

February  
17, 1999

Toplamda

1000

# ASSESSING GOVERNING BOARD EFFECTIVENESS

This survey was developed by Len Wood & Associates to help assess the effectiveness of the governing body and its relationship with staff. Please address each statement by allocating points on the answer grid as follows:

"0" if you feel the statement is very true.

"1" if you feel the statement is somewhat true.

"2" if you feel the statement is somewhat untrue.

"3" if you feel the statement is very untrue.

Do not spend too much time on any statement. Your first reaction is usually best. Answer the way things are - not the way you would like them to be.

## ISSUE

## POINTS

- |  |                          |
|--|--------------------------|
| 1. Board meetings start on time.   | <input type="checkbox"/> |
| 2. All board members feel free to express their opinions.                            | <input type="checkbox"/> |
| 3. All members are contributing members of the board team.                           | <input type="checkbox"/> |
| 4. The elected body does not attempt to micro-manage.                                | <input type="checkbox"/> |
| 5. While they may not like some of the decisions, people perceive the board as fair. | <input type="checkbox"/> |
| 6. Staff provides a recommendation on every issue no matter how controversial.       | <input type="checkbox"/> |
| 7. The board has an overall vision for the community.                                | <input type="checkbox"/> |
| 8. The chair keeps audience members informed of board issues and actions             | <input type="checkbox"/> |
| 9. Our board gets things done.   | <input type="checkbox"/> |

**ISSUE****POINTS**

- |  |                          |
|--|--------------------------|
| 40. Board members adequately communicate goals and philosophies to staff.                        | <input type="checkbox"/> |
| 41. Members of the audience do not feel intimidated when appearing before the board.             | <input type="checkbox"/> |
| 42. Openness and trust exists between the board and staff.                                       | <input type="checkbox"/> |
| 43. The board develops an annual work program with clear objectives.                             | <input type="checkbox"/> |
| 44. The chairperson does not unfairly use the powers of the position to win a point or argument. | <input type="checkbox"/> |
| 45. The board is not reluctant to make an important, yet controversial decision.                 | <input type="checkbox"/> |
| 46. Staff provides all the significant alternatives in their staff reports.                      | <input type="checkbox"/> |
| 47. Members know how to keep conflict from becoming destructive.                                 | <input type="checkbox"/> |
| 48. The board does not operate as an exclusive country club.                                     | <input type="checkbox"/> |
| 49. The board is not complacent about its oversight responsibilities.                            | <input type="checkbox"/> |
| 50. Board members take care to observe the appearance as well as the principle of impartiality.  | <input type="checkbox"/> |
| 51. The board and staff do not surprise each other at meetings.                                  | <input type="checkbox"/> |
| 52. Our priorities do not change too often.  | <input type="checkbox"/> |
| 53. In our meetings, the discussion rarely drifts off the subject.                               | <input type="checkbox"/> |
| 54. The board is adept at identifying and exploiting opportunities.                              | <input type="checkbox"/> |



# ASSESSING GOVERNING BOARD EFFECTIVENESS

Record your answers here.

	A	B	C	D	E	F	G	H	I
1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>
10	<input type="text"/>	11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>	14	<input type="text"/>
19	<input type="text"/>	20	<input type="text"/>	21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>
28	<input type="text"/>	29	<input type="text"/>	30	<input type="text"/>	31	<input type="text"/>	32	<input type="text"/>
37	<input type="text"/>	38	<input type="text"/>	39	<input type="text"/>	40	<input type="text"/>	41	<input type="text"/>
46	<input type="text"/>	47	<input type="text"/>	48	<input type="text"/>	49	<input type="text"/>	50	<input type="text"/>

### TOTALS

A	<input type="text"/>	B	<input type="text"/>	C	<input type="text"/>	D	<input type="text"/>	E	<input type="text"/>	F	<input type="text"/>	G	<input type="text"/>	H	<input type="text"/>	I	<input type="text"/>
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**Total Points:**

# ASSESSING GOVERNING BOARD EFFECTIVENESS

	<u>Points</u>	<u>Rank</u>
A. A Supportive Framework	<input type="text"/>	<input type="text"/>
B. Conflict Management Process	<input type="text"/>	<input type="text"/>
C. Teamwork	<input type="text"/>	<input type="text"/>
D. Roles	<input type="text"/>	<input type="text"/>
E. Community Rapport	<input type="text"/>	<input type="text"/>
F. Staff Relationships	<input type="text"/>	<input type="text"/>
G. Clear Sense of Purpose	<input type="text"/>	<input type="text"/>
H. Chairperson Leadership	<input type="text"/>	<input type="text"/>
I. Productivity	<input type="text"/>	<input type="text"/>

02/10/99

**Placentia Library District**  
**Balance Sheet**  
 As of January 31, 1999

Agenda Item 13  
 Page 1

	Jan 31, '99
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
County Exempt - Checking	3,906.99
County Exempt - Savings	3,971.07
General Fund - Checking	5,426.54
General Fund - Savings	4,332.31
Literacy Fund - Savings	5,940.88
Payroll Checking	27,760.07
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
<b>Total Payroll Checking (CDs)</b>	<b>27,500.00</b>
Payroll Savings (Fees)	2,320.04
Payroll Savings (Int CDs)	6,864.60
<b>Total Checking/Savings</b>	<b>88,022.50</b>
<b>Total Current Assets</b>	<b>88,022.50</b>
<b>TOTAL ASSETS</b>	<b>88,022.50</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Credit Union Payable	46.78
Deferred Comp Payable	842.45
Insurance Payable	-593.99
Manual Payroll Checks	543.18
Other Employee Deductions	656.41
Payroll Taxes Payable	-492.12
Union Dues Payable	139.14
<b>Total Other Current Liabilities</b>	<b>1,141.85</b>
<b>Total Current Liabilities</b>	<b>1,141.85</b>
<b>Total Liabilities</b>	<b>1,141.85</b>
<b>Equity</b>	
Net Income	7,674.90
Total Capital	79,205.75
<b>Total Equity</b>	<b>86,880.65</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>88,022.50</b>

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

January 1999

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	Unclassified	TOTAL
<b>Income</b>						
Cash Register - Fines	0.00	2,323.18	0.00	0.00	0.00	2,323.18
Cash Register - Lost Items	0.00	138.81	0.00	0.00	0.00	138.81
Cash Register - Reserves	0.00	89.00	0.00	0.00	0.00	89.00
Children's Dept Income	1,405.00	10.00	0.00	0.00	0.00	1,415.00
Copy Machine Income	775.55	0.00	0.00	0.00	0.00	775.55
Interest Inc - CD's	0.00	0.00	0.00	354.71	0.00	354.71
Interest Inc - Savings	7.44	10.64	11.34	0.00	0.00	29.42
Meeting Room Income	270.30	0.00	0.00	0.00	0.00	270.30
Miscellaneous Income	18.00	0.00	0.00	0.00	0.00	18.00
Passport Revenue	0.00	2,335.92	0.00	0.00	0.00	2,335.92
Telephone Income	0.00	33.69	0.00	0.00	0.00	33.69
Transfers from County	0.00	0.00	0.00	40,850.00	0.00	40,850.00
Tutor Training Income	60.00	8,872.00	0.00	0.00	0.00	8,932.00
Typewriter Income	0.00	5.85	0.00	0.00	0.00	5.85
<b>Total Income</b>	<b>2,538.29</b>	<b>13,818.89</b>	<b>11.34</b>	<b>41,004.71</b>	<b>0.00</b>	<b>57,369.23</b>
<b>Expense</b>						
Bank Fees	0.00	27.50	0.00	16.45	0.00	43.95
Children's Other	20.00	0.00	0.00	0.00	0.00	20.00
Copier Lease Payments	448.34	0.00	0.00	0.00	0.00	448.34
Copier Maintenance Contract	229.85	0.00	0.00	0.00	0.00	229.85
Employee Benefits	0.00	0.00	0.00	2,319.12	0.00	2,319.12
Employee Insurance	0.00	0.00	0.00	858.90	0.00	858.90
Employer Payroll Taxes	0.00	0.00	0.00	10,702.89	0.00	10,702.89
Household Expenses	63.91	139.70	0.00	0.00	0.00	203.61
Lobbyist Expense	625.00	0.00	0.00	0.00	0.00	625.00
Miscellaneous	0.00	0.00	0.00	-110.00	0.00	-110.00
Office Expense	0.00	227.85	0.00	0.00	0.00	227.85
Payroll Processing Fees	0.00	0.00	0.00	18,307.24	0.00	18,307.24
Postage	0.00	339.85	0.00	0.00	0.00	339.85
Salaries	0.00	0.00	0.00	24,154.98	0.00	24,154.98
Taxes & Fees (370)	0.00	352.00	0.00	0.00	0.00	352.00
Transfers to County	0.00	13,880.92	0.00	0.00	0.00	13,880.92
Transportation & Travel	0.00	895.04	0.00	0.00	0.00	895.04
Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>1,384.90</b>	<b>15,862.46</b>	<b>0.00</b>	<b>56,049.58</b>	<b>0.00</b>	<b>73,296.94</b>
<b>Net Income</b>	<b>1,151.39</b>	<b>-2,045.57</b>	<b>11.34</b>	<b>-15,044.87</b>	<b>0.00</b>	<b>-15,927.71</b>

# Reconciliation Report

General Fund - Checking account reconciled for the period ending 01/31/1999

## Cleared Transactions

Previous Balance		6,040.84
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		6,040.84

## Uncleared Transactions

Uncleared Checks and Payments	4 Items	-614.30
Uncleared Deposits and Other Credits	0 Items	0.00

## New Transactions

Account Balance as of 01/31/1999 (statement closing date)		5,426.54
New Checks and Payments	7 Items	-577.85
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,848.69

Check Disbursements  
Register

General Fund - Checking Register through 01/31/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
01/05/1999	3788	US Postmaster P...	Postage	1803-00	-149.90	X	7,230.60
01/06/1999	3789	US Postmaster P...	Postage	1803-00	-78.75	X	7,151.93
01/06/1999	3790	Travel In Style	Transportation & Travel	2700-00	-157.00	X	6,994.93
01/07/1999	3791	All Star Trophy	Office Expense	1800-00	-14.35	X	6,980.58
01/13/1999	3792	COSTCO	Household Expenses	1000-00	-16.90	X	6,963.68
01/13/1999	3793	Smart & Final	Household Expenses	1000-00	-122.80	X	6,840.88
01/17/1999	3794	PGRT-So Cal	Transportation & Travel	2700-01	-70.00	X	6,770.88
01/17/1999	3795	Riviera Resort &...	Transportation & Travel	2700-00 (309...	-619.04	X	6,151.84
01/17/1999	3796	VOID	Uncategorized Expenses		0.00	X	6,151.84
01/25/1999	3797	US Postmaster P...	Postage	1803-00	-111.00	X	6,040.84
01/25/1999	3798	Hewlett Packard	Office Expense	1800-00	-17.24		6,023.60
01/25/1999	3799	State Board of E...	Taxes & Fees (370)	3700-00	-352.00		5,671.60
01/27/1999	3800	Intuit Inc	Office Expense	1800-00	-196.06		5,475.54
01/27/1999	3801	VOID	Uncategorized Expenses	sample for n...	0.00	X	5,475.54
01/31/1999	3802	NSFRE/GLAC	Transportation & Travel	2700-01 (22)...	-49.00		5,426.54

# Reconciliation Report

General Fund - Savings account reconciled for the period ending 01/31/1999

## Cleared Transactions

Previous Balance		3,755.89
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	2 Items	576.42
Cleared Balance		4,332.31

## 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 01/31/1999 (statement closing date)		4,332.31
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		4,332.31

# Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 01/31/1999

## Cleared Transactions

Previous Balance		5,929.54
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	11.34
Cleared Balance		5,940.88

## 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 01/31/1999 (statement closing date)		5,940.88
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,940.88



# Reconciliation Report

County Exempt - Checking account reconciled for the period ending 01/31/1999

## Cleared Transactions

Previous Balance		3,921.99
Cleared Checks and Payments	2 Items	-15.00
Cleared Deposits and Other Credits	1 Items	1,400.00
Cleared Balance		5,306.99

## 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 01/31/1999 (statement closing date)		5,306.99
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,306.99

Check Disbursements  
Register

County Exempt - Checking Register through 01/31/1999:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
01/01/1999			Total Capital	Account Ope...	3,192.90	X	3,192.90
01/03/1999			Children's Dept Income	Deposit	5.00	X	3,197.90
01/04/1999			Children's Dept Income	Deposit	1,400.00	X	4,597.90
01/13/1999	1213	Lucky	Household Expenses	Household E...	-63.91	X	4,533.99
01/17/1999	1214	California Advoc...	Lobbyist Expense	Lobbyist Exp...	-625.00	X	3,908.99
01/18/1999	1215	Yvonne Flores	Children's Other	refund for ca...	-10.00		3,898.99
01/18/1999	1216	Anna Cruz	Children's Other	refund for ca...	-5.00	X	3,893.99
01/18/1999	1217	April Wells	Children's Other	refund for ca...	-5.00		3,888.99
01/18/1999	1218	VOID	Uncategorized Expenses		0.00		3,888.99
01/31/1999			Miscellaneous Income	Deposit	18.00	X	3,906.99

# Reconciliation Report

County Exempt - Savings account reconciled for the period ending 01/31/1999

## Cleared Transactions

Previous Balance		3,905.07
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	0 Items	0.00
Cleared Balance		3,905.07

## 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 01/31/1999 (statement closing date)		3,905.07
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	8 Items	555.65
Ending Account Balance		4,460.72

# Reconciliation Report

Payroll Ck account reconciled for the period ending 01/31/1999

## Cleared Transactions

Previous Balance		24,962.52
Cleared Checks and Payments	52 Items	-56,159.58
Cleared Deposits and Other Credits	3 Items	58,957.13
Cleared Balance		27,760.07

## 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 01/31/1999 (statement closing date)		27,760.07
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		27,760.07

ACQUISITIONS REPORT FOR THE MONTH OF JANUARY 1999  
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	35.08	2	2	493.84	27	26	528.92	29	28	866.00	40	40	1,394.92	69	68
Adult Circulating Non-Fiction	937.43	46	44	1,008.81	46	46	1,946.24	92	90	1,344.94	68	64	3,291.18	160	154
Adult Reference	254.61	9	8	0.00	0	0	254.61	9	8	120.00	8	2	374.61	17	10
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	1,192.04	55	52	1,008.81	46	46	2,208.85	101	98	1,464.94	76	66	3,665.79	177	164
TOTAL ADULT PRINT MATERIALS	1,227.12	57	57	1,502.65	73	72	2,729.77	130	126	2,330.94	116	106	5,060.71	246	232
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT MATERIALS	1,227.12	57	57	1,502.65	73	72	2,729.77	130	126	2,330.94	116	106	5,060.71	246	232
Juvenile Fiction	0.00	0	0	61.58	4	4	61.58	4	4	0.00	0	0	61.58	4	4
Juvenile Circulating Non-Fiction	936.99	46	38	354.14	20	20	1,291.13	66	58	55.00	8	4	1,346.13	74	62
Juvenile Reference	587.44	24	4	0.00	0	0	587.44	24	4	0.00	0	0	587.44	24	4
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	1,524.43	70	42	354.14	20	20	1,878.57	90	62	55.00	8	4	1,933.57	98	66
TOTAL JUVENILE PRINT MATERIALS	1,524.43	70	42	415.72	24	24	1,940.15	94	66	55.00	8	4	1,995.15	102	70
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	1,524.43	70	42	415.72	24	24	1,940.15	94	66	55.00	8	4	1,995.15	102	70
Total Fiction	35.08	2	2	555.42	31	30	590.50	33	32	866.00	40	40	1,456.50	73	72
Total Non-Fiction	2,716.47	125	94	1,362.95	66	66	4,079.42	191	160	1,519.94	84	70	5,599.36	275	230
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	2,751.55	127	96	1,918.37	97	96	4,669.92	224	192	2,385.94	124	110	7,055.86	348	302

OUTSTANDING ORDERS AS OF JANUARY 31, 1999

General Fund Amount	\$15,073.73
Adopt-A-Book Amount	\$3,021.91
<b>TOTAL</b>	<b>\$18,095.64</b>

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF JANUARY  
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	52.37	3	3	3,511.86	191	185	3,564.23	194	188	2,966.15	139	139	6,530.38	333	327
Adult Circulating Non-Fiction	1,210.39	56	53	7,556.97	346	337	8,767.36	402	390	9,399.37	478	464	18,166.73	880	854
Adult Reference	441.83	19	18	33.78	1	1	475.61	20	19	436.85	24	18	912.46	44	37
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	1,652.22	75	71	7,590.75	347	338	9,242.97	422	409	9,836.22	502	482	19,079.19	924	891
TOTAL ADULT PRINT MATERIALS	1,704.59	78	78	11,102.61	538	523	12,807.20	616	597	12,802.37	641	621	25,609.57	1,257	1,218
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	27.50	2	2	27.50	2	2
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	27.50	2	2	27.50	2	2
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	27.50	2	2	27.50	2	2
TOTAL ADULT MATERIALS	1,704.59	78	78	11,102.61	538	523	12,807.20	616	597	12,829.87	643	623	25,637.07	1,259	1,220
Juvenile Fiction	0.00	0	0	575.12	38	37	575.12	38	37	117.00	14	10	692.12	52	47
Juvenile Circulating Non-Fiction	1,385.25	108	73	3,558.10	189	187	4,943.35	297	260	372.90	38	34	5,316.25	335	294
Juvenile Reference	690.57	27	7	0.00	0	0	690.57	27	7	50.00	1	1	740.57	28	8
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	2,075.82	135	80	3,558.10	189	187	5,633.92	324	267	422.90	39	35	6,056.82	363	302
TOTAL JUVENILE PRINT MATERIALS	2,075.82	135	80	4,133.22	227	224	6,209.04	362	304	539.90	53	45	6,748.94	415	349
Juvenile Audio/Music	0.00	0	0	142.54	14	14	142.54	14	14	0.00	0	0	142.54	14	14
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	142.54	14	14	142.54	14	14	0.00	0	0	142.54	14	14
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	142.54	14	14	142.54	14	14	0.00	0	0	142.54	14	14
TOTAL JUVENILE MATERIALS	2,075.82	135	80	4,275.76	241	238	6,351.58	376	318	539.90	53	45	6,891.48	429	363
Total Fiction	52.37	3	3	4,086.98	229	222	4,139.35	232	225	3,083.15	153	149	7,222.50	385	374
Total Non-Fiction	3,728.04	210	151	11,148.85	536	525	14,876.89	746	676	10,259.12	541	517	25,136.01	1,287	1,193
Total Audio	0.00	0	0	142.54	14	14	142.54	14	14	27.50	2	2	170.04	16	16
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	3,780.41	213	154	15,378.37	779	761	19,158.78	992	915	13,369.77	696	668	32,528.55	1,888	1,583

Agenda Item 15

TO: Elizabeth D. Minter, Library Director  
 FROM: Peggy Burkich, Circulation Supervisor *PB*  
 DATE: February 17, 1999  
 SUBJECT: Unique Management Services, Inc. Report for Month of January

The report was received from Unique Management on February 8, 1998.  
 Attachment A is enclosed.  
 A summary of the current status is as follows:

FY 1998-99	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	1	7	1	135.85	0
August	0	2	2	224.69	0
September	0	0	0	0.00	0
October	0	0	0	0.00	0
November	9	0	0	0.00	0
December	6	15	2	114.80	0
January	12	24	3	193.00	0
February					
March					
April					
May					
June					
TOTAL YTD	28	48	8	668.34	0

Unique Management Services  
STATUS OF ACCOUNTS REPORT  
Accounts Listed Thru 01/31/99

Time Run: 05:02PM  
Date Run: JAN 31 1999

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

Client Number: 286

Client Name: PLACENTIA LIBRARY DISTRICT

Accounts Submitted	:	27	Dollars Submitted	:	2,819.29	Dollars Received	:	193.00
Bankruptcies	:	0	Dollars in Bankruptcy	:	.00	Material Returned	:	252.08
Incorrect Addresses	:	3	Dollars in SKips	:	225.68	Dollars Waived	:	149.00
Patron Disputes/Suspends	:	0	Dollars in Dispute	:	.00	Total Activated	:	923.28
Accounts in Process	:	24	Dollars in Process	:	2,593.61	% of Dollars Activated	:	35.60%
# of Accounts Activated	:	7						
% of Accounts Activated	:	29.17%						



TO: Library Board of Trustees  
 FROM: Elizabeth D. Minter, Library Director *Edm*  
 DATE: February 17, 1999  
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT JANUARY, 1999**

SUMMARY OF PRINTER/COPIER ACCOUNTS JANUARY, 1999

Beginning Balance 12/31/98 (\$809.13)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	709.55	
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 November		446.34
Total Copier Maintenance Payment in November		229.65
Debit Card System Loan Payback		0.00
	<u>709.55</u>	<u>675.99</u>

Ending Balance 1/31/98 (\$775.57)

December payment \$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 12/31/98	(8,565.48)
Loan Amount as of 12/31/98 (Literacy Fund)	7,700.00
December Payment (Fund 702)	0.00
December Payment (Literacy Fund)	0.00
Balance 1/31/98	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson



The broker also noted that there are some new carriers interested in entering the public sector workers' compensation business in California and that he anticipates more competition for the Authority's business in 1999-2000 than has been received in the past. He believes it is still a strong buyer's market.

After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Authority require all interested carriers to provide firm quotes for provision of workers' compensation insurance coverage to the Authority for fiscal year 1999-2000 on or before April 1, 1999, and that the quotes from any insurance carrier received after that date will not be considered by the Board.

### *CLOSED SESSION*

The meeting then went into closed session to discuss pending workers' compensation claims against member districts of this joint powers authority pursuant to the authority conferred by *Government Code* section 54956.9.

### *REPORT REGARDING FINANCIAL COMMITTEE MEETING OF AUGUST 19, 1998*

As a result of its meeting on August 19, 1998, the Financial Committee made the following recommendations to the full Board of Directors:

1. Renew of Administrative Services Agreement for Fiscal Year 1998-99

The Financial Committee recommended that the Board approve the fee increase requested by the Administrator from \$135 per hour to \$150 per hour for the time spent by the Administrator in performing his tasks as outlined in the Administrative services Agreement. The recommended effective date of the rate increase would be September 18, 1998, the date of the Board's adoption of the Financial Committee recommendation.

The Financial Committee also advised that CSDA is in the process of hiring an additional administrative person and is interested in assigning to that individual some of the administrative services currently performed by the Administrator. Proposed duties to be transferred would be those involving marketing, meeting planning, safety seminar planning, and similar operational tasks which do not have a substantive impact on the business of the authority. The Financial Committee felt that some of these tasks could perhaps be performed more economically by CSDA staff, which would free up the time of the Administrator to spend on claims, safety and loss control issues. The Financial Committee felt that transferring of these duties might assist in reducing the Administrator's fee in the future since the Administrator is paid on an hourly basis. The Financial Committee indicated that the CSDA Board would not meet on this issue until its September 25, 1998, Board meeting and that additional administrative personnel probably would not be available to the Authority prior to January 1, 1999.

Finally, the Financial Committee recommended one additional change in the Administrative Services Agreement which would provide for payment of the Administrator's fee on a monthly basis rather than on a quarterly basis, with the Board continuing to review on a quarterly basis the Administrator's billing statement itemized by the tenth of an hour regarding all services performed on behalf of the Authority.

After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Financial Committee recommendation regarding a fee increase for the Administrator and payment of the Administrator's fee on a monthly basis rather than a quarterly basis are hereby approved, and the Administrator is directed to make the necessary changes in the form of Administrative Services Agreement which is to be forwarded to the President of the Authority for signature on behalf of the Authority.

2. Discussion of Whether Member Districts Can Select Alternates to Serve on the SDWCA Board of Directors

The Financial Committee recommended that member districts should be granted the power to appoint alternates to serve in the absence of that district's designated director. The Committee also recommended that any duly designated alternate be eligible for reimbursement of travel expenses incurred in attending a committee or Board meeting of the Authority on the same basis as would a district designated director. However, if both the district designated director and the alternate both attend a meeting of the Authority Board or Authority committee, the district designated director would be eligible to be reimbursed by the Authority and the alternate would have to attend at the district's expense. Finally, the Financial Committee noted that a change in the Bylaws is necessary in order to allow alternates to serve, and therefore the Committee recommended that the Bylaws be amended by providing thirty days notice to the member districts of an intent to amend the Bylaws to provide for the selection of alternate directors by member districts.

Director Stark was compelled to leave the meeting prior to the discussion of this item. That reduced the number of directors available to consider the item to the minimum necessary, four directors. After discussion and upon motion duly made, and seconded, a resolution to approve the Financial Committee recommendations failed by a vote of three ayes and one no, a minimum of four votes for a majority of the members of the Board being necessary for passage. Director Korn, in casting the no vote, indicated that more directors should be present for the discussion on this important item.

3. Discussion of Term Limits for Districts Elected to Appoint Representatives to the SDWCA Board of Directors

The Financial Committee recommended that term limits not be adopted because they restrict the choice of member districts as to which district to select to represent their premium category on the Board of Directors. The Committee also felt that term limits promote lack of participation among member districts in the election process at a time when the Authority is attempting to find ways to increase district participation and encourage districts to run for election and select members to the Board of the Authority. After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Financial Committee recommendation that term limits not be adopted for the Authority's Board of Directors is hereby approved.

4. Discussion of Appointment of Nomination Committee to Recommend Board Members for Officer Positions Prior to Elections

The Financial Committee was opposed to a formal nomination committee which would be required to prepare recommendations for nominations to officer positions of the Board prior to the election of officers which occurs at the February meeting each year. Rather, the Committee recommended that an agenda item be added to the December meeting agenda which would provide an opportunity for members of the Board interested in running for officer positions to state their desires and their reasons for running to the other Board members prior to the time the elections are actually held at the succeeding meeting in February.

After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, that an agenda item be added to the December meeting agenda each year at which time Board members interested in running for officer positions on the Board will have an opportunity to state their desires and their reasons for running for officer positions prior to the election in February.

5. Discussion of Member District Statement of Qualifications and Interest in Running for Election to Select Members to the Board of Directors of the Authority

The Financial Committee recommended that member districts who wish to run for election to select members to the Board of Directors of the Authority should be given the opportunity to prepare a Statement of Qualifications and Interest on behalf of their agency setting forth the identity of their agency and the reasons why their agency wants to be elected to select a member to the Board of Directors of the Authority. The statement would be limited to one page. It would be provided to the Administrator by the agency at the time of nomination and would be disseminated by the Administrator to all voting member districts in the same mailing as the all-mail ballot is distributed to all member districts.

After discussion upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Administrator is authorized to inform all member districts at the time of written notice of the use of an all-mail ballot for election to the Authority's Board of Directors of each member district's ability to submit a Statement of Qualifications and Interest in connection with their nomination; and that the Administrator is hereby authorized to mail out any such Statements of Qualifications and Interest received from member districts who have been nominated to all member districts together with the all-mail ballot.

***STATUS REPORT REGARDING CHANGE IN CARRIERS FOR  
ERRORS AND OMISSIONS COVERAGE***

The Administrator announced that the change in carriers for errors and omissions coverage from Pacific Insurance Company to Savers Property and Casualty Company made by the Board at its April 13, 1998, meeting, has now been finalized. The initial policy with Pacific Insurance Company for the period of

2/19/98 through 2/19/99 required premium of \$13,332 which was paid in full prior to the change in carriers to Savers Property and Casualty. At the time of the change Savers Property and Casualty issued a policy covering both the SDWCA Board and the CSDA Board for the period 4/17/98 through 4/17/99 for an annual premium of \$7,544.55. Therefore, the Pacific Insurance Company policy was canceled after approximately two months of coverage effective 4/17/98. The amount of the earned premium for that two month period was \$2,150. SDWCA was required to pay a cancellation fee of \$1,017 computed as 10% of the unearned premium on the Pacific Insurance Company policy. Therefore, the Authority was allowed a credit of \$9,733 against its prior payment in full of the Pacific Insurance Company premium. The Administrator authorized the broker to utilize \$7,544.55 of that credit to pay in full the premium for the new policy from Savers Property and Casualty. There is a credit balance with our broker of \$2,188.50. The Administrator announced that he had received that check on the day prior to the Board meeting.

