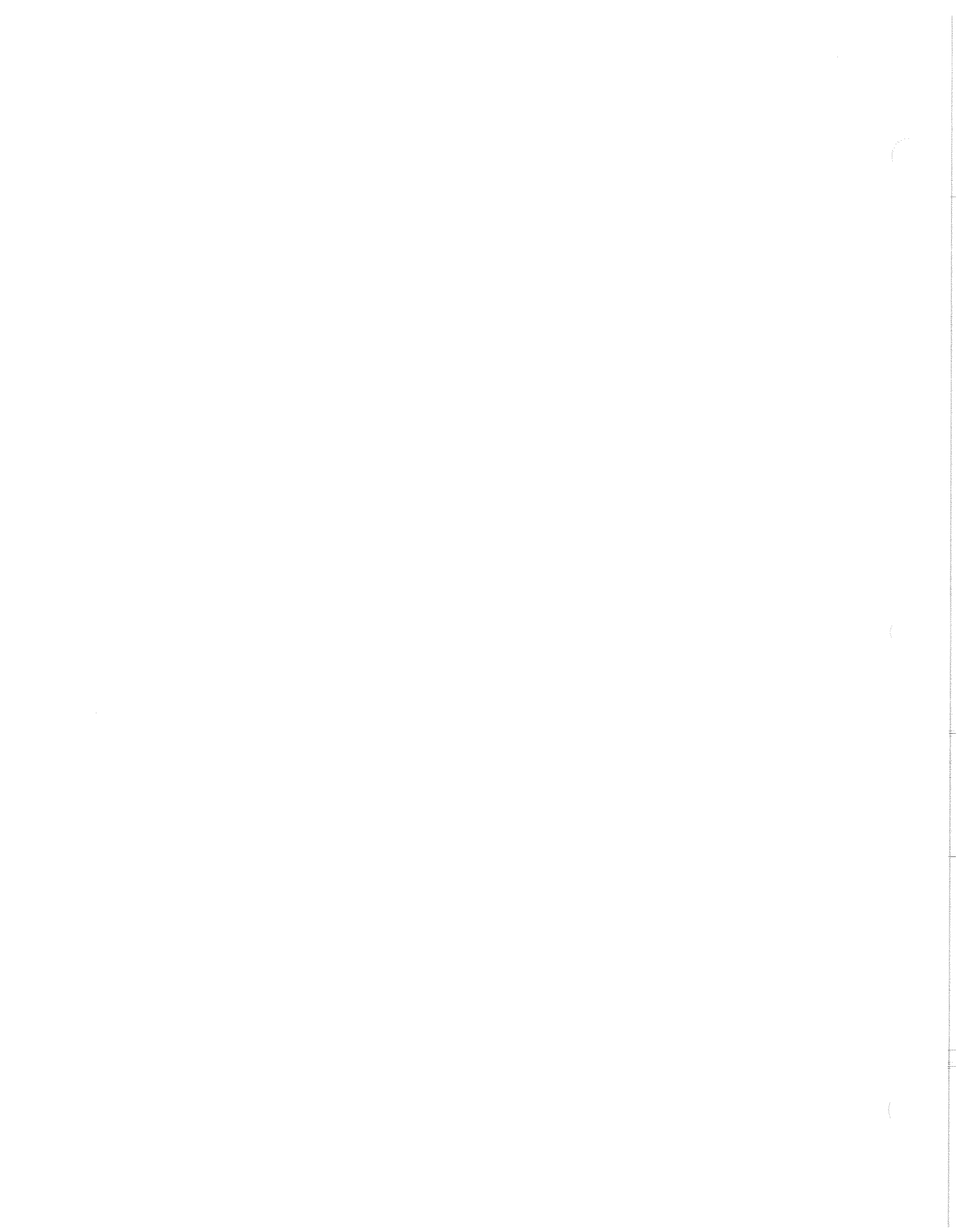
Agenda Item 42

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager *JR*
DATE: Febuary 7, 2001
SUBJECT: **Placentia Library Web Site Development Report for the month of January.**


In December, the Placentia Library District had 17,409 "hits" on the Web Site, an average of 562 a day. Frank Frizell updated the Library's Web Page again in January. The following are our year to date statistics:

PlacentiaLibrary.Org Visits getting the most hits.

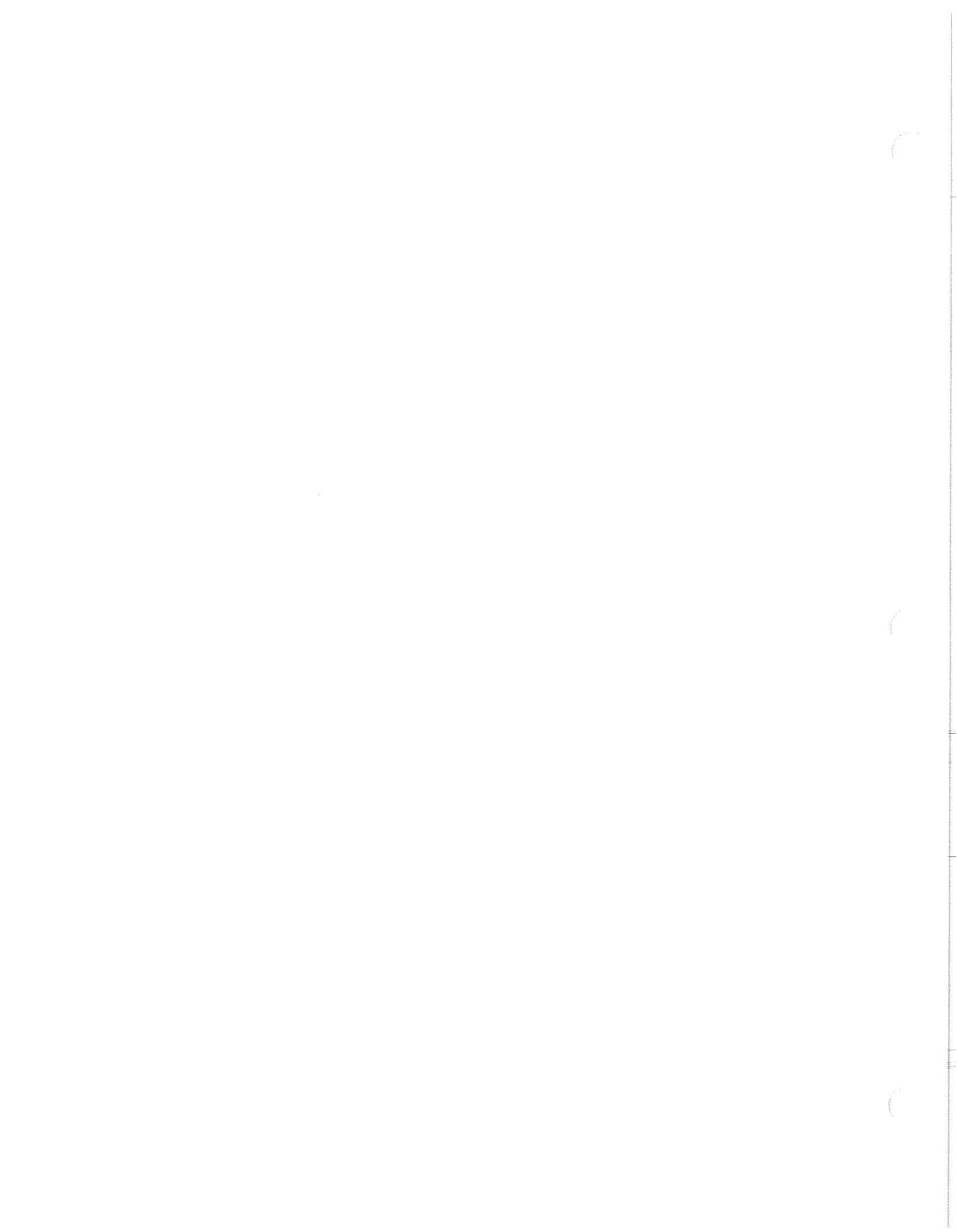
Pages Visited	Aug-00	Sep-00	Oct-00	Nov-00	Dec-00	Jan-01
Borrowers	495	482	530	552	637	984
Friends	494	485	543	804	627	978
Hours	493	481	546	562	640	986
Information	500	475	540	561	643	988
Foundation	494	478	543	534	629	963
History Room	496	481	543	535	626	966
Literacy/CLC Logo	766	739	836	831	971	1,498
Passports	489	483	543	586	632	972
Total Views Most Hits	5,934	4,710	4,647	5,210	5,405	8,335



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Publicity Materials produced for January 2001
DATE: February 21, 2001

The publicity materials produced for January and February and March will be presented at the April Library Board Meeting.



SAFETY COMMITTEE MEETING
JANUARY 18, 2001
MINUTES

- I. Call to Order: 9:14 A.M.
- II. Members Attending: Wendy Goodson
Esther Guzman
Katie Matas
Cindy McClain
Cyrise Smith

Members Absent:

III. Old Business

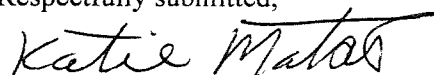
1. The roofing project has been approved. Work will begin at the end of January 2001.
2. The location and contents of the safety kit was evaluated. A new location and restocking will be reviewed by administration.
3. The janitor closet needs to be straightened to make supplies accessible.
4. The linoleum floor in the workroom is uneven near the door to the cubicles. Solutions are being reviewed by administration.
5. Purchase and installation of a security surveillance system was approved by the Library Board at the January board meeting.

IV. New Business

1. The Library Board approved funding for the civic center improvement project.

The next meeting will be February 22, 2001 at 9:15 A.M.

Respectfully submitted,



Katie Matas

Board & Administrator

FOR BOARD MEMBERS

February 2001 Vol. 17, No. 6

Editor: Jeff Stratton

The board's advocacy role

Board advocacy strategies

One of a board member's key responsibilities to a nonprofit is working as an advocate for the organization.

Board members make the best advocates for their organizations, for two primary reasons.

- 1) *You are a volunteer, a person who is donating time and effort to a good cause, and one that you believe in.* That gives you instant credibility—more so than a paid staff member or lobbyist.
 - 2) *You're a leader.* You've been selected to serve on this nonprofit's board, in part, because of your leadership skills and connections to people in the community.
Although many board members don't really enjoy advocacy, it's really just telling people about the nonprofit and its mission. You can do it on the job, at service clubs and PTA meetings. And there are really so many ways to go about the board member's advocacy role. Let me tell you about a few...
- *Using videos to educate the community.* "Our organization has a videotape that board members show to service clubs, churches and other interested groups," says Board Member Don Ray (Richland, WA).
 - *Speaking to business leaders and other groups.* "Because people will listen to an organization's volunteers, board members can generate a lot of support this way," says Board Member

Bucky McKinley (Milwaukee, WI).

- *Distributing literature.* Board Member Elizabeth Magee (Springfield, IL) carries brochures and newsletters with her and shares them with people who express interest in her organization.

Board members are terrific advocates!

- *Knowing the organization's key issues.* Board Member Don Ray studies past board positions. "This helps me represent our organization effectively when I'm asked about things," he says.
- *Promoting your nonprofit at other organizations.* Board Member Jeffrey Hirsch serves on a chamber committee that introduces new businesspeople to the community. "We provide a tour of our community that concludes at the nonprofit's facility," says Hirsch (Fort Lauderdale, FL).
- *Recommending individuals to serve on the nonprofit's board.*
- *Letting co-workers know about your nonprofit's needs.* Board Member Judith Thomas (Bridgeville, PA) says an office bulletin board is a perfect place to let co-workers know about

continued on next page

Continued from previous page

- her organization's activities.
- **Inviting friends and colleagues** to organizational events.
- Some other ideas:
- Keep informed on the local, state and national issues affecting your nonprofit.
 - Build coalitions with other community organizations to deal with issues on which you agree. Don't overlook the Chamber of Commerce, employee groups, the PTA and other business, professional and community groups.

- Investigate the possibility of getting time on your local radio station for informational or call-in programs.
- Write occasional letters to the editor.
- Write a guest editorial on the board's visions and goals.
- Set up a personal key communicator system. This means selecting, by referral, eight to ten people who are perceived as community leaders and with whom you will stay in touch and provide information. ■

What should boards do about their inactive members? Get them involved!

Inactive board members are a team problem for board members and their administrator. Here are some options for addressing the problem:

1. **The board should establish and enforce attendance policies and involvement expectations.** All new and current board members should understand these policies, and prospective board members should understand them as well. The board chairperson should counsel inactive members to help them become active again. If this doesn't work, the board chair should suggest resignation, or ask the board to dismiss the inactive member.
2. **Individual board members can and should encourage inactive board members to get involved.** Suggest solutions. Ask that the issue of involvement be placed on an upcoming meeting agenda.
3. **The administrator should provide a tracking mechanism for reporting on the problem of inactive members and work with the board chair to solve the problem.** Here are specific suggestions from board members for dealing with this problem:
 - "Explain attendance policies to all

new board members and explain why their involvement is vital," says a New York board member.

- "Volunteer boards do not have room for deadwood," says a South Carolina board member. "That's why we enforce our attendance policy."

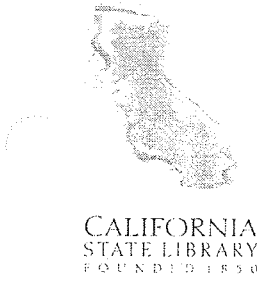
The board chairperson should counsel members to help them become active again.

- "We try to understand the added value a board member brings to our organization before we act to dismiss," says an Iowa board member. "It makes no sense to dismiss a big donor or contributor for simply missing a few meetings."
- "Look for different ways to engage your inactives," says a California board member. "Maybe this person doesn't really enjoy a current committee assignment."
- "We try to give our inactives an out," says a Texas board member. "Sometimes individuals want out, but aren't sure how to go about it." ■

A tip for building consensus

CONNECTION

LIBRARY OF CALIFORNIA



California State Library continues Rural Initiative Program

ISSUE Number 8
February 2001

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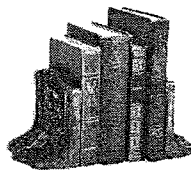
There are at least 400 rural public library outlets in California within at least 73 different public library jurisdictions. Many branches, stations, and book mobiles provide service with major assistance from volunteers. In addition, there are many geographically isolated areas lacking the physical presence of public library facilities. The Rural Initiative, initiated by State Librarian Dr. Kevin Starr, seeks to assess and address the library service needs of rural Californians.

In 1998-99, the first year of the Rural Initiative, the focus was on assessing the need for rural library service from the standpoint of both residents of rural communities and the staff of rural libraries. The goal of year two of the initiative was to implement projects designed to address the needs identified in year one.

"The Rural Initiative," says Susan Rawlins, director of the Colusa County Free Library, "is showing us rural library directors that the State Library is now supporting us with action in ways that truly respond to our needs."

The year two projects included development of volunteer capacity in rural libraries, application of Asset Based Community Development concepts to strengthen specific rural libraries, and development of technology to overcome the barrier of remoteness to public programming and staff development.

Among the other projects implemented during 1999-2000 was Book Rendezvous, in which Friends of the Library were trained to identify valuable books among those available for the usual low-priced library book sales. Another project was the CALTAC Board Development Project, in which carefully selected members of the California Association of Library Trustees and



"The Rural Initiative is showing us rural library directors that the State Library is now supporting us with action in ways that truly respond to our needs."

- Susan Rawlins, director
Colusa County Free Library

Commissioners (CALTAC) were trained to train their peers on local library boards upon invitation by those boards. Further, twelve rural library jurisdictions were trained in a workshop by Carla Lehn, an authority on volunteerism and board development, entitled "Volunteerism Issues for California Libraries." This workshop included the use of videoconferencing to accommodate participants who would not be able to attend the workshop.

The third year of the Rural Initiative, 2000-2001, is now underway, with nine separate

projects planned. These programs are:

- development of a librarian practitioner certification process for rural libraries
- further implementation of the CALTAC Board Development Project
- further development of the capacity for rural libraries to use volunteers effectively
- development of an e-commerce Web site for rural library book sales
- a study of the impact of technology on northern California rural libraries
- further development of videoconferencing and other technology for use in rural libraries
- teaching Asset-Based Community Development concepts in four rural libraries
- development of virtual meeting rooms in rural libraries
- preparation of a plan for ongoing rural library service development

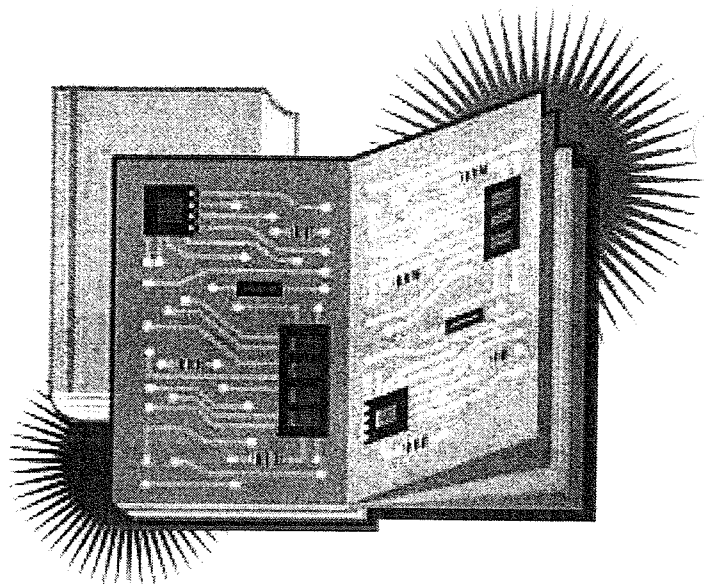
CSL plays important role in development of new California Web portal

In his State of the State address to the Joint Legislative assembly on Jan. 8, 2001, Governor Gray Davis announced the unveiling of the new California Web Portal called "My California," which is part of the California State Home page. Located at www.ca.gov, this new Web site is designed to allow users to personalize their search through California agencies and information.

California residents, for example, may use the new state home page to register their cars online with the Department of Motor Vehicles, to buy a fishing license, or to make camping reservations in a state park. These Internet innovations on the state Web site are part of Governor Davis' plan to use technology to improve Californians' access to state government.

A team from the California State Library developed the content for the new government portal. John Jewell, recently appointed bureau chief of CSL services, recruited and led a team of librarians and consultants in gathering state agency information and topics for the new "Government" page. This team consolidated content from the former state home page with information from the numerous government agency Web sites in an effort to gather together "everything you ever wanted to know about California" on one Internet address.

"What we do is translate what people are asking for into language that people normally use to talk about them," said Jewell in a recent *Los Angeles Times* article about the new home page.



In addition to interactive features such as online vehicle registration, the new state portal features a section called "Newcomers to California." Here, a new resident of California can find information about school registration and immunization requirements for their child, state laws regarding vehicles and driver's licenses, where and how to register to vote, or what types of health services are available. There is even a live video camera featuring streaming video of the Ano Nuevo seals. The contents are arranged in such a way to make information about California available to the state's residents, as well as to people from anywhere in the world who are seeking information about California in anticipation of moving to or visiting the Golden State.

Newspaper articles have been written about the California State Home page, including the *San Francisco Chronicle* (Jan. 9, 2001) and the *Los Angeles Times* (Jan. 10, 2001).

For further information about the California State Home Page, contact John Jewell, chief of state library services, CSL, at (916) 653-0293, or by email to jjewell@library.ca.gov.

continued from Page 1



Rural Initiative Program

Look for updates on different components of the Rural Initiative program in future issues of *Connection* as the year progresses.

This project is supported primarily by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the state librarian.

Previous issues of *Connection* contain

articles written about three components of the Rural Initiative program: Book Rendezvous (July 2000), CALTAC Workshops (August 2000), and Video Author Visits (September 2000).

For further information about the Rural Initiative program, contact Al Bennett, library programs consultant, CSL, at (916) 653-7743, or by email to abennett@library.ca.gov.



The next step in the application process is the proposal review.

Ninety-seven LSTA proposals submitted to State Library

The California State Library has received 97 proposals for Library Services and Technology Act funding for the fiscal year 2001/2002 grant cycle. Requesting a total of \$13.8 million, these grant proposals outline an innovative or cooperative library program, concept, or service for which the applying library seeks grant funding.

The next step in the application process is the proposal review. LSTA funding is awarded based on the competitiveness of each grant proposal with the other ones that have been submitted. In mid-April, 2001, the state librarian will advise those who have submitted LSTA proposals regarding competitiveness of their proposals. Completed applications may then be submitted, which will be due at the Library Development Services bureau of CSL on June 11.

LSTA is a federally-funded grant program for libraries administered by the CSL. It provides local assistance grants to libraries in the areas of technology innovation, resource sharing, multitype library networking, and targeted services to the underserved, disadvantaged, geographically isolated, or illiterate. Libraries of all types, academic, corporate, institutional, public, school, and special, are eligible for funding.

For general information on LSTA, visit the CSL Web site at www.library.ca.gov/html/grants.html. For further information on LSTA, contact Jay Cunningham, LSTA program coordinator, at (916) 653-8112, or by email at jcunningham@library.ca.gov.

APPOINTMENT

Jewell finds new setting

John Jewell is the new chief of State Library Services, the librarian in charge of the collection at the California State Library.

Jewell replaces Sheila Thornton, who served in the position for 25 years. Jewell previously served the state library as assistant director for information services in the California Research Bureau. He has been with the CSL for 14 years, working in four different bureaus.

Jewell says that he wants to develop a state library for the 21st century, a library that "preserves the best of the present services and collections and then develops new services and collections responsive to those we serve in the new digital age."

Jewell emphasizes that the work of State Library Services will continue providing its present range of services.

Jewell graduated from the University of Kansas in 1961 and received his master's degree in librarianship from Denver University in 1969. He was employed at the Fresno County Public Library, working his way up to principal librarian in charge of reference before transferring to the CSL in 1986.



Library services publications available at State Library

Providing services that address the library needs of the culturally diverse populations of California can be found in two recent publications of the California State Library. These are free publications that are currently available in the Library Development Services bureau of the CSL, and can be ordered from LDS. These two publications are:

- *Cultivating Change: Redesigning Library Services Using the Partnerships for Change Approach.* Edited by Shelly Keller, PFC public relations trainer, and Patricia Wong, program coordinator for children's and youth services, Oakland Public Library. 1999.

In 1988 the CSL created the Partnerships for Change (PFC) program, whose mission was to help California's public libraries redesign their library services to be more responsive to the needs of their library's culturally diverse communities. This publication provides written guidelines for libraries to use the PFC approach, which were gleaned from the training materials, surveys, and other information of the libraries that participated in the original PFC program.

- *Keeping the Promise: Recommendations for Effective Library Service to African Americans.*

Edited by Shelly Keller. 1996.

Written by the CSL's Task Force on Service to African Americans, this publication was created to help public service librarians, administrators, and library directors improve library service to African Americans throughout California. This publication provides information and recommendations about needs assessment and community analysis, access to services, collection development, services and programs, marketing and awareness, funding, and other issues.

To order these publications, include the publication title, number of copies wanted, and the shipping address of the requesting library. Fax the request to Martha Ortiz, LDS bureau, at (916) 653-8443, or mail to California State Library, Library Development Services Bureau, P.O. Box 942837, Sacramento, CA 94237-0001

APPOINTMENT

Gaines appointed to LoC Board

On January 23, 2001 Assembly Speaker Robert Hertzberg announced the appointment of Fred Gaines of Calabasas to the Library of California Board for the term Jan. 2001 to Jan. 2004. He succeeds Michael Spence of West Covina, whose term expired in 2000.

Mr. Gaines, who is Founding and Managing Partner of Gaines & Strahlstrom, specializing in land use and related issues, will participate in the Board's February 14-16, 2001 meeting in Riverside.

See next month's Connection for a full bio of this new Board member.

Fresno County library launches bilingual awareness campaign

The Fresno County Public Library has initiated a bilingual media campaign to promote the library, books, and reading.

The public awareness campaign, which began on January 4, will run for 13 weeks with spots airing on English- and Spanish-language television and radio and with billboards in Spanish and English.

State Librarian Dr. Kevin Starr chose the Fresno County Public Library to conduct the campaign to test a "cooperative funding strategy" used by the public library in Charlotte, North Carolina in 1997.

According to John Kallenberg, county librarian, the campaign will generate \$325,000 in media exposure for an investment of \$65,000 in Library Service and Technology Act (LSTA) funds. Kallenberg notes that since the passage of a bond measure, the Fresno County Public Library has tripled its book budget and added 175 new public-access computer terminals.