The Administrator also announced that he had written to CSDA requesting them to pay their 50% share of the errors and omissions coverage in accordance with the traditional arrangement between CSDA and SDWCA. The Administrator requested that CSDA pay 50% of the premium payable on the Savers policy, together with 50% of the two months premium paid on the Pacific policy and 50% of the cancellation fee. CSDA's total 50% share amounts to \$5,571.75. The Administrator announced that the CSDA Board would be reviewing and approving payment of that amount at its September 25, 1998, Board meeting.

After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Administrator's report regarding change in carriers for errors and omissions coverage is hereby received and filed.

#### ***REVIEW ISSUE OF INCREASING PREMIUM DISCOUNT FOR EXEMPLARY CLAIMS EXPERIENCE***

The Administrator indicated that although the Board has previously dealt with the issue of authorizing additional discounts for exemplary claims experience at its February 1997 meeting and its December 1997 meeting, that he was bringing the issue up again for consideration in light of the fact that several member districts expressed interest in the concept at the recent safety seminars. The interest arose in light of the fact that the method of computing experience modification factors has not provided a sufficient reward to those districts with good claims experience. The Administrator noted that in the last few years workers' compensation experience modification ratios have been steadily increasing for even those districts who experience no losses, since the Workers' Compensation Insurance Rating Bureau has been steadily decreasing its estimated loss ratios for various occupational classifications. Since the experience modification factor is calculated as a district's actual loss divided by its expected losses, as the WCIRB decreases its estimates of expected loss, the denominator in this ratio decreases. Therefore, even if actual losses remain the same in the numerator, with steadily decreasing expected losses, the experience modification factors for member districts are rising at the rate of 1 to 5% a year in those years when the district is not experiencing any additional losses. The Administrator indicated that it was apparent that many member districts perceive this as an inadequate reward for good claims experience.

The Administrator also announced that due to the short period of time between the acceptance of the AIG renewal quote including the claims administration services in late May and the commencement of fiscal year on July 1, it was not possible to complete the conversion of claims administration from Keenan to AIG prior to July 1. Therefore, the Administrator entered into an oral agreement with Keenan for the provision of claims administration services on a month-to-month basis for the months of July and August at the contract rate at which Keenan was being paid under their last effective contract, prorated monthly. Therefore, the Administrator asked for Board ratification for payment for claims administration services for the months of July and August of 1998 in the amount of \$8,750 per month for a total of \$17,500. Invoices for claims administration services for those amounts have not yet been received.

The Administrator also announced that he had prepared a form of claims management services agreement for review by AIG's legal counsel which will govern the claims administration relationship between the Authority and AIG for fiscal year 1998-99. The Administrator is currently awaiting comments from AIG's legal counsel on the proposed form of Agreement.

Finally, the Administrator noted that Keenan has 65 boxes of closed SDWCA claim files upon which there is no activity. AIG does not need these files for its claims administration services. Keenan does not want to store them in light of the termination of their claims administration contract. Therefore, the Administrator sought approval from the Board to incur moving and storage expense to move the files from the Keenan office in Campbell, California, to a storage facility in Sacramento where the Administrator stores closed legal files.

After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, that the Administrator's report of the conversion of run-off claims administration from Keenan & Associates to AIG is hereby received and filed; that the oral agreement entered into by the Administrator between the Authority and Keenan & Associates for the administration of claims administration services for the months of July and August 1998 for the total amount of \$17,500 is hereby ratified and approved; and that the Administrator is authorized to incur moving and storage expense to move boxes of closed SDWCA claim files from Keenan & Associates to a storage facility in Sacramento.

### REPORT OF THE INSURANCE BROKERS

The Authority's broker, Gerald Lillis of Gallagher Heffernan Insurance Brokers, presented his report regarding the status of the commercial insurance market and the plan for seeking renewal of the Authority's workers' compensation insurance coverage for fiscal year 1999-2000. The broker believes that all interested carriers including the current carrier, AIG, should be able to meet an April 1, 1999, quote date. This is well within the customary 105 day quote period utilized by the commercial insurance industry. The broker noted that AIG did have a problem meeting this quote date last year, but he believes that that was due to some internal disruption in the AIG underwriting department regarding renewal of public sector business last year. He does not anticipate a similar problem from AIG this year. The broker recommended to the Board that in his request for quotes the broker will stipulate that if the insurance company cannot provide a quote to the Authority at least 90 days prior to the commencement of the fiscal year, or by April 1, 1999, that that insurance company's quote will not be considered by the Board.

expenditures. The meeting and travel expense line item of \$10,000 is based on actual expenditures in 1997-98. The safety services line item is based on Safety Center membership fees plus the cost of conducting two safety seminars over the course of the year based on experience in 1996-97. The safety services line item also includes the cost of the individual district safety inspection services provided by Consultant Cano which are averaging \$1,100 per district. The consultant has reviewed five districts during the first quarter and anticipates visiting a total of 25 districts during the fiscal year which is budgeted in the amount of \$27,500. The total safety services line item is budgeted at \$35,000. Total management/administration expenses are budgeted at \$257,167 compared to \$253,083 in 1997-98. The reduction is due to the reduction in cost for claims management services.

Insurance expenses are budgeted at \$1,100,000 for the premium for the AIG primary coverage policy which is an actual figure. The line item for general liability/non-owned auto insurance for \$724, fidelity bond for \$1,900, errors and omissions insurance after CSDA reimbursement for \$3,750 and the broker's fee for \$47,700 are all based on actual figures. Total insurance expenses are budgeted at \$1,154,074, reduced from \$1,172,314 in 1997-98. The reduction is primarily due to the reduced premium being charged by AIG for our primary insurance policy.

Miscellaneous expenses include the cost of the financial audit for \$5,500 and other miscellaneous expenses for \$6,000 and are based on experience in 1997-98 and the actual proposed audit price from the Authority's auditor, Gilbert Accountancy Corp.

The budget indicates that revenues that exceed operational expenditures exclusive of claims payments on run-off claims by the amount of \$24,759 for the year. Claims payments on run-off claims for all years are estimated at \$350,000 based on monthly claims reimbursement requests currently being received from the run-off claims administrator. Pursuant to Board policy of funding claims payments out of claims reserves rather than out of premium revenue, the budget indicates that it will be necessary to transfer out of the claims reserve the amount of \$325,241 to make anticipated claims payments for the year.

After discussion and upon motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED, that the Preliminary Budget for Fiscal Year 1998-99 is hereby approved.

### REPORT OF CLAIMS MANAGEMENT FIRM - STATUS REPORT REGARDING CONVERSION OF RUN-OFF CLAIMS ADMINISTRATION FROM KEENAN TO AIG

The Administrator announced that the transfer of all run-off claims files from Keenan & Associates to AIG for claims administration purposes was finalized effective September 1, 1998. The Administrator has received a list of open claims, a list of closed claims, a list of those claims currently being paid by the excess carriers as well as a list of indemnity payments. The Administrator has funded a new claims account with AIG which AIG will draw upon in order to make claims payments. That claims account has been funded in the amount of \$62,500 at AIG's request. The Administrator pointed out that we still have \$125,000 in our claims account established on behalf of Keenan & Associates which will be closed out as soon as Keenan sends us a reimbursement request for claims payments made during their last month of administration in August 1998. At that time the balance of \$125,000 will be deposited into the Authority's contingency reserve.



### MANAGEMENT SUMMARY REPORT

The Board then reviewed the Management Summary Report for all years to date as of June 30, 1998.

### AIG RISK DETAIL REPORT

The Board then reviewed the AIG Risk Detail Report detailing losses for fiscal years 1995-96, 1996-97 and 1997-98 to date as of June 30, 1998.

After discussion and upon motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED, that the Consent Agenda consisting of Bills Paid from April 1, 1998, through June 30, 1998; Bills Paid from July 1, 1998, through August 31, 1998; Bills for Approval; Cash Basis Financial Report for Fiscal Year 1997-98 as of June 30, 1998; Accrued Revenues and Expenses for Fiscal Year 1997-98 and Comparison with Budget as of June 30, 1998; Management Summary Report for All Years to Date as of June 30, 1998; and the AIG Risk Detail Report for Fiscal Years 1995-96, 1996-97 and 1997-98 as of June 30, 1998, are hereby approved, received, and filed, and the Secretary is instructed to attach a copy of the Cash Basis Financial Report together with the Agenda Memorandum describing said report dated September 18, 1998; the Accrued Revenues and Expenses as Percentage of Budget Report together with the Agenda Memorandum describing said report dated September 18, 1998; and the Financial Balances Computation together with the Agenda Memorandum describing said report dated September 18, 1998, to the Minutes of this meeting.

### PRELIMINARY BUDGET FOR FISCAL YEAR 1998-99

The Administrator presented a proposed Preliminary Budget for Fiscal Year 1998-99. Although estimated payroll from member districts for fiscal year 1998-99 has not yet been received from all districts, the Administrator estimated annual premiums after discount of \$1,220,000. This estimate is based upon estimated payroll reports for member districts for 1997-98 broken down by occupational classification, with an increase assigned to the estimated premium revenue for fiscal year 1997-98 of \$1,200,000. This figure will be revised at the December meeting once all estimated payroll reports for member districts for fiscal year 1998-99 have been received and tabulated. Interest income was estimated at \$210,000. Total revenues including miscellaneous revenues and excess insurance recoveries were projected to be \$1,447,500 for the year.

Regarding expenses, management/administration expenses include the 1% pay raise approved by the Board of Directors with respect to the fee of the contract Administrator which is budgeted in the amount of \$135,000. Claims management services are budgeted in the amount of \$59,167 which includes the quote from AIG for 12-months of claims administration services in the amount of \$50,000 prorated for 10 months since they did not commence handling the run-off files until September 1, 1998. That prorated amount is \$41,667. Added to that amount is the amount we are required to pay Keenan & Associates for continuing the administration of run-off claims for July and August of 1998 at \$8,500 a month or a total of \$17,500. Therefore the budget for claims administration expenses is based on actual

**CONSENT AGENDA**

**BILLS PAID**

The Board reviewed a list of Bills Paid from April 1, 1998, through June 30, 1998. The Board also reviewed a separate list of Bills Paid from July 1, 1998, through August 31, 1998.

**BILLS FOR APPROVAL**

The Board reviewed a list of Bills for Approval as follows:

\$ 14,004.00	McMurchie, Brandenburger, Weill, Lenahan and Lee, LLP Administration Fee 04/24/98 through 06/30/98
635.12	McMurchie, Brandenburger, Weill, Lenahan and Lee, LLP Costs Advanced 04/24/98 through 06/30/98
31,464.00	McMurchie, Brandenburger, Weill, Lenahan and Lee, LLP Administration Fee 07/01/98 through 09/04/98
258.33	McMurchie, Brandenburger, Weill, Lenahan and Lee, LLP Costs Advanced 07/01/98 through 09/04/98
\$ 46,361.45	TOTAL BILLS FOR APPROVAL

**CASH BASIS FINANCIAL REPORT**

The Board reviewed a Cash Basis Financial Report for fiscal year 1997-98 as of June 30, 1998. The Board agreed that the Agenda Memorandum containing the comments of Administrator regarding the Cash Basis Financial Report for Fiscal Year 1997-98 as of June 30, 1998, should be appended to the Minutes of the meeting along with a copy of the actual Cash Basis Financial Report.

**ACCRUED REVENUES AND EXPENSES FOR FISCAL YEAR 1996-97  
IN COMPARISON WITH BUDGET**

The Board reviewed an Accrued Revenues and Expenses as Percentage of Budget Report for Fiscal Year 1997-98 as of June 30, 1998. The Board agreed that the Agenda Memorandum containing the comments of Administrator regarding the Accrued Revenues and Expenses for Fiscal Year 1997-98 in Comparison with Budget Report should be appended to the Minutes of the meeting along with a copy of the actual Accrued Revenues and Expenses Report.

**FINANCIAL BALANCES COMPUTATION FOR ALL YEARS AS OF JUNE 30, 1998**

The Board reviewed the Financial Balances Computation for all years to date as of June 30, 1998. The Board agreed that a copy of the Agenda Memorandum containing the comments of Administrator regarding the Financial Balances Computation should be appended to the Minutes along with a copy of the actual Financial Balances Computation Report.

RESOLVED, that the Minutes of the meeting of the Board of Directors of the Special Districts Workers Compensation Authority held on May 8, 1998, are hereby approved.

The Board reviewed the Minutes of May 8, 1998. Upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

**APPROVAL OF MINUTES**

Also present were: Ms. Pamela Dominguez, AIG Claims Services, Inc. (San Francisco)  
Ms. Nancy Korn  
Mr. Gerald Lillis, Gallagher Heffernan Insurance Brokers  
Mr. David W. McMurchie, Administrator  
Ms. Mary Arne Powell, Gallagher Heffernan Insurance Brokers

Absent were: Mr. Alec Fergusson  
Ms. Catherine Smith

Mr. Robert Bare  
Mr. Arthur Korn  
Mr. Dana Mulder  
Ms. Ann Peay  
Ms. Sandra Stark

A meeting of the Board of Directors of the Special Districts Workers Compensation Authority was held on September 18, 1998, at the Ontario Airport Marriott, 2200 East Holt Boulevard, Ontario, California, beginning at 10:00 a.m. There were present at the beginning of the meeting the following Board members:

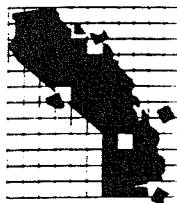
**MEETING**

Held: September 18, 1998

**MINUTES OF MEETING OF BOARD OF DIRECTORS OF SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY**


David W. McMurchie  
Administrator

SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY



DMC/smr  
Enclosure

DAVID W. McMURCHIE  
Administrator



Very truly yours,

Please find enclosed for your information a copy of the Minutes of the meeting of the Board of Directors of SDWCA held on September 18, 1998, which Minutes were approved at the Board of Directors meeting of December 7, 1998.

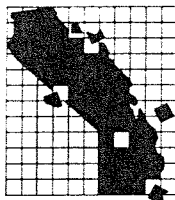
Dear Member District:

TO ALL MEMBER DISTRICTS

February 1999

David W. McMurchie  
Administrator

SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

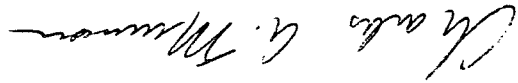




We appreciate the opportunity to provide professional services to you. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return the original to us and retain the enclosed copy.

Sincerely,

MUNSON, CRONICK & ASSOCIATES  
Certified Public Accountants

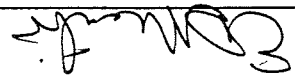


Charles A. Munson, CPA

Response:

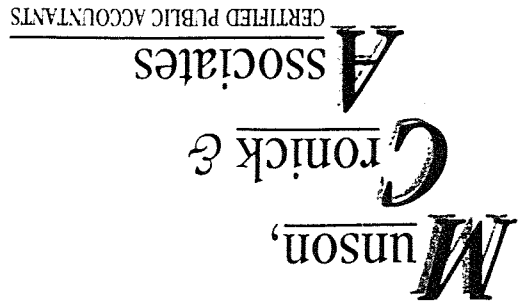
This letter correctly sets forth the understanding of Placentia Library District.

Signature



Date

Jul 9, 1999



February 2, 1999

Mrs. Elizabeth Minter  
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92870

Dear Elizabeth:

This letter sets forth our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide in connection with computer consulting services.

The initial objective of this engagement is as follows:

1. Install Quickbooks accounting software.
2. Set up opening balances as of December 31, 1998 (six month year to date) from your ACCPAC software program.
3. Train personnel in use of installed accounting program and assist in ordering any necessary supplies.
4. Provide telephone or on-site assistance with software operation and/or training as needed.

Our fees are based on actual time spent at our standard hourly rate which is currently \$95 per hour plus out of pocket costs incurred. We estimate 6 hours of time for installation and training. Our invoices for fees are rendered each month as work is performed and are payable upon presentation.

None of the services can be relied on to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that come to our attention.

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

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

**SUBJECT:** Ratification of Library Director's signature on Letter of Understanding, February 2, 1999, with Munson, Cronick & Associates, Certified Public Accountants regarding charges for their services for transferring the District's General Ledger from ACCPAC software to Quickbooks effective December 31, 1998

**DATE:** February 17, 1999

**BACKGROUND:**

Attached is a copy of the Letter of Understanding between Placentia Library District and Munson, Cronick & Associates, Certified Public Accountants regarding the transfer of the District's General Ledger accounts from ACCPAC accounting software to Quickbooks.

This change brings the District into compliance with Y2K issues for its General Ledger system.

**RECOMMENDATION:**

Receive & File and Ratify Signature





Placencia Library District  
 Strategic Plan Statistics  
 December 15, 1998

	Total Public		Bks Added Cataloged	Attendance			Circulation			ILLs Sent	ILLs Borrowed
	Hours	Staff in FTE		Total Attendance	Attendance per FTE	Attendance per Hour	Total Circulation	Circulation per FTE	Circulation per Hour		
1990-91	3,186	23.50	6,738	237,918	10,124	74.7	296,787	12,629	93.2	3,883	3,415
1991-92	3,209	23.50	6,018	295,090	12,557	92.0	387,269	16,480	120.7	2,765	3,332
1992-93	3,199	21.00	5,980	302,392	14,400	94.5	335,011	15,953	104.7	3,803	3,638
1993-94	2,208	14.75	3,982	387,439	26,267	175.5	275,430	18,673	124.7	2,812	3,298
1994-95	2,208	16.10	2,147	312,625	19,418	141.6	240,879	14,961	109.1	2,570	3,231
1995-96	2,200	15.95	4,923	369,895	23,191	168.1	249,903	15,668	113.6	2,491	3,276
1996-97	2,043	12.50	3,837	350,895	28,072	171.8	215,230	17,218	105.3	2,690	2,942
1997-98	1,912	12.50	5,143	317,386	25,391	166.0	189,919	15,194	99.3	2,932	2,576

	Total Public Hours	Staff in FTE	Attendance per Hour	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	75		
1991-92	3,209	23.50	92		85.63%
1992-93	3,199	21.00	95		-19.31%
1993-94	2,208	14.75	175	85.63%	18.75%
1994-95	2,208	16.10	142	49.79%	2.15%
1995-96	2,200	15.95	168	77.87%	-3.35%
1996-97	2,043	12.50	172	81.70%	
1997-98	1,912	12.50	166	75.61%	
1990-91	3,186	23.50	10,124		
1991-92	3,209	23.50	12,557		82.41%
1992-93	3,199	21.00	14,400		-26.08%
1993-94	2,208	14.75	26,267	82.41%	19.43%
1994-95	2,208	16.10	19,418	34.85%	21.05%
1995-96	2,200	15.95	23,191	61.05%	-9.55%
1996-97	2,043	12.50	28,072	94.95%	
1997-98	1,912	12.50	25,391	76.33%	
1990-91	3,186	23.50	237,918		
1991-92	3,209	23.50	295,090		28.12%
1992-93	3,199	21.00	302,392		-19.31%
1993-94	2,208	14.75	387,439	387,439	18.32%
1994-95	2,208	16.10	312,625	312,625	-5.14%
1995-96	2,200	15.95	369,895	369,895	4.96%
1996-97	2,043	12.50	350,895	350,895	
1997-98	1,912	12.50	317,386	317,386	

Placencia Library District  
Attendance Summary Statistics  
December 15, 1998

Placenta Library District  
 Circulation Summary Statistics  
 December 15, 1998

	Total Public	Hours	Staff in FTE	Circulation	% Change Since	% Change From
				per Hour	FY1992-93	Previous Year
1990-91	3,186	23.50	93	105	19.12%	19.12%
1991-92	3,209	23.50	121	109	4.17%	-12.54%
1992-93	3,199	21.00	105	114	8.47%	4.12%
1993-94	2,208	14.75	125	109	4.17%	-12.54%
1994-95	2,208	16.10	109	114	8.47%	4.12%
1995-96	2,200	15.95	114	105	0.60%	-7.26%
1996-97	2,043	12.50	105	105	0.60%	-7.26%
1997-98	1,912	12.50	99	99	-5.15%	-5.71%
1990-91	3,186	23.50	12,629	15,953	17.05%	17.05%
1991-92	3,209	23.50	16,480	15,953	17.05%	17.05%
1992-93	3,199	21.00	15,953	18,673	17.05%	17.05%
1993-94	2,208	14.75	18,673	14,961	-6.22%	-19.88%
1994-95	2,208	16.10	14,961	17,218	7.93%	9.90%
1995-96	2,200	15.95	15,668	17,218	7.93%	9.90%
1996-97	2,043	12.50	17,218	15,194	-4.76%	-11.76%
1997-98	1,912	12.50	15,194	15,194	-4.76%	-11.76%
1990-91	3,186	23.50	296,787	335,011	-17.78%	-17.78%
1991-92	3,209	23.50	387,269	335,011	-17.78%	-17.78%
1992-93	3,199	21.00	335,011	275,430	-17.78%	-17.78%
1993-94	2,208	14.75	275,430	240,879	-28.10%	-12.54%
1994-95	2,208	16.10	240,879	249,903	-25.40%	3.75%
1995-96	2,200	15.95	249,903	215,230	-35.75%	-13.87%
1996-97	2,043	12.50	215,230	189,919	-43.31%	-11.76%
1997-98	1,912	12.50	189,919	189,919	-43.31%	-11.76%

4. Identify the causes of the decline in Circulation and the potential remedies

Presentation: Principal Librarian Suad Ammar  
Recommendation: Give direction for future action

5. Develop a "charge"/mission for this Committee

Presentation: Board President  
Recommendation: Prepare draft statement

6. Identify members of the community who should be invited to serve on this Committee

Presentation: Board President  
Recommendation: Prepare list of potential members and identify who is to invite them to participate

7. Set date, time and agenda topics for next Ad Hoc Committee meeting.

Presentation: Board President

### ADJOURNMENT

8. Review of Action Items.

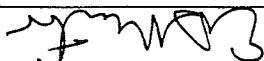
*No action or discussion shall be taken on any item not appearing on the posted agenda, unless authorized by law.*

9. Adjourn

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

I, Elizabeth D. Minter, Library Director for Placentia Library District, hereby certify that the Agenda for the January 27, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on

Wednesday, January 27, 1999.



# AGENDA

## WORKSESSION

### PLACENTIA LIBRARY DISTRICT

#### AD HOC COMMITTEE ON INCREASING LIBRARY USAGE

January 27, 1999

7:00 P.M.

Library Conference Room

**AGENDA DESCRIPTIONS:** The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Ad Hoc Committee may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.

**REPORTS AND DOCUMENTATION:** Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Ad Hoc Committee Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.

1. Roll Call  
Administrative Assistant

2. Adoption of Agenda

This is the opportunity for Ad Hoc Committee members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Oral Communications

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

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 Ad Hoc Committee on specific Agenda Items before and at the time that an Item is being considered by the Ad Hoc Committee.

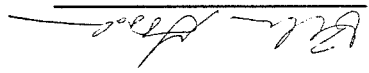
Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

PLACENTIA LIBRARY DISTRICT Ad Hoc COMMITTEE ON INCREASING LIBRARY USAGE  
January 27, 1999, Page 2.

- Prizes for registration
- Use of space
- Cosmetic & funding
- New book displays
- Library brochure
- Promoting Audio Book
- Increase participation with City
- Displays – strive for more
- Display Board (portable) around town
- Boys & Girls Club

**ADJOURNMENT**

The next Ad Hoc meeting is scheduled for February 24, 1999 at 7:00 pm.  
The Regular Meeting of the Placentia Library District Ad Hoc Committee  
for January 27, 1999 was adjourned at 8:47 P.M.

  
Wendy Goodson  
Administrative Assistant

**MINUTES  
PLACENTIA LIBRARY DISTRICT  
AD HOC COMMITTEE ON INCREASING LIBRARY USAGE  
January 27, 1999**

**ROLL CALL**

The Regular Meeting of the Placentia Library District Ad Hoc Committee on increasing Library Usage was called to order on January 27, 1999 at 7:11 P. M. by Chair Al Shkoler.

**Members Present:** Suad Ammar, Al Shkoler, Robin Masters, Elizabeth Minter, Cyrtise Smith, and Gaeten Wood.

**Others Present:** Library Administrative Assistant Wendy Goodson

**Members Absent:** Peggy Dinsmore and Sandra Stark

It was moved by Robin Masters, seconded by Gaeten Wood to adopt the Agenda as printed.

**AGENDA**

**ORAL  
COMMUNICATIONS**

There are no members of the public present to address issue.  
Suad Ammar presented causes for the decline in Circulation and the potential remedies.  
Al Shkoler requested suggestions for a "mission" statement for the Ad Hoc Committee as well as recommendations for potential committee members.  
\*Feasible remedies to the causes of decline in circulation  
\*How does the library re-position itself in campaign with neighboring libraries?  
\*How does the Library position itself as the cultural focus for the community?

**DISCUSSION  
SUMMARY**

Sandra Stark arrived at 7:36 p.m.  
Suggestions for raising community awareness of the Library were:  
More hours  
More money  
Build quality collection  
City interview show  
Welcome Wagon  
Advertising - Promotion (adopt version of IN & OUT)  
Coffee shop  
PTA newsletters  
Facts sheets for Board and Speakers  
Special Events  
Closer with School Districts  
District sponsored after school tutoring



cc: Official Investment Pool Participants  
Committee and Counsel

Patrick C. Shea

Very truly yours,

broker/dealers. Consequently, the Representative also sought to amend the complaint against the broker/dealer defendants to add claims for aiding and abetting and other causes of action based upon the Alascadero case holding. The Court also took these matters under submission and will be the subject of a later written opinion by Judge Taylor.

We will continue to advise you of the status of these matters. In the meantime, please do not hesitate to contact me if you have questions.

Orange County Investment Pool  
Participants' Distribution List  
February 4, 1999  
Page 2

The Court also heard argument on the Representative's motions for an order vacating the previous decisions of the Bankruptcy Court and the District Court, which dismissed the Representative's aiding and abetting claims against McGraw-Hill and Fuji Securities. As I reported to you in my earlier correspondence concerning Judge Taylor's prior ruling granting summary judgment to Fuji, the Appellate Court in California issued a ruling in City of Atascadero v. Merrill Lynch, which calls Judge Taylor's earlier Fuji ruling into question and appears to support the Representative's position not just against Fuji, but also against the various broker/dealer defendants. These defendants argued that, based on the Court's ruling in County of Orange v. Fuji Securities, Inc. (as described in my January 7, 1999 correspondence to you), the ultra vires issues raised in the broker/dealer cases should likewise be decided in defendants' favor. Although Judge Taylor issued a tentative order denying these motions, the matters were taken under submission and no final rulings have been issued.

Judge Taylor then considered the two motions for partial summary judgment filed by various broker/dealer defendants. These defendants argued that, based on the Court's ruling in County of Orange v. Fuji Securities, Inc. (as described in my January 7, 1999 correspondence to you), the ultra vires issues raised in the broker/dealer cases should likewise be decided in defendants' favor. Although Judge Taylor issued a tentative order denying these motions, the matters were taken under submission and no final rulings have been issued.

On Monday, February 1, 1999, U.S. District Court Judge Gary Taylor held hearings on a number of motions regarding the Representative's remaining litigations. In particular, the Court considered McGraw-Hill's motion for partial summary judgment on the contract and professional malpractice claims pending against Standard & Poor's. The Court granted summary judgment to McGraw-Hill and against the Representative on the single theory that the Representative could assert multiple claims for financial advice separate from S & P's bond rating function; however, the Court denied the motion as to all other claims, thereby allowing all of the remaining causes of action to proceed forward to trial.

Dear Pool Participants:

Re: In Re County of Orange - Status of Pending Litigation

TO: ORANGE COUNTY INVESTMENT POOL PARTICIPANTS' DISTRIBUTION LIST

VIA FACSIMILE

February 4, 1999

shea\_pc@pillsburylaw.com

(619) 544-3177

Writer's direct dial number / email



101 WEST BROADWAY SUITE 1800  
 SAN DIEGO, CALIFORNIA 92101-8219  
 TELEPHONE: (619) 234-5000 FAX: (619) 236-1995  
 internet: pillsburylaw.com

**CALIFORNIA LIBRARY LITERACY SERVICE**  
**Quarterly Narrative Report**

Fiscal Year: 1998/99

Placentia Library District \_\_\_\_\_  
 Name of Library \_\_\_\_\_  
 1st Quarter (July-September) \_\_\_\_\_  
 3rd Quarter (January-March) \_\_\_\_\_  
 2nd Quarter (October-December) \_\_\_\_\_  
 4th Quarter (April-June) \_\_\_\_\_

Instructions:

1. Prepare one original and one copy of this report.
2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento CA 94237-0001

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.

**In approximately one page, please provide a narrative that addresses the following:**

Describe the significant successes you have had in your literacy services this quarter. Examples are public communications activities; new instructional approaches/materials/techniques; tutor training or other staff development activities; new reader involvement in literacy activities; and other activities that you want to share. In addition, let us know any problems, challenges and unresolved issues that have developed or continue this quarter, and how you will address them.

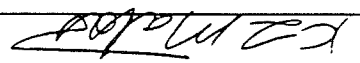
(Attach additional pages as needed, but please be brief)

The focus this quarter was on tutor training. In addition to the 1 1/2-hour tutor training workshop, a supplemental tutor training workshop was offered this quarter. The 1 1/2 hour workshop was the second of two featuring Meg Schofield's Tutoring Techniques videos.

The literacy coordinator attended pre-conference workshops at the California Literacy conference in October highlighting educational software and Internet sites.

The Yorba Linda Sunrise Rotary club invited the literacy coordinator to speak at their October 9, 1998 meeting, and donated 20 decks of Rummy Word to Placentia Library Literacy Services.

The biggest challenge continues to be recruiting tutors for the ever-growing list of students. The city newsletter and the college class schedule continue to be the most effective recruitment tools.

Signature of person who prepared this report  


Printed name  
 Katie Matas

Telephone / email  
 (714) 524-8408 ext. 213 / plalitr@cosmoslink.net

Check here if you would like this information shared with others \_\_\_\_\_



CALIFORNIA LIBRARY LITERACY SERV  
Tutor Activity Report (Fiscal Year 1998/99)

Placentia Library District \_\_\_\_\_  
Name of Library \_\_\_\_\_

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

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

QUARTERLY SUMMARY		
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)	1.	42
2. Tutors who began instructing during quarter	2.	7
3. Tutors who left during quarter	3a.	10
	3b.	0
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.	10
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only)) *	4.	49
5. Number of tutors trained during quarter	5.	7
6. Number of pre-service tutor workshops offered during quarter	6.	1

CUMULATIVE SUMMARY	
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)	7. 65
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)	8. 14

END OF QUARTER STATUS	
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9. 39
10. Prospective tutors awaiting training/matching at end of quarter	10. 9
<b>TOTAL</b>	

\* Reminder: BE SURE you use 3b to calculate line 4!

Placentia Library District  
 Name of Library  
 Katie Maras  
 Contact Person  
 Literacy Coordinator  
 Title  
 Signature of person submitting this report  
 Date 01/18/99  
 Literacy Coordinator  
 Title  
 (714) 524-8408 ext. 213  
 Phone

12. Gender	Male	Female	Not Specified	TOTAL
	14	27	0	41

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

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	1	5	13	11	9	1	0	1	41

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	12	0	19	0	0	9	1	0	41

Characteristics of Adult Learners receiving instruction at end of quarter. \*\*\* BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #8 on previous page. \*\*\*

Adult Learner Activity Report (continued)...

CALIFORNIA LIBRARY LITERACY SERVICE  
Adult Learner Activity Report (Fiscal Year 1998/99)

Placentia Library District \_\_\_\_\_  
Name of Library \_\_\_\_\_

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

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

QUARTERLY SUMMARY

TOTAL	47	1.	1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)
	7	2.	2. Adult Learners who began during quarter

	6	3a.	3. Adult Learners who left during quarter a. Learners who met goal
	0	3b.	b. Learners who became physically inaccessible this quarter
	7	3c.	c. Learners who left program for other reasons
	0	3d.	d. Learners who left program WITHOUT notification *

	13	3e.	e. TOTAL (Sum of items #3a thru #3d)
54	4.	4.	4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)
4	5.	5.	5. Adult Learners referred to other programs (never instructed) this quarter

CUMULATIVE SUMMARY

TOTAL	74	6.	6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)
	7	7.	7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)

END OF QUARTER STATUS

TOTAL	41	8.	8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)
	24	9.	9. Prospective Adult Learners awaiting instruction at end of quarter

\* Reminder: BE SURE you use 3d to calculate line 4!

**CALIFORNIA LIBRARY LITERACY SERVICE**  
**In-kind Resource Development (Fiscal Year 1998/99)**

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

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

1. IN-KIND SERVICES (In Dollar Equivalents)		Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals
a) Space		\$0	\$0	\$0	\$150	\$0	\$0	\$150	\$360	\$2,000
b) Materials		\$140	\$0	\$0	\$0	\$0	\$0	\$140	\$140	\$1,000
c) Equipment		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
d) Printing		\$0	\$0	\$0	\$110	\$0	\$0	\$110	\$240	\$1,000
e) Professional Services		\$0	\$0	\$300	\$0	\$0	\$0	\$300	\$750	\$2,000
f) Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
<b>COLUMN TOTALS FOR QTR</b>		\$140	\$0	\$300	\$260	\$0	\$0	\$700		
<b>COLUMN TOTALS FOR YTD</b>		\$140	\$0	\$750	\$600	\$0	\$0		\$1,490	<b>GRAND TOTAL</b>

**COMMENTS:** **DOUBLE CHECK: THE SUM OF LINE 'QTR' AND 'YTD' GRAND TOTALS MUST EQUAL THE SUM OF COLUMN 'QTR' AND 'YTD' TOTALS.**

2. VOLUNTEER HOURS	THIS QTR	YTD	GOALS
a) Literacy Instruction	632	1,305	4,000
b) Talent/Support Services	84	411	2,000

Katie Matas  
 Contact Person  
 Literacy Coordinator  
 Title  
 (714) 524-8408 ext. 213  
 Telephone Number  
*Katie Matas*  
 Signature of Person Submitting Report  
 Literacy Coordinator  
 Title  
 01/18/99  
 Date



Quarterly Financial Report (Fiscal Year 1998-1999 )

Placentia Library District \_\_\_\_\_ 1st Quarter X 2nd Quarter \_\_\_\_\_ 3rd Quarter \_\_\_\_\_ 4th Quarter \_\_\_\_\_  
 Name Of Library \_\_\_\_\_ July-September \_\_\_\_\_ October-December \_\_\_\_\_ January-March \_\_\_\_\_ April-June \_\_\_\_\_  
 Instructions: 1. Submit one original plus one copy of this report with other reports required.  
 2. Send to: Budget Office - Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
1. Personnel	1,800	32,475	34,275	-0-	5,972	-0-	12,719	12,719
2. Library Materials	-0-	1,000	1,000	-0-	-0-	-0-	9	9
3. Operations	6,772	5,011	11,783	-0-	1,520	-0-	1,671	1,671
4. Equipment	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
5. Indirect	300	-0-	300	-0-	-0-	-0-	-0-	-0-
6. Total	6,872	38,486	47,358	-0-	7,492	-0-	6907	14,399

"OPERATIONS" DETAIL

	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
3a. Contract Services	1,000	-0-	1,000	-0-	80	-0-	80	80
3b. Travel	1,900	-0-	1,900	-0-	145	-0-	240	240
3c. Office Supplies	1,800	-0-	1,800	-0-	1,055	-0-	1071	1,071
3d. Printing	3,000	-0-	3,000	-0-	126	-0-	126	126
3e. Instr. Resources	1,083	-0-	1,083	-0-	-0-	-0-	-0-	-0-
3f. Communications	3,000	-0-	3,000	-0-	114	-0-	154	154
3g. Other	-0-	-0-	0	-0-	-0-	-0-	-0-	-0-
TOTAL	11,783	-0-	11,783	-0-	1,520	-0-	1,671	1,671

*Elizabeth D. Minter*  
 Signature of Representative of Fiscal

Elizabeth D. Minter  
 Library Director 01/20/99

Title \_\_\_\_\_ Date \_\_\_\_\_

Wendy Goodson

Contact Person

Admin. Ass't. (714) 628-1906, ext. 202

Title \_\_\_\_\_ Phone \_\_\_\_\_

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

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** California Library Literacy Services 2nd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California

**DATE:** February 17, 1999

**BACKGROUND:**

Attached is a copy of the District's 2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1999-99.

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

**RECOMMENDATION:**

Receive and File



PLEASE NOTE: THE DOCUMENTS ACCOMPANYING THIS FACSIMILE TRANSMISSION MAY CONTAIN CONFIDENTIAL INFORMATION WHICH IS LEGALLY PRIVILEGED. THE INFORMATION IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF YOU ARE NOT THE INTENDED RECIPIENT, OR THE PERSON RESPONSIBLE FOR DELIVERING IT TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, DISTRIBUTION OR USE OF ANY OF THE INFORMATION CONTAINED IN THIS TRANSMISSION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS TRANSMISSION IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE AND MAIL THE ORIGINAL TRANSMISSION TO US. THANK YOU.

OPERATOR: \_\_\_\_\_ TIME SENT: \_\_\_\_\_

SPECIAL INSTRUCTIONS: Re: Letter request dated 1/19/99 for records from Ronald Zumbun of Zumbun & Findley, in Sacramento. To the best of my knowledge, no other pool participant has received this request. I doubt very much if this has anything to do with Orange County.  
Pat Shea 619/544-3177  
shea.p@pillsburylaw.com

THANK YOU.

IF YOU HAVE NOT PROPERLY RECEIVED THIS FACSIMILE, PLEASE CALL US AT (619) 234-5000

NUMBER OF PAGES INCLUDING COVER SHEET: 1

FILE NO.: 66345-100-0001

FROM: Patrick C. Shea (544-3177) USER NUMBER: 11364PCS

Placentia Library District  
Library Director

TO: Elizabeth D. Winter Fax: 714/528-8236 (tel: 714/528-1925 ext 203)

FACSIMILE TRANSMITTAL

January 21, 1999

San Francisco  
San Jose  
Sacramento  
Hong Kong

101 W. Broadway  
Suite 1800  
San Diego, CA 92101-8083  
Tel (619) 234-5000 Fax (619) 236-1995

Los Angeles  
Washington, D.C.  
Orange County  
Tokyo

PILLSBURY MADISON & SUTRO LLP

January 19, 1999  
Page 2


both releasable and nonreleasable material, it is requested that all portions that are reasonably segregable from the nonreleasable materials be available. If it is determined that certain documents or writings will be withheld, then for each document or writing withheld, please identify the document or writing by title, date, author, current custodian, and legal objection to production.

We will pay all reasonable reproduction fees assessed in connection with this request. If necessary to lessen the burden on your staff, we will arrange for an independent copying company to copy the documents and writings responsive to this request.

Pursuant to the California Public Records Act, you have 10 days within which to respond to this request.

Thank you for your cooperation in this matter.

Sincerely,

  
RONALD A. ZUMBRUN  
Managing Attorney

Ronald A. Zumburun  
John H. Findley  
Meriem L. Hubbard

*A Professional Law Corporation*

ZUMBURUN & FINDLEY

ZF

January 19, 1999

Public Records Act Officer  
Placentia Library

Dear Sir or Madam:

Re: California Public Records Act Request

Pursuant to the California Public Records Act, Government Code Sections 6521, *et. seq.*, it is requested that the Placentia Library furnish the documents and writings described below.

PUBLIC RECORDS REQUESTED

1. All comprehensive annual Financial Reports for the Placentia Library for any period between January 1, 1990 and December 31, 1995.
2. All audited general purpose financial statements and related footnotes, including auditors' report thereon for the Placentia Library for any period between January 1, 1990 and December 31, 1995.
3. All Single Audit Reports prepared by independent auditors for the Placentia Library for any period between January 1, 1990 and December 31, 1995. As used herein "Single Audit Reports" means a report or reports prepared pursuant to the Single Audit Act of 1984 or the U.S. Office of Management and Budget Circular A-128, Audits of State and Local Governments, including, without limitation, all reports on compliance with laws and regulations or reports on internal controls.

In the event that you determine that any of these documents or writings are exempt from public disclosure under the Act, please release, as soon as possible, all other documents or writings for which no claim of exemption is made. Should any document or writing contain

January 24, 1999

Ronald A. Zumbun  
Managing Attorney  
2150 River Plaza Drive  
Suite 255  
Sacramento, CA 95833

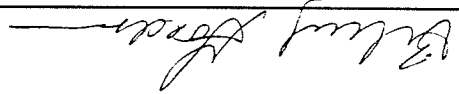
INVOICE

Copies made of Audit Reports for 1990,91,92,93,94,95,96,97,98. \$ 7.14  
(102 copies at \$.07 each)  
Other \$ 5.06

TOTAL

\$12.20

Wendy Goodson, Administrative Assistant



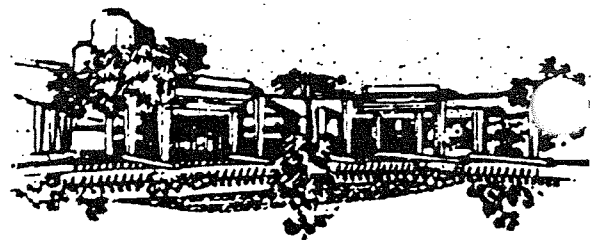
# PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202 (714) 528-8236 (Fax)

plalibd@cosmoslink.net



Board of Trustees  
Margaret V. Dinsmore  
Robin J. Masters  
Al Shkoler  
Saundra Stark  
Gaeten M. Wood

January 24, 1999

Mr. Ronald A. Zumbrun  
Managing Attorney  
2150 River Plaza Drive  
Suite 255  
Sacramento, CA 95833

Dear Mr. Zumbrun:

In response to your California Public Records Act request of January 19, 1999, you will find enclosed copies of Placentia Library District's audits for the years ending June 30, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, and 1998.

No Single Audit Reports were prepared by the District during the years requested.

Neither District, the District's independent auditor nor the Orange County Auditor prepares a Comprehensive Annual Financial Report separate from the audits provided.

The Orange County Auditor provides monthly and year-end reports for each of the six funds it maintains on behalf of the District. If you need access to these reports, they are over 1,000 pages per year. You are welcome to contact me to make commercial photocopying arrangements.

I have enclosed an invoice for the commercial photocopying and shipping costs of the items provided to you today.

If you have any additional needs, please feel free to contact me directly.

Sincerely,

Elizabeth D. Minter  
Library Director





# YES on LIBRARY Support Your Local

CONTACT: SCOTT MALONI  
PH: 619-640-1156

FOR IMMEDIATE RELEASE  
JANUARY 6, 1999

## PROPOSITION 1 OPPONENTS' BALLOT STATEMENT RULED "FALSE AND MISLEADING"

### SUPERIOR COURT JUDGE STRIKES FALLACIOUS STATEMENT FROM BALLOT

**SAN DIEGO** - Yes on Proposition 1 - the Community Libraries Enhancement Ordinance - today won a major legal battle on behalf of San Diego County voters looking to revitalize San Diego's crumbling public library system.

Superior Court Judge William Pace ruled in favor of the Plaintiff, Kathryn Sullivan, President of Citizens in Action for Local Libraries - CALL - who filed the lawsuit requesting a Writ of Mandate striking certain false and misleading statements found in the Rebuttal Ballot Argument submitted by Proposition 1 opponents.

Proposition 1 opponents stated in their Rebuttal Ballot Argument that, "For instance, they (Prop. 1) claim that most local libraries are below American Library Association minimum standards. The only problem is, the ALA has NO such standards! Proponents simply made up this 'fact.' So desperate are the big spenders, they will say anything to pass higher taxes."

Mrs. Sullivan's attorney John Wertz of Sullivan, Wertz McDade & Wallace argued before the court that the language was indeed false and misleading resulting in Superior Court Judge William Pace ruling that the Rebuttal Ballot Argument submitted by Prop. 1 opponents was "false and misleading, and in violation of the California Elections Code." The entire paragraph will be removed from the Rebuttal Ballot Argument without substitution.

"Judge Pace's ruling is an important victory for San Diego County voters," said Prop. 1 spokesman Scott Maloni. "San Diegans will now have the opportunity to vote on Prop. 1 based on fact and merit, not lies and misinformation spread by Richard Rider and the cynics and naysayers who oppose progress at every turn."

###

*Handwritten notes:*  
S  
let the prop  
be removed  
from the ballot  
@CA. prop  
not there

DATE: January 4, 1999

TO: CLA Legislative Committee

FROM: Gregg Atkins *GA*

RE: FEDERAL LEGISLATIVE UPDATE - JAN. 1998 REPORT

On January 6, the new 106<sup>th</sup> Congress will begin its two-year session. In addition to the usual annual budget issues (which won't be known until the President submits the budget proposal), the following items have been identified for particular attention:

**1. E-Rate**

Following the successful effort to get the FCC to reduce the amount of funding, a new effort is likely from Republican in Congress to scrap the e-rate mechanism and replace it with block grants to states. It is possible that this new legislation would limit participation to K-12 and higher education. In any case, the costs would be paid out of the existing 3% excise tax paid by consumers rather than being paid for by telecommunications companies. This possible legislation could also attempt to scrap the principle of universal access for digital communication.

**2. Library Services & Technology Act (LSTA)**

The current distribution formula cost California \$2.5 million. California will want to work with its representatives to get the distribution formula changed at the earliest opportunity.

**3. Copyright**

The U.S. Copyright Office is holding hearings (in compliance with a section of the *Digital Millennium Copyright Act (PL 105-304)*) concerning promotion of distance education through digital technologies. The hearings will be a factor in development of a report with possible recommendations to Congress on revision of copyright law. This will be of particular importance to academic libraries and school libraries.

**4. Government Publications Reform Act (S.2288)**

This major effort to establish publications policy suitable to the 21<sup>st</sup> century and provide government publications via digital technologies died without passage at the close of the session. The revised bill was heavily influenced by the Inter-Association Working Group (IAWG). A similar version will be reintroduced in the new Congress.

The 25<sup>th</sup> National Legislative Day is scheduled for May 3-4, 1999 in Washington, D.C.

### III. LOBBYIST ACTION ON BILL POSITIONS

Support - Write letter in all cases to author and chair of committees the bill is referred to. Depending on importance, may also involve testimony before committee, lobbying committee members, Governor's office and whatever else is needed to obtain passage.

Approve - May or may not write letter depending on circumstances. This position is often taken on bills that do not directly affect CLA members but the committee generally approves of the concept or idea.

Watch - Bills are often amended four or five times or more a year. This position is taken on bills that could be amended to affect CLA or on bills which the committee does not feel strongly about one way or another, but wants to keep an eye on the bill anyway.

No Position - The committee determines that the bill is of no consequence to CLA and does not wish to take a position. This position is recorded on our bill list as legislative committees or the Governor's office will call for CLA's position and we indicate that the bill was reviewed by the CLA Legislative Committee and that we took "no position."

Oppose - Same activity as support.

Disapprove - Same activity as approve.

### IV. HINTS FOR READING BILLS

Legislative Counsel's Digest: The Counsel digest gives a brief description of what the bill does compared to existing law. The last paragraph of the digest will indicate whether or not the bill must go to a fiscal committee as well as the policy committee because of state or local cost impact. It will also state if the bill contains a state mandate, i.e., cost to local government. The last sentence of the digest also indicates whether the bill requires a simple majority vote or 2/3 vote on the floor of the Senate and Assembly and if it contains an urgency clause making it effective thirty days after enactment rather than January 1st of the following year.

The Text Itself: As you read the Sections of the bill that follow the digest

remember that the language shown in italics represents changes from current law. However, in subsequent versions of the bill (amended dates are shown on the top of the bill) only changes from the previous amended bill are shown in italics. Thus, it is important to keep all versions of important bills to see the initial change from current law and subsequent changes as the bill is amended.

I always look at the Section numbers first to see if the Section is added or if it is being amended. This way you know added sections are new whether the language is in italics or not.

Miscellaneous: Often, at the end of a bill you will see "sunset dates" which call for the bill to terminate on a certain date and "disclaimer language" relating to any state mandates. You can generally disregard these sections as they do not materially affect the bill's policy considerations.

**MICHAEL F. & ASSOCIATES**  
 PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 6L  
 SACRAMENTO, CALIFORNIA 95814  
 (916) 448-2196

February 8, 1993

**TO: CIA LEGISLATIVE COMMITTEE**  
**FROM: Mike Dillon, Lobbyist**  
**RE: BILL POSITIONS AND HINTS ON READING BILLS**

I. LEGISLATIVE PROCESS

I subscribe to the State's complete bill service which costs approximately \$3,000 per year. This service includes receiving hard copies of the Legislature's Daily File, Daily Journal, Daily History, and Weekly History. These documents list what is happening to all bills introduced by the Legislature. We also receive a copy of each bill introduced or amended. The state charges for extra bills ordered at 42¢ for 1-32 pages and \$1.16 for 32 pages and up.

We estimate we receive over 30,000 pieces of legislation during a two-year session. Donna screens every bill, I double screen, and all bills affecting CIA are referred to the Legislative Committee for action. Occasionally, if I am in doubt of a bill's impact on CIA, I will send it to Anne Marie Gold, Chair, to see if it is relevant and whether it should or should not be referred to the full legislative committee.

II. BILL POSITIONS

Bills are classified either active or inactive on our electronic bill tracking system as follows:

INACTIVE:

Approve  
 Approve if Amended  
 Approve as Amended  
 No Action

ACTIVE:

Support  
 Strong Support  
 Support if Amended  
 Support as Amended  
 Watch Close  
 Watch/Get Info  
 Referred to Legislative Com.  
 Important  
 Ours  
 Oppose unless Amended  
 Strong Oppose  
 Oppose

Disapprove  
 Disapprove as Amended  
 Watch  
 Neutral

## Committee Reports

John Mc Ginnes and Susan Harris are gearing up this year's Legislative Network. Letters will be going out to contacts in the next week.

CarolAnn Tassio's and I are developing this year's Leg Com workshops for the CLA Conference in November.

Attached is a Federal Legislative update prepared by Greg Atkins FYI.

Also attached is a press release regarding ProPL in San Diego.

Notes from the CLA Legislative Committee Meeting  
January 8, 1999

PLF

Leg Com Chair Ann Cousineau reports that she has asked Mike Dillon to put request for PLF \$'s up front in the request to the Governor rather than wait until later as is usually done.

### Construction Bonds - SB#3 Rainey, Burton, Alpert

This will be a very high priority for this year's Leg Com. (See attached text.) Dillon reports that it will be a month or two before anything starts happening on this. A task force is being appointed by CLA Exec Board to coordinate this effort statewide. I will be on the Task Force Steering Committee.

### Report from CLA Lobbyists - Mike and Christina Dillon

Mike gave his usual humorous report on the goings on in Sacramento around the swearing in of the new governor. He talked some about a few committee's that currently touch on areas of interest for the Library community. The Commission on Governance for the 21st Century and the Allies, a group of legislators meeting with members of CSAC, League of CA Cities, etc. are two committees that he is tracking.

He reported that no one wants to call ERAF eraf anymore, it's being referred to as Return of Property Tax. He gave out copies of AB 24 the first of what he thinks will be a number of eraf bills. Leg Com decided not to take a position until they have looked at all the bills regarding eraf. Likely Leg Com/CLA will take a position of support.

For the benefit of new Leg Com members, Mike and Christina ran over the various positions that CLA can take regarding new legislation. (See attached cheat sheet from Mike).

As the Governor was presenting his budget that morning, they left and promised to have more to report next month.

### State Library

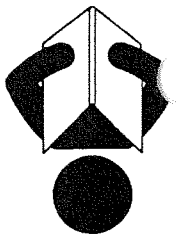
When the State Library Law Library closed in early 90's, the outcry from State Legislators was great so a \$50 fee was taken from each court filing fee to reopen the Law Library. State Library would like to have a bill introduced raising that set aside to \$75.

The California Newspaper Project, an effort to inventory California local dailies and weekly newspapers has been completed. State Library would like to have a bill introduced for funds to microfilm the inventoried newspapers.

# Metropolitan Cooperative Library System

3675 East Huntington Drive, Suite 100, Pasadena, California 91107  
telephone (626) 683-8244 • fax (626) 683-8097  
Website: <http://www.mcls.org> • E-mail: [mcshq@mcls.org](mailto:mcshq@mcls.org)

January 20, 1999



TO: MCLS/SLS Directors  
FROM: Barbara Custen *Barbara*  
RE: Legislative Committee meeting notes

Enclosed are notes from Wini Allard on the CLA Legislative Committee meeting held on January 8, 1999.

Enc

- Alhambra
- Altadena
- Arcadia
- Azusa
- Beverly Hills
- Burbank
- Calabasas
- Cerritos
- Commerce
- Covina
- Downey
- El Segundo
- Glendale
- Glendale
- Long Beach
- Los Angeles
- Monrovia
- Monterey Park
- Oxnard
- Palos Verdes
- Pomona
- Redondo Beach
- San Marino
- Santa Fe Springs
- Santa Monica
- Sierra Madre
- Signal Hill
- with Pasadena
- Thousand Oaks
- Torrance
- Whittier



Re: Senate Budget & Fiscal Review Committee--  
Hearings on Local Government  
January 8, 1999  
Page 4

final selection process with each of the special district associations. Please  
feel free to submit as many names of qualified elected (or appointed  
directors) and staff you deem appropriate.  
Thank you for your attention to this request, and given the importance of  
these hearings, I respectfully urge that you give this request prompt  
attention.

RAH/kmg

When I asked Senator Peace's staff for direction relative to the specific subject matter the panelists should be expected to address, he suggested that they should be able to discuss the "Three R's": Revenues, Roles and Responsibilities. Additionally, staff stressed that Senator Peace is not interested in hearing panelists "bitch and moan" about the loss of property tax revenues (ERAF).

Given the critical importance of these hearings, we need names of individuals that have special district expertise and would be available and willing to participate in these hearings. We should strive to obtain as many elected directors as possible, but clearly there are managers of districts that would serve this purpose well.

We should also choose persons from the regions wherein the hearings will take place. As of this writing, the Committee's hearing schedule is as follows:

- Los Angeles, Friday, January 22, 1999, from 11:30 a.m. to 2:30 p.m. (Hall of Administration Building)
- Placerville, Monday, January 25, 1999, 3:00 p.m. to 6:00 p.m. (no location yet)
- Oakland, Wednesday, January 27, 1999, 3:00 p.m. to 6:00 p.m. (no location yet)
- San Diego, Monday, February 1, 1999, 10:00 a.m. to 1:00 p.m. (no location yet)
- San Bernardino, Wednesday, February 3, 1999, 3:00 p.m. to 6:00 p.m. (no location yet)
- Merced, Monday February 8, 1999, 3:00 p.m. to 6:00 p.m. (no location yet)

Given the short timeframe to obtain panelists for each of these hearings, we are asking each of you, together with ACWA and CASA to submit names to Catherine Smith at CSDA as soon as possible, so that we may coordinate the

Re: Senate Budget & Fiscal Review Committee --  
Hearings on Local Government

January 8, 1999

Page 2

FROM: Ralph A. Heim

RE: Senate Budget & Fiscal Review Committee --  
Hearings on Local Government

Senator Steve Peace, Chair of the Senate Budget and Fiscal Review Committee, has scheduled six (6) hearings around California to "establish an ongoing dialog on local government finance." Additionally, the hearings are designed to:

1. Evaluate state/local financial relationships and seek proposals to reform the system of local finance.
2. Examine revenue and expenditure responsibilities with the objective of formulating a rational, equitable and efficient system of local government finance.
3. Receive input from local government officials regarding local finance in order to assist the Legislature to make sound decisions in the formulation of the State Budget

At each of the six (6) hearings, an overview of local government finance/structure will be presented by an "independent reviewer." Following this overview, a five-minute perspective will be offered; one each from CSAC, League of California Cities, and one from special districts. Following these presentations, the Committee will commence a dialog with 18 local government officials; 6 from CSAC; 6 from the League; and, 6 from special districts. Senator Peace would prefer that all of the panelists be elected officials, but managers or other staff from special districts will be acceptable.

Senator Peace encourages any written material participants wish to submit but has expressly asked that they not be read during the hearings, as he will lead a discussion that will ensure that all panelists have an opportunity to express their views.