The theme of the campaign is "The Library: Check It Out." A similar campaign was run last year by the San Diego Public Library, also using LSTA funds.



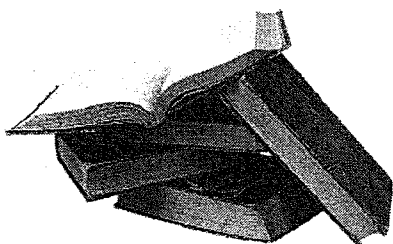
Evaluations of the San Diego campaign after it was over indicated that it had significantly increased public awareness of the public library and its programs. Approximately six out of ten San Diegans surveyed after the campaign said that they were aware of the campaign.

The campaign in Fresno County is considerably expanded from the one in San Diego, according to Kathleen Low, a consultant at the California State Library. In the

Fresno County campaign a greater effort has been made to reach non-English-speaking residents, and there has been more of an emphasis on radio and outdoor advertising.

Anna M. Tatar, director of the San Diego Public Library, says that the campaign in that city produced unexpected benefits for the library and other libraries in the vicinity.

"It gave us a great opportunity to strengthen our relationships with key people in the community," Tatar says. She and others in San Diego consider the campaign a great success.



Libraries benefit in governor's proposed budget

"It is another good year for libraries in California," says State Librarian Kevin Starr.

Starr notes that there are a number of increases in state spending on libraries built into the governor's proposed 2001-02 state budget. Major budget items include:

- \$3.2 million for the Library of California;
- \$500,000 to expand the Families for Literacy program;
- \$2,092,000 to increase state support of the Public Library Foundation Program;
- \$41,000 for the addition of new libraries to the California Library Services Act system;
- \$1,251,000 for rate and workload increases in the Transaction-Based Reimbursement Program;
- \$212,000 for facilities management and increased fiscal and business services workload at the CSL;
- \$157,000 to begin digitizing the CSL's collection of historic photographs and make them available on-line;
- \$429,000 for maintenance and repair of the Library & Courts II building at 900 N Street in Sacramento.

The 2001-02 proposed budget total for libraries is just over \$128 million.

February

February 14-16, 2001
Library of California board meeting, Riverside

March

March 1-3, 2001
Public Library Association (PLA) Spring Symposium, Chicago

March 15-18, 2001
Association of College and Research Libraries (ACRL)
National Conference, Denver

April

April 25-27, 2001
Library of California board meeting, Sacramento

June

June 9-14, 2001
Special Libraries Association Annual Conference, San Antonio

June 14-20, 2001
ALA Annual Conference, San Francisco

June 27-29, 2001
Library of California board meeting, Fresno

August

August 15-17, 2001
Library of California board meeting, San Diego

October

October 31-November 2, 2001
California School Libraries Association (CSLA)
Annual Conference, Long Beach

November

November 2-5, 2001
California Library Association (CLA) Annual Conference, Long Beach

November 5-7, 2001
Library of California board meeting, Long Beach

November 14-18, 2001
American Association of School Librarians (AASL)
National Conference, Pittsburgh, PA

CONNECTION

is the website newsletter of the
California State Library
and the Library of California.

Dr. Kevin Starr
State Librarian
(916) 654-0174
kstarr@library.ca.gov

Robert Daseler
*Communications
Editor*
(916) 654-0108
rdaseler@library.ca.gov

Christopher Berger
*Library Development Services
Assistant Editor*
(916) 653-8313
cberger@library.ca.gov

Library of California Board
James Dawe, Esq.
President

Articles for inclusion in a
future issue of the
Connection are welcomed.
Please submit articles or
suggestions to the *Connection*
editor, Robert Daseler.



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

California State Library
914 Capitol Mall
P.O. Box 942837
Sacramento, CA 94237-0001

Library of California Board
900 N Street, Suite 500
Sacramento, CA 94237-0001

Library Trustees as Advocates: A Distinguished History and a Promising Future

by Bernadette Murpy, Communications Specialist, ALA Washington Office

So many school and public libraries rely heavily on funding from local governments that a surprising number of librarians, patrons, and friends of libraries are not aware that the federal government directs millions of dollars each year to support libraries and library programs. This year, library and library-related programs received nearly \$200 million in funding from the federal government to support adult education and literacy, innovative after-school programs, technology training, library construction, and much more. At this writing, President Clinton is in continuing negotiations with Congress over appropriations for 2001, and libraries may be set to receive more federal dollars than ever before.

But each year, the ALA Washington Office must again lobby Congress and the White House, sometimes in the face of enormous budget cuts, for continued federal funding of libraries and library programs. This work is similar to what ALTA members do for libraries locally and at the state level.

TRUSTEES AS ADVOCATES

As you know, library trustees have historically played a pivotal, leadership role in helping both to support new library programs and to ensure sufficient library funding. In fact, ALTA was a key player in the battle against some of the biggest threatened cuts to library programs in recent history - those put forth by the Nixon administration in 1969. Declaring that, "programs for books and [library] equipment are considered a low priority," the Nixon administration proposed slashing library funding by 66%. The ALA Washington Office launched a national campaign to save library funding and set to work convincing Congress of the necessity to fund libraries. On July 9, 1969, ALTA came to Washington and marched in protest of the proposed budget. Over 100 community leaders, representing 33 states, met with more than 100 Congressmen and made their cases for increased library funding. The trustees' grassroots effort, along with the campaign for increased spending led by ALA, yielded results. By July 31 1969, the House had restored \$77,685,000 to three major library programs! Now, on the eve of a new administration and a new Congress, we have an equally important task ahead.

THE NEED FOR ADVOCACY NOW

In 2001, the ALA Office of Government Relations will face many major legislative issues. The Library Services and Technology Act (LSTA), the primary library program legislation, is up for re-authorization. The Internet and technological developments have brought about new assaults on Fair Use as well as national attention to the divisive issue of mandatory Internet filtering. Never before have there been so many opportunities for library advocates to take part in helping to shape the way libraries will be supported and funded in the future, and never before has there been such an opportunity for trustees to take an active role.

HOW CAN TRUSTEES HELP?

Trustees are leaders in generating public awareness and winning political support for libraries. As public officials charged with representing the best interests of libraries and library patrons, trustees carry political clout. What can trustees do to best serve the library cause?

Remain well-informed about library issues. A great way to keep up-to-date with federal library issues is to subscribe to ALAWON, the ALA Washington Office electronic newswire. ALAWON reports via e-mail on key developments in Washington, and directs subscribers to effective advocacy tools and avenues. To subscribe, go to <http://www.ala.org/washoff/alawon> or send an e-mail message to listproc@ala1.ala.org. Leave the subject line of your e-mail message blank, and in the text body of the message, write: subscribe ala-wo YourFirstName YourLastName. Example: subscribe ala-wo Melville Dewey.

Support and encourage library staff in administering ongoing public awareness activities. Urge library staff to participate in ALA's Library Thank You Day, a program to thank elected officials for their support of libraries and to demonstrate what government funding has done for your library. For information on Thank You Day, call the Washington Office at 800/941/8478 or see: <http://www.ala.org/washoff/thankyou.html>



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Vic Johnson

President's Message

IS THIS AN EARTHQUAKE?

If you have been in the center of an earthquake or talked to someone who has, you know that it is a very unsettling experience. Mother Earth, terra firma, is something that we humans, in our total experience, have grown up with as being a basic reference for stability and balance. An earthquake, at least as it is occurring, destroys that reference and we start to grope for things that are stable.

The library world certainly seems to be undergoing its own unsettling experience, call it an earthquake or otherwise. It seems like every day we learn of new challenges in the publishing world, whether it is new methods of publishing, both in terms of new media formats and new ways of using those formats, the proliferation of niche publications, the acquisition of one publisher by another, or new ways of copying and/or distributing content. If that isn't enough, the Librarian of Congress issued a ruling that negated "fair use" in the digital arena, such that users of digital information will have fewer rights and opportunities than users of print information. In fact, the pay-for-use scenario that many have feared appears to now be at our doorstep.

Then there is the ever-present prospect of "Big Brother" watching, whether this be in the form of filtering or surveillance/reconnaissance. We read of Congress almost every other week making a new effort to impose filtering; of Yahoo fighting in the French courts that filtering is not, and probably never will be, effective; of employers monitoring e-mail and other employee activities, even reconstructing work, keystroke by keystroke, thought to have been deleted; of

parents learning instantly, via e-mail, of the nature of items purchased by their children using debit cards; and of technologies that turn cell phones into homing devices.

Through all this, we need to keep our bearings and hold dear the basic principles upon which libraries were founded. Core values matter! As trustees and advocates, we believe in libraries and their accomplishments. But that is not enough; we need to share our beliefs with those in the community, in our neighborhood, at work, at community gatherings, and with government officials. Otherwise, we are going to be overrun by those pursuing their own self-interests or who are lacking in knowledge of the issues.

And core values are what the ALTA Executive Committee explored in a recent strategic planning session. While more discussion contemplated at the upcoming Midwinter Meeting, and we probably didn't get as far as we had hoped and/or expected, we did establish some action plans which should have some impact within the next year. Targeted areas include building a database of prospective members, involvement of members, and promotion and enhancement of board/trustee education. Through it all, we did keep our focus on what ALTA is about, what its role is, and what it does well. ALTA is a critical piece of the ALA organization, and we are working to find how we best fit in.

I hope you are having a wonderful time during this holiday season and will grandly welcome in the real new millennium!

—Vic Johnson, ALTA President

ALA Congress on Professional Education

The Voice editor Sharon Saulmon represented ALTA at the second Congress on Professional Education held in Chicago November 17-19. ALTA Past-President Ruth Newell-Minor and ALTA Acting Executive Director Kerry also attended the Congress.

The goals of the Congress included:

- improved understanding of the impact of society and adult education trends and developments on continuing professional development;
- identification of the key issues and critical gaps in the provision of continuing professional development for the library profession;
- strategies for addressing issues, such as, standards, assessment, certification and credentialing for library continuing professional development;
- strategies for building collaborations across provider communities; and
- strategies for utilizing electronic and network technologies.

Watch **American Libraries** for a full report. The Congress web site is available with additional information. (The bibliography on societal factors highlights recent trends that impact libraries and has some great information http://www.ala.org/congress/2nd_congress/socfacreading.html.)

Library trustees and advocates need to become more proactive in recruiting library staff and librarians, retaining them, and encouraging diversity. About two-thirds of the current librarians worked in libraries sometime during high school or college. Coaching and mentoring activities for part-time staff (even scholarships) should be encouraged. Job Shadow Day is February 2, 2001. (See ACRL's web site for more info <http://www.ala.org/acrl/jobshadowday.html>.)

With trustee leadership libraries need to become learning organizations. "A learning organization is one where people continually expand their capacity to create results they truly desire, where new and expansive patterns of thinking are nurtured, where

collective aspiration is set free, and where people are continually learning how to learn together." With changes in technology, marketing, globalization, the Internet, etc., librarians need to stay up-to-date and promote lifelong learning for the staff. (To find out more information on learning organizations read **The Fifth Discipline** by Peter Senge and **Learning Organizations: Developing Cultures for Tomorrow's Workplace** edited by Sarita Chawla and John Renesch.

Trustees also need to take the lead in funding library salaries. Beginning librarians' salaries are not competitive with funding for the same skills in other fields. Vicki Gregory and Sonia Ramirez Wohlmuth found the median beginning salary for 1999 library and information science graduates in public libraries was \$30,000 ("Better Pay, More Jobs," **Library Journal** 125.17 (15 Oct. 2000): 30-6). Annual beginning salaries for related fields were--webmaster (\$38,500), research (\$39,250), LAN manager (\$35,000), database management (\$45,000), and automation/systems (\$35,200).

Encouraging and funding continuing professional development is a key role for trustees. Private industry funds professional development annually, according to the American Society for Training and Development (ASTD). The benchmark from ASTD research is to fund 30 hours per year per employee. Training investment leaders fund 58 hours of training per year per employee. To keep the library competitive and provide quality service, trustees must encourage professional development participation. As Gen Xers become librarians, they will not expect to work at a library for a long tenure. By funding continuing professional development trustees will enable staff members to build portfolios, documenting their accomplishments and increasing their job satisfaction (and possibly their longevity with the library).

Trustees play a vital leadership role in the recruitment and retention of public librarians.

—Sharon A. Saulmon

Library Trustees as Advocates continued from front page

Encourage your library to get involved in National Library Legislative Day (April 30th and May 1, 2001). For information about Legislative Day, call Washington Office or see: <http://www.ala.org/shoff/legday.html>.

Some of the most important work Trustees do for libraries may just seem to you like part of the job:

that is, maintaining good relationships with the representatives and senators from your state. Our thanks to you for your continued leadership and support!

Holley, Edward G. (Ed.). *The Library Services and Construction Act*. Greenwich: JAI Press, 1983. p.90.

ALTA at a Glance

Editor:
Sharon A. Saulmon

President:
Victor Johnson

Acting Executive Director and Newsletter Coordinator:
Kerry Ward

Design/Production:
blackout design

ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

ALTA 2001 Midwinter Meeting Schedule

THURSDAY, JANUARY 11, 2001

2:00 – 5:30 pm

Executive/Budget Committee Meeting

LOCATION

WCC—Room 17

FRIDAY, JANUARY 12, 2001

8:00 – 11:00 am

Board of Directors/Committee Chair Leadership Training

MAY—New Jersey

11:30 am – 12:30 pm

Committee Meetings

Awards Committee (closed)

CAP—Continental

Local Arrangements Committee

WYN—Belle Air

2:00 – 4:00 pm

Committee Meetings

Intellectual Freedom Committee

GHAT—Independence H

President's Program Committee

MMC—Boardroom

2:00 – 5:30 pm

Trustee Leadership Seminar Training: Training the Trainer

REN—Room 5

2:00 – 5:30 pm

Executive Committee Strategic Planning Meeting

REN—Room 12

7:00 – 10:00 pm

ALTA Fundraiser

National Press Club, Frank Holeman Lounge
529 14th Street NW

SATURDAY, JANUARY 13, 2001

8:00 – 9:00 am

Committee Meetings

Action Development Committee

WCC—Table 2

Corporate Funding/Financial Development Committee

JWM—Treasury

Jury on Trustee Citations Committee (closed)

WCC—Room 19

Specialized Outreach Services Committee

WCC—Room 8

9:30 am – 12:30 pm

Board of Directors Meeting

WCC—Room 11/12

1:00 – 2:00 pm

Library Trustees Discussion Group

TBD

2:00 – 4:00 pm

Committee Meetings

Education of Trustees Committee

WCC—Room 37

Intellectual Freedom Committee

LWS—Renoir

Membership Committee

GHAT—Arlington

Trustee Leadership Seminars Committee

REN—Renaissance
West A

SUNDAY, JANUARY 14, 2001

8:30 – 10:00 am

Committee Meetings

2002 Nominating Committee (closed)

WCC—Room 8

Marketing Committee

CP—McPherson Sq.

Website Task Force

MAY—New Hampshire

White House Conference Sub-Committee

MAD—Drawing Rm. 5

10:00 – 11:00 am

Committee Meetings

Conference Program and Evaluation Committee

WCC—Table 16

Legislation Committee

MMC—Salon E

Publications Committee

WCC—Table 17

1:00 – 2:00 pm

Library Advocacy Discussion Group

TBD

2:00 – 4:00 pm

Board of Directors Meeting

WCC—Room 10/11/12

4:00 – 5:00 pm

Executive Committee Meeting

WCC—Room 10/11/12

Abbreviations

CAP - Capital Hilton

MAY - Renaissance Mayflower

CP - Crowne Plaza Hotel

MMC - Marriott at Metro Center

GHAT - Grand Hyatt

REN - Renaissance Washington

JWM - J.W. Marriott Hotel

WCC - Washington Convention Center

LWS - Loew's L'Enfant Plaza

WYN - Wyndham Hotel

MAD - Madison Hotel

News and Views and News and Views

MINNEAPOLIS WILL GET A NEW CENTRAL LIBRARY

and better neighborhood branches thanks to Minneapolis voters for supporting Minneapolis Public Library Referendum on November 7. The message "Libraries are for everyone" came through loud and clear. The \$140 million Referendum, passed with a vote of 67% in favor, will provide funds for a new Central Library and significant improvements to neighborhood libraries throughout the city.

"We are so grateful to Minneapolis voters for their strong expression of support, and to everyone who helped advocate for the Library Referendum," said Laurie Savran, Minneapolis Public Library Board President and active ALTA member. "All people—from local citizens to greater Minnesota residents and beyond—will benefit from the Referendum once Minneapolis has 21st Century libraries to meet the Information-Age needs. We thank everyone who saw the importance of providing a top-notch facility for the state's largest public library collection and the best possible library service in our neighborhoods. This is a significant investment in Minneapolis' cultural, educational, and economic infrastructure."

—Kristi Gibson

THE ALSC/ALTA/RUSA NATIONAL INSTITUTE

was held in October. Up the Leadership Ladder provided great insight to those who attended. Rose Moseley and Peggy Stromberg did an excellent job discussing whether libraries should have print AND online newspapers. Library users say that even though they use newspapers online, library users still like to have access to the physical newspaper, as well. In France, attempts to move to online newspaper access only were not successful.

Key Wilkins, the Illinois State Librarian, discussed how to better target seniors and youth. Carla Hayden, Director of the Enoch Pratt Free Library, relayed how diverse populations may be served. Peter Fowler and Richard Huff of the US Patent and Trademark Office described how patents may be searched online at www.commerce.gov. Thomas Freebairn of the Office of Government Wide Policies in the General Services Administration highlighted the information available at www.firstgov.gov. The web site is billed as "Your First Click to the U. S. Government." A wealth of information is available.

—Ruth Newell-Minor

YAHOO CASE RAISES ISSUE OF INTERNET BORDERS

Yahoo is in French court in a case that could set a profound legal precedent for filtering content on the Internet - or more likely, prove that it is technically impossible. Three French civil rights groups have

sued the Internet giant for allowing citizens to buy anti-Semitic paraphernalia, which is deemed illegal in that country, on Yahoo's U.S. auction site.

Vinton Cerf, senior vice president of Internet architecture and technology at WorldCom Society, wrote in an article on the Internet Society's homepage. "Let us make a new century resolution to teach our children to think more deeply about what they see and hear. That, more than any electronic filter, will build a foundation upon which truth can stand...To filter everything seems to miss that opportunity. And filtering doesn't always work."

"That is really the issue that is fundamental in this case - who regulates the content on the Internet?" asks Thomas Vartanian, a Washington, D.C. lawyer who follows Internet jurisdiction. The biggest problem will be for companies that are global in nature such as Yahoo. "When it comes to the issue of content, it is extraordinarily costly and redundant to try to make your content comply with all the laws of the world," he says.

—Matt Berger, Upside Today:

The Tech Insider November 5, 2000

<http://www.upside.com/News/3a01e42cd.html>

ALTA REP AT WHITE HOUSE BRIEFING

Ruth Newell-Minor, past ALTA President, attended a White House briefing on October 25. The invitation-only event had about 100 participants. Laura Eford, Deputy Assistant to the President, briefed attendees on appropriation bill plans, which included incentives for hiring new teachers and new monies for school construction.

NEW STUDY

Contrasts Public Library and Internet Use - A survey of library and Internet users conducted in the spring by the Urban Libraries Council found that public libraries rated higher than the Web for accuracy of information, privacy and confidentiality, and professional assistance.

The Impacts of the Internet on Public Library Use (<http://www.urbanlibraries.org/>) survey, which was funded by a grant from the Institute of Museum and Library Services, also showed that libraries were used more frequently when patrons were spending time with or finding reading material for their children, looking for local history or genealogy, or seeking community services. On the other hand, users turned to the Internet for up-to-date consumer product information, daily news and weather, and job information.

"The data show that the relationship between public libraries and the Internet is very similar," said ULC President Joey Rodger. "If you're an information lover, you're not going to choose one exclusively

Midwinter Conference Schedule

The ALTA Intellectual Committee is scheduled to meet during the ALA Midwinter Conference; Friday, January 12 from 2:00 to 4:00 p.m. During the Friday session the "Roles and Responsibilities of Public Library Trustees for Intellectual Freedom Policy" will be discussed in depth. The discussion leader will be Charles Harmon.

The committee will also be planning our program for Annual Conference this summer. "Allies in Intellectual Freedom: Library, Legislature, Media" is the theme. The session is designed to be of interest to library directors and public relations and legislative action staff, as well as trustees and advocates. Presenters will share experiences and expertise about issues of common interest. Christine Cotton is the program chair.

The IF Committee Charge is: To support the rights of the First and Fourteenth Amendments of the United States Constitution and the ALA Bill of Rights.

—Lucille C. Thomas
Chair
ALTA Intellectual
Freedom Committee

Join the Fun at the National Press Club!

Plan to join ALTA members and friends for a special dinner at the National Press Club. The National Press Club is the oldest and most prestigious press club in Washington, and more heads of state have appeared here than in any other forum outside of the White House. Dinner will be served in one of the most attractive rooms of the Club, the Frank Holman Lounge, where high ceilings, paneled walls and a black marble fireplace reflect the elegance of an earlier era.

Thomas A. Kiefaber will be the speaker at ALTA's Midwinter Fundraiser. Kiefaber is the grandson of the founder of the Durkee Enterprises movie chain, the late Frank H. Durkee, and the owner of Baltimore's historic single-screen Senator Theatre, which was designated by USA Today as one of the four best movie theatres in the country. The Senator Theatre, one of the nation's best preserved, premiere motion picture theatres, has been in continuous operation since 1939, the golden year of Hollywood's golden age.

Kiefaber purchased The Senator Theatre from Durkee Enterprises in early 1989 and placed the building on the National Register of Historic Places in time for its 50th anniversary in October 1989. Since 1989, under Kiefaber's stewardship, The Senator has helped support over 450 nonprofit organizations annually with

its pass program, serves as an important community center, and has raised millions for nonprofit organizations by producing scores of high-profile, benefit world and Maryland premieres and special events.

These popular special events, which on occasion are the focal point for citywide celebrations, are collectively represented by an ever-expanding collection of over 65 colorful commemorative sidewalk blocks under and around The Senator's marquee. The Senator with its "sidewalk of the stars" has become a beloved landmark moviehouse and an attraction for tourists who visit the Baltimore area.

Kiefaber's primary responsibilities involve guiding all aspects of The Senator Theatre's operation, including its ongoing restoration and arts-based expansion into a multi-purpose entertainment facility specializing in film and special event fundraising.

Don't miss this opportunity to experience a true Washington institution. Single tickets to the event are \$90 each, or two or more tickets are \$75 each. Advance registration is required and seating is limited so be sure to include this event on your registration form. For more information call ALTA at 800-545-2433, ext. 2161.

Spring deadline:

ALTA

Voice of
America's
Library
Trustees &
Advocates

American Library Association
50 E. Huron St.
Chicago, IL 60611

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ELIZABETH D. MINTER
DIRECTOR
PLACENTIA LIBRARY DISTRICT
411 E CHAPMAN AVE
PLACENTIA CA 92870-6101

The Voice is published quarterly by the Association for Library Trustees and Advocates and is available with membership in ALA/ALTA. Address membership correspondence to Kerry Ward, ALTA, 50 E. Huron St., Chicago, IL 60611. Send newsletter information to Sharon Saulmon, 12228 S. Highway Court, Oklahoma City, OK 73170.

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Chartered Financial Consultant

2/21/01

TO: PLACENTIA LIBRARY DISTRICT BOARD
FROM: STORMY WALDECK *Stormy*
SUB: 2001 MEDICAL PLAN RENEWAL

Placentia Library District received a proposed medical renewal premium from Blue Shield of \$4,117 per month. This is a \$585 per month increase over the current rates or a 16.6% increase.

Upon appeal Blue Shield has agreed to reduce the Rating Adjustment Factor (RAF) to .975, which reduces the final renewal rate to \$4,014 per month – an increase of \$482 per month or a 13.6% increase.

The key factors involved in the rate increase are as follows:

- 1) Accelerating rate of prescription drug utilization and drug costs
- 2) Increase in provider fees
- 3) Legislative – effective 7/1/00 all plans were required to cover “Severe Mental Illness” the same as an illness

One employee had a “rating bracket” change during the past year, four of the current employees will have such a change during this policy year.