1 L Street, Suite 100  
Sacramento, CA 95814  
Tel (916) 442-4584  
Fax (916) 441-4925  
Email: general@hks.com

Mosquito & Vector Control Association of California  
Don Eliason, Executive Director 916-685-1768 (144)  
Becky Cline, Legislative Comm. 559-659-2193 (144)

Midpeninsula Regional Open Space District  
Craig Britton, General Manager 650-691-0485 (148)

Five Districts Association of California  
Ron Collier 707-838-1173 (146)

California Association of Public Cemeteries  
Dewey Ausmus 760-745-5827 (145)

California Association of Recreation & Park Districts  
Ralph Miller, Executive Director 530-823-3935 (155)

CSDA Legislative Committee  
Dewey Ausmus 760-745-5827 (145)  
Robert Bare 530-938-4739 (145)  
Carol Bartels 909-683-8458 (145)  
Roger Boedecker 707-986-7435 (145)  
Kit Carter 805-227-6231 (145)  
Jim Meredith 805-526-7025 (145)  
Ernie Rodrigues 925-443-8351 (145)  
Catherine Smith 916-442-7889 (145)  
Sherry Sterrett 925-671-7591 (145)

TO:

CSDA Legislative Committee

January 8, 1999

8:30 a.m. (PST)

TRANSMITTED VIA FACSIMILE

4 Pages

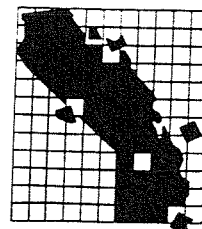
**U R G E N T**  
**IMMEDIATE ATTENTION REQUIRED**

John Caldwell  
Anne Kelly  
Russell W. Noack  
John A. Heim

Heim, Noack, Kell

F-273 T-096 P-01

**CSDA LEGISLATIVE UPDATE**  
Senate Budget & Fiscal Review Committee -  
Hearings on Local Government Finance  
Hearing Dates and Locations



The following information is provided regarding the dates, times and locations of the Senate Budget & Fiscal Review Committee's hearings on local government finance.

Friday, January 22, 1999 - 11:30 a.m. to 2:30 p.m.  
Kenneth Hahn Hall of Administration  
500 West Temple, Room 140  
Los Angeles, California

Monday, January 25, 1999 - 3:00 p.m. to 6:00 p.m.  
Best Western Inn  
6850 Greenleaf Drive  
Placerville, California

Wednesday, January 27, 1999 - 2:00 p.m. to 5:00 p.m.  
Alameda County Conference Center  
125 12<sup>th</sup> Street, 4<sup>th</sup> Floor Hayward & Union Rooms  
Oakland, California

Monday, February 1, 1999 - 10:00 a.m. to 1:00 p.m.  
County Administration Center  
1600 Pacific Highway, Room 302  
San Diego, California

Wednesday, February 3, 1999 - 3:00 p.m. to 6:00 p.m.  
County Administration, Board Chambers  
385 N. Arrowhead  
San Bernardino, California

Monday, February 8, 1999 - 3:00 p.m. to 6:00 p.m.  
Merced Senior Community Center  
744 W. 15<sup>th</sup> Street  
Merced, California

Senator Steve Peace, Chair of the Committee, has scheduled these six (6) hearings around California "to establish an ongoing dialog on local government finance." Six (6) representatives (different individuals at each location) from each of the following - cities, counties and special districts - will be participating in the roundtable discussions. If you have any additional questions, please feel free to contact CSDA at (916) 442-7887.

Additionally, CSDA should, as a high priority, encourage its member districts to meet and educate those individuals running for the Legislature from open seats; i.e., seats where there is no incumbent. We need to stress the importance of this education process prior to the newly elected legislators arriving in Sacramento this December. I can develop an inventory of these open seat races should the Committee so desire.

## DATA/COST IMPACT DEVELOPMENT

The final area CSDA must continue to explore is what I believe is our limited ability to develop data and/or cost-impact information relative to a given legislative proposal. While I maintain this is a very important deficiency, I have no specific recommendations as to how to improve our ability to develop such information.

CSAC and the League of California Cities do a tremendous job in this area, but unlike CSDA, they have large support staffs that are devoted to this function. We should not attempt to compete with CSAC and the League regarding information development, but we need to recognize the importance of this information in the legislative process, allowing CSDA to present factual, cost-impact data, showing how a given proposal will affect our members.

## CONCLUSION

The legislative process continues to change and, in so doing, requires that those that participate in that process both understand the changes, however subtle, and adjust accordingly. The issues outlined above attempt to lay a foundation for our collective thought-processes. We must first accept the fact that the legislative process is, and will continue to, undergo change. If we accept this premise of change, which we must, there is no alternative but to confront this changing dynamic in a rational, calculated fashion for the sole purpose of enhancing CSDA's legislative presence in the State Capitol. As the best form of local government, we owe ourselves nothing less.

I hope you agree and consider the comments presented above as the starting line.

Committee meeting, at which time Chapter representatives could receive a comprehensive briefing on all current legislation. I would, therefore, recommend that the Committee ask each Chapter how they view their role in CSDA's legislative program and what recommendations they could offer, designed to improve the legislative communicative link between CSDA and the Chapters.

## GRASSROOTS NETWORK/ALERT SYSTEM

Based upon the survey CSDA conducted shortly following our Alert on Assembly Bill 2368 (Hertzberg), it is clear that the Committee needs to analyze the responses therefrom and consider ways to address the apparent shortcomings in this program.

One consistent response from those members that answered the survey was they do not have the time to compose a letter, but would respond to their legislators if CSDA provided a sample letter with the Alert. This we can and should do with future Alerts.

My experience with our grassroots program/Alert system is that certain issues generate a greater response than others. The property tax shifts of 1992 and 1993 are good examples of "hot button" issues that resulted in a tremendous response to the Alerts. Perhaps the Hertzberg bill was not perceived as a serious threat to the future of special district governance, thus the poor response.

I also believe that the response, or lack thereof, to Alerts is a function of the overall grassroots network. I met recently with a number of statewide associations that have very effective grassroots networks to learn more about their systems. The common denominator present within each of these associations is their members' relationships with their legislators. In each case, these associations admitted that their grassroots programs would not be as successful as they are without their members developing and maintain working or personal relationships with their legislators.

Given the sheer number of CSDA members, and the fact that they are located in virtually every legislative district, the Committee should assign a high priority to expanding and improving the grassroots network, including, but not limited to, assisting member districts in the process of developing and maintaining relationships with their legislators.

## THE LEGISLATIVE COMMITTEE

As stated above, the CSDA Legislative Committee is the heart and sole of CSDA's legislative program. Among other things, the Committee has the responsibility to assign positions and priorities to the multitude of bills introduced each legislative session. Additionally, the Committee works closely with CSDA's Legislative Advocate to ensure proper implementation of the Committee's directives.

Due to a multitude of factors, not the least of which is the complexity of many legislative proposals, the Committee has not functioned to the level of expectation. This is not a failure of the members of the Committee, but again, a result of attempting to analyze complicated legislation, most of which is beyond the Committee members' area of expertise.

While expanding the Committee to include non-Board members has been discussed for a number of years, it is time to bring the issue to closure and add non-Board CSDA member representatives to the Committee. Since the Board will consider such a recommendation during the July 10, 1998, Board of Directors meeting, a positive resolution by the Board will make this recommendation moot.

Finally, I am recommending that the Committee meet monthly each month the Legislature is in Session. By so doing, the Committee will be able to remain current on all newly introduced and/or amended legislation and adjust its priorities accordingly. I realize the cost implications associated with this recommendation, but I firmly believe it will improve the overall work of the Committee and the Legislative Advocate.

## LOCAL CSDA CHAPTERS

Without question, the development and expansion of CSDA Chapters serve as a valuable resource, but as currently constituted, are underutilized. We should explore ideas, preferably with each Chapter, to determine how best to serve each other toward a common objective.

The objectives may be more frequent communications on key legislation or ensuring that the Chapters are fully integrated in CSDA's grassroots network/Alert system, which I will discuss in the next section. Additionally, we may want to explore quarterly meetings in conjunction with a scheduled



## EXECUTIVE SUMMARY

Over the past few years, the California Special Districts Association (CSDA) has initiated a number of programs and procedures designed to enhance its presence and effectiveness within the state legislative process. Examples of such programs include, but are not limited to, local CSDA Chapters, the on-going refining of the grassroots network/Legislative Alert system, and the annual Governing Affairs Day in Sacramento.

In addition to the above-cited programs, at the heart of CSDA's legislative program is its Legislative Committee. Historically, the Committee is comprised of members from the Board of Directors appointed by the current CSDA President. Unlike other special district associations, CSDA does not permit non-Board members to serve on the Committee as full voting members.

Given the ever-changing complexity of the Legislature, compounded in large part by the passage of term limits in 1990, CSDA must continue to evaluate the effectiveness of its legislative program, and where necessary, modify its program to reflect the changing realities of politics within the California Legislature.

Consider the fact that of the 12 legislators that currently comprise the Assembly Local Government Committee, 4 members, including the chair, will leave the Assembly this year due to term limits or election to another office. Of the 9 Senators that sit on the Senate Local Government Committee, 4 are termed-out, including the chair.

Given that most of the issues of critical importance to special districts are considered by these two policy committees, should CSDA consider conducting a workshop next year for legislators new to these committees?

As we approach the conclusion of the 1997-98 Legislative Session, I believe we should begin to look forward and continue to critically evaluate CSDA's legislative program; making modifications and improvements where warranted; all designed to ensure that CSDA is positioned to provide the highest level of representation to its membership as the Legislature approaches the 1999-2000 Legislative Session.

Presented below are a number of recommendations that are offered to stimulate a more comprehensive discussion of CSDA's legislative program.

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By  
Ralph A. Heim  
Heim, Noack, Kelly & Spahn  
July 8, 1998

A Blueprint For An Effective  
Legislative Program

# CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

Ralph A. Heim  
Russell W. Noack  
Anne Kelly  
Leslie S. Spahn  
John Caldwell

GOVERNMENTAL  
Heim, Noack, Kelly

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# CALIFORNIA ADVOCATES, INC.

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## Bill Folder: placenta

**AB 24, Maddox:** ASM ( Status | History | Version 12/07/1998: HTML | PDF )

**Topic:** Local fiscal relief: property tax revenue allocation.

**Digest Summary:** Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenues 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.

This bill would, except as otherwise provided with respect to amounts attributable to community colleges, prohibit a county auditor, for the 1999-2000 fiscal year and each fiscal year thereafter, from allocating to that county's ERAF a total amount of ad valorem property tax revenue greater than the amount allocated from that fund to school districts and the county office of education for the 1998-99 fiscal year.

**AB 188, Hertzberg:** ASM ( Status | History | Version 01/21/1999: HTML | PDF )

**Topic:** Local government reorganization.

**Lobbyist:** MDB

**Digest Summary:** Existing law establishes the Commission on Local Governance for the 21st Century, consisting of 15 members appointed by the Governor, the Assembly Committee on Rules, and the Senate

Committee on Rules, as specified.

This bill would include on the commission 6 nonvoting ex officio members consisting of the chairs and vice chairs of the Senate and Assembly Local Government Committees and 2 persons appointed by the Governor, as specified.

**SB 3, Rainey:** SEN ( Status | History | Version 12/07/1998: HTML | PDF )

**Topic:** California Library Construction and Renovation Bond Act.

**Digest Summary:** Existing law establishes the California Library Construction and Renovation Bond Act of 1988, which authorized the issuance pursuant to the State General Law of bonds in the amount of \$75,000,000 for the purpose of financing a special library construction and renovation program. This bill would enact the California Library Construction and Renovation Bond Act of 2000, which would authorize the issuance pursuant to the State General Law of bonds in the amount of \$1,000,000,000 for the purpose of financing a library construction and renovation program administered by the State Librarian.

800/372-7903 - Toll-Free Telephone

916/446-9849 - Sacramento Local Telephone

916/612-2040 - 24 Hour / 7 Day Page/Voice Mail

legweb@capweb.com - Email

LEGWEB.COM

TIME BY TYPE OF WORKER						
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	BLDG MAINT	TOTAL
Jul 1996	10.00	10.00	2.00	0.00	30.00	52.00
Aug 1996	8.00	8.00	2.00	0.00	30.00	48.00
Sep 1996	8.00	8.00	2.00	0.00	30.00	48.00
Oct 1996	8.00	8.00	2.00	0.00	30.00	48.00
Nov 1996	10.00	10.00	2.00	0.00	30.00	48.00
Dec 1996	8.00	8.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00	0.00	24.00	42.00
Feb 1997	8.00	8.00	2.00	0.00	24.00	42.00
Mar 1997	8.00	8.00	2.00	0.00	24.00	42.00
Apr 1997	8.00	8.00	2.00	0.00	24.00	42.00
May 1997	8.00	8.00	2.00	0.00	24.00	42.00
Jun 1997	8.00	8.00	2.00	0.00	40.00	58.00
TOTAL	100.00	100.00	24.00	4.00	340.00	568.00
AVG	8.33	8.33	2.00	0.33	28.33	47.33
TIME BY TYPE OF WORKER						
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	BLDG MAINT	TOTAL
Jul 1997	8.00	8.00	2.00	0.00	24.00	42.00
Aug 1997	8.00	8.00	2.00	0.00	24.00	42.00
Sep 1997	8.00	8.00	2.00	0.00	30.00	50.00
Oct 1997	8.00	8.00	2.00	0.00	30.00	50.00
Nov 1997	8.00	8.00	2.00	0.00	30.00	50.00
Dec 1997	8.00	8.00	2.00	0.00	30.00	50.00
Jan 1998	8.00	8.00	2.00	0.00	30.00	50.00
Feb 1998	8.00	8.00	2.00	0.00	30.00	50.00
Mar 1998	8.00	8.00	2.00	0.00	24.00	44.00
Apr 1998	8.00	8.00	2.00	0.00	30.00	50.00
May 1998	8.00	8.00	2.00	0.00	30.00	50.00
Jun 1998	8.00	8.00	2.00	0.00	30.00	50.00
TOTAL	96.00	116.00	24.00	0.00	342.00	578.00
AVG	8.00	9.67	2.00	0.00	28.50	48.17
TIME BY TYPE OF WORKER						
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	BLDG MAINT	TOTAL
Jul 1998	8.00	10.00	2.00	0.00	30.00	50.00
Aug 1998	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1998	8.00	10.00	2.00	0.00	30.00	50.00
Oct 1998	8.00	10.00	2.00	0.00	30.00	50.00
Nov 1998	8.00	10.00	2.00	2.00	30.00	52.00
Dec 1998	8.00	10.00	2.00	0.00	30.00	50.00
Jan 1999	8.00	10.00	2.00	0.00	30.00	50.00
Feb 1999	8.00	10.00	2.00	0.00	30.00	50.00
Mar 1999	8.00	10.00	2.00	0.00	30.00	50.00
Apr 1999	8.00	10.00	2.00	0.00	30.00	50.00
May 1999	8.00	10.00	2.00	0.00	30.00	50.00
Jun 1999	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	48.00	60.00	12.00	2.00	180.00	302.00
AVG	8.00	10.00	2.00	0.33	30.00	50.33

DOLLARS BY TYPE OF WORKER					
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK
AVG	265.00	264.40	51.68	0.00	674.46
TOTAL	3,180.00	3,172.80	620.16	0.00	8,093.46
Jul-97	262.08	216.00	51.04	0.00	560.88
Aug-97	262.08	216.00	51.04	0.00	560.88
Sep-97	262.08	270.00	51.04	0.00	701.10
Oct-97	262.08	270.00	51.04	0.00	701.10
Nov-97	262.08	270.00	51.04	0.00	701.10
Dec-97	262.08	270.00	51.04	0.00	701.10
Jan-98	267.92	276.80	52.32	0.00	718.50
Feb-98	267.92	276.80	52.32	0.00	718.50
Mar-98	267.92	276.80	52.32	0.00	574.80
Apr-98	267.92	276.80	52.32	0.00	718.50
May-98	267.92	276.80	52.32	0.00	718.50
Jun-98	267.92	276.80	52.32	0.00	718.50
Jul-98	267.92	276.80	52.32	0.00	718.50
Aug-98	267.92	276.80	52.32	0.00	718.50
Sep-98	267.92	276.80	52.32	0.00	718.50
Oct-98	267.92	276.80	52.32	0.00	718.50
Nov-98	267.92	276.80	52.32	51.72	718.50
Dec-98	267.92	276.80	52.32	0.00	718.50
Jan-99	0.00	0.00	0.00	0.00	0.00
Feb-99	0.00	0.00	0.00	0.00	0.00
Mar-99	0.00	0.00	0.00	0.00	0.00
Apr-99	0.00	0.00	0.00	0.00	0.00
May-99	0.00	0.00	0.00	0.00	0.00
Jun-99	0.00	0.00	0.00	0.00	0.00
TOTAL	1,607.52	1,660.80	313.92	51.72	4,311.00
AVG	267.92	276.80	52.32	8.62	718.50
TOTAL	7,944.96	1,324.16			

DOLLARS BY TYPE OF WORKER					
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK
AVG	262.08	216.00	51.04	0.00	560.88
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80
Jul 1996	326.70	270.00	51.04	0.00	701.10
Aug 1996	261.36	216.00	51.04	0.00	701.10
Sep 1996	261.36	216.00	51.04	0.00	701.10
Oct 1996	261.36	216.00	51.04	0.00	701.10
Nov 1996	261.36	216.00	51.04	0.00	701.10
Dec 1996	327.60	270.00	51.04	50.46	701.10
Jan 1997	262.08	216.00	51.04	0.00	560.88
Feb 1997	262.08	216.00	51.04	0.00	560.88
Mar 1997	262.08	216.00	51.04	0.00	560.88
Apr 1997	262.08	216.00	51.04	0.00	560.88
May 1997	262.08	216.00	51.04	0.00	560.88
Jun 1997	262.08	216.00	51.04	0.00	934.80
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80
AVG	272.69	225.00	51.04	4.21	662.15
TOTAL	14,580.96	1,215.08			

DOLLARS BY TYPE OF WORKER					
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK
AVG	262.08	216.00	51.04	0.00	560.88
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80
Jul 1996	326.70	270.00	51.04	0.00	701.10
Aug 1996	261.36	216.00	51.04	0.00	701.10
Sep 1996	261.36	216.00	51.04	0.00	701.10
Oct 1996	261.36	216.00	51.04	0.00	701.10
Nov 1996	261.36	216.00	51.04	0.00	701.10
Dec 1996	327.60	270.00	51.04	50.46	701.10
Jan 1997	262.08	216.00	51.04	0.00	560.88
Feb 1997	262.08	216.00	51.04	0.00	560.88
Mar 1997	262.08	216.00	51.04	0.00	560.88
Apr 1997	262.08	216.00	51.04	0.00	560.88
May 1997	262.08	216.00	51.04	0.00	560.88
Jun 1997	262.08	216.00	51.04	0.00	934.80
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80
AVG	272.69	225.00	51.04	4.21	662.15
TOTAL	14,580.96	1,215.08			

DOLLARS BY TYPE OF WORKER

TOTAL DOLLARS SPENT				
	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY
FY1996-1997	1,348.84	279.00	35.46	1,663.30
Jul 1996	1,229.50	279.00	19.41	1,527.91
Aug 1996	1,229.50	279.00	15.10	1,523.60
Sep 1996	1,229.50	264.00	33.47	1,526.97
Oct 1996	1,229.50	264.00	17.41	1,510.91
Nov 1996	1,400.20	408.00	35.46	1,843.66
Dec 1996	1,090.00	234.00	19.41	1,343.41
Jan 1997	1,090.00	234.00	19.41	1,343.41
Feb 1997	1,090.00	236.40	41.93	1,368.33
Mar 1997	1,090.00	234.00	19.41	1,343.41
Apr 1997	1,090.00	234.00	20.97	1,344.97
May 1997	1,090.00	234.00	43.27	1,367.27
Jun 1997	1,463.92	324.00	73.44	1,861.36
TOTAL	14,580.96	3,269.40	374.74	18,225.10
AVG	1,215.08	272.45	31.23	1,518.76
=====				
TOTAL DOLLARS SPENT				
	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY
FY1997-1998	1,090.00	174.00	17.41	1,281.41
Jul-97	1,090.00	174.00	25.87	1,289.87
Aug-97	1,284.22	204.00	40.96	1,529.18
Sep-97	1,284.22	204.00	19.51	1,507.73
Oct-97	1,284.22	204.00	38.96	1,527.18
Nov-97	1,284.22	204.00	23.88	1,512.10
Dec-97	1,315.54	264.00	13.44	1,592.98
Jan-98	1,315.54	264.00	4.48	1,584.02
Feb-98	1,171.84	174.00	8.97	1,354.81
Mar-98	1,315.54	204.00	30.34	1,549.88
Apr-98	1,315.54	204.00	15.43	1,534.97
May-98	1,315.54	204.00	6.48	1,526.02
Jun-98	1,255.54	206.50	20.48	1,482.51
TOTAL	15,066.42	2,478.00	245.73	17,790.15
AVG	1,255.54	206.50	20.48	1,482.51
=====				
TOTAL DOLLARS SPENT				
	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY
FY1998-1999	1,315.54	204.00	6.48	1,526.02
Jul-98	1,315.54	189.00	18.33	1,522.87
Aug-98	1,315.54	189.00	17.41	1,521.95
Sep-98	1,315.54	189.00	19.41	1,523.95
Oct-98	1,367.26	438.00	4.48	1,809.74
Nov-98	1,315.54	279.00	10.95	1,605.49
Jan-99	0.00	0.00	0.00	0.00
Feb-99	0.00	0.00	0.00	0.00
Mar-99	0.00	0.00	0.00	0.00
Apr-99	0.00	0.00	0.00	0.00
May-99	0.00	0.00	0.00	0.00
Jun-99	0.00	0.00	0.00	0.00
TOTAL	7,944.96	1,488.00	77.06	9,510.02
AVG	1,324.16	248.00	12.84	1,585.00
792.50	4,755.01			

PERIOD COVERED	DATE	S. CA	EDISON	TURF	GROUNDS	REPAIRS	MANTN/ CIV CTR	FIRE INS	BONDS	TOTAL
Jul-96	9/4/96	4,685.02	831.65	835.38	835.38	0.00	0.00	0.00	0.00	6,352.05
Aug-96	9/26/97	4,435.31	835.38	763.96	57.32	0.00	0.00	0.00	0.00	6,091.97
Sep-96	10/15/96	4,534.17	835.38	761.80	107.50	0.00	0.00	0.00	0.00	6,228.85
Oct-96	11/18/96	3,642.18	835.38	763.49	0.00	0.00	0.00	0.00	0.00	5,241.05
Nov-96	12/18/96	3,179.64	835.38	755.46	322.50	0.00	0.00	0.00	0.00	5,092.98
Dec-96	2/7/97	3,213.07	0.00	921.83	215.00	0.00	0.00	0.00	0.00	4,349.90
Jan-97	2/20/97	2,789.27	835.38	671.71	119.64	0.00	0.00	0.00	0.00	4,416.00
Feb-97	4/2/97	3,093.58	818.37	684.17	215.00	0.00	0.00	0.00	0.00	4,811.12
Mar-97	5/2/97	3,336.96	1,636.74	671.71	0.00	0.00	0.00	0.00	0.00	5,645.41
Apr-97	5/29/97	3,262.31	818.37	672.49	4,753.17	0.00	0.00	0.00	0.00	4,753.17
May-97	7/8/97	3,723.76	863.00	683.64	2,472.50	0.00	0.00	0.00	0.00	7,742.90
Jun-97	8/6/97	4,389.35	818.37	930.68	107.50	0.00	0.00	0.00	0.00	6,245.90
<b>TOTAL AVG</b>		<b>44,284.62</b>	<b>9,963.40</b>	<b>9,116.32</b>	<b>3,616.96</b>	<b>301.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,981.30</b>
PERIOD COVERED	DATE	S. CA	EDISON	TURF	GROUNDS	REPAIRS	MANTN/ CIV CTR	FIRE INS	BONDS	TOTAL
FY1996-1997										
Jul-97	9/3/97	4,771.45	854.45	640.71	644.94	0.00	0.00	0.00	0.00	6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94	6,009.84	0.00	0.00	0.00	0.00	6,212.75
Sep-97	10/28/97	4,629.79	818.37	764.59	6,212.75	0.00	0.00	0.00	0.00	6,212.75
Oct-97	12/8/97	3,517.79	818.37	753.82	5,519.98	0.00	0.00	0.00	0.00	5,519.98
Nov-97	2/5/98	3,139.17	818.37	763.59	4,892.39	0.00	0.00	0.00	0.00	4,892.39
Dec-97	2/5/98	3,020.48	818.37	756.00	4,881.10	0.00	0.00	0.00	0.00	4,881.10
Jan-98	3/3/98	2,802.37	818.37	796.49	4,524.73	0.00	0.00	0.00	0.00	4,524.73
Feb-98	4/29/98	2,883.17	818.37	792.01	4,689.19	0.00	0.00	0.00	0.00	4,689.19
Mar-98	5/4/98	2,860.41	818.37	677.41	4,698.73	0.00	0.00	0.00	0.00	4,698.73
Apr-98	6/10/98	3,179.79	818.37	774.94	5,056.88	0.00	0.00	0.00	0.00	5,056.88
May-98	7/9/98	3,048.03	818.37	767.49	4,741.39	0.00	0.00	0.00	0.00	4,741.39
Jun-98	8/4/98	4,161.55	818.37	763.01	5,850.43	0.00	0.00	0.00	0.00	5,850.43
<b>TOTAL AVG</b>		<b>42,560.43</b>	<b>9,856.62</b>	<b>8,895.00</b>	<b>2,031.97</b>	<b>169.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>63,344.02</b>
PERIOD COVERED	DATE	S. CA	EDISON	TURF	GROUNDS	REPAIRS	MANTN/ CIV CTR	FIRE INS	BONDS	TOTAL
FY1997-1998										
Jul-98	9/10/98	0.00	818.37	763.01	1,688.88	0.00	0.00	0.00	0.00	1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	1,687.31	0.00	0.00	0.00	0.00	1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	16,891.68	0.00	0.00	0.00	0.00	16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	7,112.85	0.00	0.00	0.00	0.00	7,112.85
Nov-98	1/6/98	0.00	818.37	1,666.85	2,485.22	0.00	0.00	0.00	0.00	2,485.22
Dec-98	2/4/99	2,884.98	818.37	802.75	4,613.60	0.00	0.00	0.00	0.00	4,613.60
Jan-99										
Feb-99										
Mar-99										
Apr-99										
May-99										
Jun-99										
<b>TOTAL AVG</b>		<b>24,114.75</b>	<b>5,049.85</b>	<b>4,755.03</b>	<b>559.91</b>	<b>93.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,479.54</b>
<b>TOTAL</b>		<b>4,019.13</b>	<b>841.64</b>	<b>792.51</b>	<b>5,746.59</b>					

CITY OF PLACENTIA INVOICES





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Status Report on Strategic Plan for Placentia Library District

**DATE:** February 17, 1999

No activities on the Strategic Plan have taken place in this report period.



December 11, 1998

Ms. Joan Finnegan  
258 Sherwood Street  
Costa Mesa, California 92627

Dear Joan:

As promised, I'm sending you my new address and phone number shown below:

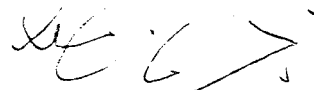
Sterling Fox  
17128 S.W. Greengate Drive  
Sherwood, OR 97140-6923  
Phone: (503) 925-1313

We are gradually settling into our new home. The area around us is quite lovely with a multitude of trees and other greenery. Our house backs up to a wetlands so we have a great view out the back. It rains almost every day but the sun peaks out frequently to give some balance to the day.

Please thank your fellow ISDOC board members for the plaque presented to me at my farewell reception. I'd love to hear from you in regard to the election of ISDOC officers for 1999-2000 or any other ISDOC news.

Come see us in Oregon!

Sincerely,



Sterling Fox

17128 S.W. Greengate Drive • Sherwood, OR 97140-6923 • 503-925-1313



8. Other Concerns/Comments

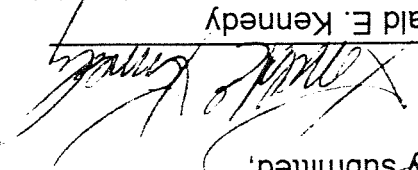
Joan Finnegan read a letter received from Sterling Fox (copy attached) regarding his move to Oregon and his continued interest in ISDOC matters.

9. Adjourn

Meeting was adjourned at 8:35 a.m.

Dated January 5, 1998

Respectfully submitted,

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

Call to Order

1. Preliminaries

Vice-President Keith Coolidge called the meeting to order at 7:35 A.M.

2. Review Minutes of December 8, 1998 Executive Committee Meeting.

Joan Finnegan pointed out that Committee Action to increase the cost of luncheon from \$10 to \$12 was omitted from the minutes.

The Committee approved the corrected minutes with the understanding that the increase would not apply to the January 14, 1999 meeting since notices have been circulated. The change will be effective starting with the March meeting.

3. Financial Report

Joan Finnegan reported a cash balance as of January 1, 1999 of \$3,221.67. (copy of report attached)

4. Activate Telephone Tree for January 14, 1999 luncheon meeting.

There was some confusion about the availability of a calling list established by Sterling Fox for the purpose of reminding all interested parties of an upcoming meeting. Assignments were based on a voluntary arrangement that ensured that all agencies would be contacted.

We hope to locate the list prior to the March luncheon meeting.

5. LAFCO Matters

John Withers reported that there was no current LAFCO activity regarding Special Districts. He also discussed the list of nominees for Bob Huntley's regular seat on the Commission and how changes on the Board of Supervisors may impact the Commission.

On January 22, 1999, LAFCO will hold a planning meeting for dealing with anticipated activities during 1999. John recommended that all agencies attend.

6. CASA Report

Russell Paris reported that the January Board Meeting was cancelled, that the Annual Government Affairs Day in Sacramento was scheduled for May 17, 1999 and that the Annual Conference would be in San Diego on September 22 - 24.

7. Legislative Report

Keith Coolidge reported that the full legislature was back in session this week and that a hearing was scheduled for January 13, 1999 regarding MWD.

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

Meeting held at MWDOC  
10500 Ellis Ave., Fountain Valley  
7:30 a.m. - January 5, 1998

ISDOC Executive Committee Members Present:

Position Vacant  
President

Keith Coolidge  
1st Vice President  
c/o MWDOC  
P.O. Box 20895  
Fountain Valley, Ca. 92728  
TEL: (714) 963-3058  
FAX: (714) 964-9389

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

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

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

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

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

cc: LAFCO Representatives

John B. Withers (present)  
Phillip L. Anthony  
Bob J. Huntley  
Dana Smith - LAFCO

Russ Behrens - McCormick,  
Kidman & Behrens

Ariene Schafar (present)  
Ken Petersen (present)  
Jim Reed (present)  
John Schatz  
Russell Paris (present)  
Bill Goodwin (present)  
Trudy Ohlig (present)  
Ed Labahn





Placentia Library District  
Circulation Report  
FEBRUARY 17, 1999

	FY98-99 YTD	FY97-98 YTD	FY98 TO FY99	% CHANGE	FY98-99 JANUARY 99	FY97-98 JANUARY 98
1st Time Checkouts	81,019	96,609	13,276	-16.14%	13,696	1,164
Phone Renewals	9,367	8,054	1,755	16.30%	1,046	1,164
In-Building Renewals	4,738	7,875	409	-38.27%	1,046	1,046
Total Renewals	14,105	15,729	2,033	-10.32%	2,210	2,210
TOTAL CHECKOUTS	95,124	112,338	15,309	-15.32%	15,906	15,906
On-Time Checkins	76,731	92,632	9,617	-17.17%	11,414	11,414
Late Checkins	15,666	18,056	2,334	-12.13%	2,569	2,569
TOTAL CHECKINS	92,597	110,688	11,951	-16.34%	13,983	13,983
Holds Placed	1,907	2,164	307	-11.88%	297	297
Holds Cancelled	414	441	58	-6.12%	76	76
Holds Filled	1,816	1,962	278	-8.38%	224	224
Holds Expired	16	20	2	-20.00%	0	0
Overdue Items	5,671	6,593	492	-13.98%	605	605
Overdue Notices	2,357	2,752	197	-14.35%	250	250
Billing Notices	2,924	3,380	420	-13.49%	488	488
Patrons Registered	1,630	2,012	286	-9.05%	312	312
Titles Added	4,722	3,602	585	31.09%	396	396
Volumes Added	5,413	6,661	906	-18.74%	707	707
CIRCULATION BY TYPE OF MATERIAL						
Adult Print	43,011	48,097	6,823	-10.57%	7,139	7,139
Juvenile Print	45,307	55,765	7,586	-18.75%	7,506	7,506
Total Print	88,318	103,862	14,409	-14.97%	14,645	14,645
Audio	3,147	3,572	403	-11.90%	527	527
Visual	4,404	5,564	628	-20.85%	734	734
Equipment	0	0	0	0.00%	0	0
Total Audio Visual	7,551	9,136	1,031	-17.35%	1,261	1,261
TOTAL CIRCULATION	95,124	112,338	15,309	-15.32%	15,906	15,906
Placentia Circulation	58,297	73,903	9,411	-21.12%	10,229	10,229
% Placentia Circulation	60.81%	65.40%	60.95%	-7.02%	64.31%	64.31%
Anaheim/Yorba Linda Circulation	18,653	19,805	3,008	-5.82%	2,862	2,862
% Anaheim/Yorba Linda Circulation	19.46%	17.53%	19.48%	11.01%	17.99%	17.99%
TYPES OF ACTIVE BORROWERS						
Adult	63,684	71,553	10,337	-11.00%	10,075	10,075
Young Adult	2,533	2,329	337	8.76%	457	457
Juvenile	23,421	31,268	3,852	-25.10%	4,360	4,360
New Borrower	6,232	7,840	914	-20.51%	1,014	1,014
Non Resident	0	0	0	0.00%	0	0
Other	0	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	95,870	112,990	15,440	-15.15%	15,906	15,906
TOTAL REGISTERED BORROWERS	26,673	27,481	26,673	-2.94%	27,481	27,481
ATTENDANCE	169,003	184,766	26,122	-8.54%	25,812	25,812
Adult Reference - In Building	7,234	7,773	1,080	-6.83%	1,185	1,185
Adult Reference - Telephone	1,830	1,755	258	4.27%	274	274
Children's Reference - In Building	3,680	5,321	535	-30.84%	710	710
Children's Reference - Telephone	210	204	36	2.94%	32	32
Total Adult Reference	9,064	9,528	1,318	-4.87%	1,459	1,459
Total Children's Reference	3,890	5,525	571	-29.59%	742	742
Total In Building Reference	10,914	13,094	1,885	-16.65%	1,885	1,885
Total Telephone Reference	2,040	1,959	294	4.13%	306	306
TOTAL REFERENCE	12,954	15,053	1,889	-13.94%	2,201	2,201

TEMPORARY VOLUNTEERS

Month	Regular/Temp Volunteers	Literacy Volunteers	REGULAR VOLUNTEERS	TEMPORARY VOLUNTEERS	TOTAL
July	808.25	457.00	808.25	457.00	1,265.25
August	776.75	209.00	776.75	209.00	985.75
September	773.75	279.00	773.75	279.00	1,052.75
October	756.50	482.00	756.50	482.00	1,238.50
November	519.75	257.00	519.75	257.00	776.75
December	370.00	142.00	370.00	142.00	512.00
January	488.60	367.00	488.60	367.00	855.60
February	480.00	517.00	480.00	517.00	997.00
March	675.00	493.00	675.00	493.00	1,168.00
April	768.00	633.00	768.00	633.00	1,401.00
May	620.50	430.00	620.50	430.00	1,050.50
June	740.25	380.00	740.25	380.00	1,120.25
<b>FY98/99</b>	<b>4,885.25</b>	<b>3,122.25</b>	<b>4,885.25</b>	<b>3,122.25</b>	<b>8,007.50</b>
<b>FY97/98</b>	<b>898.50</b>	<b>929.00</b>	<b>898.50</b>	<b>929.00</b>	<b>1,827.50</b>
<b>TOTAL</b>	<b>5,783.75</b>	<b>4,051.25</b>	<b>5,783.75</b>	<b>4,051.25</b>	<b>9,835.00</b>

REGULAR VOLUNTEERS are committed to an on-going program each week  
 LITERACY VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.  
 TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

TO: Elizabeth Winter, Library Director  
 FROM: Cheryl Willauer, Volunteer Coordinator  
 SUBJECT: Volunteer Report for the Month of January 1999

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99	FY98/99	Starting	Cumulative
Andrade, Linda	6.00	86.00	9/95	345.75
Backes, Theresa	11.00	60.75	6/98	73.25
Boeliman, Marge	0.00	6.00	1/98	17.25
Cicero, Linda Ann Lo	0.00	26.50	3/98	73.75
Dell, Lyla	19.25	132.00	8/98	132.00
Deputy, Paul	19.00	140.00	7/82	6,603.25
Farkas, Ted	5.00	11.00	10/98	11.00
Fioroni, Pete	9.50	29.50	3/97	115.25
Fioroni, Ruth	9.50	29.50	3/97	115.25
Fitzgerald, Joan	12.00	120.00	10/93	1,455.00
Foundation Telephone Committee	0.00	40.00	10/98	40.00
Godwin, Nita	0.00	9.00	2/96	141.25
Hochman, Sue	4.00	50.00	1/98	85.75
Horrocks, Marjorie	4.00	26.00	10/95	181.00
Hyams, Rose	12.00	82.75	7/98	82.75
Irot, Pat	42.00	149.50	2/96	892.00
Jerberg, Pat	2.00	53.25	4/98	61.75
Livesey, Jane	8.00	46.00	4/96	251.00
Lord, Audrey	0.00	53.00	10/97	193.50
Malik, Shamim	3.00	55.00	5/97	472.75
Matsuo, Roy	0.00	3.75	7/98	3.75
Mignot, John	0.00	23.00	6/98	27.00
Mignot, Shirley	8.00	51.00	9/95	293.75
Myers, Claire	16.00	96.75	10/95	582.75
Olson, Bob	2.25	24.75	9/95	222.25
Pence, Thomas	7.00	7.00	1/99	7.00
Robb, Barbara	1.50	17.25	7/98	17.25
Schlichter, Allan	8.00	30.00	10/93	498.50
Schmidt, Marie	5.00	38.00	4/98	52.00
Shaw, Dixie	2.50	12.00	5/94	136.00
Stark, Allan	0.00	6.00	4/97	25.50
Stark, Sandra	9.00	57.75	4/98	145.75
Venegas, Julie	0.00	38.25	6/98	51.25
Wymer, Betty	13.25	72.50	1/96	399.00
J.T.P.A. / Job Training Partnership Act	0.00	108.00		1,050.50
J.T.E.P. / Senior Training & Employment Program	80.00	920.00		5,233.75
TOTAL	318.75	2,700.50		19,703.50

TO: Foundation Board of Directors  
 FROM: Elizabeth D. Minter, Library Director *EDM*  
 DATE: February 17, 1999  
**SUBJECT: GIFT REPORT**

The following gifts were received from January 1, 1998 through January 31, 1998

**ADOPT-A-BOOK DONATIONS**

Illa Bessermin (Hunt Wesson)  
 Raymond & Lynne Brown  
 Ruth Cain  
 Jim & Peggy Dinsmore  
 James Faley  
 Charles & Mindah Glatstein  
 Susan Judd Grimm  
 Ralph Goff  
 Anne M Guse  
 John Hassell (Dura-Chem Inc.)  
 Richard & Lucille Henderson  
 Dale & Betty Hughes  
 Pat Irot  
 Pat Irot  
 William & Lois Keenen  
 George & Delphine Larson  
 Kaye E. Lennon  
 Jo Ann Nelson  
 Leonora Pierotti  
 Mary Louise Pommier  
 Mimi Schall  
 Ralph & Patricia Shook  
 Robert & Jean Turner

**TOTAL AAB DONATIONS                    \$3,060.00**

**BOOK ENDOWMENT DONATIONS**


Glenn & Kathy Baldwin  
 Kenneth & Janice Coulson  
 Jim & Peggy Dinsmore  
 Mr. & Mrs. William Dooley  
 Pat Irot  
 Patrick & Barbara McHugh

**TOTAL BOOK ENDOWMENT                \$3,379.00**

**TOTAL ALL DONATIONS                \$6,439.00**



TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: February 10, 1999

**SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH JANUARY, 1999**

1. **Air Conditioning** – Regular maintenance of HVAC system.
2. **Lighting** – Regular maintenance of lighting.
3. **Loading dock driveway** – Tree branches are at eye level and are a safety hazard to people and can cause damage to vehicles. Work completed Jan 1999.





TO: Library Board of Trustees  
FROM: Elizabeth Minter, Library Director *elm*  
DATE: February 10, 1999  
SUBJECT: **PERSONNEL REPORT FOR JANUARY, 1999**

RESIGNATIONS:

None

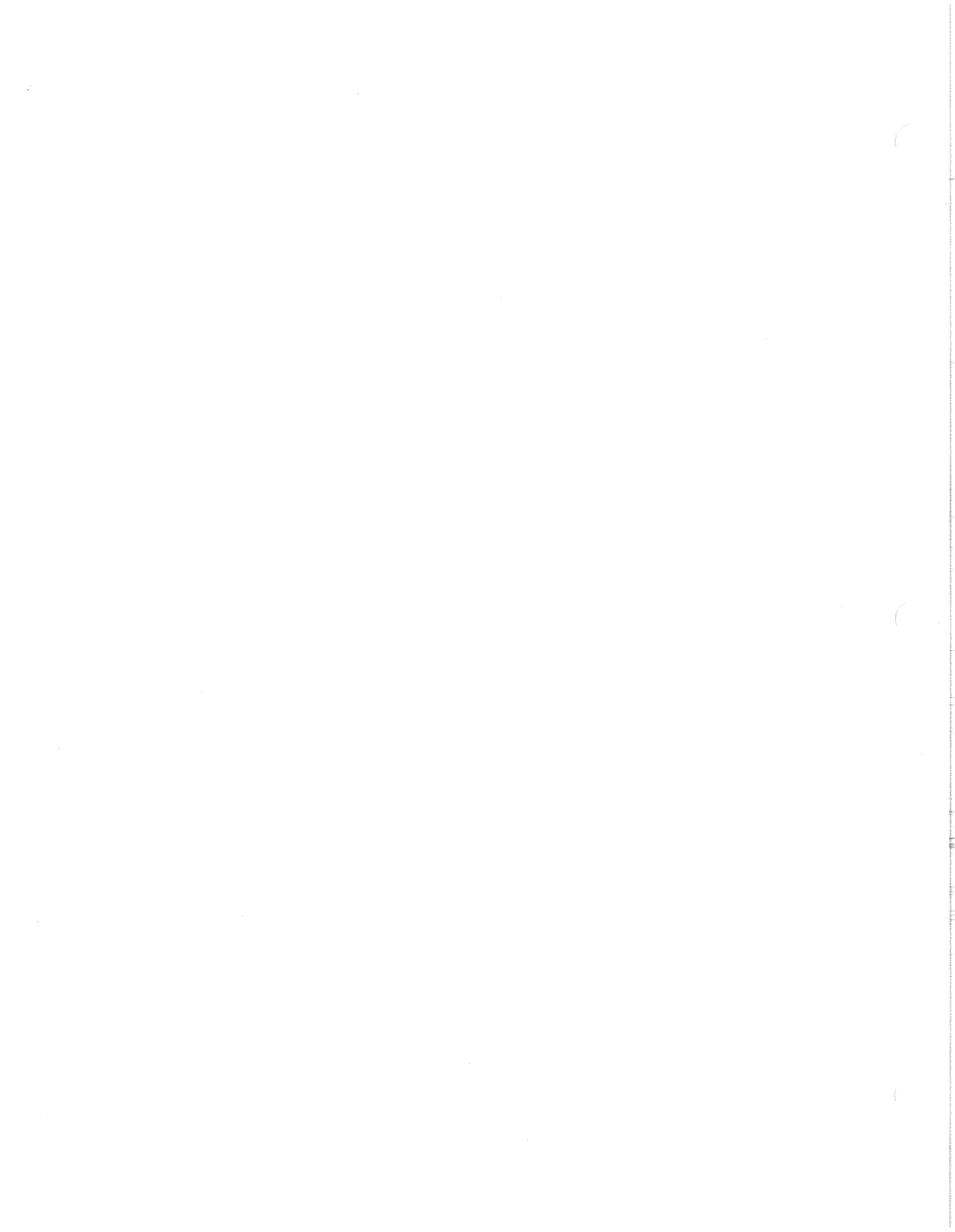
APPOINTMENTS:

Wendy Goodson, Administrative Assistant, full-time, effective Jan 1, 1999

OPEN POSITIONS:

None

Prepared by: Wendy Goodson



# AGENDA

## REGULAR MEETING

### PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

February 17, 1999

7:30 P.M.

Library Conference Room

7:30

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call Administrative Assistant

2. Adoption of Agenda

*wood / M... name after 30 + book*

*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*

Presentation: Library Director

Recommendation: Adopt by Motion

3. Minutes of the January 20, 1999 Regular Meeting.

*minutes / wood*

Presentation: Library Director

Recommendation: Approve by Motion

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).*

meets with Cynthia Good  
meets with the City.

5. Board President Report

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

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.

Peggy -  
① CALTAC Bd Meeting -  
② Workshop - with Local Govt Finance  
Forum San Stearns  
Pearce Planning

7. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Board Representative ~~Virginia Walker~~ <sup>Renee Scott</sup>

\* Ralph Harris  
a paper + some  
bags  
portrayed here on be  
about - Program  
\* ~~Condon~~ <sup>Lily</sup>

CLAIMS (Items 8 - 11)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 8 - 11 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.

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

No Nonstandard Claims were processed during this report period.

9. Claims forwarded by the Library Director and the Library Board of Trustees. (Approve)

Claims 3692, 3693, 3696 and 3697 for a total of \$6,703.29 forwarded by Library Director during this report period.

10. Current Claims and Payroll (Approve)

67,820.43  
Current Claims of \$65,101.71; and Payrolls 3694 for \$20,235.00 and 3695 for \$20,325.00, for a combined total of Current Claims and Payroll of \$105,751.71.  
\$ 108,470.43

11. FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred at this time. (Receive & File)

\$ 150,323.28

FINANCIAL REPORTS (Items 12 - 17)

Presentation: Library Director  
Recommendation: Approve by Motion

Items 12 - 17 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.

Peggy dinner 7 8:45 PM

Geo  
25DA Training  
Services:

Samuel  
Placed by Board Table  
Ant another  
do report - letter  
9 sign + or  
to forward  
upon - SDC/CA  
Ann Bud Tea  
main ably.

- Send Dave*
12. Financial Reports for January 1999 (Receive & File)
  13. Office General Ledger & Check Registers for January 1999 (Receive & File)
  14. Acquisitions Report for January 1999 (Receive & File)
  15. Overdue Collection Reports for January 1999 (Receive & File)
  16. Debit Card System Reimbursement Report for January 1999 (Receive & File)
  17. Gifts Report for January 1999 (Receive & File)

**GENERAL CONSENT CALENDAR** (Items 18 - ~~29~~<sup>30</sup>)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 18 - ~~29~~<sup>30</sup> 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.*

18. Building Maintenance Report for January 1999 (Receive & File)
19. Personnel Report for January 1999 (Receive, File, and Ratify Appointments)
20. Volunteer Report for January 1999 (Receive & File)
21. Circulation Report for January 1999 (Receive & File)
22. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of January 5, 1999 (Receive & File)
23. Strategic Planning Report (Receive & File)
24. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
25. Legislative information from California Advocates, California Special Districts Association (CSDA), and the California Library Association (CLA) (Receive & File)
26. Response to California Public Records Act request from Ronald A. Zumbun, dated January 19, 1999 (Receive & File)
27. California Library Literacy Services 2nd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California (Receive & File)
28. Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)

29. Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage (Receive & File)
30. Ratification of Library Director's signature on Letter of Understanding, February 2, 1999, with Munson, Cronick & Associates, Certified Public Accountants regarding charges for their services for transferring the District's General Ledger from ACCPAC software to Quickbooks effective December 31, 1998 (Receive & File and Ratify Signature)
31. Minutes of the Board of Directors of the Special District Workers Compensation Authority for its meeting held on September 18, 1998 (Receive & File)
32. Library of California (formerly the California Library Services Board) actions taken at the January 25-27, 1999 meeting (Receive & File)

### CONTINUING BUSINESS

33. Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue

Presentation: Library Director  
Recommendation: Give direction for future action

### NEW BUSINESS

34. Selection of Health Insurance carrier for March 1999 through February 2000

Presentation: Library Director and  
Recommendation: Review plan proposals, make selection, and authorize the Library Director to sign the contract

35. Ratification of Library Director's travel/training authorization for Library Trustee Wood and Administrative Assistant Goodson to attend the National Society of Fund Raising Executives (NSFRE) Los Angeles Chapter's one-day seminar for grassroots organizations at California State University, Los Angeles, March 22, 1999 at a cost of \$50.00 per person plus mileage; and travel expenses for Administrative Assistant Goodson to attend the Special District Risk Management Authority (SDRMA) Education Day Workshop in Bakersfield on February 25, 1999

Presentation: Library Director  
Recommendation: Ratify payment of registration and mileage costs for Wood and Goodson to attend the NSFRE workshop on March 22, 1999, and

Authorize travel expenses for Goodson to attend the SDRMA workshop on February 25, 1999

36. Placentia Library Web Site

*Goodson*  
Presentation: Principal Librarian  
Recommendation:

**STAFF REPORTS** (Items 37 - 42)

Presentation: Library Director  
Recommendation: Approve by Motion

*Items 37 - 42 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.*

- 37. Program Committee Report for January 1999. (Ammar)
- 38. Children's Services Report for January 1999. (Smith)
- 39. Publicity Materials produced for January 1999. (Willauer)
- 40. Placentia Library Literacy Services Report for January 1999. (Matas)
- 41. Safety Committee Minutes for January 1999. (Matas)
- 42. Report on Y2K Preparations for January 1999. (Shook & Goodson)

*Abstract from Committee*  
~~Abstract from Committee~~  
 Control of Board Books.  
 web page  
 Placentia Fund Report

**ADJOURNMENT**

- 43. Agenda Preparation for the <sup>March</sup> February Regular Meeting which will be held on March 17, 1999.
- 44. Review of Action Items.

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

- 45. Adjourn

*Start 15 minutes early.*  
 ↑ ↑ 7:15 PM -  
 9:30  
 7:30  
 Bd meet 7:30

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the February 17, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 11, 1999.

*Wendy G. Goodson*





# Placentia Library Board Calendar

## February 1999 - January 2000

February 99

S	M	T	W	T	F	S
	①	②	③	4	5	6
7	8	9	10	11	12	13
14	15	16	⑬	18	19	20
21	22	23	24	25	26	⑳
28						

### February

- 1 American Library Assoc, Philadelphia, through 2/3  
7:00 PM Friends Board Meeting, Dinsmore

17 7:30 PM Library Board Meeting

27 9:00 AM - 3:30 PM CALTAC Workshop, Arcadia Public Library, 20 W. Duarte Rd.

### March

1 7:00 PM Friends Board Meeting, Shkoler

6 11:00 AM - 2:00 PM Author's Luncheon

17 7:30 PM Library Board Meeting

### April

5 7:00 PM Friends Board Meeting, Stark

11 National Library Week through 4/17

12 Friends Annual Meeting

21 7:30 PM Library Board Meeting

23 11:00 AM - 2:00 PM SLS/MCLS Annual Meeting, Queen Mary

27 CLA Legislative Day, Sacramento

30 Book Expo America, Los Angeles, through 5/2

### May

7 American Girl Pastimes Parties (also May 8)

19 7:30 PM Library Board Meeting

### June

2 Western Regional Planned Giving Conference, Costa Mesa

### June

7 7:00 PM Friends Board Meeting, Wood

16 7:30 PM Library Board Meeting

24 American Library Assoc. New Orleans, through 7/1

### July

21 7:30 PM Library Board Meeting

### August

18 7:30 PM Library Board Meeting

### September

13 NSFRE Fund Raising Day - Los Angeles  
7:00 PM Friends Board Meeting, Dinsmore

15 7:30 PM Library Board Meeting

### October

4 7:00 PM Friends Board Meeting, Shkoler

9 Heritage Parade

13 National Planned Giving Conference, Anaheim

20 7:30 PM Library Board Meeting

### November

1 7:00 PM Friends Board Meeting, Stark

17 7:30 PM Library Board Meeting

### December

2 11:30 AM - 1:00 PM Foundation Board Meeting

15 7:30 PM Library Board Meeting

August 99

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	⑱	19	20	21
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29	30	31				

September 99

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26	27	28	29	30		

March 99

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28	29	30	31			

April 99

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⑪	⑫	⑬	⑭	⑮	⑯	⑰
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24	25	26	⑳	28	29	30

October 99

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24	25	26	27	28	29	30
31						

May 99

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30	31					

November 99

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14	15	16	⑰	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 99

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13	14	15	⑰	17	18	19
20	21	22	23	⑳	25	26
⑳	28	29	⑳			

December 99

S	M	T	W	T	F	S
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12	13	14	⑮	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 99

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11	12	13	⑭	15	16	17
18	19	20	⑰	22	23	24
25	26	27	28	29	30	31

January 00

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16	17	18	⑰	20	21	22
23	24	25	26	⑳	28	29
30	31					



**MINUTES  
PLACENTIA LIBRARY DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 20, 1999**

**CALL TO ORDER**

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 20, 1999 at 7:30 P. M. by President Al Shkoler.

**ROLL CALL**

**Members Present:** President Al Shkoler; Trustees Robin Masters, Sandra Stark and Gaeten Wood; and Library Director Elizabeth Minter.

**Members Absent:** Trustee Peggy Dinsmore

**Others Present:** Principal Librarian Suad Ammar; Administrative Assistant Wendy Goodson.

**ADOPTION OF  
AGENDA**

It was moved by Trustee Stark, seconded by Secretary Masters to adopt the Agenda as printed.

AYES: Masters, Shkoler, Stark, Wood

NOES: ~~Dinsmore~~

ABSTAIN: None

ABSENT: ~~None~~ *Dinsmore*

**MINUTES**

It was moved by Trustee Stark, seconded by Trustee Wood to approve the Minutes of the December 15, 1998 Regular Meeting as printed.

AYES: Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: Dinsmore

**ORAL  
COMMUNICATIONS**

No members of the public requested to address the Board at this time.

**PRESIDENT'S  
REPORT**

President Shkoler is planning on conducting the Board meetings according to Robert's Rules of Order.

**TRUSTEE REPORTS**

Trustee Wood reported that she attended the Friends of Placentia Library Board Meeting January 4, 1999, and was pleased to hear there were many positive events occurring.

Trustee Stark reported that all the Trustees and City and District others were present for the Ribbon Cutting Ceremony for the Library's Passport Acceptance Agency on January 13, 1999.

Trustee Dinsmore arrived at 7:35 P.M.

Trustee Dinsmore reported that she attended the joint meeting of the Independent Special Districts of Orange County (ISDOC) and the Orange County Local Area Formation Commission (LAFCO) Special District Selected Committee on January 14, 1999. She reported that Bill Goodwin, Los Alisos Water District, was elected LAFCO representative, replacing Robert J. Huntley, Municipal Water District of Orange County, and that Arlene Schafer, Costa Mesa Sanitation District, was elected LAFCO alternate.

**FRIENDS REPORT**

No Friends Representative in attendance.

**FOUNDATION REPORT**

Placentia Library Foundation Director Sandra Stark reported that the new President of the Foundation is M.A. McHenry and the new treasurer is Sandra Stark. She also reported that Bob Tunstall is the newest member of the Foundation.

Foundation member Gaeten Wood reported that the American Girl Pastimes Party™ Committee is working on event plans for Mother's Day weekend.

**CLAIMS**

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

Nonstandard Claims in the amount of \$0.00

Claims 3680, 3681, 3682, 3683 forwarded by the Library Director in the amount of \$7,052.33.

Current Claims of \$19,938.84, and Payroll Claims 3689, 3690, 3691 in the amount of \$60,975.00 for a total of \$80,913.84.

FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred.

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

**FINANCIAL REPORTS**

It was moved by Trustee Stark, seconded by Trustee Wood to receive and file Agenda Items 13 through 18:

Financial Reports for December, 1998

Office General Ledger & Check Registers for December, 1998

Acquisitions Report for December, 1998

Overdue Collection Report for December, 1998

Debit Card System Reimbursement Report for December, 1998

Gifts Report for December, 1998

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

**GENERAL CONSENT  
CALENDAR**

It was moved by Trustee Wood, seconded by Secretary Masters to receive and file Agenda Items 19, 20, 21, 23, 24, 25, and 27:

Building Maintenance Report for December, 1998 (Receive & File)

Personnel Report for December, 1998 (Receive, File and Ratify Appointments)

Volunteer Report for December, 1998 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 8, 1998. (Receive & File)

Strategic Planning Report (Receive & File)

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

Letters from Mesa Consolidated Water District and Los Alisos Water District requesting support for candidates for the Local Area Formation Commission election of an independent special District delegate (Receive & File)

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive and file Agenda Item 22:

Circulation Report for December, 1998 (Received & File)


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

It was moved by Trustee Dinsmore, seconded by Trustee Stark to receive and file Agenda Item 26:

Legislative information from California Special Districts Association (CSDA) and the California Library Association (Receive & File)

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

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Item 28:

 Response to Interrogatories for Orange County Investment Pool (OCIP) Bankruptcy lawsuits with Standard & Poor's as prepared and submitted by the Library Director on December 17, 1998.