10/1/20

10/1/20

10/1/20

10/1/20

10/1/20

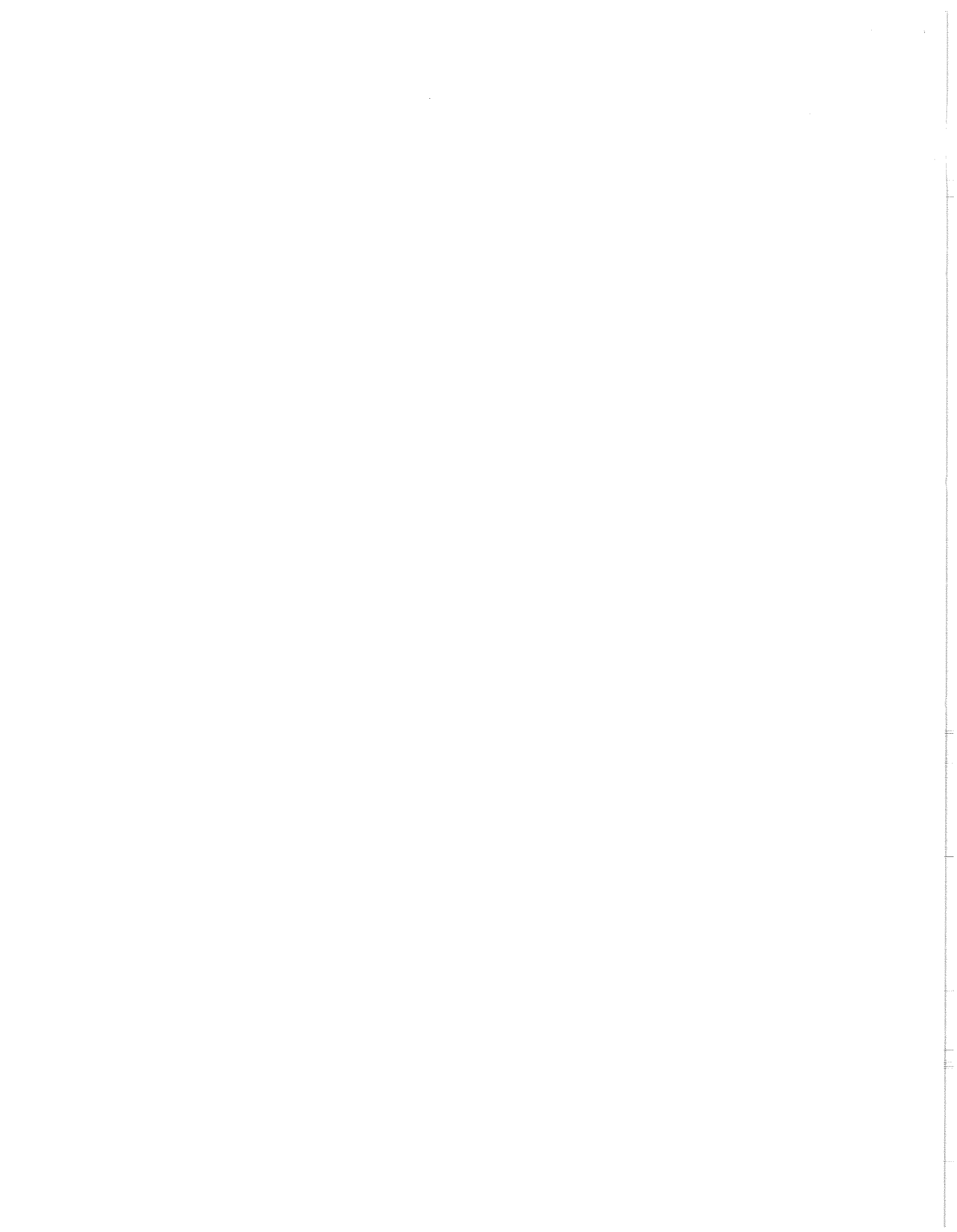
PLACENTIA LIBRARY DISTRICT

SUMMARY OF ALL HMO PLANS

CARRIER NAME / PLAN NAME	PREM RANK	PREMIUMS					DR VISIT	HOSPITAL *				PRESCRIPTION DRUGS		
		BEST TOTAL PREM	STD TOTAL PREM	MAX TOTAL PREM	BEST EMP PREM	BEST DEP PREM	COPAY	COPAY	CO INS	EMER ROOM	MAX OUT OF POCKET	GENERIC	FORMULARY BRAND	NON FORMULARY
UC-CHAMPION / PREMIER 80	2	\$ 2,178	\$ 2,419	\$ 2,661	\$ 1,454	\$ 724	\$ 20	\$ 0	80%	\$ 50	\$ 2,000	\$ 15	\$ 25	\$ 40
UC-CHAMPION / PREMIER 100	3	\$ 2,249	\$ 2,499	\$ 2,749	\$ 1,504	\$ 745	\$ 20	\$ 0	100%	\$ 50	\$ 1,000	\$ 15	\$ 25	\$ 40
HEALTH NET / HMO 20	4	\$ 2,261	\$ 2,512	\$ 2,763	\$ 1,464	\$ 797	\$ 20	\$1500	100%	\$ 50	\$ 2,500	\$15†	\$25†	\$35 †
UC-CHAMPION / SELECT	5	\$ 2,409	\$ 2,677	\$ 2,945	\$ 1,602	\$ 807	\$ 10	\$100-5DAYS	100%	\$ 50	\$ 1,000	\$ 10	\$ 20	\$ 35
UNIVERSAL CARE / PREMIER 80	6	\$ 2,421	\$ 2,689	\$ 2,958	\$ 1,616	\$ 805	\$ 20	\$ 0	80%	\$ 50	\$ 2,000	\$ 15	\$ 25	\$ 40
UC-CHAMPION / VALUE	7	\$ 2,432	\$ 2,702	\$ 2,972	\$ 1,617	\$ 815	\$ 10	\$ 0	100%	\$ 50	\$ 1,000	\$ 10	\$ 20	\$ 35
CAL CHOICE / HMO 20	8	\$ 2,749	\$ 2,749	\$ 2,749	\$ 1,622	\$ 1,127	\$ 20	\$ 0	70%	\$ 75	\$ 2,500	\$ 15	\$ 25	†
AETNA / SUPER VALUE XX	9	\$ 2,491	\$ 2,767	\$ 3,044	\$ 1,615	\$ 876	\$ 20	\$500	100%	\$ 35	\$ 1,500	\$ 10	\$ 15	\$ 30
UNIVERSAL CARE / PREMIER 100	10	\$ 2,499	\$ 2,777	\$ 3,055	\$ 1,671	\$ 828	\$ 20	\$ 0	100%	\$ 50	\$ 1,000	\$ 15	\$ 25	\$ 40
UC-CHAMPION / HIGH OPTION	11	\$ 2,521	\$ 2,801	\$ 3,081	\$ 1,673	\$ 848	\$ 5	\$ 0	100%	\$ 25	\$ 1,000	\$ 5	\$ 15	\$ 30
AETNA / VALUE+ XV-XV	12	\$ 2,600	\$ 2,889	\$ 3,178	\$ 1,686	\$ 914	\$ 15	\$240	100%	\$ 50	\$ 1,500	\$ 10	\$ 15	\$ 30
CAL CHOICE / HMO 10	13	\$ 2,942	\$ 2,942	\$ 2,942	\$ 1,852	\$ 1,090	\$ 10	\$300	100%	\$ 50	\$ 2,000	\$ 10	\$ 20	†
AETNA / VALUE+ X-X	14	\$ 2,670	\$ 2,966	\$ 3,263	\$ 1,731	\$ 939	\$ 10	\$240	100%	\$ 35	\$ 1,500	\$ 10	\$ 15	\$ 30
UNIVERSAL CARE / SELECT	15	\$ 2,676	\$ 2,974	\$ 3,271	\$ 1,779	\$ 897	\$ 10	\$100-5DAYS	100%	\$ 50	\$ 1,000	\$ 10	\$ 20	\$ 35
UNIVERSAL CARE / VALUE PLAN	16	\$ 2,702	\$ 3,002	\$ 3,302	\$ 1,797	\$ 905	\$ 10	\$ 0	100%	\$ 50	\$ 1,000	\$ 10	\$ 20	\$ 35
INTER VALLEY / VISTA 801	17	\$ 2,723	\$ 3,025	\$ 3,328	\$ 1,741	\$ 982	\$ 20	\$ 0	80%	\$ 50	\$ 3,000	\$ 5	\$ 15	\$ 25
HEALTH NET / HMO 15	18	\$ 2,755	\$ 3,061	\$ 3,367	\$ 1,785	\$ 970	\$ 15	\$ 0	80%	\$ 50	\$ 1,500	\$ 10	\$ 20	\$ 35

† Call your Sales Rep BUD KING at (714) 567-4656 or (800) 869-6989, Ext. 4656 for important details.

* Hospital coinsurance included in calendar year maximum out-of-pocket.

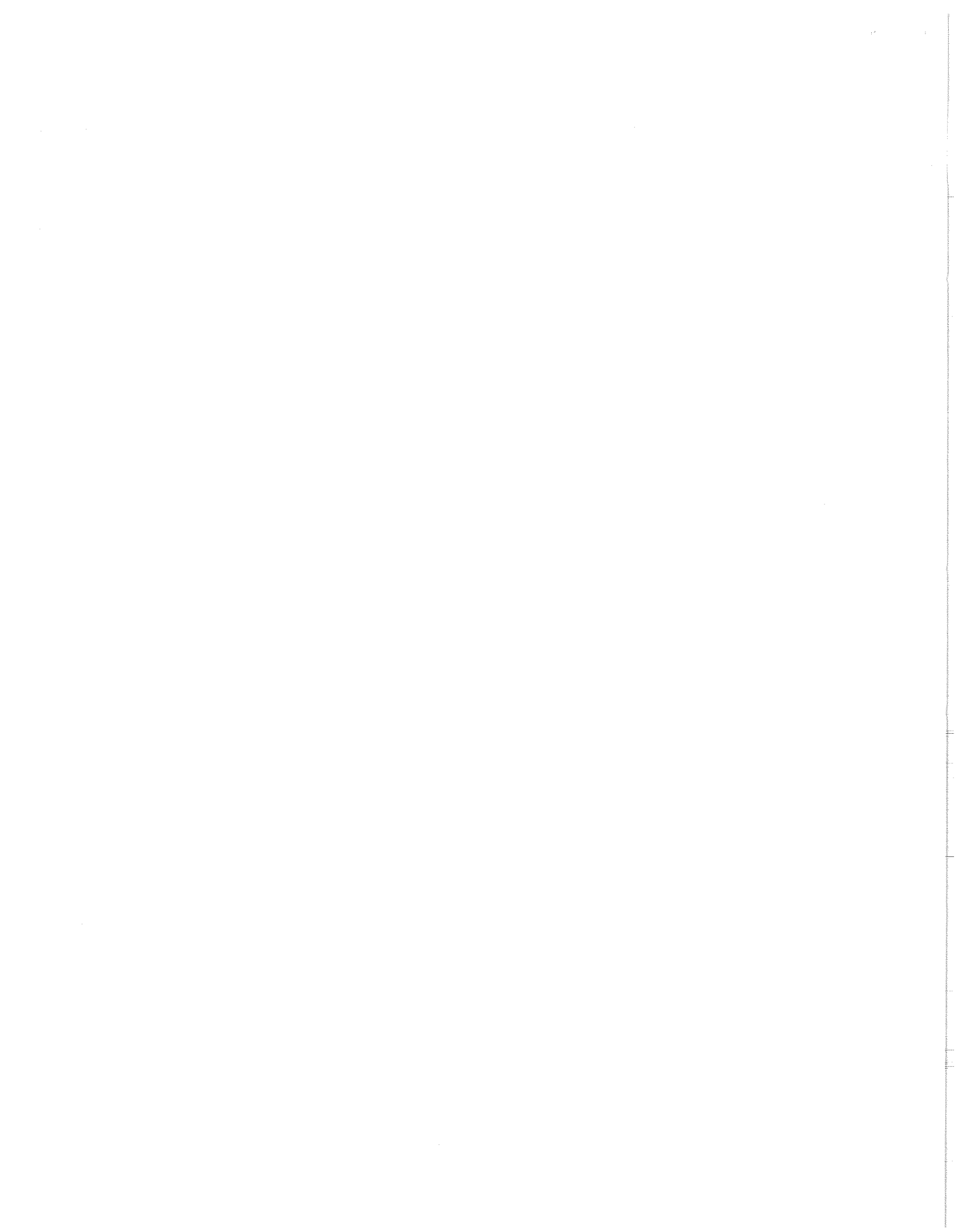


PLACENTIA LIBRARY DISTRICT

SUMMARY OF ALL HMO PLANS

CARRIER NAME / PLAN NAME	PREM RANK	PREMIUMS					DR VISIT	HOSPITAL *			PRESCRIPTION DRUGS			
		BEST TOTAL PREM	STD TOTAL PREM	MAX TOTAL PREM	BEST EMP PREM	BEST DEP PREM	COPAY	COPAY	CO INS	EMER ROOM	MAX OUT OF POCKET	GENERIC	FORMULARY BRAND	NON FORMULARY
(Continued) MAXICARE / MAX STANDARD	19	\$ 2,756	\$ 3,062	\$ 3,368	\$ 1,746	\$ 1,010	\$ 15	\$ 0	80%	\$ 50	\$ 2,000	\$ 10	\$ 10	\$ 25
INTER VALLEY / NOVA 801	20	\$ 2,783	\$ 3,092	\$ 3,401	\$ 1,779	\$ 1,004	\$ 10	\$ 0	80%	\$ 40	\$ 2,000	\$ 5	\$ 15	\$ 25
AETNA / PATRIOT X-X	21	\$ 2,784	\$ 3,094	\$ 3,403	\$ 1,805	\$ 979	\$ 10	\$ 0	100%	\$ 35	\$ 1,500	\$ 10	\$ 15	\$ 30
UNIVERSAL CARE / HIGH OPTION	22	\$ 2,801	\$ 3,113	\$ 3,424	\$ 1,859	\$ 942	\$ 5	\$ 0	100%	\$ 25	\$ 1,000	\$ 5	\$ 15	\$ 30
MAXICARE / MAXIMIZER	23	\$ 2,833	\$ 3,147	\$ 3,462	\$ 1,795	\$ 1,038	\$ 10	\$ 300	100%	\$ 50	\$ 1,500	\$ 10	\$ 10	\$ 25
AETNA / PATRIOT V	24	\$ 2,869	\$ 3,188	\$ 3,507	\$ 1,860	\$ 1,009	\$ 5	\$ 0	100%	\$ 35	\$ 1,500	\$ 5	\$ 10	\$ 25
INTER VALLEY / PREMIER 801	25	\$ 2,877	\$ 3,196	\$ 3,516	\$ 1,840	\$ 1,037	\$ 5	\$ 0	80%	\$ 40	\$ 2,000	\$ 5	\$ 15	\$ 25
CAL CHOICE / HMO 5	26	\$ 3,307	\$ 3,307	\$ 3,307	\$ 2,088	\$ 1,219	\$ 5	\$ 0	100%	\$ 50	\$ 1,500	\$ 5	\$ 15	†
HEALTH NET / OPEN ACCESS†	28	\$ 3,008	\$ 3,342	\$ 3,676	\$ 1,949	\$ 1,059	\$ 10	\$ 0	100%	\$ 50	\$ 1,500	\$ 10	\$ 20	\$ 35
BLUE SHIELD / HMO D	29	\$ 3,198	\$ 3,366	\$ 3,366	\$ 1,980	\$ 1,218	\$ 15	\$ 0	80%	\$ 50	\$ 2,500	\$ 10	\$ 15	†
MAXICARE / MAX PLUS	30	\$ 3,047	\$ 3,386	\$ 3,725	\$ 1,924	\$ 1,123	\$ 10	\$ 0	100%	\$ 35	\$ 1,000	\$ 10	\$ 10	\$ 25
INTER VALLEY / NOVA 101	31	\$ 3,067	\$ 3,408	\$ 3,749	\$ 1,949	\$ 1,118	\$ 10	\$ 0	100%	\$ 35	\$ 1,500	\$ 5	\$ 15	\$ 25
BLUE SHIELD / HMO C	32	\$ 3,252	\$ 3,423	\$ 3,423	\$ 2,012	\$ 1,240	\$ 10	\$ 100/DAY	100%	\$ 50	\$ 1,500	\$ 10	\$ 15	†
HEALTH NET / HMO 5	33	\$ 3,140	\$ 3,489	\$ 3,838	\$ 2,034	\$ 1,106	\$ 5	\$ 0	100%	\$ 50	\$ 1,500	\$ 5	\$ 15	\$ 35
INTER VALLEY / PREMIER 101	34	\$ 3,143	\$ 3,492	\$ 3,841	\$ 2,010	\$ 1,133	\$ 5	\$ 0	100%	\$ 30	\$ 1,000	\$ 5	\$ 15	\$ 25
TOWER HEALTH / PLAN 2200	35	\$ 3,657	\$ 3,657	\$ 3,657	\$ 2,265	\$ 1,392	\$ 10	\$ 100	100%	\$ 55	\$ 1,500	\$ 10	\$ 15	†
BLUE SHIELD / HMO B	37	\$ 3,486	\$ 3,669	\$ 3,669	\$ 2,155	\$ 1,331	\$ 5	\$ 50/DAY	100%	\$ 50	\$ 1,000	\$ 10	\$ 15	†

† Call your Sales Rep BUD KING at (714) 567-4656 or (800) 869-6989, Ext. 4656 for important details.
 * Hospital coinsurance included in calendar year maximum out-of-pocket.

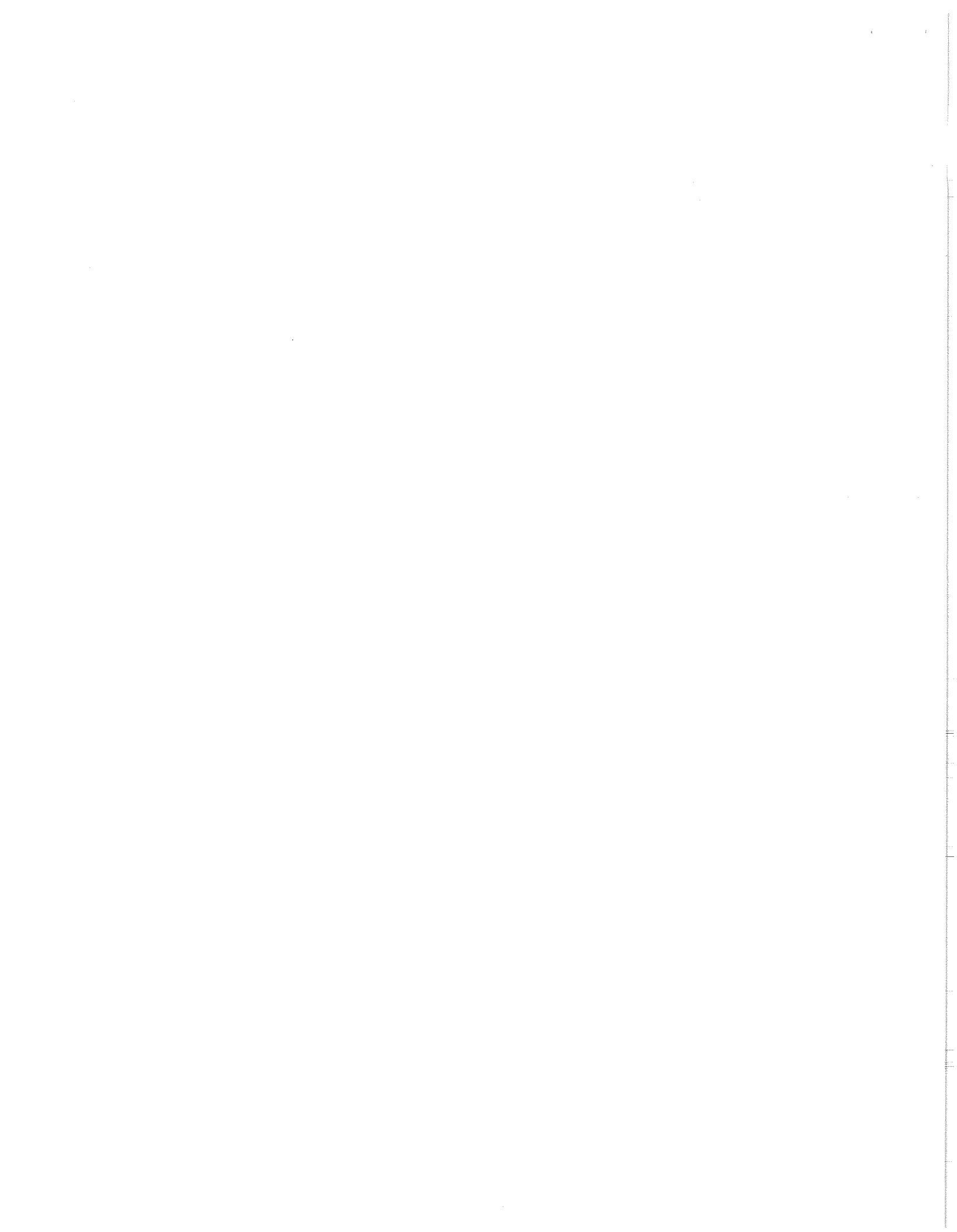


PLACENTIA LIBRARY DISTRICT

SUMMARY OF ALL HMO PLANS

CARRIER NAME / PLAN NAME	PREM RANK	PREMIUMS					DR VISIT	HOSPITAL *				PRESCRIPTION DRUGS		
		BEST TOTAL PREM	STD TOTAL PREM	MAX TOTAL PREM	BEST EMP PREM	BEST DEP PREM	COPAY	COPAY	CO INS	EMER ROOM	MAX OUT OF POCKET	GENERIC	FORMULARY BRAND	NON FORMULAR
(Continued) BLUE SHIELD / HMO E	39	\$ 3,569	\$ 3,757	\$ 3,757	\$ 2,207	\$ 1,362	\$ 10	\$ 0	100%	\$ 50	\$ 1,000	\$ 10	\$ 15	†
TOWER HEALTH / PLAN 2400	40	\$ 3,872	\$ 3,872	\$ 3,872	\$ 2,398	\$ 1,474	\$ 10	\$ 0	100%	\$ 55	\$ 1,500	\$ 10	\$ 15	†
TOWER HEALTH / PLAN 2300	41	\$ 3,873	\$ 3,873	\$ 3,873	\$ 2,403	\$ 1,470	\$ 15	\$ 250	100%	\$ 100	\$ 2,000	\$ 15	\$ 20	†
TOWER HEALTH / PLAN 2100	51	\$ 4,076	\$ 4,076	\$ 4,076	\$ 2,524	\$ 1,552	\$ 5	\$ 0	100%	\$ 35	\$ 1,000	\$ 5	\$ 10	†

† Call your Sales Rep BUD KING at (714) 567-4656 or (800) 869-6989, Ext. 4656 for important details.
 * Hospital coinsurance included in calendar year maximum out-of-pocket.