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

It was moved Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Item 29:

Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)

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

**LIBRARY REVENUE  
ISSUES AND  
FEASIBILITY OF  
LIBRARY PARCEL  
TAX BALLOT ISSUE**

It was moved by Trustee Stark, seconded by Trustee Wood to review and file report.

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

**DECLINE IN  
CIRCULATION**

Library Director Minter stated there will be meeting with City Council on February 2, 1999 at 4:30 p.m. to discuss extending Library hours as well as other special projects.

President Shkoler established an Ad Hoc Public Relations Committee consisting of Trustees, Staff and representatives of the community to develop a plan to promote the Library and increase its circulation and usage. The first meeting will be held on Wednesday, January 27, 1999 at 7:00 P.M.

It was moved by Secretary Masters, seconded by Trustee Stark to receive and file report.

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

**POSITION  
RECLASSIFICATION**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve the reclassification of one position in the Circulation Department from Clerk I to Clerk II effective January 15, 1999.

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

**TRAVEL  
AUTHORIZATIONS**

It was moved by Trustee Stark, seconded by Trustee Wood to authorize the payment of registration and travel costs for Library Director Elizabeth Minter, President Al Shkoler, Trustee Margaret (Peggy) Dinsmore to attend the California Special Districts Association (CSDA) training workshop on March 10, 1999 from 8:30 A.M. to 4:00 P.M. at the Municipal Water District at a cost of \$85 per person plus mileage.

AYES: Dinsmore, Masters, Shkoler, Stark, Wood  
NOES: None

ABSTAIN: None  
ABSENT: None

**REINVESTMENT OF  
CERTIFICATES OF  
DEPOSIT**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to leave Certificates at California State Bank as a rate of 4.9%; and purchase two (2) additional Certificates of Deposit in the amount of \$2,500 from the savings account.

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

**STAFF REPORTS**

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 33-37:

Program Committee Report for December, 1998

Children's Services Report for December, 1998

Publicity Materials produced in December, 1998

Placentia Library Literacy Services Report for December, 1998

Safety Committee Minutes for December, 1998

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

**AGENDA  
PREPARATION**

No action was taken on this item.

**ADJOURNMENT**

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 20, 1998 adjourned at 8:40 P.M.

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Robin J. Masters, Secretary



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *elm*  
**SUBJECT:** Friends of Placentia Library Report  
**DATE:** February 17, 1999

The Board of Directors of the Friends of the Library met on Monday, February 1, 1999. Trustee Peggy Dinsmore, Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

The Board welcomed Elizabeth (Liz) Spring to its membership and elected her as its representative to the Placentia Library Foundation Board of Directors.

President Irot and Vice President Olson will be completing the financial audit on February 4. At that time the Treasurer duties will be turned over to Camille Himes. The Friends plan to use Quick Books, the same accounting software as the District. The preliminary audit balance is approximately \$9,800. The Friends earned over \$900 in book sales in January.

The Friends authorized a second (final) payment of \$1,400 for the Children's Department programs for 1998-99.

The flyers announcing the Author's Luncheon were mailed February 1 and the tickets went on sale at the Circulation Desk at the same time.

President Irot requested that several Board members sign up to participate in the Random Acts of Reading project in the Children's Department.

The Annual Booksale will be held on Saturday, May 15 from 8:00 A.M. to 1:00 P.M. and on Sunday, May 16 from 1:00 to 4:00 P.M. The Saturday hours are the same as the City's Annual Open House.

Library Director Minter reported that Bob Tunstall and Bill Dooley have been appointed to the Placentia Library Foundation Board of Directors. She also requested that Friends Board members participate in the American Girls Pastimes Party as pourers for the tea tables.

The Board discussed a proposed project for the Marj Dailey memorial. Library Director Minter asked that this topic be deferred for several months until the Library Board has completed its building and public relations analysis.

Friends Board member Renee Scott is scheduled to attend the Library Board meeting on February 17, 1999.

The next Friends Board meeting is scheduled for Monday, March 1, 1999 at 7:00 P.M. President Shkoler is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT  
Summary of Nonstandard Claims  
February 10, 1999

TYPE	REPORT NUMBER	AMOUNT
	<u>TOTAL</u>	0.00



PLACENTIA LIBRARY DISTRICT  
 Summary of Claims Forwarded by the Library Director  
 February 17, 1999

DATE	REPORT NUMBER	AMOUNT
January 25, 1999	3692	2,259.18
February 1, 1999	3693	1,658.32
February 10, 1999	3696	1,736.98
February 10, 1999	3697	1,048.81
	<b>TOTAL</b>	<b>\$6,703.29</b>

pd 1-28-99

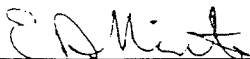
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N01879 Photography by John Walcek 119 N. Bradford Ave. A Placentia, CA 92870	1/13/99 #13		1800	00		87.06		
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	1/4/99 714 524 8408 1/7/99 335 253 0470		0700	08		57.86		
N15508 Cosmoslink 3030 Saturn St. Suite 204 Brea, CA 92821	1/1/99 9901-17		0700	02		137.94 195.80		
N19932 Ameritas Life Insurance Corp. PO Box 81889 Lincoln, NE 68501-1889	1/11/99 010-19000-05435		0300	00		300.40		
N03645 Care America 11th Floor Accts Receivable 6300 Canoga Ave Woodland Hills, CA 91367	February 1999 060468		0300	00		1,655.97		

The claims listed above (totaling \$2,259.18) 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

pd 2-5-99

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	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03646 Vision Service Plan - (CA) PO Box 45210 San Francisco, CA 94145-5210	Jan 23, 1999 Gp # 12 099603 0001		0300	00		196.13		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Jan 17, 1999 528-1906		0700	00		83.99		
	Jan 17, 1999 528-8236		0700	01		26.53		
	Jan 19, 1999 996-4983		0700	02		33.62		
	TOTAL					144.14		
N05030A AT&T PO Box 10192 Van Nuys, CA 91410-0192	Jan 16, 1999 528-8236		0700	00		19.97		
N19776 Donna G. Bass 2207 Mont Blanc Circle Placentia, CA 92870	Jan 27, 1999		1900	00		315.00		02
N01074 The Gas Company PO Box C Monterey Park, CA 91756	Jan 22, 1999		2800	00		898.65		
N03659F Southern California Water 500 Cameron St. Placentia, CA 92870	Jan 22, 1999 312083-9		2800	00		84.43		

The claims listed above (totaling \$1,658.32) 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

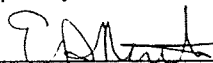
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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	Obj/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Obj/ Rev			Doc Number	SC
N50305A AT&T PO Box 10192 Van Nuys, CA 91410-0192	2/1/99		0700	00		17.25		
	524-8408							
	1/31/99		0700	00		17.22		
	996-4983							
	TOTAL					34.47		
N15508 Cosmoslink 3030 Saturn Street Ste 204 Brea, CA 92821	2/5/99		0700	02		19.95		
	9902-57							
	1/31/99		0700	07		19.95		
	9902-27							
	TOTAL					39.90		
N16840 Verio 8001 Irvine Center Dr. Suite 1200 Irvine, CA 92618-2934	2/1/99 171150		0700	02		250.00		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	1/28/99 572-1609		0700	02		77.77		
N03653 Bear Stat Air Conditioning 3548 Enterprise Dr Anaheim, CA 92807-1640	January 99		1400	00		177.42		
	99-01-68							
	February 99		1400	00		117.42		
	99-02-163							
N06638B Certified Termite & Pest Control 1860 Miraloma Ave Suite F Placentia, CA 92870	1/30/99 0199-000090		1400	00		90.00		
N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia, CA 92870	2/8/99 096826		1400	00		950.00		

The claims listed above (totaling \$1,736.98) 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



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/10/99  
REPORT NO 3697

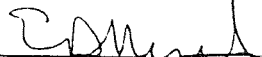
Placentia Library District  
411 E. Chapman Ave.  
Placentia, CA 92670

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
N01833 Christenson Electric, Inc Unit 75 PO Box 4800 Portland OR 97208-4800	1/12/99 120992		1400	00		285.00		
N03655 Spicers Paper Inc 1298 N. Blue Gum St. Anaheim, CA 92805	2/5/99 147318		1800	00		289.15		
N03648A Cascade Drinking Water PO Box 9179 Whittier, CA 90608-9179	1/23/99 1374		1800	00		24.95		
N03650B Kinko's PO Box 672085 Dallas, TX 75267-2085	2/1/99 400200305		1800	00		72.76		
N06965 Paychex 200 E. Sandpointe Suite 100 PO Box 25159 Santa Ana, CA 92799-5159	1/28/99 19990128		1900	00		341.95		
N06557 Care Resources, Inc. 9550 Warner Ave Ste 228 Fountain Valley, CA 92708	2/1/99 February		1900	00		35.00		

The claims listed above (totaling \$1048.81) 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

\$1,048.81



PLACENTIA LIBRARY DISTRICT  
Current Claims and Payroll  
February 17, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3698	35,900.00
	3699	16,774.77
	3700	2,111.73
	3701	409.53
	3702	2,520.28
	3703	5,846.67
	3704	544.15
	3705	994.58
	3706	2,718.72
Subtotal for Regular		67,820.43
Payroll	3694	20,325.00
	3695	20,325.00
Subtotal for Payroll		40,650.00
TOTAL CURRENT CLAIMS		108,470.43

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT  
 Current Claims and Payroll  
 February 17, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3698	35,900.00
	3699	16,774.77
	3700	2,111.73
	3701	409.53
	3702	2,520.28
	3703	5,846.67
	3704	544.15
	3705	994.58
Subtotal for Regular		65,101.71
Payroll	3694	20,325.00
	3695	20,325.00
Subtotal for Payroll		40,650.00
TOTAL CURRENT CLAIMS		105,751.71

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
BNY WESTERN TRUST CO Attn: Teresa Fructuoso Corporate Trust Services 700 South Flower St Ste 500 Los Angeles, CA 90017  PLEASE PAY IMMEDIATELY	2/8/99 410538		2200	00		35,900.00		

The claims listed above (totaling \$35,900.00) 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 \_\_\_\_\_

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
N06556 Continental Casualty Co. Special Risks - Kansas City PO Box 95033 Chicago, IL 60694	January 99 0110572336		0300	00		173.17		
N03651 Waxie Sanitary Supply PO Box 81006 San Diego, CA 92138-1006	1/31/99 227100200		1000	00		1,238.21		
N13176A AIS Technology Group 1065 Pacificcenter Dr. Ste 150 Anaheim, CA 92806	1/20/99 112		1300	00		6,500.00		
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92870	2/4/99 52780		1400	00		1,592.48		
	2/4/99 52779		1400	00		4,613.60		
	2/4/99 52782		1800	00		2,283.00		
	2/4/99 52781		1800	00		11.31		
	TOTAL					8500.39		
N06819 American Library Association Mbshp Dept. 77-6499 Chicago IL 60678-6499	January Julie Shook 221914		1600	00		195.00		
	January Cyrise Smith 231734		1600	00		93.00		
	TOTAL					288.00		
N13084 National Committee on Planned Giving 233 McCrea St. Ste 400 Indianapolis IN 46225	January 99		1600	00		75.00		

The claims listed above (totaling \$16,774.77) 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.

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ATTESTED AND/OR COUNTERSIGNED BY



LOCALLY GOVERNED DISTRICT  
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/99  
REPORT NO 3700

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/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03940 Gaylord Bros. PO Box 4901 Syracuse, NY 13221-4901	1/28/99 OF16543004		1800	00		322.93		
N03841 Highsmith Inc. W5527 Highway 106 PO Box 800 Fort Atkinson, WI 53538-0800	1/20/99 5456110-001		1800	00		41.37		
N01856 Munson, Cronick & Associates 2501 East Chapman Ave Ste 220 Fullerton, CA 92831	1/31/99 2821		1900	00		180.00		
N03656 Pacific Clippings Box 11789 Santa Ana, CA 92711	1/29/99 January 1999		1900	00		69.42		
N03852 Books on Tape PO Box 7900 Newport Beach, CA 92658	1/18/99 3333139P		2400	01		755.22		
CCSCE 610 University Ave Palo Alto, CA 94301-2019	1/18/99 15121		2400	01		160.88		
N03658 Grolier Educational PO Box 1716 Danbury, CT 06816	12/22/98 10219718		2400	01		569.91		
Info Outfitters 22365 El Toro #231 Lake Forest, CA 92630	1/19/99 99220		2400	01		12.00		

The claims listed above (totaling \$2,111.73) 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

2,111.73

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
N03842 Ingram Library Services PO Box 502779 St Louis, MO 63150-2779	1/19/99 28043473		2400	01		18.70		
	1/19/99 28039179		2400	01		20.42		
	1/20/99 28072034		2400	01		37.30		
	TOTAL					76.42		
Magpie Publications PO Box 636 Alamo, CA 94507	12/11/98 16038		2400	01		196.41		
RR Bowker PO Box 7247-0466 Philadelphia, PA 19170-0466	1/23/99 288831		2400	01		73.65		
	1/23/99 289274		2400	01		63.05		
	TOTAL					136.70		

The claims listed above (totaling \$409.53) 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
N03833C Brodart PO Box 3488 Williamsport PA 17701	1/28/99		0700	05		423.82		
	A29280							
	12/23/98		2400	01		628.81		
	U441261							
	12/23/98		2400	01		420.79		
	U441265							
	12/23/98		2400	01		21.55		
	U441268							
	12/29/98		2400	01		254.90		
	U447027							
	1/5/99		2400	01		86.20		
	U457556							
	1/7/99		2400	01		63.09		
	U462837							
	1/7/99		2400	01		16.54		
	U462838							
	1/12/99		2400	01		21.55		
	U471758							
	1/12/99		2400	01		125.67		
	U471762							
1/21/99		2400	01		18.94			
U491283								
1/21/99		2400	01		19.10			
U491284								
1/21/99		2400	01		79.36			
U491287								
1/25/99		2400	01		45.36			
U496534								
1/25/99		2400	01		87.65			
U496535								
1/25/99		2400	01		34.33			
U496536								
1/27/99		2400	01		17.19			
U502431								
1/27/99		2400	01		137.32			
U502432								
1/27/99		2400	01		18.11			
U502433								
	TOTAL					2520.28		

The claims listed above (totaling \$2,520.28) 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	
N03833C Brodart PO Box 3488 Williamsport PA 17701	1/28/99 U505532		2400	01		52.05			
	1/29/99 U508390		2400	01		206.94			
	1/29/99 U508391		2400	01		256.13			
	1/29/99 U508392		2400	01		575.16			
	1/29/99 U508394		2400	01		511.92			
	1/29/99 U508395		2400	01		1,333.97			
	1/29/99 U508396		2400	01		21.55			
	1/29/99 U508397		2400	01		36.33			
	2/1/99 U513561		2400	01		22.95			
	2/1/99 U513562		2400	01		263.00			
	2/1/99 U513563		2400	01		110.91			
	2/1/99 U513564		2400	01		109.35			
	2/1/99 U513565		2400	01		376.28			
	2/1/99 U513566		2400	01		1,560.49			
	2/2/99 U516317		2400	01		128.98			
	2/2/99 U516318		2400	01		31.19			
	2/2/99 U516319		2400	01		199.34			
	2/2/99 U516320		2400	01		18.94			
	2/2/99 U516321		2400	01		31.19			
		TOTAL					5,846.67		

The claims listed above (totaling \$5,846.67) 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 02/17/99  
REPORT NO 3704

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
Teach Me Tapes 9900 Bren Rd. B1-100 Minnetonka, MN 55343-9664	1/29/99 032852		2400	01		262.05		
Wendy Goodson 411 E. Chapman Ave Placentia, CA 92870	January 1999 Mileage Reimb		2700	00		16.58		
	February 1999 Travel Reimb		2700	00		31.71		
	TOTAL					48.29		
Gaeten Wood 411 E. Chapman Ave Placentia, CA 92870	February 1999 Travel Reimb		2700	02		129.55		
N06786 Katherine Matas 411 E. Chapman Ave. Placentia, CA 92870	January 1999 Mileage Reimb		2700	07		8.13		
N03660A Elizabeth D. Minter 411 E. Chapman Ave. Placentia, CA 92870	January 1999 Travel Reimb		2700	00		64.80		
Beatrice Quintanar 411 E. Chapman Ave. Placentia, CA 92870	January 1999 Mileage Reimb		2700	00		10.40		
N01877 Julie Shook 411 E. Chapman Ave. Placentia, CA 92870	January 1999 Mileage Reimb		2700	00		16.25		
N15072 Estella Wnek 411 E. Chapman Ave. Placentia, CA 92870	Jan/Feb 1999 Mileage Reimb		2700	00		4.68		

The claims listed above (totaling \$544.15) 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
Travel In Style 1418 N. Kraemer Blvd. Placentia, CA 92870-34006	2/1/99 6375		2700	00		157.00		
	2/1/99 6380		2700	00		148.00		
	TOTAL						305.00	
N00230B Fry's Electronics 600 East Brokaw Road San Jose, CA 95112	2/2/99 2869494		4000	00		689.58		

The claims listed above (totaling \$994.58) 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 02/17/99  
REPORT NO 3706

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
N3660A Elizabeth D. Minter 411 E. Chapman Ave. Placentia, CA 92870	Dec 98 - Feb 99 Petty Cash Reimb		1000	00		159.45		
			1600	00		54.00		
			1800	00		287.48		
			1803	00		488.75		
			2700	01		1,041.04		
			2700	03		336.00		
			3700	00		352.00		
			<b>TOTAL</b>					<b>2,718.72</b>

The claims listed above (totaling \$2,718.72) 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.

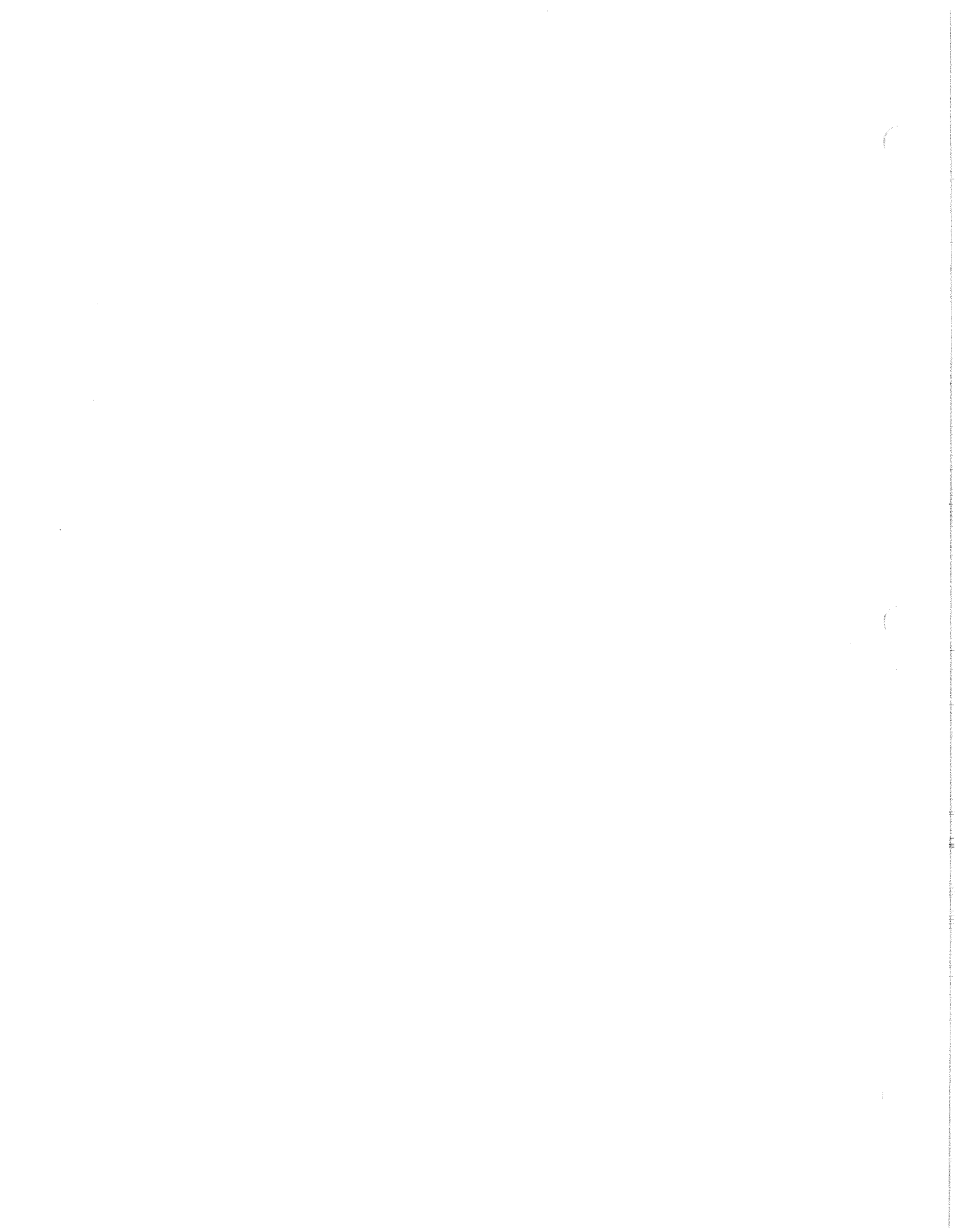
APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

2,718.72





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 17, 1999 Pay period # 5		0100	00		18,880.00		
	February 26, 1999 March 11, 1999  FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, MARCH 11, 1999								

The claims listed above (totaling \$20,325.00) 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

20,325.00

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 17, 1999 Pay period # 6 March 12, 1999 March 25, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, MARCH 25, 1999								

The claims listed above (totaling \$20,325.00) 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

20,325.00

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Cash Flow Analysis  
**DATE:** February 17, 1999

**BACKGROUND:**

General Fund

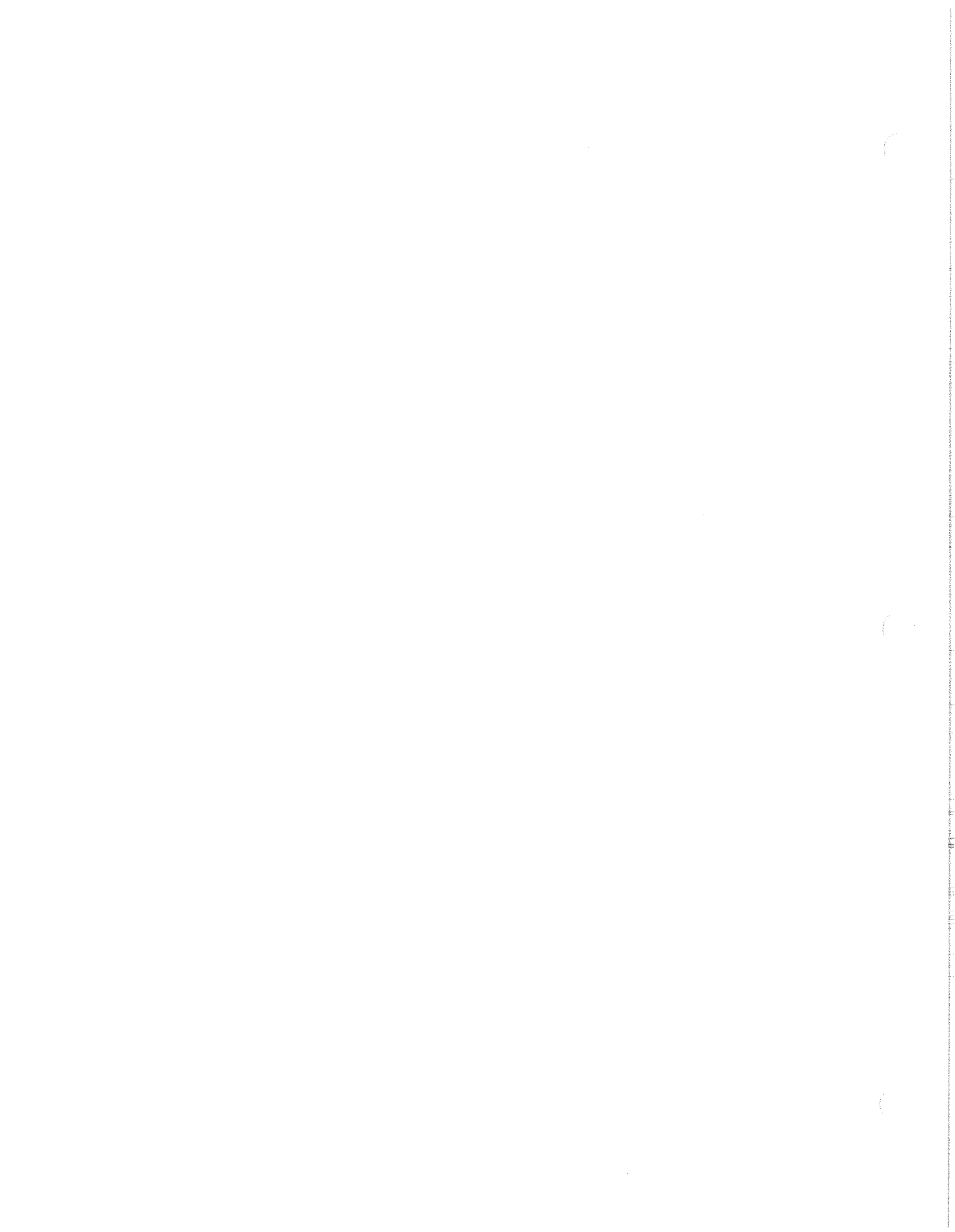
The Cash Flow Analysis is Attachment A.

The Tax Allocation Schedule for Fiscal Year 1998-99 is Attachment B.

It is recommended that no funds be transferred at this time.