PLACENTIA LIBRARY DISTRICT

SUMMARY OF ALL POINT-OF-SERVICE (POS) PLANS

CARRIER NAME / PLAN NAME	PREM RANK	PREMIUMS					CAL YR DED	TYPE	COINSURANCE AND COPAYS						PRESCRIPTION DRUGS		
		BEST TOTAL PREM	STD TOTAL PREM	MAX TOTAL PREM	BEST EMP PREM	BEST DEP PREM			OFFICE VISIT		HOSPITAL			MAX ^ OUT OF POCKET	FORMULARY NON FORMULA		
									IN	OUT	CO PAY	NETWORK IN	NETWORK OUT *		GENERIC	BRAND	FORMULA
HEALTH NET/SELECT 15	36	\$ 3,299	\$ 3,665	\$ 4,032	\$ 2,137	\$ 1,162	\$500	HMO PPO	\$15 \$30	†† 50%	\$ 0 \$ 0	100% 70%	†† 50%	\$1,500 \$4,500	\$10	\$20	\$35
HEALTH NET/ELECT 10	38	\$ 3,337	\$ 3,708	\$ 4,079	\$ 2,162	\$ 1,175	\$ 0	HMO PPO	\$10 \$30	†† NA	\$250 \$ 0	100% 70%	†† NA	\$1,500 \$3,000	\$10	\$20	\$35
AETNA/QPOSXV-XV;CAF	42	\$ 3,499	\$ 3,888	\$ 4,277	\$ 2,269	\$ 1,230	\$500	HMO	\$15	70%	\$ 0	100%	70%	\$1500	\$10	\$15	\$30
HEALTH NET/SELECT 10	43	\$ 3,506	\$ 3,895	\$ 4,285	\$ 2,271	\$ 1,235	\$400	HMO PPO	\$10 \$30	†† 60%	\$ 0 \$ 0	100% 80%	†† 60%	\$1,500 \$3,000	\$ 5	\$15	\$35
BLUE SHIELD/POS-\$500	44	\$ 3,724	\$ 3,920	\$ 3,920	\$ 2,298	\$ 1,426	\$500	HMO PPO	\$10 80%	†† 60% *	\$ 0 \$ 0	100% 80%	†† 60% *	\$1,000 \$2,000	\$10	\$15	†
HEALTH NET/ELECT 5	45	\$ 3,535	\$ 3,927	\$ 4,320	\$ 2,290	\$ 1,245	\$ 0	HMO PPO	\$ 5 \$30	†† NA	\$ 0 \$ 0	100% 80%	†† NA	\$1,500 \$3,000	\$ 5	\$15	\$35
AETNA/USAccess OPT 4	46	\$ 3,546	\$ 3,940	\$ 4,334	\$ 2,299	\$ 1,247	\$750	HMO PPO	\$10 \$25	†† 70%	\$240 \$500	100% 100%	†† 70%	\$1,500 \$1,500	\$10	\$15	\$30
AETNA/QPOS XV-XV;F	47	\$ 3,562	\$ 3,958	\$ 4,354	\$ 2,309	\$ 1,253	\$300	HMO	\$15	70%	\$ 0	100%	70%	\$1500	\$10	\$15	\$30
AETNA/USAccess OPT 2	49	\$ 3,648	\$ 4,054	\$ 4,459	\$ 2,365	\$ 1,283	\$500	HMO PPO	\$10 \$25	†† 60%	\$ 0 \$500	100% 100%	†† 60%	\$1,500 \$1,500	\$10	\$15	\$30
BLUE SHIELD/POS-\$300	50	\$ 3,862	\$ 4,065	\$ 4,065	\$ 2,384	\$ 1,478	\$300	HMO PPO	\$10 80%	†† 60% *	\$ 0 \$ 0	100% 80%	†† 60% *	\$1,000 \$2,000	\$10	\$15	†
AETNA/USAccess OPT 3	52	\$ 3,698	\$ 4,108	\$ 4,519	\$ 2,397	\$ 1,301	\$300	HMO PPO	\$10 \$25	†† 70%	\$100 \$350	100% 100%	†† 70%	\$1,500 \$1,500	\$10	\$15	\$30
AETNA/QPOS X-X; F	53	\$ 3,710	\$ 4,122	\$ 4,534	\$ 2,405	\$ 1,305	\$300	HMO	\$10	70%	\$ 0	100%	70%	\$1500	\$10	\$15	\$30
HEALTH NET/PREMIER	54	\$ 3,751	\$ 4,168	\$ 4,585	\$ 2,430	\$ 1,321	\$200	HMO PPO	\$10 \$20	†† 70%	\$ 0 \$ 0	100% 90%	†† 70%	\$1,500 \$3,000	\$10	\$20	\$35
AETNA/USAccess OPT 1	55	\$ 3,850	\$ 4,277	\$ 4,705	\$ 2,496	\$ 1,354	\$300	HMO PPO	\$ 5 \$15	†† 70%	\$ 0 \$250	100% 100%	†† 70%	\$1,500 \$1,500	\$ 5	\$10	\$25

† Call your Sales Rep BUD KING at (714) 567-4656 or (800) 869-6989, Ext. 4656 for important details.

* If noted, out of network benefits are determined by a limited fee schedule. If not noted, benefits are determined on a usual and customary basis.

^ Calendar year max out-of-pocket for in-network services includes hospital coinsurance but not the deductible. Out-of-network services are subject to a greater max out of pocket.

†† All services must be performed in-network.

PLACENTIA LIBRARY DISTRICT

**COMPARISON OF HMO NETWORK PARTICIPATING HOSPITALS
WITHIN A 50 MILE RADIUS OF EMPLOYER ZIP CODE**

CARRIER CODES

AETNA	AE	MAXICARE	MX
BLUE SHIELD	BS	TOWER HEALTH	TW
CAL CHOICE	CC	UC-CHAMPION	UC
HEALTH NET	HN	UNIVERSAL CARE	UN
INTER VALLEY	IV		

	AE	BS	CC	HN	IV	MX	TW	UC	UN					
ORANGE COUNTY														
ANAHEIM														
ANAHEIM GENERAL HOSPITAL	YES						YES		YES					
ANAHEIM MEMORIAL MED CTR-WEST	YES		YES	YES		YES	YES	YES	YES					
ANAHEIM MEMORIAL MEDICAL CTR	YES	YES	YES	YES	YES	YES	YES		YES					
WEST ANAHEIM MEDICAL CENTER	YES	YES	YES	YES		YES	YES		YES					
WESTERN MEDICAL CTR - ANAHEIM	YES	YES	YES	YES		YES	YES		YES					
BREA														
BREA COMMUNITY HOSPITAL	YES	YES	YES	YES		YES	YES							
BUENA PARK														
ANAHEIM GEN HOSP - BURNA PARK							YES							
ORANGE CO COMMUNITY HOSP-BUENA	YES									YES				
COSTA MESA														
COLLEGE HOSPITAL - COSTA MESA										YES				
FOUNTAIN VALLEY														
FOUNTAIN VALLEY REG HOSPITAL	YES	YES	YES	YES	YES	YES	YES		YES					
ORANGE COAST MEM MEDICAL CTR	YES	YES	YES	YES	YES	YES			YES					
FULLERTON														
ST JUDE MEDICAL CENTER	YES	YES	YES	YES	YES	YES				YES				
GARDEN GROVE														
GARDEN GROVE HOSP & MED CENTER	YES	YES	YES	YES	YES	YES	YES		YES					
HUNTINGTON BEACH														
HUNTINGTON BEACH HOSPITAL	YES		YES	YES			YES							
IRVINE														
IRVINE MEDICAL CENTER	YES	YES	YES	YES	YES	YES	YES		YES					
LA HABRA														
FRIENDLY HILLS REG MED CTR	YES		YES											
LA PALMA														
LA PALMA INTERCOMMUNITY HOSP	YES	YES	YES	YES	YES	YES	YES		YES					
LAGUNA HILLS														
SADDLEBACK MEM MEDICAL CENTER	YES	YES	YES	YES	YES	YES			YES					

Note: Ranges are approximate. Please call your Sales Rep BUD KING for a Provider Directory at (714) 567-4656 or (800) 869-6989, Ext. 4656.
Blank spaces indicate the hospitals "NOT" participating within the network.
Contracting changes may occur without notice.



PLACENTIA LIBRARY DISTRICT

**COMPARISON OF HMO NETWORK PARTICIPATING HOSPITALS
WITHIN A 50 MILE RADIUS OF EMPLOYER ZIP CODE**

CARRIER CODES

AETNA	AE	MAXICARE	MX
BLUE SHIELD	BS	TOWER HEALTH	TW
CAL CHOICE	CC	UC-CHAMPION	UC
HEALTH NET	HN	UNIVERSAL CARE	UN
INTER VALLEY	IV		

	AE	BS	CC	HN	IV	MX	TW	UC	UN				
ORANGE COUNTY (Cont.)													
LOS ALAMITOS													
LOS ALAMITOS MEDICAL CENTER	YES	YES	YES	YES		YES	YES		YES				
MISSION VIEJO													
CHARTER B H S - MISSION VIEJO			YES										
CHILDRENS HOSP AT MISSION	YES		YES						YES				
MISSION HOSPITAL REG MED CTR	YES	YES	YES	YES	YES	YES			YES				
NEWPORT BEACH													
HOAG MEM HOSP PRESBYTERIAN	YES	YES	YES	YES	YES	YES			YES				
ORANGE													
CHAPMAN MEDICAL CENTER	YES		YES			YES	YES		YES				
CHILDRENS HOSP OF ORANGE CNTY	YES		YES	YES	YES	YES	YES	YES	YES				
ST JOSEPH HOSPITAL - ORANGE	YES	YES	YES	YES	YES	YES		YES	YES				
UCI MEDICAL CENTER	YES	YES	YES	YES		YES		YES	YES				
PLACENTIA													
PLACENTIA LINDA HOSPITAL	YES		YES	YES		YES	YES		YES				
SAN CLEMENTE													
SAN CLEMENTE HOSP & MED CENTER	YES	YES	YES	YES		YES							
SANTA ANA													
COASTAL COMMUNITIES HOSP	YES	YES	YES	YES		YES	YES						
SANTA ANA HOSPITAL MEDICAL CTR	YES						YES		YES				
WESTERN MEDICAL CTR-SANTA ANA	YES	YES	YES	YES		YES	YES	YES	YES				
SOUTH LAGUNA													
SOUTH COAST MEDICAL CENTER	YES	YES	YES	YES	YES				YES				
TUSTIN													
TUSTIN HOSPITAL MEDICAL CENTER	YES								YES				
WESTMINSTER													
VENCOR HOSPITAL - ORANGE			YES										
TOTAL HOSPITALS IN COUNTY	31	20	29	24	13	23	19	5	27				
TOTAL PARTICIPATING HOSPITALS	31	20	29	24	13	23	19	5	27				

Note: Ranges are approximate. Please call your Sales Rep BUD KING for a Provider Directory at (714) 567-4656 or (800) 869-6989, Ext. 4656.
Blank spaces indicate the hospitals "NOT" participating within the network.
Contracting changes may occur without notice.

MEDICAL BENEFIT & COST COMPARISON

HEALTH NET OPEN ACCESS HMO +

BLUE SHIELD HMO E HMO (IPA,PMG)

IN-NETWORK

	<u>HMO BENEFITS</u>	<u>PPO BENEFITS</u>	
Dr. Office Visits	NO DED. -\$10	NO DED. -\$30	NO DED. -\$10
Hospital Services	NO DED. -100%	NOT COVERED	NO DED. -100%
RX Benefit	\$10/\$20/\$35	\$10/\$20/\$35	\$10/\$15
RX Network	HEALTH NET	HEALTH NET	BLUE SHIELD
Lab and X-Ray (Out-Patient)	100%	100%	100%
In Patient Physician Fees	100%	MUST USE HMO	100%
Emergency Room	\$50 COPAY -SPEC CONS	\$50 COPAY -SPEC CONS	\$50 COPAY
Maternity	AS ANY ILLNESS	AS ANY ILLNESS	AS ANY ILLNESS
Adult Physical Exams	\$10 COPAY-LIMITED	\$30 COPAY-LIMITED	100%
Deductible - Max. Per Family	NO DEDUCTIBLE	NO DEDUCTIBLE	NO DEDUCTIBLE
Out of Pocket - Ind., Family	\$1500 INDV/4000 FAM	NONE	\$1000 INDV/2000 FAM
Lifetime Maximum	UNLIMITED	\$2,000,000	UNLIMITED

OUT-OF-NETWORK

	<u>INDEMNITY BENEFITS</u>	
Dr. Office Co-Ins/Copay	N	N
Hospital Co-Insurance	O	O
Lab and X-Ray (Out-Patient)	T	T
In Patient Physician Fees		
Supplemental Accident	C	C
Maternity	O	O
Adult Physical Exams	V	V
Deductible - Max. Per Family	E	E
Stop Loss	R	R
Out of Pocket - Ind., Family	E	E
Lifetime Maximum	D	D

ADDITIONAL BENEFITS

Life Insurance	Carrier	HEALTH NET	BLUE SHIELD
	Minimum Amount	\$15,000	\$15,000
Dental	Carrier	NOT REQUESTED	BLUE SHIELD
	Plan Name		PLAN 200
	Annual Deduct., Max		NONE/NO MAXIMUM
	Preventive Care Deduct.		NONE
	Co-Insurance		100% AFTER COPAY
	Waiting Period		NO WAITING PERIOD
	Waiting Period Waiver		NO WAIT MAJOR

PREMIUMS

Medical - Standard Rate	\$ 3,342	\$ 3,757
- Lowest Rate	\$ 3,008 (.90)	\$ 3,569 (.95)
- Highest Rate	\$ 3,677 (1.10)	N/A
Supp. Acc./Emer. Room	INCLUDED	INCLUDED
Maternity	INCLUDED	INCLUDED
RX Benefit	INCLUDED	INCLUDED
Life Insurance	\$ 110	\$ 104
Dental	NOT REQUESTED	\$ 230
Administration Fee	NONE	NONE

NOTE: Please refer to Master Policy for detailed description of Plan Benefits.



IN-NETWORK MEDICAL BENEFITS

MEDICAL BENEFITS	HEALTH NET OPEN ACCESS # 166333	BLUE SHIELD HMO E # 648104	
Name of Network	HMO BENEFITS HEALTH NET	PPO BENEFITS HEALTH NET	BLUE SHIELD HMO
Dr. Office Visits	NO DED.-\$10	NO DED.-\$30	NO DED.-\$10
Hospital Services	NO DED.-100%	NOT COVERED	NO DED.-100%
Lab and X-Ray (Out-patient)	100%	100%	100%
In-Patient Physician Fees	100%	MUST USE HMO	100%
Intensive Care Maximum Rate	100%	MUST USE HMO	100%
Chiropractic Benefit	NOT COVERED OPTIONAL RIDER AVAIL	NOT COVERED OPTIONAL RIDER AVAIL	LIFEPATH DISCOUNT OR OPTIONAL RIDER ONLY
MENTAL/NERVOUS			
Severe Conditions Hospital and Doctor	AS ANY ILLNESS SEE EVIDENCE OF COV.	AS ANY ILLNESS SEE EVIDENCE OF COV.	AS ANY ILLNESS SEE EVIDENCE OF COV.
Non-Severe Hospital	NOT COVERED	NOT COVERED	100%
Non-Severe Doctor	\$30/MAX 20 VISITS YR	MUST USE HMO	\$25-TO 20 VISITS/YR
DRUG/ALCOHOL			
Doctor Fees	NOT COVERED	NOT COVERED	COMBINED BENEFIT W/NON-SEVERE MENTAL
Hospital Fees	100% ACUTE DETOX ONLY	NOT COVERED	100%-DETOX ONLY
MISCELLANEOUS BENEFITS			
Pre-Admission Testing	100%	MUST USE HMO	100%
2nd Surgical Opinion	\$10 COPAY	\$30 COPAY	\$10 COPAY
Out-Patient Surgery	100%	100% @ DR'S OFFICE	\$50 COPAY
Pre-Certification	NOT REQUIRED	NOT REQUIRED	NOT REQUIRED
Home Health Care	100%	MUST USE HMO	\$10 COPAY MAX 100 VISITS/YEAR
Hospice Care	100%	MUST USE HMO	COVERED AS BENEFIT W/HOME HEALTH OR SNF
Skilled Nursing Facility	100% MAX 100 DAYS PER YR	MUST USE HMO	100% MAX 100 DAYS PER YR
Ambulance	100%	MUST USE HMO	\$50 COPAY

NOTE: Please refer to the Certificate of Coverage Booklet for a detailed description of Plan Benefits.

ADDITIONAL BENEFIT INFORMATION

	HEALTH NET OPEN ACCESS	BLUE SHIELD HMO E
DEDUCTIBLE/CO-INS. INFO.	# 166333	# 648104
Last Qtr. Deductible Credit	YES	NOT APPLICABLE
Prior Carrier Ded. Credit	YES	NOT APPLICABLE
Prior Carrier C/I Credit	NOT APPLICABLE	NOT APPLICABLE
WORKERS' COMPENSATION		
Plan Provides on the Job Cov. for	OFFIC/PART/SOLE PROP	OFFIC/PART/SOLE PROP
PRE-EXISTING COND. BENEFIT		
<u>In-Network</u>		
Pre-Existing for Initial	COVERED IN FULL	COVERED IN FULL
Pre-Existing Takeover	FULL WAIVER	FULL WAIVER
<u>Out-of-Network</u>		
Pre-Existing for Initial	NOT APPLICABLE	NOT APPLICABLE
Pre-Existing Takeover	NOT APPLICABLE	NOT APPLICABLE
LIFE INSURANCE		
Carrier	HEALTH NET	BLUE SHIELD
Minimum Amount Available	\$15,000	\$15,000
Maximum Amount Available	\$100,000	\$25,000
SUPPLEMENTAL ACCIDENT		
Supplemental Accident Avail.	INCLUDED	INCLUDED
Supplemental Accident Features	AS ANY ILLNESS	AS ANY ILLNESS
Emergency Room	\$50 COPAY -SPEC CONS	\$50 COPAY
MATERNITY BENEFITS		
Maternity Available	INCLUDED	INCLUDED
Maternity Benefits	AS ANY ILLNESS	AS ANY ILLNESS
Newborn Nursery In-Hospital	HMO: AS ANY ILLNESS	100%
Well Child Care	OFFICE COPAY APPLIES	100%
PRESCRIPTION DRUG BENEFITS		
Carrier	HEALTH NET	BLUE SHIELD
Rx Benefits	\$10/\$20/\$35	\$10/\$15
Rx Network	HEALTH NET	BLUE SHIELD
Oral Contraceptives Covered	YES	YES
Mail Order Benefit	AVAIL-90 DAY SUPPLY	AVAIL-90 DAY SUPPLY
Annual Maximum Rx Benefit	NO MAXIMUM	NO MAXIMUM

NOTE: Please refer to the Certificate of Coverage Booklet for a detailed description of Plan Benefits.

HMO - SUMMARY

BENEFITS & FEATURES

CAL CHOICE - 5

CAL CHOICE - 10

CAL CHOICE - 20

MEDICAL BENEFITS

	No Deductible	No Deductible	No Deductible
Deductible			
DR. OFFICE VISITS	\$ 5 Copay	\$ 10 Copay	\$ 20 Copay
Lab and X-Ray	100%	100%	100%
HOSPITAL SERVICES	100%	\$300 Copay - 100%	70%
In-Patient Physician Fees	100%	100%	70%
Emergency Room	\$ 50 Copay (waived if admitted)	\$ 50 Copay (waived if admitted)	\$ 75 Copay (waived if admitted)
RX BENEFIT - Generic	\$ 5 Copay	\$ 10 Copay	\$ 15 Copay
- Brand Name	\$ 15 Copay	\$ 20 Copay	\$ 25 Copay
Oral Contraceptives Covered	Yes	Yes	Yes
Maternity	Covered As Any Illness	Covered As Any Illness	Covered As Any Illness
Chiropractic	Not Covered	Not Covered	Not Covered
Out-of-Pocket Maximum-Ind/Fam	\$1,500 / \$3,000	\$2,000 / \$4,000	\$2,500 / \$5,000
2nd Surgical Opinion	\$ 5 Copay	\$ 10 Copay	\$ 20 Copay
Out-Patient Surgery	\$ 50 Copay	\$ 100 Copay	\$ 250 Copay
Home Health Care	100% - 100 Visits Per Year	100% - 100 Visits Per Year	100% - 100 Visits Per Year
Skilled Nursing Facility Per Disability Per Year	30 Days - 100% 100 Days	30 Days - \$300 Copay 100 Days	30 Days - 70% 100 Days
Ambulance	\$25 Per Trip	\$50 Per Trip	\$50 Per Trip
Pre-Existing Conditions	Covered	Covered	Covered
Mental / Nervous: *			
Doctor Fees - Annual Maximum	\$ 20 Copay 20 Visits Per Year	\$ 30 Copay 20 Visits Per Year	\$ 40 Copay 20 Visits Per Year
Hospital Fees	Not Covered	Not Covered	Not Covered
Lifetime Maximum	Limited to Mental & Nervous Doctor Fees	Limited to Mental & Nervous Doctor Fees	Limited to Mental & Nervous Doctor Fees
Drug / Alcohol: Doctor Fees	Combined Benefit with Mental & Nervous	Combined Benefit with Mental & Nervous	Combined Benefit with Mental & Nervous
Hospital Fees	No Charge Acute Detox Only	\$ 300 Copay - 100% Acute Detox Only	70% Acute Detox Only

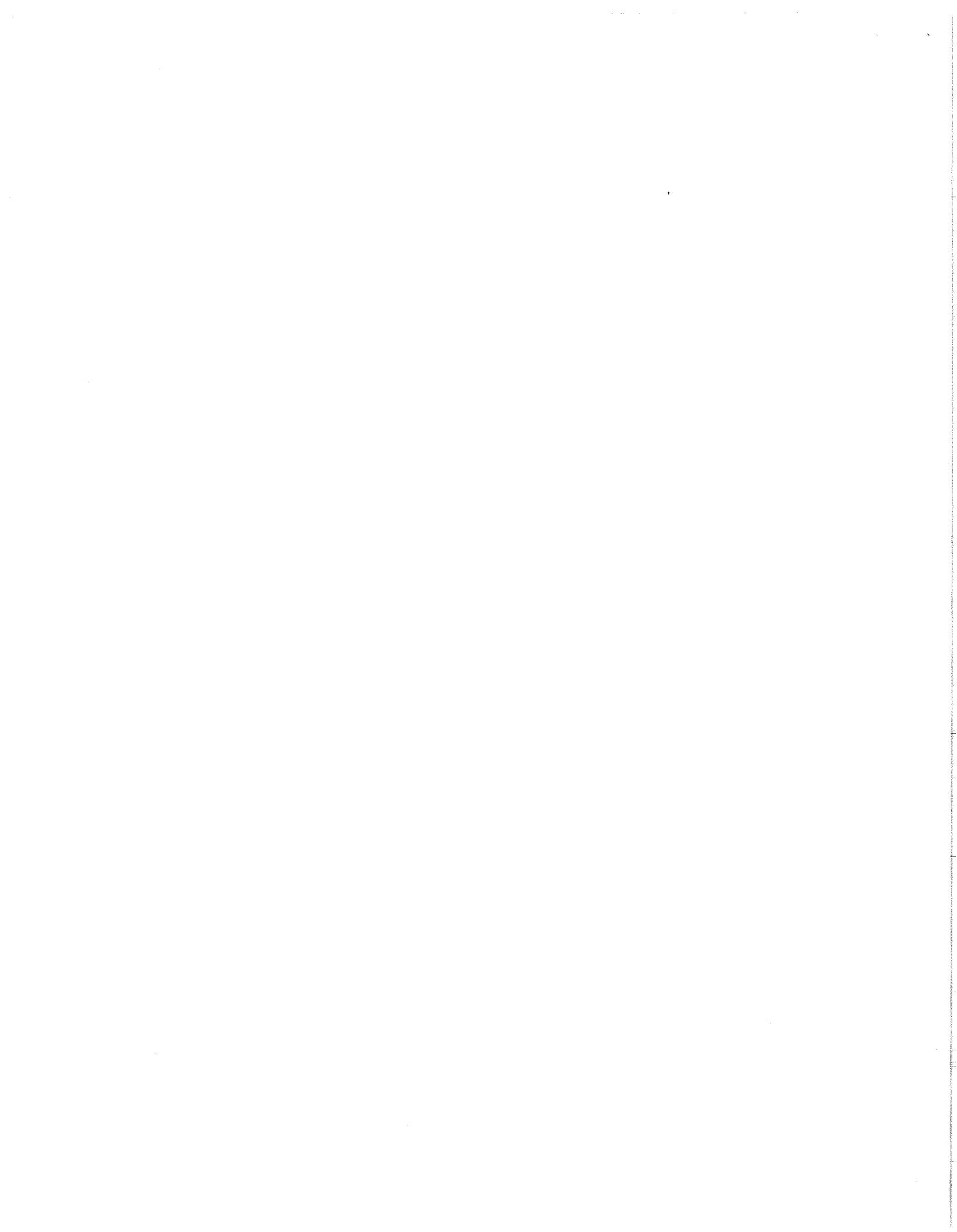
* Health Plans that provide hospital, medical or surgical coverage must provide coverage for the diagnosis and medically necessary treatment of severe mental illnesses of a person of any age, and of serious emotional disturbances of a child, as specified, under the same terms and conditions applied to other medical conditions.

These benefits will include in-patient, partial hospitalization and out-patient services and prescription drugs, if the plan includes drug coverage.

The mental health benefits must be applied the same as any other medical benefit including, but not limited to, maximum lifetime benefits, copayments and individual and family deductibles.

"Severe Mental Illness" includes: schizophrenia, schizophrenic disorder, bipolar disorder (manic-depressive illness), major depressive disorders, panic disorders, obsessive-compulsive disorder, pervasive development disorder or autism, anorexia and bulimia nervosa.