**RECOMMENDATIONS:**

Receive & File Cash Flow Analysis of February 17, 1999



Placentia Library District  
Property Tax Apportionments  
Fiscal Year 1997-1998

Agenda Item 11  
Attachment B

Date	Category	Amount
7/22/97	Teeter Distribution, FY 97	2% - 4%
7/22/97	Delinquent Supplemental, FY97	
7/23/97	Prior Year Secured Taxes & Penalties, FY 97 #12	
8/14/97	Prior Year Secured Taxes & Penalties #1	
8/21/97	Supplemental #1	
9/11/97	Prior Year Secured Taxes & Penalties #2	
9/18/97	Supplemental #2	
9/23/97	Unsecured collections at 8/31/97, #1	80% - 85%
10/16/97	Prior Year Secured Taxes & Penalties #3	
10/16/97	Supplemental #3	
11/13/97	Prior Year Secured Taxes & Penalties #4	
11/18/97	Supplemental #4	
11/26/97	Current secured #1	6% - 9%
12/10/97	Homeowners Property Tax Relief	15%
12/11/97	Prior Year Secured Taxes & Penalties #5	
12/12/97	Current secured #2	16% - 19%
12/16/97	Supplemental #5	
12/18/97	Current secured #3	16% - 19%
1/9/98	Homeowners Property Tax Relief	35%
1/15/98	Prior Year Secured Taxes & Penalties #6	
1/16/98	Supplemental #6	
1/16/98	Unsecured collections at 12/31/97, #2	5% - 10%
1/22/98	Current secured #4	6% - 9%
2/5/98	State-Assessed Public Utility, #1	49% - 50%
2/12/98	Prior Year Secured Taxes & Penalties #7	
2/13/98	Supplemental #7	
<b>3/12/98</b>	<b>Prior Year Secured Taxes &amp; Penalties #8</b>	
<b>3/13/98</b>	<b>Supplemental #8</b>	
3/26/98	Current secured #5	5% - 7%
4/15/98	Supplemental #9	
4/16/98	Prior Year Secured Taxes & Penalties #9	
4/17/98	Current secured #6	20% - 25%
5/8/98	Homeowners Property Tax Relief	35%
5/14/98	Prior Year Secured Taxes & Penalties #10	
5/15/98	Current secured #7	5% - 8%
5/15/98	Supplemental #10	
5/21/98	State-Assessed Public Utility, #2	49% - 50%
6/10/98	Homeowners Property Tax Relief	15%
6/11/98	Prior Year Secured Taxes & Penalties #11	
6/16/98	Supplemental #11	
6/18/98	Unsecured collections at 5/31/98, Final	4% - 6%
6/18/98	Prior Year Unsecured	
7/16/98	Current secured final for FY98	1% - 3%
7/17/98	Supplemental, FY98 #12	
7/18/98	Current secured final for FY97	1% - 3%
7/21/98	Prior Year Secured Taxes & Penalties, FY 98 #12	
7/22/98	Teeter Distribution, FY 98	2% - 4%
7/22/98	Delinquent Supplemental, FY98	

Placentia Library District  
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/99		Supplemental 4th Actual	7,458.86		245,650.27
01/07/99		Homeowners Subvention 2nd	5,452.39		251,102.66
01/07/99		State Database	65.00		251,167.66
01/21/99		State ILL	342.95		251,510.61
01/07/99		State Literacy Grant	8,872.00		260,382.61
01/07/99		State 321 Grant	948.00		261,330.61
01/07/99		Library Revenue, Dec	881.95		262,212.56
01/22/99		Library Revenue, Jan	1,550.85		263,763.41
01/07/99		Library Passport Revenue, Dec	461.05		264,224.46
01/22/99		Library Passport Revenue, Jan	1,102.07		265,326.53
01/21/99		Canceled out of date checks	220.47		265,547.00
01/25/99	3692	General by Library Director		2,259.18	263,287.82
02/01/99	3693	General by Library Director		1,658.32	261,629.50
02/10/99	3696	General by Library Director		1,736.98	259,892.52
02/10/99	3697	General by Library Director		1,048.81	258,843.71
02/17/99	3694	Payroll to wire 3/11/99		20,325.00	238,518.71
02/17/99	3695	Payroll to wire 3/25/99		20,325.00	218,193.71
02/17/99	3698	General - PPI		35,900.00	182,293.71
02/17/99	3699	General		16,774.77	165,518.94
02/17/99	3700	General		2,111.73	163,407.21
02/17/99	3701	General		409.53	162,997.68
02/17/99	3702	General		2,520.28	160,477.40
02/17/99	3703	General		5,846.67	154,630.73
02/17/99	3704	General		544.15	154,086.58
02/17/99	3705	General		994.58	153,092.00
2/17/99	3700	General		2,718.72	150,373.28

Placentia Library District  
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/20/98		Transfer from Fund 706	15,000.00		10,608.52
11/02/98		Library Revenue for October	1,550.41		12,158.93
11/02/98		State Interlibrary Loan & Direct Loan	819.21		12,978.14
11/04/98		Interest for 8/98	341.69	9.04	13,310.79
11/09/98	3660	PPI by Library Director		3,926.39	9,384.40
11/09/98	3661	PPI by Library Director		1,802.30	7,582.10
11/17/98	3662	General - PPI		2,981.05	4,601.05
11/17/98	3663	General to send to OCA 11/25/98		11,360.69	(6,759.64)
11/17/98	3664	General to send to OCA 11/25/98		6,611.82	(13,371.46)
11/17/98	3665	General to send to OCA 11/25/98		8,705.96	(22,077.42)
11/17/98	3666	Payroll to wire 12/3/98		18,316.00	(40,393.42)
11/17/98	3667	Payroll to wire 12/17/98		18,316.00	(58,709.42)
11/19/98		Supplemental 2nd Actual	163.54		(58,545.88)
11/19/98	3668	General by Library Director		4,588.63	(63,134.51)
11/19/98	3669	General by Library Director		519.53	(63,654.04)
11/24/98		Secured 1st Actual	89,155.61	222.89	25,278.68
11/30/98	3670	General by Library Director		1,691.93	23,586.75
12/04/98		Library Revenue, Nov	3,195.25		26,782.00
12/04/98	3671	General by Library Director		105.45	26,676.55
12/04/98	3672	General by Library Director		1,187.03	25,489.52
12/04/98	3673	General by Library Director		266.35	25,223.17
12/10/98		Secured 2nd Actual	98,191.49	245.48	123,169.18
12/10/98		Homeowners Subvention 1st	2,336.75		125,505.93
12/15/98	3674	General - PPI		6,954.97	118,550.96
12/15/98	3675	General		3,631.44	114,919.52
12/15/98	3676	General		11,359.49	103,560.03
12/15/98	3677	General		1,933.02	101,627.01
12/15/98	3678	Payroll to wire 12/30/98		20,325.00	81,302.01
12/15/98	3679	Payroll to wire 1/14/99		20,325.00	60,977.01
12/17/98		Secured 3rd Actual	185,803.37	464.51	246,315.87
12/17/98		State ILL	1,869.60		248,185.47
12/17/98		Library Revenue, Dec	1,308.50		249,493.97
12/17/98		State 321 Grant	1,241.00		250,734.97
12/17/98	3680	General by Library Director		791.57	249,943.40
12/21/98		Supplemental 3rd Actual	3,504.75		253,448.15
12/23/98	3681	General by Library Director		4,173.24	249,274.91
12/28/98		Interest for 9/98	222.05	5.82	249,491.14
12/30/98	3682	General by Library Director		795.79	248,695.35
01/07/99	3683	General by Library Director		1,291.73	247,403.62
01/20/99	3684	General		10,428.12	236,975.50
01/20/99	3685	General		1,603.42	235,372.08
01/20/99	3686	General		1,630.86	233,741.22
01/20/99	3687	General		3,797.69	229,943.53
01/20/99	3688	General		2,478.75	227,464.78
01/20/99	3689	Payroll to wire 1/28/99		20,325.00	207,139.78
01/20/99	3690	Payroll to wire 2/11/99		20,325.00	186,814.78
01/20/99	3691	Payroll to wire 2/25/99		20,325.00	166,489.78
01/12/99		Interest for 10/98	192.51	5.18	166,677.11
01/29/99		Interest for 11/98	294.94	8.09	166,963.96
01/14/99		Unsecured 2nd Actual	6,047.57	15.12	172,996.41
01/21/99		Secured 3rd Actual	65,358.40	163.40	238,191.41

Placentia Library District  
FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/98		Beginning Balance			148,379.49
06/16/97	3622	General		4,996.38	143,383.11
06/16/97	3625	Payroll to wire 7/2/98		20,325.00	123,058.11
06/16/97	3626	Payroll to wire 7/16/98		20,325.00	102,733.11
07/06/98	3630	PPI by Library Director		1,549.33	101,183.78
07/21/98		Teeter 2nd Current Delinquent	10,950.23	28.90	112,105.11
07/15/98		Secured Final FY97-98	8,714.72	21.79	120,798.04
07/27/98		Supplemental 1st	1.08		120,799.12
07/16/98		Supplemental Final FY97-98	778.40		121,577.52
07/22/98		Supplemental Secured FY97-98	780.95		122,358.47
07/22/98		Supplemental Prior Year Penalties	270.35		122,628.82
07/15/98		Reverse Interest for 5/98	(1,587.13)	(42.12)	121,083.81
07/17/98		Reverse Interest for 6/98	(1,132.86)	(29.69)	119,980.64
07/24/98		Library Revenue for July	1,033.96		121,014.60
07/16/98		Expired check	3.46		121,018.06
07/21/98	3631	General		3,644.43	117,373.63
07/21/98	3632	General		6,867.26	110,506.37
07/21/98	3633	General		1,847.90	108,658.47
07/21/98	3634	General		4,220.08	104,438.39
07/21/98	3635	Payroll to wire 7/30/98		20,325.00	84,113.39
07/21/98	3636	Payroll to wire 8/13/98		20,325.00	63,788.39
07/28/98	3637	PPI by Library Director		2,195.05	61,593.34
08/12/98		Interest for 5/98	1,587.13	42.12	63,138.35
08/18/98	3638	General - PPI		2,328.08	60,810.27
08/18/98	3639	General		8,861.76	51,948.51
08/18/98	3640	General		748.04	51,200.47
08/18/98	3641	Payroll to wire 8/27/98		23,325.00	27,875.47
08/18/98	3642	Payroll to wire 9/10/98		23,325.00	4,550.47
08/24/98		Transfer from Fund 702	35,000.00		39,550.47
08/25/98		Library Revenue for August	1,345.26		40,895.73
08/27/98	3643	General -- semi-annual bond payment		33,950.61	6,945.12
09/01/98	3644	PPI by Library Director		4,006.01	2,939.11
09/08/98		Interest for 6/98	1,132.86	29.69	4,042.28
09/15/98		Transfer from Fund 706	80,000.00		84,042.28
09/15/98	3645	General - PPI		2,388.20	81,654.08
09/15/98	3646	General - PPI		781.72	80,872.36
09/15/98	3647	General		3,146.59	77,725.77
09/15/98	3648	General		1,787.46	75,938.31
09/15/98	3649	General		1,873.93	74,064.38
09/15/98	3650	Payroll to wire 9/24/98		20,325.00	53,739.38
09/15/98	3651	Payroll to wire 10/8/98		20,325.00	33,414.38
09/15/98	3652	Payroll to wire 10/22/98		20,325.00	13,089.38
09/17/98		State Interlibrary Loan	1,860.65		14,950.03
09/17/98		Library Revenue for September	916.70		15,866.73
09/21/98		Supplemental 1st Actual	3,578.69		19,445.42
09/23/98		Unsecured 1st Actual	39,094.29	97.74	58,441.97
10/08/98	3653	General by Library Director		5,556.24	52,885.73
10/08/98	3654	General by Library Director		2,229.38	50,656.35
10/20/98	3655	General		4,447.07	46,209.28
10/20/98	3656	General		1,100.60	45,108.68
10/20/98	3657	General		5,430.61	39,678.07
10/20/98	3658	Payroll to wire 11/5/98		26,353.00	13,325.07
10/20/98	3659	Payroll to wire 11/19/98		18,316.00	(4,990.93)
10/09/98		Interest for 7/98	615.72	16.27	(4,391.48)



**Fund Balance Report**  
**Post-Petition Balances (B/S Account 8010 - Cash)**  
 February 17, 1999

	Fiscal Year 1998-1999						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Pavoff	ALL FUNDS	EXCL GEN FUND
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89
31-Aug-98	81,298.47	3,014.21	113,559.16	47,662.34	7,242.17	252,776.35	205,114.01
30-Sep-98	46,669.15	3,027.95	113,940.28	31,823.69	7,275.19	202,736.26	170,912.57
31-Oct-98	47,048.97	3,042.03	19,473.02	69,815.14	7,309.02	146,688.18	76,873.04
30-Nov-98	47,429.54	3,056.14	20,005.39	105,523.50	7,342.92	183,357.49	77,833.99
31-Dec-98	47,680.58	3,070.01	20,527.00	288,559.41	7,376.22	367,213.22	78,653.81
31-Jan-99	48,104.49	3,097.37	21,025.34	329,877.61	7,441.97	409,546.78	79,669.17
28-Feb-99						0.00	0.00
31-Mar-99						0.00	0.00
30-Apr-99						0.00	0.00
31-May-99						0.00	0.00
30-Jun-99						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

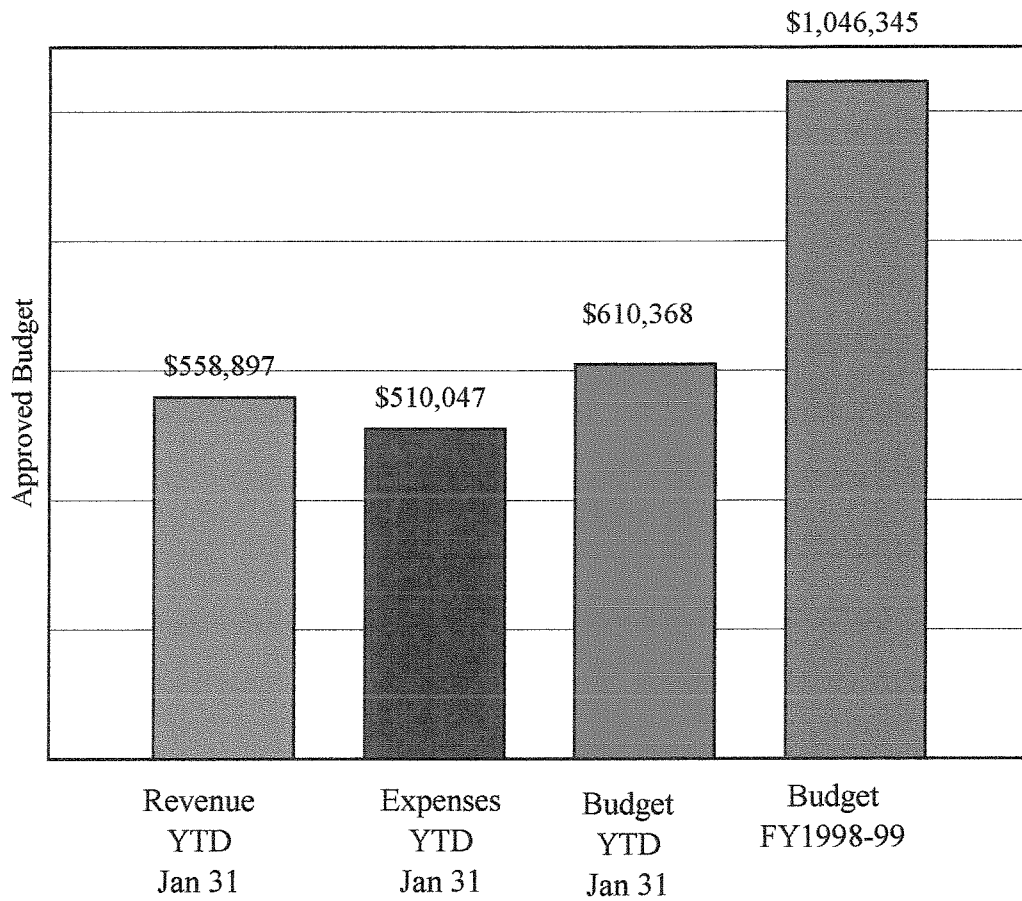
	Fiscal Year 1997-1998						
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Pavoff	ALL FUNDS	EXCL GEN FUND
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42
31-Dec-97	49,311.96	2,930.45	12,182.18	324,188.88	7,040.91	395,654.38	71,465.50
31-Jan-98	79,547.02	2,944.42	12,240.25	261,200.60	7,074.48	363,006.77	101,806.17
28-Feb-98	79,824.62	2,959.57	12,331.49	154,079.44	7,110.89	256,306.01	102,226.57
31-Mar-98	79,824.62	2,959.57	12,331.49	110,832.70	7,110.89	213,059.27	102,226.57
30-Apr-98	79,824.62	2,959.57	12,331.49	318,944.07	7,110.89	421,170.64	102,226.57
31-May-98	80,562.49	2,986.92	12,445.47	330,506.97	7,176.61	433,678.46	103,171.49
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89
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 1998-99

### General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT  
 REVENUE REPORT FOR FUND 707  
 (Prepared from the Orange County Auditor's Report)  
 February 17, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JAN 1999	FY 1997-98 JAN 1998	FY 1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	438,508.87	407,756.32	65,358.40	50,637.92	57.60%
6210-01	Public Utility	33,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	794,261	438,508.87	407,756.32	65,358.40	50,637.92	55.21%
6220	PROP. TAXES - CURRENT UNSECURED	47,000	45,141.86	40,966.34	6,047.57	6,066.51	96.05%
6230-00	Prop. Taxes - Prior Secured	18,500	10,950.23	13,088.93	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,714.72	5,201.12	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	18,500	19,664.95	18,290.05	0.00	0.00	106.30%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,200	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	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	18,000	14,706.92	7,738.66	7,458.86	2,397.19	81.71%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	15,485.32	8,109.26	7,458.86	2,397.19	86.03%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,500	780.95	951.78	0.00	0.00	52.06%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	2,000	270.35	309.57	0.00	0.00	
	TOTAL TAXES	882,461	519,852.30	476,383.32	78,864.83	59,101.62	58.91%

REVENUE REPORT FOR FUND 707  
(Prepared from the Orange County Auditor's Report)  
February 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
6610-00	Interest	10,500	1,666.91	3,352.41	487.45	1,073.38	15.88%
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	176.98	0.00	0.00	
	TOTAL INTEREST	10,500	1,666.91	3,529.39	487.45	1,073.38	15.88%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	7,789.14	7,590.20	5,452.39	5,313.13	50.30%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	4,957.41	4,130.81	407.95	0.00	76.27%
6970-01	State - CA Foundation Funds	97,400	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	7,000	8,872.00	(2,383.00)	8,872.00	(2,383.00)	126.74%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	3,500	2,189.00	4,948.00	948.00	0.00	62.54%
6970-05	State - Project Grants	0	0.00	9,361.00	0.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	114,400	16,018.41	16,056.81	10,227.95	(2,383.00)	14.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	23,500	11,512.88	9,754.00	2,432.80	0.00	48.99%
7670-01	Local Revenue -- Passport	0	1,833.12	0.00	1,563.12	0.00	
	TOTAL LOCAL REVENUE	23,500	13,346.00	9,754.00	3,995.92	0.00	0.49
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	223.93	6.20	220.47	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,046,345	558,896.69	513,319.92	99,249.01	63,105.13	1.88

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 17, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JAN 1999	FY 1997-98 JAN 1998	FY 1998-99 % REV BUD
0100	Salaries & Wages	494,410	301,082.00	296,160.00	37,760.00	55,530.00	60.90%
0200	Retirement	70,123	23,119.00	22,656.00	2,890.00	4,248.00	32.97%
	Health Insurance/Care America	28,585	11,932.04	12,434.92	1,340.02	4,227.84	41.74%
	Long Term Disability	2,862	1,387.58	1,198.75	173.17	342.50	48.48%
	Vision Service Plan	1,974	1,034.20	531.80	0.00	87.80	52.39%
	Dental	4,402	3,302.79	2,567.84	300.40	381.89	75.03%
0300	Total Employee Insurance	37,823	17,656.61	16,733.31	1,813.59	5,040.03	46.68%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	2,568.00	3,142.00	0.00	1,180.00	44.28%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	344,425.61	338,691.31	42,463.59	65,998.03	56.63%
0700-00	Communications - Telephone	2,600	1,130.45	1,347.28	0.00	177.20	43.48%
0700-01	Communications - Modem/Fax	2,384	1,803.61	1,390.92	0.00	273.75	75.65%
0700-02	Communications - Internet/Database	3,240	2,796.38	2,296.13	550.63	429.16	86.31%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	3,107.58	2,542.92	423.82	423.82	60.22%
0700-07	Communications - 321 Grant	570	360.01	382.42	0.00	17.86	63.16%
0700-08	Communications - Adult Literacy	330	241.69	89.12	68.16	50.15	73.24%
	Total Communications	14,284	9,439.72	8,048.79	1,042.61	1,371.94	66.09%
0900-00	Food - General Fund	50	0.00	18.17	0.00	18.17	0.00%
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	0.00%
	Total Food	150	0.00	18.17	0.00	18.17	0.00%
1000-00	Household Expense	3,500	2,070.13	1,743.57	265.18	0.00	59.15%
1100-00	Insurance	10,200	10,124.25	10,183.10	0.00	5,158.36	99.26%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 17, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JAN 1999	FY 1997-98 JAN 1998	FY 1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	2,102.53	15,200.26	103.85	6,500.00	10.51%
1300-07	Maintenance of Equipment - 321 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	#DIV/0!
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	20,000	2,102.53	15,200.26	103.85	6,500.00	10.51%
	HVAC	5,500	1,630.69	3,085.40	0.00	272.92	29.65%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	12,018.41	12,419.31	2,485.22	2,002.19	48.07%
	Plumbing	1,200	62.00	942.55	0.00	411.41	5.17%
	Electrical	4,000	2,280.00	1,511.96	0.00	0.00	57.00%
	Cleaning Service	11,700	6,650.00	6,650.00	950.00	1,900.00	56.84%
	Locksmith	200	73.72	93.95	0.00	41.45	36.86%
	Other	2,000	910.66	417.19	678.00	0.00	45.53%
	Total Maintenance of Building & Grounds	50,100	23,625.48	25,120.36	4,113.22	4,627.97	47.16%
1600-00	Memberships - General Fund	2,900	1,938.00	1,669.00	490.00	225.00	67.52%
1600-07	Memberships - 321 Grant	200	100.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	240.00	95.00	0.00	0.00	160.00%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	2,298.00	1,764.00	490.00	225.00	70.71%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 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 - LSCA Grant	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 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 JAN 1999	FY1997-98 JAN 1998	FY1998-99 % REV BUD
	Library Supplies	4,500	4,070.72	2,083.72	1,611.02	0.00	90.46%
	Printing	9,000	2,478.79	4,962.02	117.88	1,716.23	27.54%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	729.86	1,151.55	75.99	0.00	48.66%
	Paper	1,200	273.75	1,025.59	0.00	0.00	22.81%
	Drinking Water Service	300	174.65	149.70	0.00	24.95	58.22%
	Other Office Supplies	3,000	2,691.77	1,396.56	71.24	356.59	89.73%
1800-00	Total Office Supply Expense - General Fund	19,500	10,419.54	10,769.14	1,876.13	2,097.77	53.43%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	1,858.76	571.00	10.00	0.00	
	Printing	1,475	1,044.96	903.04	0.00	570.00	70.84%
	Publications	2,375	0.00	1,026.56	0.00	0.00	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	514.31	220.58	0.00	19.31	128.58%
1800-08	Total Adult Literacy Office Supply Expense	4,300	1,559.27	2,150.18	0.00	589.31	36.26%
1800-09	LSCA Grant Supply Expense	0	0.00	5,181.20	0.00	0.00	
	Total Office Expense	24,950	13,837.57	18,671.52	1,886.13	2,687.08	55.46%
1803-00	Postage Expense - General Fund	800	508.66	452.90	0.00	335.90	63.58%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	200	64.00	32.00	0.00	0.00	32.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	1,063.44	0.00	0.00	
	Total Postage Expense	1,000	572.66	1,548.34	0.00	335.90	57.27%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
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February 17, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JAN 1999	FY 1997-98 JAN 1998	FY 1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	210.00	210.00	35.00	70.00	50.00%
	Pension Contribution & Operating Expenses	6,000	1,750.00	3,519.63	0.00	0.00	29.17%
	Anaheim Library Automated System	40,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	208.26	206.26	34.71	34.71	49.59%
	Interest Allocation & Tax Collection Charges	450	95.09	135.16	13.27	27.94	21.13%
	Advertising	0	733.74	0.00	0.00	0.00	
	Medical Exams	500	367.50	367.50	52.50	0.00	73.50%
	Collection Services - Accounts Receivable	3,000	86.62	1,113.27	0.00	143.27	2.89%
	Audit	3,750	3,880.00	2,810.00	180.00	0.00	103.47%
	Payroll Preparation	2,500	1,268.00	1,306.99	0.00	165.00	50.72%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCJP Settlement Allocations)	1,000	1,351.16	3,800.03	0.00	100.00	
1900-00	Total Specialized Services - General Fund	58,040	9,950.37	13,468.84	315.48	540.92	17.14%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	2,350	0.00	571.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	725	80.00	0.00	0.00	0.00	11.03%
1900-09	Specialized Services - LSCA Grant	0	0.00	3,603.99	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,100	1,209.14	1,121.81	178.52	141.76	57.58%
	Total Specialized Services	63,215	11,239.51	18,765.64	494.00	682.68	17.78%
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT  
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February 17, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JAN 1999	FY 1997-98 JAN 1998	FY 1998-99 % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,950.61	33,015.00	0.00	0.00	51.37%
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	63,000	4,577.64	3,290.94	3,704.09	2,180.71	7.27%
2400-02	Special Department Expense - Video	1,500	0.00	569.85	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	14,358	5,230.00	12,226.50	0.00	0.00	36.43%
2400-04	Special Department Expense - Periodicals	16,642	4,164.52	3,971.03	50.13	6.00	25.02%
2400-05	Special Department Expense - Audio	2,500	287.80	158.46	0.00	0.00	11.51%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	1,500	1,367.02	606.57	0.00	592.77	91.13%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	15,626.98	20,823.35	3,754.22	2,779.48	15.71%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	348.92	367.88	0.00	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	315.73	1,379.22	0.00	697.22	15.79%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	150.00	0.00	0.00	0.00	20.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	156.00	275.00	0.00	0.00	31.20%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,400	906.66	660.40	0.00	421.02	64.76%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,150	1,877.31	2,682.50	0.00	1,118.24	30.53%

PLACENTIA LIBRARY DISTRICT  
EXPENDITURE REPORT FOR FUND 5071  
(Prepared from the Orange County Auditor's Report)  
February 17, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 JAN 1999	FY 1997-98 JAN 1998	FY 1998-99 % REV BUD
2800-00	Electricity	45,000	28,492.90	25,578.57	43.47	3,517.79	63.32%
	Gas	5,500	2,228.88	1,110.24	0.00	985.01	40.53%
	Water	3,000	1,371.09	1,826.86	0.00	87.76	45.70%
	Total Utilities	53,500	32,092.87	28,515.67	43.47	4,590.56	59.99%
	TOTAL SUPPLIES & SERVICES	416,389	158,857.62	186,100.27	12,192.68	30,095.38	38.15%
3700-00	Taxes, Assessments (Sales Tax)	800	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	6,763.52	0.00	2,478.75	0.00	33.82%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	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	21,000	6,763.52	0.00	2,478.75	0.00	32.21%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	6,763.52	0.00	2,478.75	0.00	32.21%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENSES	1,046,345	510,046.75	524,791.58	57,135.02	96,093.41	48.75%

The Administrator noted that the Safety Committee is still discussing issues of safety incentives which could be used on a voluntary basis by individual member districts. The Safety Committee is also continuing to deal with the issue of safety incentives in terms of a district safety award program. However, these incentives are either nonmonetary, or if monetary, are given to individual employees and do not save the district any money on premium. Some districts were interested in increasing the discount in the Variable Discount Program from 15% to 20%, and denominating the additional 5% as being available to those districts who meet certain stringent loss control criteria, such as no lost time injuries or claims during an entire fiscal year.

The Board discussed the viability of an additional discount for exemplary claims experience. It was also mentioned that several criteria could be developed in order to award the additional discount, such as exemplary claims experience, sufficient loss control measures being instituted after review by the Authority loss control staff, and consideration of experience modification factor calculations.

After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, that the issue of increasing the discount under the Variable Discount Program from 15% to 20% and denominating the additional 5% as being awarded to those districts with exemplary claims experience is hereby referred to the Safety Committee for further analysis.

#### *STATUS REPORT REGARDING LIMITED MARKETING PLAN*

The Administrator announced that the new marketing brochure has been completed and a copy was attached for the Board's review. The Administrator noted that the brochure was part of a mass mailing conducted by CSDA to both its member districts and other districts on its database. That mailing included the SDWCA brochure, the CSDA brochure, and the CSDA Finance Corporation informational brochure. The mailing is being conducted by region. CSDA has six regions. The mailing was completed for the first three regions the week of September 1 and the additional three regions are scheduled for mailing prior to October 1, 1998. Once the mailing has been completed, the Administrator will place an informational article in the CSDA News. At that time Authority staff will obtain a copy of the mailing list and initiate telephone follow-up to each district receiving these materials.

After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was adopted:

RESOLVED, the Administrator's report on status of the limited marketing plan is hereby received and filed.

#### *STATUS REPORT REGARDING AIG PREMIUM AUDITS FOR FISCAL YEAR 1995-96 AND FISCAL YEAR 1996-97*

The Administrator announced that he had reached agreement with AIG through a meeting with Ted Jean, broker Gerald Lillis, and Sue Okamura, AIG auditor, on how to conduct premium audits on the Authority account with AIG. The Administrator noted that previously AIG was inflating payroll by failing to exclude overtime excess, severance payments, deferred compensation payments, and cafeteria plan payments from workers' compensation payroll for these years. The other problem was that AIG was

utilizing different occupational classifications for member districts than those utilized by the Authority, often resulting in higher premium rates charged by AIG to the Authority than those charged by the Authority to its member districts. As a result of this process, for 1995-96, AIG has been requesting an additional \$3,081 in premium and SDWCA has been requesting a credit of \$2,071. With respect to the 1996-97 payroll audit, AIG is seeking approximately \$96,000 in additional premium.