Please refer to the CaliforniaChoice Program brochure for more detailed plan benefit information.



CAL CHOICE - 10 PREMIUM SUMMARY

* The Participating Plan illustrated for each employee is based on the best employee rate available.

OFFICE VISIT
\$10 COPAY

HOSPITAL
\$300 COPAY

RX
\$10 COPAY

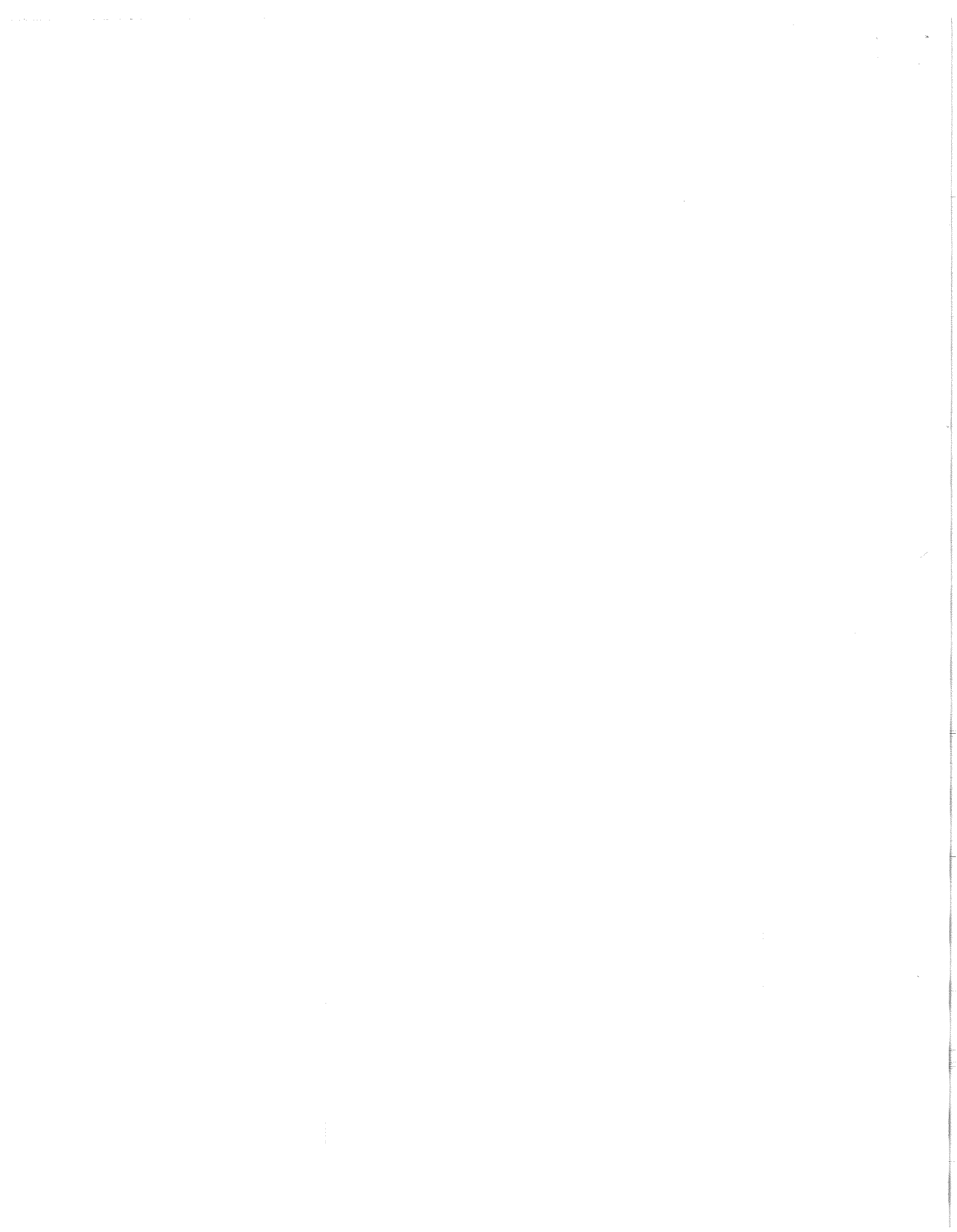
Name	Sex	Age	Coverage	Participating Plan *	Employee	Add'l For Spouse	Add'l For Child(ren)	Add'l For Family	Total EE & Family
MINTER, E.	M	55	EE + Spouse	Maxicare	\$ 237.90	\$ 228.46			\$ 466.36
ROBERTS, J	M	57	EE + Family	Maxicare	\$ 237.90			\$ 372.56	\$ 610.46
MCCCLAIN, C	M	52	Employee	Maxicare	\$ 181.75				\$ 181.75
BURKICH, P	M	63	Employee	Maxicare	\$ 278.78				\$ 278.78
SHOOK, J	M	38	Employee	Maxicare	\$ 128.47				\$ 128.47
SMITH, C	M	36	Employee	Maxicare	\$ 128.47				\$ 128.47
FRIZELL, F	M	37	Employee	Maxicare	\$ 128.47				\$ 128.47
WILLAUER, C	M	49	EE + Family	Maxicare	\$ 144.44			\$ 343.09	\$ 487.53
QUINTANAR, B	M	44	Employee	Maxicare	\$ 144.44				\$ 144.44
WNEK, E.	M	39	Employee	Maxicare	\$ 128.47				\$ 128.47
GOODSON, W	M	29	EE + Spouse	Universal Care	\$ 112.47	\$ 146.33			\$ 258.80
Total Employees = 11					TOTALS	\$ 1,851.56	\$ 374.79	\$ 715.65	\$ 2,942.00

* Total Employee Premium \$ 1,851.56

Total Dependent Premium \$ 1,090.44

Averages	Employee	Additional For Spouse	Additional For Child(ren)	Additional For Family
	\$ 168.32	\$ 187.40	None Quoted	\$ 357.83

Averages are for illustration purposes only.



EMPLOYEE ONLY RATES

Monthly premiums illustrated are rounded to the nearest dollar.

Name / Coverage / Zip	Plan	Monthly premiums illustrated are rounded to the nearest dollar.									
		Aetna	Blue Shield	CIGNA Health	Health Net	Inter Valley	Maxicare	Universal Care	Champion Health	Blue Shield	
MINTER, E. Male 55 (92870)	5	\$ 308	\$ 357	\$ 360	\$ 326	\$ 310	\$ 275	\$ 281	\$ 253	*	
	10	\$ 279	\$ 303	\$ 284	\$ 300	\$ 276	\$ 238	\$ 259	\$ 233	*	
	20	\$ 248	\$ 278	\$ 206	\$ 267	\$ 256	\$ 226	\$ 224	\$ 202	*	
	PPO 15	*	*	*	*	*	*	*	*	*	\$ 503
	PPO 25	*	*	*	*	*	*	*	*	*	\$ 452
	PPO 35	*	*	*	*	*	*	*	*	*	\$ 369
	PPO 2250	*	*	*	*	*	*	*	*	\$ 260	

ROBERTS, J Male 57 (92870)	5	\$ 308	\$ 357	\$ 360	\$ 326	\$ 310	\$ 275	\$ 281	\$ 253	*	
	10	\$ 279	\$ 305	\$ 284	\$ 300	\$ 276	\$ 238	\$ 259	\$ 233	*	
	20	\$ 248	\$ 278	\$ 206	\$ 267	\$ 256	\$ 226	\$ 224	\$ 202	*	
	PPO 15	*	*	*	*	*	*	*	*	*	\$ 503
	PPO 25	*	*	*	*	*	*	*	*	*	\$ 452
	PPO 35	*	*	*	*	*	*	*	*	*	\$ 369
	PPO 2250	*	*	*	*	*	*	*	*	\$ 260	

MCCLAIN, C Male 52 (92870)	5	\$ 251	\$ 255	\$ 295	\$ 259	\$ 257	\$ 210	\$ 228	\$ 206	*	
	10	\$ 227	\$ 218	\$ 232	\$ 238	\$ 229	\$ 182	\$ 211	\$ 190	*	
	20	\$ 202	\$ 198	\$ 169	\$ 212	\$ 212	\$ 173	\$ 182	\$ 164	*	
	PPO 15	*	*	*	*	*	*	*	*	*	\$ 419
	PPO 25	*	*	*	*	*	*	*	*	*	\$ 376
	PPO 35	*	*	*	*	*	*	*	*	*	\$ 307
	PPO 2250	*	*	*	*	*	*	*	*	\$ 204	

BURKICH, P Male 63 (92870)	5	\$ 393	\$ 425	\$ 480	\$ 409	\$ 403	\$ 323	\$ 352	\$ 317	*	
	10	\$ 356	\$ 364	\$ 377	\$ 377	\$ 360	\$ 279	\$ 324	\$ 291	*	
	20	\$ 316	\$ 331	\$ 275	\$ 335	\$ 333	\$ 265	\$ 280	\$ 252	*	
	PPO 15	*	*	*	*	*	*	*	*	*	\$ 613
	PPO 25	*	*	*	*	*	*	*	*	*	\$ 551
	PPO 35	*	*	*	*	*	*	*	*	*	\$ 449
	PPO 2250	*	*	*	*	*	*	*	*	\$ 309	

SHOOK, J Male 38 (92870)	5	\$ 160	\$ 180	\$ 189	\$ 154	\$ 156	\$ 140	\$ 141	\$ 127	*	
	10	\$ 145	\$ 154	\$ 149	\$ 142	\$ 139	\$ 128	\$ 131	\$ 118	*	
	20	\$ 129	\$ 140	\$ 108	\$ 126	\$ 129	\$ 122	\$ 118	\$ 106	*	
	PPO 15	*	*	*	*	*	*	*	*	*	\$ 215
	PPO 25	*	*	*	*	*	*	*	*	*	\$ 193
	PPO 35	*	*	*	*	*	*	*	*	*	\$ 156
	PPO 2250	*	*	*	*	*	*	*	*	\$ 108	

SMITH, C Male 36 (92870)	5	\$ 160	\$ 180	\$ 189	\$ 154	\$ 156	\$ 140	\$ 141	\$ 127	*	
	10	\$ 145	\$ 154	\$ 149	\$ 142	\$ 139	\$ 128	\$ 131	\$ 118	*	
	20	\$ 129	\$ 140	\$ 108	\$ 126	\$ 129	\$ 122	\$ 118	\$ 106	*	
	PPO 15	*	*	*	*	*	*	*	*	*	\$ 215
	PPO 25	*	*	*	*	*	*	*	*	*	\$ 193
	PPO 35	*	*	*	*	*	*	*	*	*	\$ 156
	PPO 2250	*	*	*	*	*	*	*	*	\$ 108	

FRIZELL, F Male 37 (92870)	5	\$ 160	\$ 180	\$ 189	\$ 154	\$ 156	\$ 140	\$ 141	\$ 127	*	
	10	\$ 145	\$ 154	\$ 149	\$ 142	\$ 139	\$ 128	\$ 131	\$ 118	*	
	20	\$ 129	\$ 140	\$ 108	\$ 126	\$ 129	\$ 122	\$ 118	\$ 106	*	
	PPO 15	*	*	*	*	*	*	*	*	*	\$ 215
	PPO 25	*	*	*	*	*	*	*	*	*	\$ 193
	PPO 35	*	*	*	*	*	*	*	*	*	\$ 156
	PPO 2250	*	*	*	*	*	*	*	*	\$ 108	

* Indicates this Plan is not available in the service area of this employee.

WHAT'S NEW IN 2001

Effective January 1, 2001, the following legislative and regulatory changes affect disclosure, disqualification and the gift limits:

Reporting and Disqualification Threshold Changes

Assembly Bill 974 (Papan) revises the Act in the following manner:

- Minimum threshold for investment and interest in real property disclosure and disqualification increases from \$1,000 to \$2,000.
- Minimum threshold for income disclosure and disqualification increases from \$250 to \$500.
- Higher disclosure amounts are required for investments, interests in real property and income.

Gift Limit Increases

The gift limit from a single source in a calendar year for the officials listed below will increase to \$320. (See exceptions in Appendix-3.) The previous gift limit was \$300.

- State and local elected officials.
- Candidates for elective office
- Officials specified in Gov. Code section 87200
- Employees of a state or local government agency who are designated in the agency's conflict of interest code. This limit only applies to the types of income or gifts employees are required to report on their Form 700.

QUICK TIPS FOR EASIER FILING

1. Know your jurisdiction.

You only have to report investments, business positions, real property, and income from sources that are located or doing business in your agency's jurisdiction. Gifts are reportable regardless of the jurisdiction. (See Appendix-4 for an explanation of jurisdiction.)

2. Determine your type of disclosure.

Two types of public officials complete the Form 700.

- If you file this form because you hold a position listed under Gov. Code section 87200, disclose all of your financial interests in your agency's jurisdiction. (See Instructions-2 for a complete list of 87200 filers.)

- If you file because your position is listed in a state or local agency's conflict of interest code, review the code because it will describe the specific interests you must report. *Obtain the conflict of interest code from your agency – the code is not contained in the Form 700.*

3. Reporting timeframes.

Report your financial interests based on the type of statement you are filing. (See Instructions-6 for more information about types of statements.)

4. Check your calendar.

File this form by the due date. Statements that are mailed are considered filed on the date of the postmark. The law does not provide for filing deadline extensions. (See Instructions-3 for filing deadlines.)

5. Use the provided schedules.

Don't attach brokerage statements or other financial documents. Each schedule contains a detailed list of interests that are reportable for further guidance.

6. Use your computer.

An interactive version of Form 700 is available on our website (www.fppc.ca.gov).

7. Review your statement.

Your Form 700 is a public record. Take a second look at your statement for accuracy and completeness before it is filed.

8. Sign your statement.

File your originally signed statement with your filing official (see Instructions-3 for your filing location).

9. Amendments.

You may amend your statement at any time. Amendment schedules are available from your filing official, the FPPC, or on our website (www.fppc.ca.gov).

10. Call the Commission.

Contact us at 866-ASK-FPPC if you need assistance.

INTRODUCTION

The Political Reform Act (Act) (Gov. Code sections 81000-91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and copy any statement during normal business hours.

Individuals required to file Form 700 also should be aware of the following:

Gift Prohibition

Most state and local officials, employees, and candidates are prohibited from accepting gifts aggregating more than \$300 (\$320, effective January 1, 2001) in a calendar year from a single source.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State.

See Appendix-3 for more detailed information.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting any honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering.

See Appendix-3 for more detailed information.

Loan Prohibitions

State and local public officials may not receive any personal loan aggregating more than \$250 from an official, employee, or consultant of, or from anyone who contracts with, their governmental agencies. In addition, elected officials may not receive any personal loan aggregating more than \$500 from a single lender unless certain terms of the loan are specified in writing. Under certain circumstances, a personal loan that is not being repaid or is being repaid

below certain amounts may become a gift to the official who received it.

See Appendix-4 for more detailed information.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions which will affect their financial interests. This may include interests they are not required to disclose (e.g., certain sources of income of \$500 or more are not reportable, but may be disqualifying).

Post-Governmental Employment

Members of the State Legislature and certain state agency officials and employees who leave office are subject to restrictions on representing clients or employers before their former agencies.

Enforcement

The filing officer who retains originally signed statements of economic interests may impose a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties can be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's enforcement division (and in some cases to the Attorney General or district attorney) for investigation and possible prosecution for violations of the Act. The FPPC has instituted an expedited enforcement program to handle Form 700 nonfilers. To report a suspected violation, or to find out more about the expedited enforcement program, call the FPPC's enforcement staff at 1-800-561-1861.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Call the FPPC at (866) ASK-FPPC.
- Obtain the following FPPC publications (Also available on the FPPC website):
 - Fact Sheet entitled "Can I Vote? Conflicts of Interest Overview"
 - Fact Sheet on Gifts, Honoraria, Travel, and Loans
 - Fact Sheet entitled "Leaving Your State Job? Post-Employment Restrictions May Affect You"

TWO TYPES OF FILERS

1. Officials and Candidates Specified in Gov. Code section 87200

The Act requires the following individuals to fully disclose the personal assets and income described in the attached Form 700:

State Offices

- Governor
- Lieutenant Governor
- Attorney General
- Controller
- Insurance Commissioner
- Secretary of State
- Treasurer
- Members of the State Legislature
- Superintendent of Public Instruction
- State Board of Equalization Members
- Public Utilities Commissioners
- State Energy Resources Conservation and Development Commissioners
- State Coastal Commissioners
- Fair Political Practices Commissioners
- State Public Officials (including employees and consultants) Who Manage Public Investments

Officials and employees of all other state boards, commissions, agencies, and departments file Form 700 as described in part 2 on this page.

Judicial Offices

- Supreme, Appellate, Superior, and Municipal Court Judges
- Court Commissioners
- Retired Judges, Pro-Tem Judges, and part-time Court Commissioners who serve or expect to serve 30 days or more in a calendar year

County and City Offices

- Members of Boards of Supervisors
- Mayors and Members of City Councils
- Chief Administrative Officers
- District Attorneys
- County Counsels
- City Attorneys
- City Managers
- Planning Commissioners

- County and City Treasurers
- County and City Public Officials (including employees and consultants) Who Manage Public Investments

2. State and Local Officials and Employees Designated in a Conflict of Interest Code

The Act requires every state and local government agency to adopt a conflict of interest code. The code lists each position within the agency filled by individuals who make or participate in making governmental decisions that could affect their personal financial interests. The code also requires individuals holding those positions to periodically file Form 700 disclosing certain personal financial interests. These individuals are called "designated employees" or "code filers."

In addition, certain consultants to public agencies qualify as code filers because they make, participate in making, or act in a staff capacity for governmental decisions. Obtain the consultant fact sheet from the FPPC for more information.

Each conflict of interest code is unique and contains "disclosure categories" setting out the specific types of interests employees in each designated position must disclose.

Obtain the conflict of interest code from your agency – the code is not contained in the Form 700. Persons with broad decisionmaking authority must disclose more interests than those in positions with limited discretion. For example, you may be required to disclose only investments in or income from businesses of the type that contract with your agency, or you may not be required to disclose real property interests.

Note:

- An official who holds a position specified in Gov. Code section 87200 is not required to file statements under the conflict of interest code of any agency which has the same or a smaller jurisdiction (e.g., a state legislator who also sits on a state or local board or commission).

WHERE TO FILE

WHEN TO FILE

1. Officials Specified in Gov. Code section 87200 (listed in column 1 on Instructions-2):

In most cases, the filing officials listed below will retain a copy of your statement and forward the original to the FPPC.

<u>87200 Filers</u>	<u>Where to File</u>
State offices	Your agency
Judicial offices	The clerk of your court
County offices	Your county clerk
City offices	Your city clerk
Multi-County offices	Your agency

Exceptions:

- File Form 700 Candidate Statements with the registrar of voters or other city/county official with whom you file your declaration of candidacy.
- Retired judges file directly with the FPPC.

2. Code Filers — State and Local Officials and Employees Designated in a Conflict of Interest Code:

File with your agency, board, or commission unless it is otherwise specified in your agency's conflict of interest code. In most cases, the agency, board, or commission will retain the statements.

State Senate and Assembly staff members file statements directly with the FPPC.

Assuming Office and Initial Statements:

<u>Filer</u>	<u>Deadline</u>
Elected officials	30 days after assuming office
Appointed positions specified in Gov. Code section 87200 (listed in column 1 on Instructions-2)	30 days after assuming office or 10 days after appointment or nomination if subject to Senate or judicial confirmation
Other appointed positions (including newly hired employees) designated in a conflict of interest code	30 days after assuming office (30 days after appointment or nomination if subject to Senate confirmation)
Positions newly-added to a new or amended conflict of interest code	30 days after the effective date of the code or amendment

Exceptions:

- Elected state officers who assume office in December or January are not required to file an assuming office statement, but will file the next annual statement due.
- If you complete a term of office and, within 30 days, begin a new term of the same office (e.g., you are reelected or reappointed), you are not required to file an assuming office statement. Instead, you may file the next annual statement due.
- If you leave an office specified in Gov. Code section 87200 (listed in column 1 on Instructions-2) and, within 30 days, you assume another office or position specified in section 87200 which has the same jurisdiction (e.g., a city planning commissioner is elected mayor), you are not required to file an assuming office statement. Instead, you may file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

WHEN TO FILE Continued

Annual Statements:

1. Elected state officers (including members of the State Legislature),
Judges and court commissioners, and
Members of state boards and commissions specified in Gov. Code section 87200 (listed in column 1 on Instructions-2)
File no later than **Thursday, March 1, 2001.**
2. County and city officials specified in Gov. Code section 87200
File no later than **Monday, April 2, 2001*.**
3. Multi-County officials
File no later than **Monday, April 2, 2001*.**
4. State and local officials and employees designated in a conflict of interest code
File on the date prescribed in the code (April 1* for most filers).

* Since the April 1 filing deadline falls on a Sunday, the deadline extends to Monday, April 2.

Exception:

- If you assumed office between October 1, 2000, and December 31, 2000, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2002, or April 1, 2002, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2001.

Incumbent officeholders who file candidate statements also must file annual statements by the specified deadlines.

Leaving Office Statements:

Leaving office statements must be filed no later than **30 days** after leaving the office or position.

Exceptions:

- If you complete a term of office and, within 30 days, begin a new term of the same office (e.g., you are reelected or reappointed), you are not required to file a leaving office statement. Instead, you may file the next annual statement due.
- If you leave an office specified in Gov. Code section 87200 (see Instructions-2) and, within 30 days, you assume another office or position specified in section 87200 which has the same jurisdiction (e.g., a city planning commissioner is elected mayor), you are not required to file a leaving office statement. Instead, you may file the next annual statement due.
- If you transfer from one designated position to another designated position within the same agency, contact your filing officer or the FPPC to determine your filing obligations.

Candidate Statements:

Candidate statements must be filed no later than the final filing date for your declaration of candidacy.

Exceptions:

- If you have filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy, you are not required to file a candidate statement.
- For elective offices designated in an agency's conflict of interest code, you must file a candidate statement only if the code specifically requires one to be filed.

Amendments:

Amendments may be filed at any time and should be filed as soon as possible if errors or omissions are discovered. To obtain amendment schedules, contact the FPPC, your filing official, or the FPPC website at www.fppc.ca.gov.

INSTRUCTIONS — COVER PAGE

Enter your name, mailing address, and daytime telephone number. The Form 700 is a document available for public review so you may list your business/office address instead of your home address.

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court.)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45.)
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst.)
- If you have multiple filing obligations (e.g., a city councilperson who also is a member of a county board or commission), you may be required to file statements with each agency.

To simplify your reporting obligations, you may file an expanded statement.

To do this, enter the name of the other agency(ies) with which you are required to file and your position title in the space provided. Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions and file a copy with each agency. Each copy must contain an original signature.

Part 2. Office Jurisdiction

The jurisdiction of your agency is important in determining what you must disclose. You are required to disclose investments and sources of income located in or doing business in your agency's jurisdiction, and interests in real property located in your agency's jurisdiction. (See Appendix-4 for a detailed explanation of "jurisdiction.")

Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction.

State Offices and All Courts: Your jurisdiction is the state if you are an elected state officer, a state legislator, a judge, or a candidate for one of these offices. If you are an official or employee of, or a consultant to, a state board, commission, or agency,

or of any court or the State Legislature, your jurisdiction is also the state.

County Offices: Your jurisdiction is the county if you are an elected county officer, a candidate for county office, or if you are an official or employee of, or a consultant to, a county agency or any agency with jurisdiction solely within a single county.

City Offices: Your jurisdiction is the city if you are an elected city officer, a candidate for city office, or you are an official or employee of, or a consultant to, a city agency or any agency with jurisdiction solely within a single city.

Multi-County Offices: If you are an elected officer, candidate, official or employee of, or a consultant to, a multi-county agency, your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. List each county in which your agency has jurisdiction. (Example: A water district has jurisdiction in a portion of two counties. Members of the board are only required to report interests located or doing business in that portion of each county in which the agency has jurisdiction.)

Other (e.g., school districts and special districts): If you are an elected officer, candidate, official or employee of, or a consultant to, an agency not covered above, check the "Other" box and enter the county or city in which the agency has jurisdiction.

Your jurisdiction is the region, district, or other geographical area in which the agency has jurisdiction. See the multi-county example above.

Example:

Jason Roberts is a member of the Sacramento City Council.

1. Name of Office Sought or Held, Agency or Court (Provide precise name. Do not use acronyms.)

City Council

Division, Board, District, if applicable:

District 5

Position:

Member of the City Council

If Expanded Statement – List agency/position:
(Attach a separate sheet if necessary. Do not use acronyms.
File originally signed statement with each filing official.)

Agency: _____

Position Title: _____

2. Office Jurisdiction (Check one)

State

County of _____

City of Sacramento

Multi-County _____

Other _____

INSTRUCTIONS — COVER PAGE

Continued

Part 3. Type of Statement

The type of statement you are filing determines the period covered by the statement. Check at least one box indicating the type of statement you are filing.

If you are filing under a state or local agency's conflict of interest code, be sure to obtain a copy of your disclosure category from your agency to determine what you must disclose. The disclosure category is not contained in the Form 700.

Assuming Office Statement: If you are a newly-elected or newly-appointed official or are newly employed in a position designated in a state or local agency's conflict of interest code, check the "Assuming Office/Initial" box and enter the date you assumed office (the date you were sworn in, employed, or otherwise authorized to serve in the position).

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, use the date you were appointed or nominated to the position.

- Report investments, interests in real property, and business positions held on the date you assumed the office or position. In addition, report income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

Initial Statement: If your office or position has been added to a newly-adopted or newly-amended conflict of interest code, check the "Assuming Office/Initial" box and enter the effective date of the code or amendment, whichever is applicable.

- Report investments, interests in real property, and business positions held on the effective date of the code or amendment. In addition, report income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement: Check the "Annual" box and check the circle indicating the period covered. If the period covered by the statement is different than January 1, 2000, through December 31, 2000 (e.g., you assumed office between October 1, 1999, and December 31, 2000, or you are combining statements), enter the period covered.

- Report investments, interests in real property, business positions held and income (including loans, gifts, and travel payments) received during the period covered by the statement.

Leaving Office Statement: If you have left the position, check the "Leaving Office" box and enter the date you left office. Also check the circle to indicate the period covered. If the period covered is different than January 1, 2000, through the date you left office (e.g., you assumed office between October 1, 1999, and December 31, 1999, or you are combining statements), enter the period covered.

- Report investments, interests in real property, business positions held and income (including loans, gifts, and travel payments) received during the period covered by the statement.

Candidate Statement: If you are filing a statement in connection with your candidacy for state or local office, check the "Candidate" box.

- Report investments, interests in real property, and business positions held on the date of filing your declaration of candidacy. In addition, report income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1 but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. Consult your filing officer or the FPPC.

INSTRUCTIONS — COVER PAGE

Continued

Part 4. Schedule Summary

Check the "Yes" box for each schedule on which you had any interests to disclose. Please discard any schedule on which you have nothing to report.

Check the box "No reportable interests" if you have nothing to report on any of the schedules.

Enter the total number of pages included in your statement (including the cover page).

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. **An unsigned statement is not considered filed and you may be subject to late filing penalties.**

Questions/Answers

- Q. I hold two other board positions in addition to my position with the county. Must I file three different statements of economic interests?
- A. You may complete only one statement by listing the county and the two boards on the cover page of the Form 700 as the agencies for which you will be filing. Report your economic interests using the broadest jurisdiction and disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement *before signing it*, sign each copy with an original signature, and distribute one original to the county and to each of the two boards.
- Q. I have an investment interest in shares of stock from a company which does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office in your jurisdiction. See Appendix-4 for guidance.
- Q. My financial interests are the same as those that I reported last year. May I file a copy of last year's statement?
- A. No. You must file a new report for the current reporting period.
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this investment disclosed?
- A. You must disclose the name of the trust on Schedule A-2. The rental property and its income are reportable. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. On Schedule B-Interests In Real Property, I have disclosed my interest in a rental property. Must I also disclose the names of my tenants?
- A. Only disclose the names of those tenants from whom your pro rata share of the income received was \$10,000 or more in the reporting period. Otherwise, leave the space blank. See Appendix-3 for guidance.
- Q. When completing the schedules for disclosing loans received, what is meant by disclosing the "term" of the loan?
- A. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was entered into. For example, report the term of a five-year automobile loan as "5 years" even if you have only three years left to pay on the loan.
- Q. I solely own my own business. Where do I disclose my income - on Schedule A-2 or C?
- A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Appendix-1 which defines "business entity" for more information.
- Q. How do I disclose my spouse's income from an employer?
- A. Report the name of your spouse's employer as a source of income on Schedule C.

WHAT SCHEDULE DO I USE TO REPORT?

Business positions	Schedule A-2 or Schedule C
Commission income.....	Schedule A-2 or Schedule C (see Appendix-1)
Gifts received by family members.....	May not be required, see Schedule E
Gifts received from family members	Not required, see Schedule E
Income to my business	Schedule A-2
Individual Retirement Account	Schedule A-1, or Schedule B (see Appendix-5)
Investments	Schedule A-1 or Schedule A-2
Loans made to others	Not required, but report repayments on Schedule C
Loans received	Schedule B for real property, or Schedule D
Loans to my business	Schedule A-2
Owning a business	
If I own less than 10% of a business	Schedule A-1
If I own 10% or more of a business	Schedule A-2
Partnerships	
If I own less than 10% of a partnership.....	Schedule A-1
If I own 10% or more of a partnership.....	Schedule A-2
Real estate holdings	Schedule B (Schedule A-2 if held by a business entity/trust)
Rental income	Schedule B or Schedule C
Rental property	Schedule B (Schedule A-2 if held by a business entity/trust)
Sale of my home/automobile/boat	Schedule C
Sole proprietorship.....	Schedule A-2
Speaking fees ("Honoraria")	May be prohibited (see Appendix-3)
Spouse's income.....	Schedule A-2 or Schedule C
Stock holdings	
If I own less than 10% of a company's stock	Schedule A-1
If I own 10% or more of a company's stock	Schedule A-2
Tickets and passes	Schedule E
Travel reimbursements or payments	Schedule F
Trusts	Schedule A-2 (see Appendix-6)

STATEMENT OF ECONOMIC INTERESTS A Public Document

Please type or print in ink

NAME (LAST) (FIRST) (MIDDLE) DAYTIME TELEPHONE NUMBER MAILING ADDRESS (May be business address) STREET CITY ZIP CODE OPTIONAL: FAX / E-MAIL ADDRESS

COVER PAGE

1. Name of Office Sought or Held, Agency or Court (Provide precise name. Do not use acronyms.)

Division, Board, District, if applicable:

Position:

If Expanded Statement - List agency/position: (Attach a separate sheet if necessary. Do not use acronyms. File originally signed statement with each filing official.)

Agency:

Position Title:

2. Office Jurisdiction (Check one)

- State
County of
City of
Multi-County
Other

3. Type of Statement (Check at least one box)

- Assuming Office/Initial Date:
Annual (Check one)
The period covered is January 1, 2000, through December 31, 2000.
The period covered is through December 31, 2000.
Leaving Office Date Left: (Check one)
The period covered is January 1, 2000, through the date of leaving office.
The period covered is through the date of leaving office.
Candidate

4. Schedule Summary (Check applicable schedules or "No reportable interests.")

During the reporting period, did you have any reportable interests to disclose on:

- Schedule A-1 Yes - schedule attached Investments (Less than 10% Ownership)
Schedule A-2 Yes - schedule attached Investments (Greater than 10% Ownership)
Schedule B Yes - schedule attached Real Property
Schedule C Yes - schedule attached Income & Business Positions (Income Other than Loans, Gifts, and Travel)
Schedule D Yes - schedule attached Income - Loans
Schedule E Yes - schedule attached Income - Gifts
Schedule F Yes - schedule attached Income - Travel Payments

No reportable interests on any schedule

Total number of pages (including this cover page):

5. Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

EXECUTED ON (month, day, year)

SIGNATURE (File the originally signed statement with your filing official.)

INSTRUCTIONS – SCHEDULES A-1 AND A-2 INVESTMENTS

“Investment” means any financial interest in any business entity located in or doing business in your agency’s jurisdiction (see Appendix-4) in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest aggregating \$2,000 or more at any time during the reporting period.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts.
- Sole proprietorships.
- Your own business or your spouse’s business (see Appendix-1 for the definition of business entity).
- Partnerships (e.g., law firm, family farm, etc.).
- Investments in reportable business entities held in a retirement account (see Appendix-5).
- Investments held by a business entity or trust (including a living trust) in which you, your spouse, or dependent children had a 10% or greater ownership interest.
- Business trusts.

You are not required to disclose:

- Diversified mutual funds registered with the Securities and Exchange Commission (SEC).
- Bank accounts, savings accounts, and money market accounts.
- Insurance policies.
- Annuities.
- Shares in a credit union.
- Government bonds (including municipal bonds).
- Retirement accounts invested in non-reportable interests such as insurance policies, diversified mutual funds, or government bonds (see Appendix-5).
- Defined benefit pension plans and profit sharing plans qualified under Internal Revenue Code section 401(a).
- Interests held in a blind trust (see Appendix-6).

REMINDERS

- ✓ Do you know your agency’s jurisdiction?
- ✓ Did you hold investments at any time during the period covered by this statement?
- ✓ Code filers – your code may require disclosure of specific investments only.

Use Schedule A-1 to report investments if your ownership interest in the entity was less than 10% (e.g., stock). You also may be required to complete Schedule C.

Use Schedule A-2 to report investments in which your ownership interest in the entity was 10% or greater (e.g., sole proprietorship). (See Instructions-10 on the back of Schedule A-1.)

TO COMPLETE SCHEDULE A-1:

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, communications, etc.).
- Check the box indicating the fair market value of your investment (i.e., how much your investment was worth on the open market at its highest value during the period).
- Identify the nature of your investment (e.g., stocks, warrants, options, bonds).
- If you acquired or disposed of your investment interest during the reporting period, enter the date acquired or disposed.

Examples:

John Smith is a manager for a state agency. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that does business in California as well as those stocks held by his spouse and dependent children.

Susan Jones is a city council member. She has a 4% interest in a limited partnership located in the city which is worth \$5,000. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Alice Howard supervises the purchasing department of a governmental agency. She owns stock in a utility company which only does business in New York. Alice is a code filer and her disclosure category requires reporting of investments of the type that provide services or supplies to the agency. She is **not** required to report the utility company stock because the company does not do business in her jurisdiction.

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Name

Name of Business Entity, General Description of Business Activity, Fair Market Value, Nature of Investment, IF Applicable, List Date.

Name of Business Entity, General Description of Business Activity, Fair Market Value, Nature of Investment, IF Applicable, List Date.

Name of Business Entity, General Description of Business Activity, Fair Market Value, Nature of Investment, IF Applicable, List Date.

Name of Business Entity, General Description of Business Activity, Fair Market Value, Nature of Investment, IF Applicable, List Date.

Name of Business Entity, General Description of Business Activity, Fair Market Value, Nature of Investment, IF Applicable, List Date.

Name of Business Entity, General Description of Business Activity, Fair Market Value, Nature of Investment, IF Applicable, List Date.

Comments:

INSTRUCTIONS – SCHEDULE A-2 INVESTMENTS

Use Schedule A-2 to report investments in a business entity or trust (including a living trust), in which you, your spouse, or your dependent children had a 10% or greater interest valued at \$2,000 or more during the reporting period and which is located in or doing business in your agency's jurisdiction (see Appendix-4). A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. You are not required to report a trust that contains no reportable interests.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the interest was \$2,000 or more during the reporting period. For example, if you had a 20% partnership interest in a business entity and the entity owns real property, you would report that real property if your pro rata share of the value of the property was \$2,000 or more (i.e., if the property's value is at least \$10,000).

If you have more than one reportable business entity or trust, you must complete a separate Schedule A-2 for each entity and its holdings.

TO COMPLETE SCHEDULE A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the fair market value of your investment.
- If you acquired or disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management).

Part 2. Check the box indicating your gross income from the business entity or trust identified in part 1. Include the following:

Your pro rata share of the gross income received by the business entity or trust (including your community property interest in your spouse's income). Also include gross income received from the business entity or trust in the form of salary, wages, reimbursement of expenses, or

other compensation (including your community property interest in your spouse's income).

Part 3. Disclose the name of each source of income located in or doing business in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loans **to the business entity or trust** identified in part 1 if your pro rata share of the gross income (including your community property interest in your spouse's income) to the business entity or trust from that source was \$10,000 or more during the reporting period.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in part 1 (see Appendix-1).

Income disclosure may include sources of income where the income is generated outside your jurisdiction if the source is located or doing business in the jurisdiction.

You may be required to disqualify yourself from decisions affecting sources of \$500 or more in income, even though you are not required to report it

You are not required to report on Schedule C income or business positions already reported on Schedule A-2.

Part 4. Report any investments or interests in real property held by the entity or trust identified in part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period.

- Check the applicable box indicating if the interest held is real property or an investment.
- If an investment, provide the name and description of the business entity.
- If real property, report the address or other precise location (e.g., assessor's parcel number) of the real property.
- Check the box indicating the fair market value of your interest in the real property or investment.
- Identify the nature of your interest.
- If you acquired or disposed of your interest in the property or investment during the reporting period, enter the date acquired or disposed.

Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA 2000/2001 FORM 700 FAIR POLITICAL PRACTICES COMM. Name

1. BUSINESS ENTITY OR TRUST

Name Address Check one Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF BUSINESS ACTIVITY FAIR MARKET VALUE IF APPLICABLE, LIST DATE: NATURE OF INVESTMENT YOUR BUSINESS POSITION

2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$449 \$500 - \$1,000 \$1,001 - \$10,000 \$10,001 - \$100,000 OVER \$100,000

3. LIST EACH REPORTABLE SOURCE OF INCOME/LOANS OF \$10,000 OR MORE (attach a separate sheet if necessary)

Blank lines for reporting income sources

4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST

Check one box: INVESTMENT REAL PROPERTY

Name of Business Entity or Street Address or Assessor's Parcel Number of Real Property

Description of Business Activity or City or Other Precise Location of Real Property

FAIR MARKET VALUE IF APPLICABLE, LIST DATE: NATURE OF INTEREST Leasehold Yrs. remaining Other

4. (cont.)

Check one box: INVESTMENT REAL PROPERTY

Name of Business Entity or Street Address or Assessor's Parcel Number of Real Property

Description of Business Activity or City or Other Precise Location of Real Property

FAIR MARKET VALUE IF APPLICABLE, LIST DATE: NATURE OF INTEREST

Leasehold Yrs. remaining

Other

4. (cont.)

Check one box: INVESTMENT REAL PROPERTY

Name of Business Entity or Street Address or Assessor's Parcel Number of Real Property

Description of Business Activity or City or Other Precise Location of Real Property

FAIR MARKET VALUE IF APPLICABLE, LIST DATE: NATURE OF INTEREST

Leasehold Yrs. remaining

Other

Comments:

INSTRUCTIONS – SCHEDULE B INTERESTS IN REAL PROPERTY

Reportable interests in real property are those properties located in your agency's jurisdiction (see Appendix-4), in which you, your spouse, or your dependent children had a direct, indirect, or beneficial interest aggregating \$2,000 or more any time during the reporting period.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest).
- A deed of trust, easement, or option to acquire property.
- A leasehold interest (see Appendix-4).
- A mining lease (e.g., oil, gas, gold).
- An interest in real property held in a retirement account (see Appendix-5).
- An interest in real property held by a business entity or trust in which you, your spouse, or your dependent children had a 10% or greater ownership interest (report on Schedule A-2).

You are not required to report:

- A residence (i.e., home, vacation cabin) used exclusively as a personal residence. However, a residence for which you claim a business deduction may be reportable. In this situation, you may report the portion of the residence claimed as the tax deduction as the fair market value.
- Interests in real property held through a blind trust (see Appendix-6).

TO COMPLETE SCHEDULE B:

- Report the address or other precise location (e.g., assessor's parcel number) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- If you acquired or disposed of your interest in the property during the reporting period, enter the date acquired or disposed.
- Identify the nature of your interest. If leasehold, also disclose the number of years remaining on the lease.
- If you are reporting rental property, check the box indicating the gross rental income you received.
- If you had a 10% or greater interest in a rental property, list the name of each tenant if your pro rata share of the

gross rental income from that tenant was \$10,000 or more during the reporting period.

- Loans which aggregate \$500 or more and are secured by real property may be reportable. Reportable loans may be disclosed on Schedule B or Schedule D. See instructions for Schedule D for an example and list of exceptions.
 - Provide the name and address of the lender.
 - Check the box describing the lender's business activity.
 - Disclose the interest rate and term of the loan. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was entered into. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - Check the box indicating the highest balance of the loan during the reporting period.
 - Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule D.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property he owned in the city's jurisdiction.

If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single source paid \$10,000 or more.

STREET ADDRESS OR PRECISE LOCATION 4621 Story Way	
CITY Sacramento, CA 95814	
FARM MARKET VALUE	IF APPLICABLE, LIST DATE
<input type="checkbox"/> \$2,000 - \$10,000	<input type="checkbox"/> / / 00 <input type="checkbox"/> / / 00
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED DISPOSED
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Rental Property	<input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
IF RENTAL PROPERTY, GROSS RENTAL INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$440	<input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
SOURCES OF RENTAL INCOME: <i>If you own a 10% or greater interest, see the instructions for reporting sources of rental income</i>	
Suzette Jones	
NAME OF LENDER	
BFF Financial Services	
ADDRESS	
6200 Aspen Drive, Sacramento, CA 95814	
BUSINESS ACTIVITY OF LENDER	
<input checked="" type="checkbox"/> Financial Institution	
<input type="checkbox"/> Other	
INTEREST RATE	TERM (Months/Years)
8 % <input type="checkbox"/> None	15 Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000

REMINDERS

- ✓ Income and loans already reported on Schedule B are not also required to be reported on Schedule C or D.
- ✓ Code filers – does your code require disclosure of real property?

Interests in Real Property

Name

STREET ADDRESS OR PRECISE LOCATION
CITY
FAIR MARKET VALUE
IF APPLICABLE, LIST DATE:
NATURE OF INTEREST
IF RENTAL PROPERTY, GROSS INCOME RECEIVED
SOURCES OF RENTAL INCOME:
NAME OF LENDER
ADDRESS
BUSINESS ACTIVITY OF LENDER
INTEREST RATE
TERM (Months/Years)
HIGHEST BALANCE DURING REPORTING PERIOD
Check below if another loan is disclosed on Schedule D.

STREET ADDRESS OR PRECISE LOCATION
CITY
FAIR MARKET VALUE
IF APPLICABLE, LIST DATE:
NATURE OF INTEREST
IF RENTAL PROPERTY, GROSS INCOME RECEIVED
SOURCES OF RENTAL INCOME:
NAME OF LENDER
ADDRESS
BUSINESS ACTIVITY OF LENDER
INTEREST RATE
TERM (Months/Years)
HIGHEST BALANCE DURING REPORTING PERIOD
Check below if another loan is disclosed on Schedule D.

Comments:

**INSTRUCTIONS – SCHEDULE C
INCOME & BUSINESS POSITIONS
(Income Other than Loans, Gifts, and Travel Payments)**

Reportable income includes your gross income and your community property interest in your spouse's gross income aggregating \$500 or more received from any source located in or doing business in your agency's jurisdiction (see Appendix-4). Gross income is the total amount of income before deducting expenses, losses, or taxes. Do not use this schedule to report income from or to a business entity in which you have a 10% or greater ownership interest. Use Schedule A-2 instead.

Also use Schedule C to report the job title or business position you held with a business entity (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management) during the period covered by the report unless you have already reported this position on Schedule A-2. **This requirement applies even if you received no income from the business entity during the period.**

Commonly reportable income includes:

- Salary/wages, per diem, reimbursement for expenses.
- Community property interest (50%) in your spouse's income - report the employer's name.
- Income received from investment interests (e.g., partnerships) reported on Schedule A-1.
- Commission income not required to be reported on Schedule A-2.
- Gross income from any sale, including the sale of a house or car. The total sale price is reportable.
- Rental income not required to be reported on Schedule B.
- Prizes or awards not disclosed as gifts.
- Payments received on loans you made to others, including loan repayments from a campaign committee.
- An honorarium received by any newly appointed official or newly designated employee in the 12 months prior to assuming office, or for a non-incumbent candidate, in the 12 months prior to filing the candidate statement of economic interests. (See Appendix-3 concerning your ability to receive future honoraria.)

You are not required to report:

- Your salary or your spouse's salary or reimbursement for expenses and per diem from a federal, state, or local government agency.
- Campaign contributions.
- A cash bequest or cash inheritance.
- Dividends, interest, or other return on a security (e.g., stocks, bonds) which is registered with the Securities and Exchange Commission.
- Payments received under an insurance policy.
- Interest, dividends, or premiums on a time or demand deposit in a financial institution, shares in a credit union,

- an insurance policy, or a bond or other debt instrument issued by a government agency.
- Income of dependent children.
- Automobile trade-in allowances from dealers.
- Loan repayments received from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin unless he or she was acting as an intermediary or agent for any person not covered by this provision.
- Alimony or child support payments.
- Payments received under a defined benefit pension plan qualified under IRS Code section 401(a).

TO COMPLETE SCHEDULE C:

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity of the source or business entity (e.g., law firm).
- Disclose the job title or business position, if any, you held with the business entity.
- If you received \$500 or more during the reporting period from a source or business entity, check the box indicating the amount of gross income.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more (see Appendix-1). For income from rental property which is not required to be listed on Schedule B, enter "Rental Income" under "Name," check the box indicating the gross income received, and, if you had a 10% or greater interest in the rental property, list the name of each tenant if your pro rata share of the gross income from that tenant was \$10,000 or more during the reporting period.

REMINDERS

- ✓ If your spouse is self-employed, report the business entity on Schedule A-2.
- ✓ Do not disclose on Schedule C income already reported on Schedule A-2 or B or business positions reported on Schedule A-2.

Income & Business Positions

(Income Other than Loans, Gifts, and Travel Payments)

CALIFORNIA 2000/2001 FORM 700
 FAIR POLITICAL PRACTICES COMM.
 Name _____

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's income Loan repayment
 Sale of _____
(Property, car, boat, etc.)
 Commission or Rental Income, list each source of \$10,000 or more

 Other _____
(Describe)

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's income Loan repayment
 Sale of _____
(Property, car, boat, etc.)
 Commission or Rental Income, list each source of \$10,000 or more

 Other _____
(Describe)

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's income Loan repayment
 Sale of _____
(Property, car, boat, etc.)
 Commission or Rental Income, list each source of \$10,000 or more

 Other _____
(Describe)

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's income Loan repayment
 Sale of _____
(Property, car, boat, etc.)
 Commission or Rental Income, list each source of \$10,000 or more

 Other _____
(Describe)

Comments: _____

INSTRUCTIONS – SCHEDULE D
INCOME – LOANS
(Received or Outstanding)

Loans received or outstanding during the reporting period, which aggregate \$500 or more from a single source located in or doing business in your jurisdiction are reportable (see Appendix-4). Your community property interest in loans received by your spouse also must be reported.

See Appendix-4 for important information about loan prohibitions.

Commonly reportable loans include:

- Real estate loans.
- Margin accounts.
- Automobile loans and automobile leases.
- Campaign loans secured by your personal assets or for which you are personally liable.
- Student loans.
- Credit card and retail installment debts.

You are not required to report:

- Any loan from a commercial lending institution secured by your principal place of residence if the loan was made in the lender's regular course of business on terms available to the public without regard to your official status. However, loans on other residences may be reportable.
- Loans from a commercial lending institution made in the lender's regular course of business on terms available to the public without regard to your official status which, in the aggregate, did not exceed \$10,000 at any time during the reporting period.
- Any retail installment or credit card debts incurred in the creditor's regular course of business on terms available to the public without regard to your official status which, in the aggregate, did not exceed \$10,000 at any time during the reporting period.
- Any loan from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin or the spouse of any such person, unless the lender was acting as an intermediary or agent for any person not covered by this provision.
- Loans made to others. However, repayments may be reportable on Schedule C.
- A loan you co-signed for another person unless you made payments on the loan during the reporting period.

TO COMPLETE SCHEDULE D:

- Provide the name and address of the lender.
- Check the appropriate box describing the lender's business activity.
- Disclose the interest rate and the term of the loan.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period
 - The interest rate for an automobile lease is the money factor multiplied by 24.
 - You may report "revolving" as the term of credit card loans from commercial lending institutions or loans against margin accounts with a stock broker.
 - If the conditions of a student loan are not known because they will be decided when you finish school, you may report "deferred."
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify the security, if any, for the loan.

You are not required to disclose on Schedule D loans already reported on Schedules A-2 or B.

Example: Colleen Jones is a city council member. She received a \$15,000 equity loan on her principal residence from a commercial lending institution which she used to buy an automobile. Because the loan was secured by her principal residence, it is not reportable.

REMINDERS

- ✓ Do you know your agency's jurisdiction?
- ✓ Did you receive any loans or have loans outstanding during the period covered by this statement?
- ✓ Code filers – Income includes any loan. Did you receive a loan from an entity or individual required to be reported as a source of income under your code?
- ✓ For loan restrictions, see Appendix-4.

Income - Loans (Received or Outstanding)

Name

NAME OF LENDER, ADDRESS, BUSINESS ACTIVITY OF LENDER, INTEREST RATE, TERM (Months/Years), HIGHEST BALANCE DURING REPORTING PERIOD, SECURITY FOR LOAN

NAME OF LENDER, ADDRESS, BUSINESS ACTIVITY OF LENDER, INTEREST RATE, TERM (Months/Years), HIGHEST BALANCE DURING REPORTING PERIOD, SECURITY FOR LOAN

NAME OF LENDER, ADDRESS, BUSINESS ACTIVITY OF LENDER, INTEREST RATE, TERM (Months/Years), HIGHEST BALANCE DURING REPORTING PERIOD, SECURITY FOR LOAN

NAME OF LENDER, ADDRESS, BUSINESS ACTIVITY OF LENDER, INTEREST RATE, TERM (Months/Years), HIGHEST BALANCE DURING REPORTING PERIOD, SECURITY FOR LOAN

Comments:

INSTRUCTIONS – SCHEDULE E INCOME – GIFTS

“Gift” means anything of value, for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts aggregating \$50 or more received during the reporting period from a single source must be reported. **Gifts are reportable without regard to where the donor is located.**

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Therefore, except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is not known, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as “over \$50” or “value unknown” is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events.
- Tickets/passes to amusement parks.
- Parking passes.
- Food, beverages, and accommodations, including that provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering, where you did not give a speech, participate in a panel or seminar, or provide a similar service.
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status.
- Wedding gifts (see Appendix-6 to determine how to value).
- An honorarium. You may report an honorarium as income on Schedule C, rather than as a gift on Schedule E, if you provided services of equal or greater value than the payment received. (See the Appendix-3 regarding your ability to receive honoraria in the future.)
- Transportation and lodging (see Schedule F).
- Forgiveness of a loan received by you.

REMINDERS

- ✓ See Appendix-3 for gift and honoraria prohibitions
- ✓ Code filers: You only need to report gifts from reportable sources.

You are not required to disclose:

- Gifts which were not used and which, within 30 days after receipt, were returned to the donor or delivered to a charitable organization without being claimed by you as a charitable contribution for tax purposes.
- Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, unless the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of hospitality involving food, drink, or occasional lodging provided in an individual's home when the individual or a member of the individual's family was present.
- Gifts equal in value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.
- Gifts of informational material provided to assist you in the performance of your official duties, such as books, pamphlets, reports, calendars, periodicals, or educational seminars.
- A cash bequest or cash inheritance.
- Personalized plaques and trophies with an individual value of less than \$250.
- Campaign contributions.
- Tickets to a fundraising event for an IRS Code section 501(c)(3) organization.
- Tickets to political fundraisers.
- Gifts given directly to members of your immediate family unless you received direct benefit from the gift or you exercised direction and control over the use or disposition of the gift.
- A pass or ticket which provided a one-time admission to an event (theater performance, sporting event) that was not used and was not transferred to another person. Commission Regulation 18946.1 provides a method for determining the value of a ticket or pass that was used or transferred to another person and for determining the value of passes or tickets which provide repeated admission to facilities or services.
- Food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service.

TO COMPLETE SCHEDULE E:

- Disclose the name and address and business activity, if any, of the source.
- Describe the gift and provide the fair market value of the gift and the date (month, day, and year) of receipt.

Income – Gifts

CALIFORNIA
2000/2001 FORM 700
 FAIR POLITICAL PRACTICES COMM.
 Name _____

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DESCRIPTION OF GIFT(S)	VALUE	DATE
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DESCRIPTION OF GIFT(S)	VALUE	DATE
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DESCRIPTION OF GIFT(S)	VALUE	DATE
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DESCRIPTION OF GIFT(S)	VALUE	DATE
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DESCRIPTION OF GIFT(S)	VALUE	DATE
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____

➤ NAME OF SOURCE _____

ADDRESS _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DESCRIPTION OF GIFT(S)	VALUE	DATE
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____
_____	\$ _____	____/____/____

Comments: _____

**INSTRUCTIONS — SCHEDULE F
INCOME – GIFTS
TRAVEL PAYMENTS, ADVANCES,
AND REIMBURSEMENTS**

Reportable travel payments include advances and reimbursements for travel and related lodging and subsistence.

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received.
- Travel payments received from your employer in the normal course of your employment.
- Payments or reimbursements for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar, or performed a similar service.
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service. Note that payments for transportation outside of California are reportable.
- A travel payment which was received from a nonprofit entity exempt from taxation under IRS Code section 501(c)(3) for which you provided equal or greater consideration.

REMINDERS

- ✓ Did you receive travel payments during the period covered by this statement?
- ✓ Code filers – Travel payments, advances, and reimbursements for travel, like gifts, are types of “income.” Did you receive travel payments from any individual or entity required to be reported as a source of income under your code?

TO COMPLETE SCHEDULE F:

- Disclose the name and address of the source of the travel payment.
- Identify the business activity, if any, of the source.
- Check the box to indicate if the payment was a gift or income, report the amount, and disclose the date(s) if applicable.

-- Travel payments are gifts if you did not provide services which were equal to or greater in value than the payments received. You must disclose gifts aggregating \$50 or more from a single source during the period covered by the statement. Gifts of travel are reportable without regard to where the donor is located.

When reporting travel payments which are gifts, you must provide a description of the gift and the date(s) received.

-- Travel payments are income if you provided services which were equal to or greater in value than the payments received. You must disclose income aggregating \$500 or more from a single source during the period covered by the statement.

When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments which are income.

Gifts of travel may be subject to a \$300 gift limit (\$320 effective January 1, 2001). In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you may have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the Commission's Fact Sheet on Gifts, Honoraria, Travel, and Loans (1/2001), which can be obtained from your filing officer or the FPPC.

Income - Gifts
Travel Payments, Advances, and Reimbursements

Name _____

➤ NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

TYPE OF PAYMENT: (check one)
 Gift Income

AMT: \$ _____ DATE(S): ____/____/____
(If applicable)

DESCRIPTION: _____

➤ NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

TYPE OF PAYMENT: (check one)
 Gift Income

AMT: \$ _____ DATE(S): ____/____/____
(If applicable)

DESCRIPTION: _____

➤ NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

TYPE OF PAYMENT: (check one)
 Gift Income

AMT: \$ _____ DATE(S): ____/____/____
(If applicable)

DESCRIPTION: _____

➤ NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

TYPE OF PAYMENT: (check one)
 Gift Income

AMT: \$ _____ DATE(S): ____/____/____
(If applicable)

DESCRIPTION: _____

➤ NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

TYPE OF PAYMENT: (check one)
 Gift Income

AMT: \$ _____ DATE(S): ____/____/____
(If applicable)

DESCRIPTION: _____

➤ NAME OF SOURCE _____

ADDRESS _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

TYPE OF PAYMENT: (check one)
 Gift Income

AMT: \$ _____ DATE(S): ____/____/____
(If applicable)

DESCRIPTION: _____

Comments: _____

APPENDIX

The instructions located on the back of each schedule describe the types of interests that must be reported. The purpose of this Appendix is to explain other terms used in this form that are not defined in the instructions to the schedules or elsewhere.

Assuming Office Date: Your assuming office date is the date you were sworn in, employed, or otherwise authorized to serve in the position.

Blind Trust: See Trusts, Appendix-6.

Business Entity: Any organization or enterprise operated for profit, including a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation, or association. This would include a business for which you take business deductions for tax purposes, such as a small business operated in your home.

Code Filer: An individual who has been designated in a state or local agency's conflict of interest code to file statements of economic interests.

Commission Income: "Commission income" means gross payments received as a broker, agent, or salesperson, including insurance brokers or agents, real estate brokers or agents, travel agents or salespersons, stockbrokers, and retail or wholesale salespersons, among others.

You may be required to disclose the names of sources of commission income if your pro rata share of the gross income was \$10,000 or more from a single source during the reporting period. If your spouse received commission income, you would disclose your community property share (50%) of that income, i.e., the names of sources of \$20,000 in gross commission income received by your spouse.

Report commission income as follows:

- If the income was received through a business entity in which you or your spouse had a 10% or greater ownership interest (or you were an independent contractor or agent), use Schedule A-2.
- If the income was received through a business entity in which you or your spouse had no ownership interest or less than a 10% ownership interest, use Schedule C.

The "source" of commission income generally includes all parties to a transaction, and each is attributed the full value of the commission.

For example, you are a partner in Smith and Jones Insurance Company and have a 50% ownership interest in the company. You sold two Businessmen's Insurance Company policies to XYZ Company during the reporting period. You received commission income of \$5,000 from the first transaction and \$6,000 from the second. On Schedule A-2, report your partnership interest in and income received from Smith and Jones Insurance Company in Parts 1 and 2. In Part 3, list both Businessmen's Insurance Company and XYZ Company as sources of \$10,000 or more in commission income.

Note: If your pro rata share of commission income from a single source is \$500 or more, you may be required to disqualify yourself from decisions affecting that source of income, even though you are not required to report the income.

Conflict of Interest: A public official or employee has a conflict of interest under the Act when all of the following occur:

- The official makes, participates in making, or uses his or her official position to influence a governmental decision;
- It is reasonably foreseeable that the decision will affect the official's economic interest;
- The effect of the decision on the official's economic interest will be material; and
- The effect of the decision on the official's economic interest will be different than its effect on the public generally.

Conflict of Interest Code: The Act requires every state and local government agency to adopt a conflict of interest code. The code may be contained in a regulation, policy statement, or a city or county ordinance.

An agency's conflict of interest code must designate all officials and employees of, and consultants to, the agency who make or participate in making governmental decisions which could cause conflicts

of interest. These individuals are required by the code to file statements of economic interests and to disqualify themselves when conflicts of interest occur.

The disclosure required under a conflict of interest code for a particular designated official or employee should include only the kinds of personal economic interests he or she could significantly affect through the exercise of his or her official duties. For example, an employee whose duties are limited to reviewing contracts for supplies, equipment, materials, or services provided to the agency should be required to report only those interests he or she holds which are likely to be affected by the agency's contracts for supplies, equipment, materials, or services.

Consultant: An individual who contracts with or whose employer contracts with state or local government agencies and who makes, participates in making, or acts in a staff capacity for governmental decisions. Consultants may be required to file Form 700. The obligation to file Form 700 is always imposed on the individual who is providing services to the agency, not on the business or firm which employs the individual. (Obtain the consultant fact sheet from the FPPC for more information.)

Designated Employee: An official or employee of a state or local government agency whose position has been designated in the agency's conflict of interest code to file statements of economic interests. Individuals who contract with government agencies (consultants) also may be designated in a conflict of interest code.

Disclosure Category: The section of an agency's conflict of interest code that specifies the types of personal economic interests officials and employees of the agency must disclose on their statements of economic interests. Disclosure categories are usually contained in an appendix or attachment to the conflict of interest code. Contact your agency to get a copy of your disclosure category.

Diversified Mutual Fund: Diversified portfolios of stocks, bonds, or money market instruments that are managed by investment companies whose business is pooling the money of many individuals and investing it to seek a common investment goal. Mutual funds are managed by trained professionals

who buy and sell securities. A typical mutual fund will own between 75 to 100 separate securities at any given time so they also provide instant diversification. *Only diversified mutual funds registered with the Securities and Exchange Commission are exempt from disclosure.*

Elected State Officer: Elected state officers include the Governor, Lieutenant Governor, Attorney General, Insurance Commissioner, State Controller, Secretary of State, State Treasurer, Superintendent of Public Instruction, member of the State Legislature, and member of the State Board of Equalization.

Enforcement: The FPPC investigates suspected violations of the Act. Other law enforcement agencies (the Attorney General or district attorney) also may initiate investigations under certain circumstances. If violations are found, the Commission may initiate administrative enforcement proceedings which could result in the imposition of monetary penalties of up to \$2,000 per violation.

Instead of administrative prosecution, a civil action may be brought for negligent or intentional violations by the appropriate civil prosecutor (the Commission, Attorney General, or district attorney), or a private party residing within the jurisdiction. In civil actions, the measure of damages is up to the amount or value not properly reported.

Persons who violate the conflict of interest disclosure provisions of the Act also can be subject to discipline by their agency, including dismissal.

Finally, a knowing or willful violation of any provision of the Act is a misdemeanor. Persons convicted of a misdemeanor may be disqualified for four years from the date of the conviction from serving as a lobbyist or running for elective office, in addition to other penalties which may be imposed. The Act also provides for numerous civil penalties, including monetary penalties and damages, and injunctive relief from the courts.

Expanded Statement: Some officials or employees may have multiple filing obligations (e.g., a city councilperson who also holds a designated position with a county agency, board, or commission). Such officials or employees may complete one "expanded" statement covering the disclosure requirements for all positions and file a complete, originally signed copy with each agency.

Fair Market Value: When reporting the value of an investment, interest in real property, or gift, you must disclose the fair market value, i.e., what the item would sell for on the open market. This is particularly important when valuing gifts, because the fair market value of a gift may be different from the amount it cost the donor to provide the gift. For example, the wholesale cost of a bouquet of flowers may be \$10, but the fair market value may be \$25 or more. In addition, there are special rules for valuing free tickets and passes. Call the FPPC for assistance.

Gift and Honoraria Prohibitions:

Gifts:

State and local officials who are listed in Gov. Code section 87200, (except judges, see below), candidates for those elective offices (including judicial candidates), and officials and employees of state and local government agencies who are designated in a conflict of interest code are prohibited from accepting a gift or gifts aggregating more than \$300 in a calendar year from a single source (\$320, effective January 1, 2001).

In addition, elected state officers, candidates for elective state offices, and officials and employees of state agencies are subject to a \$10 per calendar month limit on gifts from lobbyists and lobbying firms registered with the Secretary of State.

Honoraria:

State and local officials who are listed in Gov. Code section 87200, (except judges, see below), candidates for those elective offices (including judicial candidates), and employees of state and local government agencies who are designated in a conflict of interest code are prohibited from accepting honoraria for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering.

Exceptions:

- Some gifts are not reportable or subject to the gift and honoraria prohibitions, and other gifts may not be subject to the prohibitions but are reportable. For detailed information, see the FPPC [Fact Sheet on Gifts, Honoraria, Travel, and Loans \(1/2001\)](#). The fact sheet can be obtained from your filing officer or the Fair Political Practices Commission at (866) ASK-FPPC.

- The \$300 gift limit (\$320, effective January 1, 2001) and honorarium prohibition do not apply to a part-time member of the governing board of a public institution of higher education, unless the member is also an elected official.
- If you are designated in a state or local government agency's conflict of interest code, the \$300 gift limit (\$320, effective January 1, 2001) and honorarium prohibition are applicable only to sources you would otherwise be required to report on your statement of economic interests. However, this exception is not applicable if you also hold a position listed in Gov. Code section 87200 (see Instructions-2).
- For state agency officials and employees, the \$10 lobbyist/lobbying firm gift limit is applicable only to lobbyists and lobbying firms registered to lobby your agency. This exception is not applicable if you are an elected state officer or a member or employee of the State Legislature.

Judges:

Section 170.9 of the Code of Civil Procedure imposes gift limits on judges and prohibits judges from accepting any honorarium. Section 170.9 is enforced by the Commission on Judicial Performance. The FPPC has no authority to interpret or enforce the Code of Civil Procedure.

Income Reporting: Reporting income under the Act is different than reporting income for tax purposes. The Act requires gross income (the amount received before deducting losses, expenses, or taxes) to be reported.

Pro Rata Share: The instructions for reporting certain types of income (e.g., business entity income and rental income) refer to your pro rata share of the income received. Your pro rata share is normally based on your ownership interest in the entity or property. For example, if you are a sole proprietor, you must disclose 100% of the gross income received by your business entity on Schedule A-2. If you own 25% of a piece of rental property, you must report 25% of the gross rental income received.

When you are required to report sources of income to a business entity, sources of rental income, or sources of commission income, you are only required to disclose individual sources of income of \$10,000 or more. However, you may be required to **disqualify** yourself from decisions affecting sources

of \$500 or more in income, even though you are not required to report them.

Jurisdiction: A public official or employee required to file statements of economic interests must disclose interests that are located in or doing business in his or her "jurisdiction." (See Instructions-5, to determine what your jurisdiction is.)

A business entity is located in or doing business in your jurisdiction if it, a parent or subsidiary, or a related business entity:

- Manufactures, distributes, sells, or purchases products or services on a regular basis in the jurisdiction;
- Has an interest in real property in the jurisdiction; or
- Has an office or sales outlet in the jurisdiction.

A business entity also is considered to be "doing business" in your jurisdiction if it, a parent or subsidiary, or a related business entity:

- Plans to do any of the above; or
- Has done any of the above within the last two years.

The same criteria are used to determine whether an individual, organization, or other entity is located in or doing business in your jurisdiction.

Exception:

- Gifts are reportable regardless of the location of the donor. For example, a state agency official with full disclosure must report gifts from sources located outside of California. (Designated employees should consult their disclosure category to determine if the donor of a gift is of the type that must be disclosed.)

For reporting interests in real property, if your jurisdiction is the state, you must disclose real property located anywhere within the state of California.

For local agencies, an interest in real property is located in your jurisdiction if any part of the property is located in, or within two miles of, the region, city, county, district, or other geographical area in which the agency has jurisdiction, or if the property is located within two miles of any land owned or used by the agency.

Leasehold Interest: The term "interest in real property" includes leasehold interests. An interest in a lease on real property is reportable if the value of the leasehold interest is \$2,000 or more. The value of the interest is the total amount of rent owed by you during the reporting period or for a candidate, assuming office, or initial statement, during the prior 12 months.

You are not required to disclose a leasehold interest with a value of less than \$2,000 or a month-to-month tenancy.

Loans: State and local elected and appointed officials and employees are prohibited from receiving any personal loan aggregating more than \$250 from an official, employee, or consultant of their governmental agencies or any governmental agency over which the official or the official's agency has direction or control. In addition, loans of more than \$250 from any person who has a contract with the official's agency or an agency under the official's control are prohibited unless the loan is from a commercial lending institution or part of a retail installment or credit card transaction made in the regular course of business on terms available to members of the public.

State and local elected officials also are prohibited from receiving any personal loan of \$500 or more unless the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, the date, amount, and term of the loan, the date or dates when payments are due, the amount of the payments, and the interest rate on the loan.

Campaign loans and loans from family members are not subject to the \$250 and \$500 loan prohibitions.

A personal loan made to a public official that is not being repaid or is being repaid below certain amounts will become a gift to the official under certain circumstances. Contact the FPPC at (866) ASK-FPPC for further information.

Privileged Information: You are not required to disclose on Schedule A-2, Part 3, the name of a person who paid fees or made payments to a business entity if disclosure of the name would violate a legally recognized privilege under California law. For example, a name is protected by attorney-client privilege when facts concerning an attorney's

FPPC Form 700 (2000/2001)
FPPC Toll-Free Helpline: 866/ASK-FPPC

representation of an anonymous client are publicly known and those facts, when coupled with disclosure of the client's identity, might expose the client to an official investigation or to civil or criminal liability.

A patient's name is protected by physician-patient privilege when disclosure of the patient's name would also reveal the nature of the treatment received by the patient because, for example, the physician is recognized as a specialist. FPPC Regulation 18740 sets out specific procedures that must be followed in order to withhold the name of a source of income.

Public Officials Who Manage Public Investments:

Individuals who invest public funds in revenue-producing programs must file Form 700. This includes individuals who direct or approve investment transactions, formulate or approve investment policies, and establish guidelines for asset allocations. FPPC Regulation 18701 defines "public officials who manage public investments" to include the following:

- Members of boards and commissions, including pension and retirement boards or commissions, and committees thereof, who exercise responsibility for the management of public investments;
- High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers; and
- Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions described above.

Retirement Accounts (e.g., deferred compensation and individual retirement accounts (IRAs)): Assets held in retirement accounts must be disclosed if the assets are reportable items, such as common stock (investments) or real estate (interests in real property). The most common reportable and non-reportable investments are listed on the instructions for Schedules A-1 and A-2. The most common reportable and non-reportable interests in real property are listed on the instructions for Schedule B.

If your retirement account holds reportable assets, only disclose the assets held in the account, not the account itself.

Schedule A-1: Report any business entity in which the value of your investment interest was \$2,000 or more during the reporting period. (Use Schedule A-2 if you have a 10% or greater ownership interest in the business entity.)

Schedule B: Report any piece of real property in which the value of your interest was \$2,000 or more during the reporting period.

Examples:

- Alice McSherry deposits \$500 per month into her employer's deferred compensation program. She has chosen to purchase shares in two diversified mutual funds registered with the Securities and Exchange Commission. Because her funds are invested solely in non-reportable mutual funds (see Schedule A-1 instructions), Alice has no disclosure requirements with regard to the deferred compensation program.
- Bob Allison has \$6,000 in an individual retirement account with an investment firm. He has chosen to purchase common stock in several companies doing business in his jurisdiction. One of his stock holdings, Gala Computers, reached a value of \$2,500 during the reporting period. The value of his investment in each of the other companies was less than \$2,000. Bob must report Gala Computers as an investment on Schedule A-1 because the value of his stock in that company was \$2,000 or more.
- Adriane Fisher has \$5,000 in a retirement fund that invests in real property located in her jurisdiction. The value of her interest in each piece of real property held in the fund was less than \$2,000 during the reporting period. Although her retirement fund holds reportable assets, she has no disclosure requirement because she did not have a \$2,000 or greater interest in any single piece of real property. If, in the future, the value of her interest in a single piece of real property reaches or exceeds \$2,000, she will be required to disclose the real property on Schedule B for that reporting period.

Trusts: Investments and interests in real property held by a trust (including a living trust) are reported on Schedule A-2 if you, your spouse, or your dependent children had a 10% or greater interest in the trust and your pro rata share of a single investment or interest in real property was \$2,000 or more.

You have an interest in a trust if you are a trustor and:

- Can revoke or terminate the trust;
- Have retained or reserved any rights to the income or principal of the trust or retained any reversionary or remainder interest; or
- Have retained any power of appointment, including the power to change the trustee, or the beneficiaries.

Or you are a beneficiary and:

- Presently receive income; or
- Have an irrevocable future right to receive income or principal. (See FPPC Regulation 18234 for more information.)

Blind Trusts:

A blind trust is a trust managed by a disinterested trustee who has complete discretion to purchase and sell assets held by the trust. If you have a direct, indirect, or beneficial interest in a blind trust, you may not be required to disclose your pro rata share of the trust's assets or income. However, the trust must meet certain standards which are set out in FPPC Regulation 18235, and you must disclose reportable assets originally transferred into the blind trust and income from those original assets until they have been disposed of by the trustee.

Trustees:

If you are only a trustee, you do not have a reportable interest in the trust. However, you may be required to report the income you received from the trust for performing trustee services.

Wedding Gifts: Wedding gifts must be disclosed if they were received from a reportable source during the period covered by the statement. Gifts valued at \$50 or more are reportable; however, a wedding gift is considered a gift to both spouses equally. Therefore, you would count one-half of the value of a wedding gift to determine if it is reportable and need

only report individual gifts with a total value of \$100 or more unless a particular gift can only be used by you or is intended only for your use.

For example, you receive a placesetting of china valued at \$150 from a reportable source (e.g., not a family member) as a wedding gift. Because the value to you is \$50 or more, you must report the gift on Schedule E but may state its value as \$75. Wedding gifts are not subject to the \$300 gift limit (\$320, effective January 1, 2001), but they are subject to the \$10 lobbyist/lobbying firm gift limit for state officials.

Limitations and Restrictions on Gifts, Honoraria, Travel and Loans

A Fact Sheet For

- ❖ Local Elected Officers and Candidates for Local Elective Offices
- ❖ Local Officials Specified in Government Code Section 87200
- ❖ Judicial Candidates
- ❖ Designated Employees of Local Government Agencies

**Fair
Political
Practices
Commission**

428 J Street
Suite 450
Sacramento CA 95814

Phone
(866) ASK-FPPC

Fax
(916) 322-3711

Fax-on-Demand
(888) 622-1151

Website
www.fppc.ca.gov

INTRODUCTION

The Political Reform Act^{1/} (the "Act") imposes limits on gifts and prohibits honoraria payments received by:

- ❖ Local elected officers and other local officials specified in Government Code Section 87200,^{2/} excluding judges;^{3/}
- ❖ Designated employees of local government agencies (i.e., individuals required to file statements of economic interests under a local agency's conflict of interest code); and
- ❖ Candidates^{4/} for any of these offices or positions and judicial candidates. (Sections 89502 and 89503.)

The Act also imposes limits and other restrictions on personal loans received by certain local officials.

This fact sheet summarizes the major provisions of the Act concerning gifts, honoraria, travel, and loans. You should not, however, rely on the fact sheet alone to ensure compliance with the Act. If you have any questions, contact the Fair Political Practices Commission at (916) 322-5660 or visit our website at www.fppc.ca.gov. Commission advice letters from 1986 to present are available on Lexis-Nexis at "CAFAIR" under California Library or on Westlaw at "CA-ETH."

1/ Government Code Sections 81000-91014. Commission regulations appear at 2 California Code of Regulations Section 18000, et seq.

2/ Local officials specified in Government Code Section 87200 include: members of boards of supervisors and city councils, mayors, city/county planning commissioners, city/county chief administrative officers, city/county treasurers, district attorneys, county counsels, city managers, city attorneys, and public officials who manage public investments.

3/ The gift limits and honoraria ban in the Political Reform Act do not apply to a person in his or her capacity as judge. However, candidates for judicial offices are subject to the restrictions contained in the Political Reform Act.

4/ For purposes of the gift limit and honoraria prohibition, you become a "candidate" when you file a statement of organization (Form 410) as a controlled committee for the purpose of seeking elective office, a candidate intention statement (Form 501), or a declaration of candidacy, whichever occurs first. If you are an unsuccessful candidate, you will no longer be subject to the gift limit and honoraria prohibition when you have terminated your campaign filing obligations, or after certification of election results, whichever is earlier. (Sections 89502(b) and 89503(b).)

GIFTS

Limitations

If you are a local elected officer, a candidate for local elective office, a local official specified in Government Code Section 87200, or a judicial candidate, you may not accept gifts from any single source totaling more than \$320 in a calendar year. (Section 89503.)^{5/}

If you are an employee of a local government agency who is designated in the agency's conflict of interest code, you may not accept gifts from any single source totaling more than \$320 in a calendar year if you are required to report receiving income or gifts from that source on your statement of economic interests. (Section 89503(c).)

What is a "Gift"?

A "gift" is any payment or other benefit provided to you that confers a personal benefit for which you do not provide goods or services of equal or greater value. A gift includes a rebate or discount in the price of anything of value unless the rebate or discount is made in the regular course of business to members of the public. (Section 82028.)

Except as discussed below, you have "received" or "accepted" a gift when you know that you have actual possession of the gift or when you take any action exercising direction or control over the gift, including discarding the gift or turning it over to another person. (Regulation 18941.)

Exceptions

The Act and Commission regulations provide exceptions for certain types of gifts. (Section 82028; Regulations 18940-18946.5.) **The following are not subject to any gift limit and are not required to be disclosed on a statement of economic interests (Form 700):**

1. Gifts which you return (unused) to the donor, or for which you reimburse the donor, within 30 days of receipt. (Section 82028(b)(2); Regulation 18943.)

^{5/} The gift limit is adjusted biennially to reflect changes in the Consumer Price Index. For 2001-2002, the gift limit is \$320. (Section 89503; Regulation 18954.) Gifts aggregating \$50 or more must be disclosed and gifts aggregating \$320 or more may subject you to disqualification with respect to the source. (Section 87103(e).) Designated employees should consult the "disclosure category" portion of their agency's conflict of interest code to determine if a particular source of income or gifts must be disclosed. Some conflict of interest codes require very limited disclosure of income and gifts. If your agency's conflict of interest code requires you to disclose income and gifts only from specified sources, gifts from sources which are not required to be disclosed are not subject to the \$320 gift limit.

GIFTS

Continued

2. Gifts which you donate (unused) to a non-profit, tax-exempt (501(c)(3)) organization or a government agency within 30 days of receipt without claiming a deduction for tax purposes. (Section 82028(b)(2); Regulation 18943.)

3. Gifts from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin or the spouse of any such person, unless he or she is acting as an agent or intermediary for another person who is the true source of the gift. (Section 82028(b)(3); Regulation 18942(a)(3).)

4. Gifts of hospitality involving food, drink or occasional lodging which you receive in an individual's home when the individual or a member of his or her family is present. (Regulation 18942(a)(7).)

5. Gifts approximately equal in value exchanged between you and another individual on holidays, birthdays, or similar occasions. (Regulation 18942(a)(8).)

6. Informational material provided to assist you in the performance of your official duties, including books, reports, pamphlets, calendars, periodicals, videotapes, or free or discounted admission to informational conferences or seminars.

"Informational material" may also include scale models, pictorial representations, maps, and other such items, provided that if the item's fair market value is more than \$320, you have the burden of demonstrating that the item is informational. In addition, on-site demonstrations, tours, or inspections designed specifically for public officials are considered informational material, but this exception does not apply to meals or to transportation to the site unless the transportation is not commercially available. (Section 82028(b)(1); Regulations 18942(a)(1) and 18942.1.)

7. A bequest or inheritance. (Section 82028(b)(5); Regulation 18942(a)(5).)

8. Campaign contributions, including rebates or discounts received in connection with campaign activities. (Section 82028(b)(4); Regulation 18942(a)(4).) However, campaign contributions must be reported in accordance with the campaign disclosure provisions of the Act and may be subject to other limitations imposed by the Act.

9. Personalized plaques and trophies with an individual value of less than \$250. (Section 82028(b)(6); Regulation 18942(a)(6).)

10. Tickets to attend fundraisers for campaign committees or other candidates, and tickets to fundraisers for organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. (Regulation 18946.4.)

11. Free admission, refreshments, and similar non-cash nominal benefits provided to you at an event at which you give a speech, participate in a panel or seminar, or provide a similar service. Transportation within California, and any necessary lodging and subsistence provided directly in connection with the speech, panel, seminar, or similar service, are also not considered gifts. (Regulation 18942(a)(11).)

GIFTS

Continued

12. Passes or tickets which provide admission or access to facilities, goods, services, or other benefits (either on a onetime or repeated basis) that you do not use and do not give to another person. (Regulation 18946.1.)

13. Gifts provided directly to members of your family unless you receive direct benefit from the gift or you exercise discretion and control over the use or disposition of the gift. (Regulation 18944.) (Note: In most cases, the full amount of a gift made to you and your spouse must be counted for purposes of disclosure and the gift limits. However, see the discussion below regarding wedding gifts.)

14. Gifts provided to your government agency. This may include passes or tickets to facilities, goods, or services, travel payments, and other benefits. However, certain conditions must be met before a gift received by an official through his or her agency would not be considered a gift to the official. (Regulations 18944.1-18944.2.) Contact the FPPC for detailed information.

15. Generally, payments made by a third party to co-sponsor an event that is principally legislative, governmental or charitable in nature. Payments made by a single source totaling \$5,000 or more in a calendar year for this type of event must be reported if the payments are made at the behest of (at the request of, or in consultation or coordination with) an elected official. The report must be made to the elected official's agency, and then forwarded to the office that maintains the elected official's campaign disclosure statements. (Section 82015(b).)

16. Food, shelter, or similar assistance received in connection with a disaster relief program. The benefits must be received from a governmental agency or charity (501(c)(3)) and must be available to the general public. (Regulation 18942(a)(10).)

Reportable Gifts Not Subject to Limits

The following exceptions are also applicable to gifts, but you may be required to report these items on a statement of economic interests (Form 700) and they can subject you to disqualification:^{6/}

1. Certain payments for transportation, lodging, and subsistence are not subject to gift limits but may be reportable. Travel payments are discussed below.

2. Wedding gifts are not subject to the gift limit but are reportable. For purposes of valuing wedding gifts, one-half of the value of each gift is attributable to each spouse, unless the gift is intended exclusively for the use and enjoyment of one spouse, in which case the entire value of the gift is attributable to that individual. (Regulation 18946.3.)

^{6/} Designated employees should consult the "disclosure category" portion of their agency's conflict of interest code to determine if a particular source of income or gifts must be disclosed.

GIFTS

Continued

3. A prize or award received in a bona fide competition not related to your official status is not subject to the gift limit, but must be reported as income if the value of the prize or award is \$500 or more.

4. Passes or tickets which provide admission or access to facilities, goods, services, or other benefits are reportable and subject to the gift limit if you use them or give them to another person.

- ❖ The value of a pass or ticket which provides one-time admission is the face value of the pass or ticket, or the price which would be offered to the general public. (Regulation 18946.1(a).)
- ❖ The value of a pass or ticket which provides repeated admission or access to facilities, goods, services, or other benefits is the fair market value of your actual use of the pass or ticket, including guests who accompany you and who are admitted with the pass or ticket, plus the fair market value of any possible use by any person to whom you transfer the privilege or use of the pass or tickets. (Regulation 18946.1(b).)

HONORARIA

The Prohibition

If you are a local elected officer, a candidate for local elective office, a local official specified in Government Code Section 87200, or a judicial candidate, you may not accept honoraria payments. (Section 89502.)

If you are an employee of a local government agency who is designated in the agency's conflict of interest code, you may not accept honoraria payments from any source if you are required to report receiving income or gifts from that source on your statement of economic interests. (Section 89502(c).)

What is an "Honorarium"?

An "honorarium" is any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Section 89501.)

A "speech given" means a public address, oration, or other form of oral presentation, including participation in a panel, seminar, or debate. (Regulation 18931.1.)

An "article published" means a nonfictional written work: 1) that is produced in connection with any activity other than the practice of a bona fide business, trade, or profession; and 2) that is published in a periodical, journal, newspaper, newsletter, magazine, pamphlet, or similar publication. (Regulation 18931.2.)

"Attendance" means being present during, making an appearance at, or serving as host or master of ceremonies for any public or private conference, convention, meeting, social event, meal, or like gathering. (Regulation 18931.3.)

Exceptions

The Act and Commission regulations provide certain exceptions to the prohibition on honoraria. (Section 89501; Regulations 18930-18935.) **The payments described below are not prohibited and are not required to be disclosed on a statement of economic interests (Form 700):**

1. An honorarium which you return (unused) to the donor or the donor's agent or intermediary within 30 days. (Section 89501(b); Regulation 18933.)
2. An honorarium which is delivered to your government agency within 30 days for donation to the agency's general fund or equivalent account for which you do not claim a deduction for income tax purposes. (Section 89501(b); Regulation 18933.)
3. A payment which is not delivered to you but is made directly to a bona fide charitable, educational, civic, religious, or similar tax-exempt, non-profit organization. However:

-- You may not make the donation a condition for your speech, article, or attendance;

HONORARIA

Continued

- You may not claim the donation as a deduction for income tax purposes;
- You may not be identified to the non-profit organization in connection with the donation; and
- The donation may have no reasonably foreseeable financial effect on you or on any member of your immediate family. (Regulation 18932.5.)

4. A payment received from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person. However, a payment which would be considered an honorarium is prohibited if one of these persons is acting as an agent or intermediary for someone else. (Regulation 18932.4(b).)

5. Items 6, 8, 9, and 11 under "Exceptions to the Definition of 'Gift'" discussed earlier in this fact sheet.

Exceptions Which May Be Reportable as Income or Gifts

The following payments are not considered "honoraria" but may be reportable and can subject you to disqualification:^{7/}

1. Payments received for a comedic, dramatic, musical, or other similar artistic performance, and payments received for the publication of books, plays, or screenplays. (Regulations 18931.1-18931.2.) However, such payments are reportable income.

2. Income earned for your personal services if the services are provided in connection with a bona fide business, trade, or profession--such as teaching, practicing law, medicine, insurance, real estate, banking, or building contracting--and the services are customarily provided in connection with the business, trade, or profession.

This exception does not apply if the sole or predominant activity of the business, trade, or profession is making speeches. In addition, you must meet certain criteria to establish that you are practicing a bona fide business, trade, or profession (such as maintenance of business records, licensure, proof of teaching position) before a payment received for personal services which may meet the definition of honorarium would be considered earned income and not an honorarium. (Section 89501(b); Regulations 18932-18932.3.) Earned income is required to be reported. Contact the FPPC for detailed information.

^{7/} Designated employees should consult the "disclosure category" portion of their agency's conflict of interest code to determine if a particular source of income or gifts must be disclosed.

HONORARIA

Continued

3. Free admission, food, beverages, and other non-cash nominal benefits provided to you at any public or private conference, convention, meeting, social event, meal, or similar gathering, whether or not you provide any substantive service at the event. (Regulation 18932.4(f).) Although these items are not considered honoraria, they may be reportable gifts and subject to the gift limit.

4. Certain payments for transportation, lodging, and subsistence are not considered honoraria but may be reportable and subject to the gift limit. (Sections 89501(c) and 89506.) Travel payments are discussed below.

The Act and Commission regulations provide exceptions to the gift limit and honoraria prohibition for certain types of travel payments. (Section 89506; Regulations 18950-18950.4.)

TRAVEL PAYMENTS

The term "travel payment" includes payments, advances, or reimbursements for travel, including actual transportation and related lodging and subsistence. (Section 89501(c).)

Exceptions

The following types of travel payments are not subject to any limit and are not reportable on a statement of economic interests (Form 700):

1. Transportation within California provided to you directly in connection with an event at which you give a speech, participate in a panel or seminar, or provide a similar service. (Regulation 18950.3.)
2. Free admission, refreshments, and similar non-cash nominal benefits provided to you during the entire event (inside or outside California) at which you give a speech, participate in a panel or seminar, or provide a similar service. (Regulation 18950.3.)
3. Necessary lodging and subsistence (inside or outside California), including meals and beverages, provided to you directly in connection with an event at which you give a speech, participate in a panel or seminar, or provide a similar service. However, in most cases, the exclusion for meals and beverages is limited to those provided on the day of the activity. (Regulation 18950.3.)
4. Travel payments provided to you by your government agency or by any state, local, or federal government agency which would be considered income and not a gift (i.e., payments for which you provide equal or greater consideration). (Section 89506(d)(2); Regulation 18950.1(d).)
5. Reimbursements for travel expenses provided to you by a bona fide non-profit, tax-exempt (501(c)(3)) entity for which you provide equal or greater consideration. (Section 82030(b)(2).)
6. Travel payments provided to you directly in connection with campaign activities. However, these payments must be reported in accordance with the campaign disclosure provisions of the Act. (Regulations 18950.1(c); 18950.4.)
7. Any payment which is excluded from the definition of "gift" as described earlier in this fact sheet.

Reportable Payments Not Subject to Limit

The following travel payments are not subject to the gift limit but may be reportable on a statement of economic interests (Form 700, Schedule F):

1. Travel which is reasonably necessary in connection with a bona fide business, trade, or profession, and which satisfies the criteria for federal income tax deductions for business expenses specified in Sections 162 and 274 of the Internal Revenue Code. (Section 89506(d)(3); Regulation

TRAVEL PAYMENTS

Continued

18950.1(e.) For reporting purposes, these travel payments would be considered part of the salary, wages, and other income received from the business entity and would be reported on Schedule A-2 or C of Form 700.

2. Travel within the United States which is reasonably related to a legislative or governmental purpose--or to an issue of state, national, or international public policy--in connection with an event at which you give a speech, participate in a panel or seminar or provide a similar service. Lodging and subsistence expenses in this case are limited to the day immediately preceding, the day of, and the day immediately following the speech, panel, or other similar service. (Section 89506(a)(1); Regulation 18950.1(a)(2).)

Note that this exception is different than travel payments described earlier. Under the circumstances described in this paragraph, transportation outside California but within the United States is not subject to the \$320 gift limit but is reportable and can subject a public official to disqualification. On the other hand, transportation inside California in connection with a speech is not limited, reportable, or disqualifying. (Regulation 18950.3.)

In addition, the lodging and subsistence payments described in this paragraph can be provided both the day before and the day after a speech without being subject to the \$320 limit. However, lodging and subsistence payments are reportable unless they are received directly in connection with the event.

3. Travel **not** in connection with giving a speech, participating in a panel, or seminar or providing a similar service but which is reasonably related to a legislative or governmental purpose--or to an issue of state, national, or international public policy--and which is provided by:

- A government, governmental agency, foreign government, or government authority;
- A bona fide public or private educational institution defined in Section 203 of the Revenue and Taxation Code;
- A non-profit organization that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; or
- A foreign organization that substantially satisfies the requirements for tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

(Section 89506(a)(2); Regulation 18950.1(b).)

LOANS

Personal loans received by elected and appointed officials are subject to limits and other restrictions and, in some circumstances, a personal loan that is not being repaid or is being repaid below certain amounts may become a gift to the official who received it.

Limitations on Loans from Agency Officials, Consultants, and Contractors

If you are an elected official or an official specified in Section 87200 (see footnote 2 on page 1), you may not receive a personal loan that exceeds \$250 at any given time from an officer, employee, member, or consultant of your government agency or an agency over which your agency exercises direction and control. (Section 87460(a) and (b).)

In addition, you may not receive a personal loan that exceeds \$250 at any given time from any individual or entity that has a contract with your government agency or an agency over which your agency exercises direction and control. (Section 87460(c) and (d).)

Loan Terms

If you are an elected official, you may not receive a personal loan of \$500 or more unless the loan is made in writing and clearly states the terms of the loan. The loan document must include the names of the parties to the loan agreement, as well as the date, amount, interest rate, and term of the loan. The loan document must also include the date or dates when payments are due and the amount of the payments. (Section 87461.)

The following loans are not subject to these limits and documentation requirements:

1. Loans received from banks or other financial institutions, and retail or credit card transactions, made in the normal course of business on terms available to members of the public without regard to official status.
2. Loans received by an elected officer's or candidate's campaign committee.
3. Loans received from your spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person unless he or she is acting as an agent or intermediary for another person not covered by this exemption.
4. Loans made, or offered in writing, prior to January 1, 1998.

LOANS

Continued

Loans as Gifts

Under the following circumstances, a personal loan received by any public official (elected and other officials specified in Section 87200, as well as any other local government official or employee required to file statements of economic interests) may become a gift and subject to gift reporting and limitations:

1. If the loan has a defined date or dates for repayment and has not been repaid, the loan will become a gift when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, the loan will become a gift if it remains unpaid when one year has elapsed from the later of:
 - The date the loan was made;
 - The date the last payment of \$100 or more was made on the loan; or
 - The date upon which the official has made payments aggregating to less than \$250 during the previous 12 months.

The following loans will not become gifts to an official:

1. A loan made to an elected officer's or candidate's campaign committee.
2. A loan described above on which the creditor has taken reasonable action to collect the balance due.
3. A loan described above on which the creditor, based on reasonable business considerations, has not undertaken collection action. (However, except in a criminal action, the creditor has the burden of proving that the decision not to take collection action was based on reasonable business considerations.)
4. A loan made to an official who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
5. A loan that would not be considered a gift as outlined in Part I of this fact sheet (e.g., loans from certain family members). (Section 87462.)



DARLENE J. BLOOM
CLERK OF THE BOARD OF SUPERVISORS

HALL OF ADMINISTRATION
10 CIVIC CENTER PLAZA
P.O. BOX 687
SANTA ANA, CALIFORNIA 92702-0687
TELEPHONE: 714 834-2206
714 834-4439 (FAX)

County of Orange

ESTABLISHED 1889

January 18, 2001

CLERK OF THE BOARD OF SUPERVISORS

TO: Form 700 Filers Required to File with the Clerk of the Board of Supervisors, County of Orange
FROM: Darlene J. Bloom, Clerk of the Board of Supervisors
SUBJECT: **FORM 700 STATEMENT OF ECONOMIC INTERESTS
FAIR POLITICAL PRACTICES COMMISSION (FPPC)**

Your agency's Conflict of Interest Code (COI) indicates that, because of your association with said agency and/or the position you hold, you are designated to file a disclosure statement each year.

The Form 700, for 2000-01 (report period covering January 1 through December 31, 2000; filing deadline of April 2, 2001), is similar to last year's form. There were no major changes to the form this year. Instructions are included with each set of forms. Questions relating to your agency's Code or disclosure category should be directed to your contact person who may refer you or your inquiry to the agency's legal counsel. Technical assistance is also available by calling the FPPC directly at (866) 275-3772.

Important factors in filling out the Form 700 cover page include:

- Type or clearly print in ink your name, address and daytime phone number.
- 1. **Office, Agency or Court** - Fill in the name of agency, Board or Commission for which you are reporting. (Note: If you are, for example, a Councilmember for a city and also a member of the ABC Commission, please list the ABC Commission here rather than the city office – you'll likely file the city disclosure form directly with the city); also list a position such as "member", "director," etc.

Should you belong to more than one County agency, Commission or Board (entity) who files their forms with the Clerk of the Board, you may list multiple agencies under the "expanded" section. In this instance, *it is imperative to make a copy of the form for each entity, highlight the entity and place an original signature on each Form 700.* Deliver each form to the respective agency contact person so they can retain a copy and forward the original to our office.

- 2. **Office Jurisdiction** - List jurisdiction – usually it is County of "Orange."
- 3. **Type of Statement** - Check at least one box and any appropriate circles, fill in applicable dates.
- 4. **Schedule Summary** - Check "yes" box for any schedules attached, or "No reportable interests." Place your name in upper right corner of all schedules attached; *list total number of pages.*
- 5. **Verification** – Please date and *sign the original in blue ink* (it's easier to differentiate from a copy).

Always keep a signed *copy* of the form for your own records. Send or deliver the *original* to your agency contact person promptly so they can forward it to this office by April 2, 2001. Failure to timely comply can result in certain criminal and civil penalties including, but not limited to, late fines.

DJB:ra

Attachments: 2000-01 Form 700 & Instructions from FPPC



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March 20, 2001

The Honorable Tom Torlakson, Chair
Senate Local Government Committee
California Senate
State Capitol
Sacramento, CA 95814

Dear Senator Torlakson and Members of the Senate Local Government Committee:

The Board of Directors of the Placentia Chamber of Commerce requests the Senate Local Government Committee's support of SB 74 (Speier/McPherson) and SB 94 (Torlakson/Figueroa).

Placentia Library District, our local public library, lost 50.41% of its property tax in the shifts of 1992-1993 and 1993-1994. Since property tax is the only tax revenue source for our library the impact was devastating. Placentia Library went from a sixty-hours per week schedule over seven days to a thirty-nine hours per week schedule over five days. The book budget was severely reduced. Programming for school-age children was virtually eliminated. Building maintenance issues have been deferred. These reduced services have impacted our entire community.

Restoration of the property tax shift funds will enable Placentia Library to return to a full-service program, including much-needed family programming and after school tutoring. Reinstatement of morning hours at the Library will mean enhanced access for members of our business community and our ever-growing population of retirees.

Please support the elimination of California's independent and dependent special district libraries from the property tax shift.

Thank you.

Yours truly,

G. R. Hodges
President

Please send copies to:

The Honorable Jackie Speier
California Senate
State Capitol, Room 2032
Sacramento, CA 95814

The Honorable Bruce McPherson
California Senate
State Capitol, Room 3076
Sacramento, CA 95814

The Honorable Liz Figueroa
California Senate
State Capitol, Room 2057
Sacramento, CA 95814

The Honorable Dick Ackerman
California Senate
State Capitol, Room 4066
Sacramento, CA 95814

Ralph Heim
Heim, Noack, Kelly & Spahn
1121m L Street, Ste. 100
Sacramento, CA 95814

Gay Strand
Santa Clara County Library
1095 N. Seventh St.
San Jose, CA 95112



CONTINUING BUSINESS

*To records
Peggy/Bee
Peggy/Bee
ok.*

- 4. Reconsideration of Financing Proposal for the Placentia Civic Center Renovation Project.

Presentation: Library Director
Recommendation: Give direction for further action

ADJOURNMENT

- 6. Agenda Preparation for the March Regular Meeting which will be held on Wednesday, March 21, 2001.
- 7. Adjourn

*****CERTIFICATION OF POSTING*****

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the March 15, 2001 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on Monday, March 12, 2001.

W. Goodson