The Administrator announced that at this meeting it was agreed by all concerned with respect to the 1996-97 year and all years thereafter, that the audit of the Authority payroll will consist simply of comparing the actual final total payroll for all member districts in the Authority for the year to the estimated total payroll for districts upon which the deposit premium was based. The difference in payroll will then be modified by the premium effective rate per \$100 of payroll to arrive at either the amount of credit or amount of balance due on the final premium. It was agreed that for fiscal year 1996-97 the effective rate would be \$3.31 per \$100 of payroll. That effective rate will be multiplied times the amount by which the final payroll differs from the estimated payroll for all districts for the year without regard to occupational classification. No longer will AIG attempt to charge additional premium to the Authority as a result of their utilization of different occupational classifications than those used by the Authority.

The Administrator announced that his calculations for 1997-98 indicate that the total payroll for all member districts was \$33,461,984. AIG's audit has found total payroll of \$33,715,539, about \$250,000 more than the Authority's records indicate. The Administrator indicated that his review of the audit reflects that the AIG auditor failed to credit the Authority with a portion of the excess overtime and deferred compensation exclusions the Authority is entitled to in the amount of \$94,340. The Administrator also found that AIG relied on estimated payroll for approximately eight districts and did not utilize actual payroll. When actual payroll figures are utilized the actual payroll is \$160,500 less than the estimated payroll utilized by AIG in their audit. Adjusting AIG's audited payroll figures by these amounts results in an AIG adjusted audited payroll figure of \$33,460,699, only \$1,285 less than the payroll reflected in the Authority's records.

Based on this information the Administrator recommended that the Authority propose to AIG that we utilize an authority payroll figure of \$33,461,984 for fiscal year 1996-97. When one applies that to the effective rate of \$3.31 per \$100 of payroll, the total final premium payable to AIG for fiscal year 1996-97 would be \$1,107,592. The Authority paid a deposit premium for 1996-97 in the amount of \$1,069,580. Therefore, there is a balance due from the Authority to AIG for final premium for fiscal year 1996-97 in the amount of \$38,012. The Administrator recommended that the Board authorize him to write a letter to AIG setting forth the information specified in these Minutes and offering to pay an additional \$38,012 to resolve any and all disputes between the parties regarding premium payable for fiscal year 1996-97.

With respect to fiscal year 1995-96, the Administrator indicated that he had proposed to AIG that the Authority would drop its claim for credit in the amount of \$2,000 if AIG would drop their request for additional premium of approximately \$3,000 for that year, in light of the agreement of the parties to use the effective rate in future payroll audits. This is acceptable to AIG and the Administrator recommended that the Board approve this arrangement for fiscal year 1995-96.

After discussion and upon motion duly made, seconded, and unanimously approved, the following resolution was approved:

RESOLVED, that the Administrator is authorized to correspond with AIG and offer to pay the sum of \$38,012 as payment in full for final premium due for fiscal year 1996-97 after payroll audit;

RESOLVED FURTHER, that the Administrator is authorized to withdraw the Authority's request for a credit in the amount of \$2,071 for overpaid premium in fiscal year 1995-96 if, and only if, AIG withdraws its request for \$3,081 in additional premium for fiscal year 1995-96.

### ***STATUS REPORT REGARDING SUMMER SAFETY SEMINARS***

The Administrator announced that the Authority conducted its summer safety seminars on July 21 at the Ontario Marriott and on July 23 at the Hyatt Regency Sacramento. The program materials were submitted to the Board for review. The program consisted of morning presentations on solutions to workers' compensation abuse and fraud presented by Dale Benny, Investigation Supervisor at AIG, and techniques of accident investigations for public entities presented by Rene McGillicuddy,, Senior Casualty Consultant for AIG. The afternoon session consisted of an introduction to the SDWCA member district visitation program performed by the Administrator and Mr. Harold Gano, the visitation consultant. The balance of the afternoon session consisted of a round-table discussion conducted by the Administrator which allowed member districts to address any questions they had to the Administrator regarding the operation of the Program. Topics discussed in the round table discussions included the workings of the Variable Discount Program, methods for payroll classification reporting, receipt of and adequacy of Safety Center materials; feedback on the claims administration process; computation of experience modification factors and their effect on premiums; how premium manual rates are set by the Board; methods for complying with written safety program requirements of the Authority; methods for instituting appropriate employment entrance medical examinations; request for on-site safety visitations by member districts; renewal of insurance with AIG; use of PPO network; advantages and use of safety incentives programs; and feedback from the districts with respect to district safety awards, wellness programs, and a video rental program.

The Administrator noted that the seminars were well received by the member districts attending. In Ontario 15 individuals attended representing 15 districts. In Sacramento 20 individuals attended representing 15 districts. A total of 30 out of 63 member districts attended for a percentage attendance of 44.7%. This is virtually the same attendance ratio as received in 1997.

### ***REPORT REGARDING DISTRICT COMPLIANCE WITH SDWCA SAFETY PROGRAM REQUIREMENTS FOR FISCAL YEAR 1997-98***

The Administrator noted that he has been reviewing safety program documentation from member districts for the 1997-98 fiscal year as required by the Variable Discount Program. A reminder notice was sent to all districts indicating that credit would not be given unless the documentation was received on or before August 11, 1998. As of the date of the meeting, 49 districts had submitted the required documentation. This represents 77.8% of all member districts. The Administrator expects an additional five districts to respond which would bring the compliance rate to 78.3%.

## *MEMBERSHIP*

The Administrator announced that Santa Cruz Consolidated Emergency Communications Center, a joint powers authority, approved membership in the Authority at their Board of Directors meeting on May 14, 1998, with coverage to commence July 1, 1998. Their estimated annual discounted premium for fiscal year 1998-99 is \$12,411. This agency was already admitted to membership by the Board at its May 8, 1998, meeting.

Also since the time of the last meeting, the Board of Directors of the Murrieta County Water District had a conversation with the Administrator and approved membership at its meeting on July 28, 1998, with coverage to commence October 1, 1998. The estimated annual discounted premium for this district is \$5,709. This district's membership was also approved by the Board at its May 8, 1998, meeting.

## *STATUS REPORT REGARDING DISTRICT VISITATION PROGRAM*

The Administrator noted that Mr. Gano has conducted district visitations at Donner Summer Public Utility District, Truckee Tahoe Airport District, Squaw Valley County Water District, Alpine Springs County Water District and North Tahoe Public Utility District in August 1998. Mr. Gano is ready to commence his second group of district visitations consisting of Groveland Community Services District, Twain Harte Community Services District, Lake Don Pedro Community Services District and Jamestown Sanitary District.

The Administrator indicated that the loss control reports from Mr. Gano were comprehensive but simple to follow. The Administrator indicated that he had received feedback from the districts who had received inspections which was all positive. The districts clearly view this as an additional value added resource which is more meaningful than simply complying with written safety program requirements. The Administrator also noted that Mr. Gano has demonstrated an ability to perform the service well within budgetary guidelines, with the cost of his services averaging out to approximately \$1,100 per district which is less than that originally budgeted. Mr. Gano was originally retained as a consultant on a six-month trial basis which period is to conclude in October 1998. The Administrator recommended that Mr. Gano be retained as a consultant performing on-site district visitation services pursuant to the previously approved inspection protocol for the balance of the fiscal year through June 30, 1999, with a total budgeted line item of \$27,500.

Mr. Gano briefly addressed the Board on the results of his recent inspections. He was of the opinion that management at each of the districts was very receptive to his visits and very interested in his recommendations and comments. He was of the opinion that each of the districts need to more fully document their safety and loss control efforts. They also require some telephone follow-up regarding claims information with a comparison of claims information after the visitation to each district's loss experience prior to the visitation. Mr. Gano also felt that his efforts are dovetailing nicely with those of Ms. McGillicuddy, the AIG loss control representative, who is in the process of evaluating several of the larger districts who are responsible for the majority of the Authority's losses. Her recommendations focus more on management controls and policies which can have positive loss control results. Both Mr. Gano and Ms. McGillicuddy are suggesting new loss control measures such as wellness programs, localized safety incentive programs where appropriate, and continuing education programs.



After discussion and upon motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED, that Harold Gano be retained as a safety consultant for the Authority for the period 7/1/98 through 6/30/99 with a line item in the budget of \$27,500;

RESOLVED FURTHER, that the Administrator is directed to draw up a form of consultant agreement between Mr. Gano and the Authority specifying Mr. Gano's services as a loss control consultant on behalf of the Authority for execution by the Board at its next Board meeting.

***REVIEW REPORT REGARDING STATUS OF LAIF ACCOUNT AND  
FINANCIAL INVESTORS TRUST ACCOUNT FOR PERIOD ENDING JUNE 30, 1998***

The Administrator presented a quarterly report from LAIF indicating that effective June 30, 1998, the Authority had a balance of \$2,951,359.37. The statement also indicates that the Authority earned interest for the fourth quarter posted on July 15, 1998, in the amount of \$41,818.64 which represents an interest rate of 5.66%. This interest rate represents an decrease of 4 basis points from the rate of 5.70% on March 31, 1998, and December 31, 1997. The total amount currently held in LAIF including fourth quarter interest is \$2,993,178.01.

The Financial Investors Trust account statement as of June 30, 1998, shows a total market value of \$1,110,517.58. The fund is currently paying an interest rate of 5.33%. This is slightly increased from the rate of 5.29% as of March 31, 1998. The rate was 5.57% as of December 31, 1997.

After discussion and upon motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLVED, that the report regarding status of LAIF account and Financial Investors Trust account for the period ending June 30, 1998, is hereby received and filed.

***TIME AND PLACE OF NEXT MEETING***

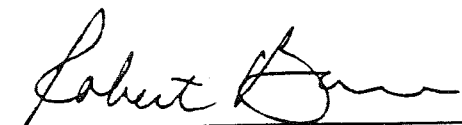
The next regular Board meeting will be scheduled for Monday, December 7, 1998, at the Ontario Airport Marriott commencing at 10 a.m.

The next meeting of the Safety Committee is scheduled for October 26, 1998, at the SDWCA Administrative Offices at 1030 15th Street, Suite 300, Sacramento, commencing at 1 p.m.

***ADJOURNMENT***

There being no further business the meeting was adjourned.

Respectfully submitted,

  
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Robert Bare, Secretary



SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

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David W. McMurchie  
Administrator

**Agenda Supporting Data**

**Agenda No. 2(d); Meeting of September 18, 1998**

***Subject:***      **Cash Basis Financial Report**

***Comments of Administrator:***

The Cash Basis Financial Report as of the end of fiscal year 1997-98, June 30, 1998, shows Total Premium Receipts of \$1,129,082 on a cash basis plus additional investment income of \$244,309 for total income of \$1,387,679.

Disbursements as of June 30, 1998, amounted to \$1,923,927. The largest components of disbursements were claims payments which amounted to \$501,868 and the cost of the primary insurance coverage premiums payable to AIG in the amount of \$1,114,729.

Expenditures exceeded revenues on a cash basis for the year by the amount of \$536,248, again primarily due to the payment of the workers' compensation insurance premium to AIG and the payment of claims payments which the Board previously designated to be paid out of claims reserves rather than out of operating revenue.

Estimated reserves on known claims as of June 30, 1998, on an undiscounted basis amounted to \$960,445, a decrease of \$339,709 since June 30, 1997.

Regarding IBNR reserves, the undiscounted IBNR reserves per the June 30, 1997, audit is \$558,837. The undiscounted IBNR reserves based on actual claims history as of June 30, 1998, amounts to \$505,736, a reduction of \$53,101 from the IBNR reserve figure of \$558,837 as of the June 30, 1997, audit.

Total undiscounted claims reserves including IBNR reserves as of June 30, 1998, amount to \$1,466,181, a reduction of \$392,814 from total undiscounted claims reserves of \$1,858,995 as of June 30, 1997, per audit.

When claims reserves are discounted for interest earnings at the rate of 6% per annum, total discounted claims reserves amount to \$1,171,463 as of June 30, 1998. This amounts to a total decrease in discounted claims reserves of \$356,118 from the total discounted claims reserves of \$1,527,581 as of June 30, 1997, per audit.

After allocation of discounted claims reserves in the amount of \$1,171,463, the Authority has additional reserves as of June 30, 1998, in the amount of \$3,089,168.

The Board has previously decided to allocate an additional portion of this remaining reserve to the claims reserve to increase the level of funding for the claims reserve to a 95% confidence level. This 95% confidence level of funding is arrived at by multiplying the total discounted claims reserves by a confidence level factor of 1.794 per the actuarial study. Therefore, a 95% confidence level of funding amounts to a total discounted claims reserve of \$2,101,605 which consists of claims reserves on known claims and IBNR reserves for a total of \$1,171,463 plus an additional margin for adverse experience in the amount of \$930,141.

This report then allocates the balance of the reserve to the contingency reserve, which is defined as that amount of reserve funds available after funding the claims reserve at a 95% confidence level on a discounted basis, which reserve is to be used for catastrophic losses and premium stabilization purposes. You will note that there is a balance of \$2,159,026 contained within the contingency reserve as of June 30, 1998, after funding claims at a 95% confidence level. This represents an increase in the contingency reserve of \$102,627 since June 30, 1997, when the contingency reserve amounted to \$2,056,399, per audit. This is consistent with the Board's decision to utilize the claims reserves rather than the contingency reserve to make claims payments on run-off claims during the self-insured years.



SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie  
Administrator

**CASH BASIS FINANCIAL REPORT**

Fiscal Year 1997-98  
and for Period April 1, 1998 - June 30, 1998

**RECEIPTS**

	<u>04/01/98-</u> <u>06/30/98</u>	<u>FY 97-98</u> <u>To Date</u>
Alpine Springs County Water District	\$ 1,032	\$ 3,096
Aromas Water District	1,972	6,395
Bel Marin Keys Community Services District	372	2,259
Big Bear Airport District	1,175	8,081
Big Bear City Community Services District	0	130,363
Bighorn-Desert View Water Agency	0	5,417
Broadmoor Police Protection District	4,036	24,265
Buena Park Library District	0	2,390
California Pines Community Services District	0	1,937
Clear Creek Community Services District	0	1,642
Crestline Village County Water District	0	18,742
Donner Summit Public Utility District	2,731	11,779
Eastern Sierra Community Services District	626	3,311
Ebbetts Pass Fire District	0	1,705
El Dorado Hills Community Services District	0	31,902
Elsinore Water District	0	4,791
Foresthill Public Utility District	1,490	6,302
Gerber-Las Flores Community Services District	0	1,208
Groveland Community Services District	3,836	20,234
Heritage Ranch Community Services District	1,180	4,720
Hi-Desert Water District	14,780	40,469
Hilton Creek Community Services District	232	1,359
Inverness Public Utility District	0	3,417
Jamestown Sanitary District	838	838
Kingsburg Cemetery District	996	3,984
Lake Don Pedro Community Services District	0	2,467
Lake Shastina Community Services District	0	5,656
Leavitt Lake Community Services District	0	379
Marin City Community Services District	0	12,296
Marinwood Community Services District	10,056	50,564
McKinleyville Community Services District	3,094	17,197
Mendocino Solid Waste Authority	0	3,569
Midway City Sanitary District	0	37,200

Minter Field Airport District	2,978	9,471
Monterey Regional Waste Management District	37,654	158,267
Morongo Valley Community Services District	1,754	12,200
North Humboldt Recreation and Park District	250	7,992
North of the River Municipal Water District	3,168	9,602
North Tahoe Public Utility District	0	15,759
Northstar Community Services District	8,378	24,322
Olivenhain Municipal Water District	3,918	5,877
Placentia Library District	0	3,142
Rancho Murieta Community Services District	15,632	31,264
Resource Conservation District of the Santa Monica Mountains	0	5,125
Riverside County Citrus Pest Control District No. 2	0	2,592
Rosamond Community Services District	0	2,416
Sanger-Del Rey Cemetery District	1,112	3,917
Santa Cruz Port District	24,622	87,247
Santa Nella County Water District	0	3,902
Santa Rosa Community Services District	797	3,188
Shasta Community Services District	0	5,195
Special District Risk Management Authority	1,054	2,108
Squaw Valley County Water District	0	20,452
Stallion Springs Community Services District	14,072	44,721
Templeton Community Services District	0	11,787
Thermalito Irrigation District	0	6,659
Trinity County Public Utility District	5,290	10,580
Truckee Tahoe Airport District	5,081	21,164
Twain Harte Community Services District	3,917	23,982
Twentynine Palms County Water District	10,573	42,463
Weaverville Fire District	0	8,826
Weaverville Sanitary District	0	2,234
West San Bernardino County Water District	0	26,756
Yorba Linda Water District	<u>0</u>	<u>45,938</u>
<b>TOTAL PREMIUM RECEIPTS</b>	<b>\$ 188,696</b>	<b>\$ 1,129,082</b>
Interest Income	58,339	244,309
Admission Fees	0	42
Assessments	0	0
Refund Claims Overpayments	0	2,123
Subrogation Recoveries	0	0
Excess Insurance Recoveries	0	12,123
Keenan Reimbursement of Late Penalties	0	0
District Reimbursement of Late Penalties	0	0
Miscellaneous Income	<u>0</u>	<u>0</u>
<b>TOTAL CASH RECEIPTS</b>	<b><u>\$ 247,035</u></b>	<b><u>\$ 1,387,679</u></b>

DISBURSEMENTS

	04/01/98- <u>06/30/98</u>	FY 97-98 <u>To Date</u>
Claims Payments	\$ 81,825	\$ 501,868
Management/Administration:		
Claims Management Fees	26,250	78,750
Administration Fee - CSDA	0	9,547
Administration Fee - McMurchie, Brandenburger et al.	22,552	118,205
Meeting and Travel Expenses	1,956	13,988
Safety Services	2,294	6,629
California State Assessments	0	5,833
Insurance:		
Workers' Compensation Insurance Premiums	111,472	1,114,729
General/Nonowned Automobile Liability	0	724
Fidelity Bond	0	0
Errors and Omissions	0	13,332
Broker's Fee	0	47,700
Miscellaneous Expenses:		
Stationery and Office Supplies	490	2,020
Bank Service Charges	38	190
Dues/Publications	0	65
Postage/Photocopies	800	2,743
Financial Audit	0	5,250
Claims Management Audit	0	0
Actuarial Audit	0	0
Refund-Overpayment of Premium	0	1,354
Payroll Audit	0	0
Miscellaneous	<u>0</u>	<u>1,000</u>
<b>TOTAL DISBURSEMENTS</b>	<b>\$ <u>247,677</u></b>	<b>\$ <u>1,923,927</u></b>

RECAP

Cash Receipts 07/01/97-06/30/98	\$ 1,387,679
Cash Disbursements 07/01/97-06/30/98	<u>1,923,927</u>
Net 07/01/97-06/30/98	\$ (536,248)
Cash 06/30/97 per Audit	<u>4,796,879</u>
<b>TOTAL CASH</b>	<b>\$ <u>4,260,631</u></b>

RECONCILIATION

Wells Fargo Checking Account	\$ 73,754
Local Agency Investment Fund	2,951,359
Financial Investors Trust	1,110,518
Union Bank, Claims Trust Account	<u>125,000</u>
<b>TOTAL</b>	<b><u>\$4,260,631</u></b>

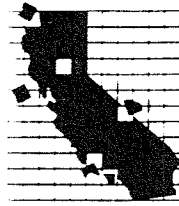
**Contingent Liabilities:**

(1) Estimated reserves for all claims as of 03/31/98\*:

1982-83:	\$ 0
1983-84:	0
1984-85:	0
1985-86:	2,696*
1986-87:	0
1987-88:	37,700
1988-89:	22,194
1989-90:	141,084*
1990-91:	27,261
1991-92:	123,375
1992-93:	186,101*
1993-94:	199,716
1994-95:	220,320
1995-96:	0
1996-97:	0
1997-98:	<u>0</u>
<b>TOTAL</b>	<b>\$ 960,445</b>

\* Does not include reinsured portion of claims

(2) Actual undiscounted IBNR as of 6/30/97 per audit	558,837
(3) Estimated undiscounted IBNR reserves as of 06/30/98 per actual claims history	<u>505,736</u>
<b>TOTAL ESTIMATED UNDISCOUNTED CLAIMS RESERVES AT 06/30/98</b>	<b><u>\$1,466,181</u></b>
<b>TOTAL DISCOUNTED CLAIMS RESERVES AT 06/30/98</b>	<b><u>\$1,171,463</u></b>
<b>TOTAL CONTINGENCY RESERVE AFTER DISCOUNT</b>	<b><u>\$3,089,168</u></b>
<b>ADDITIONAL ALLOCATION TO CLAIMS RESERVE TO ESTABLISH 95% CONFIDENCE LEVEL</b>	<b><u>\$ 930,141</u></b>
<b>TOTAL DISCOUNTED CLAIMS RESERVE AT 95% CONFIDENCE LEVEL AT 06/30/98</b>	<b><u>\$2,101,605</u></b>
<b>BALANCE OF CONTINGENCY RESERVE</b>	<b><u>\$2,159,026</u></b>



SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

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David W. McMurchie  
Administrator

**Agenda Supporting Data**

**Agenda No. 2(e); Meeting of September 18, 1998**

**Subject: Review and File Report of Accrued Revenues and Expenses for Fiscal Year 1997-98 and Comparison with Budget**

*Comments of Administrator:*

The report of Accrued Revenues and Expenses as Percentage of Budget as of June 30, 1998, shows that we have received estimated premiums accrued for fiscal year 1997-98 in the amount of \$1,181,664 which is 98.5% of the budgeted amount of premium revenues for the fiscal year of \$1,200,000 per the Revised Preliminary Budget.

Additional revenues consist of accrued interest in the amount of \$239,847 which is 99.9% of the budgeted amount.

Regarding management and administration expenses, Keenan has been paid for all four quarters of 1997-98 claims management fee in the amount of \$105,000 which is 100.0% of the budgeted amount. All other expenditures for management or administration are well within budget. The California State Assessment amount was paid with the initial installment of the insurance premium and represents an actual figure. Total management/administration expenses for the fiscal year amounted to \$248,161 which represents 90.8% of the budgeted amount of \$273,283. We will still have to pay the administration fee to CSDA once we have determined the actual amount of final premium paid by all member districts for the fiscal year. The budgeted amount for that administration fee is \$12,450. Once that amount is paid total management/administration expenses will amount to \$260,611 or 95.4% of the budgeted amount.

Regarding insurance expenses, we have paid all ten installments of the primary insurance premium to AIG in the amount of \$1,114,729 which represents 1000.0% of the budgeted amount. Payments have already been made for the fidelity bond in the amount of \$2,250 and for both installments of the broker's fee in the amount of \$47,700 which presents 100.0% of the budgeted amount. The renewal of the generality liability/nonowed auto insurance policy has been revised to the actual invoiced amount of \$724. Total insurance related payments for the fiscal year amounted to \$1,176,547 which is 100.4% of the budgeted amount of \$1,172,413. Once we receive reimbursement from CSDA for its 50% share of the errors and omissions insurance premium in the amount of \$5,572, insurance expenditures will amount to \$1,170,975 which amounts to 99.9% of the budgeted amount.



Total expenses for the fiscal year for management/administration, insurance and miscellaneous amount to \$1,437,530 which represents 98.7% of the budgeted amount of \$1,457,196. For the fiscal year expenditures exceeded revenues by \$1,731 compared to a budgeted surplus of \$27,904.

Claims expenses reflect claims on all self-insured years through fiscal year 1994-95 and were budgeted at the amount of \$500,000 based on the actuarial study. For the fiscal year the amount of \$437,244 has been expended on claims for those fiscal years. To fund all claims payments on an accrual basis, the current transfer from claims reserves would amount to \$438,975 which represents 96.7% of the budgeted amount of \$472,096. Again, this reflects the Board's prior decision to pay claims payments on self-insured years out of the claims reserve and not out of current operating revenues, which revenue should be used to fund annual management, administration and insurance expenses only.

SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY  
ACCRUED REVENUES AND EXPENSES AS PERCENTAGE OF BUDGET

	<u>FY 1997-98</u>	<u>06/30/98</u>	<u>Percentage of Budget</u>
<b><u>REVENUES:</u></b>			
Premiums	\$1,200,000	\$ 1,181,664	98.5%
Interest Income	240,000	239,847	99.9%
Admission Fees	100	42	42.0%
Excess Insurance Recoveries	25,000	12,123	48.5%
Miscellaneous	<u>20,000</u>	<u>2,123</u>	<u>10.6%</u>
<b>TOTAL REVENUES:</b>	<b><u>\$1,485,100</u></b>	<b><u>\$1,435,799</u></b>	<b><u>96.7%</u></b>
<b><u>EXPENSES AND RESERVES:</u></b>			
<b><u>Management/Administration:</u></b>			
Contract Administrator	\$ 125,000	\$ 121,385	97.1%
Claims Management Services	105,000	105,000	100.0%
Administration Fee - CSDA	12,450	0	0.0%
Meeting and Travel Expense	10,000	9,314	93.1%
Safety Services	15,000	6,629	44.2%
California State Assessment	5,833	5,833	100.0%
<b>TOTAL MANAGEMENT/ADMINISTRATION:</b>	<b><u>273,283</u></b>	<b><u>248,161</u></b>	<b><u>90.8%</u></b>
<b><u>Insurance:</u></b>			
Insurance Premium	1,114,729	1,114,729	100.0%
General Liability/Nonowned Auto	734	724	98.6%
Fidelity Bond	2,250	2,250	100.0%
Errors and Omissions	7,000	11,144	159.2%
Broker's Fee	47,700	47,700	100.0%
<b>TOTAL INSURANCE:</b>	<b><u>1,172,413</u></b>	<b><u>1,176,547</u></b>	<b><u>100.4%</u></b>
<b><u>Miscellaneous:</u></b>			
Financial Audit	5,500	5,250	95.5%
Miscellaneous	6,000	7,572	126.2%
<b>TOTAL MISCELLANEOUS:</b>	<b><u>11,500</u></b>	<b><u>12,822</u></b>	<b><u>111.5%</u></b>
<b>TOTAL EXPENSES:</b>	<b><u>\$1,457,196</u></b>	<b><u>\$1,437,530</u></b>	<b><u>98.7%</u></b>
<b>EXCESS REVENUE OVER EXPENSES:</b>	<b>\$ 27,904</b>	<b>\$ (1,731)</b>	
<b><u>Claims:</u></b>			
Claims Payments - All Self-Insured Years	500,000	437,244	87.4%
<b><u>Reserves:</u></b>			
Transfer to (from) Reserves	(472,096)	(438,975)	92.9%
<b>TOTAL EXPENSES AND RESERVES:</b>	<b><u>\$ 1,485,100</u></b>	<b><u>\$ 1,435,799</u></b>	<b><u>96.7%</u></b>



SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

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David W. McMurchie  
*Administrator*

## Agenda Supporting Data

Agenda No. 2(f); Meeting of September 18, 1998

**Subject:** Review and File Financial Balances Computation for All Years as of June 30, 1998

***Comments of Administrator:***

Attached is the Financial Balances Report matching revenues and claims expense for each year of the program through fiscal year 1994-95, the last self-insured year, utilizing loss information as of June 30, 1998. Fiscal years 1995-96, 1996-97, and 1997-98 are omitted since the program was not self-insured during those years. Total dividend reserve as of June 30, 1998, amounts to \$1,550,075. This compares to a prior dividend reserve of \$1,633,354 as of June 30, 1997.

This information is useful primarily in considering payment of dividends to member districts. The Board has previously decided that those claims years in which the Authority has earned a surplus need to be balanced against those years in which the Authority has lost money before a net dividend can be considered for payment to member districts. This is because the Authority does not back charge member districts for additional premium in those years in which claims payments and reserves have exceeded revenues. The chart continues to indicate that years in which the Authority has earned a surplus are fairly evenly balanced with the years in which the Authority has lost money. Through the 1992-93 claims year, positive years and negative years are so evenly balanced that there is a negative dividend reserve of approximately \$66,986 as of the end of 1992-93. Therefore, the entire dividend reserve of \$1,550,075 has been earned during the last two years of self-insurance, 1993-94 and 1994-95. There continue to be too many outstanding claims in those years in order to consider a dividend payment for those years.

The Board should recall that the dividend reserve in this report of \$1,550,075 does not match the contingency reserve in the Cash Basis Financial Report because this financial balances computation does not include the Authority's earnings for the 1995-96, 1996-97, and 1997-98 years during which the Authority purchased insurance from AIG. This earned dividend reserve can be viewed as a component of the contingency reserve reflected on the Cash Basis Financial Report which is available after funding the claims reserve. In other words, of the contingency reserve in the amount of \$2,159,026, available after funding the claims reserve at the 95% confidence level, approximately \$1,550,075 of that contingency reserve has resulted from operations in the 1993-94 and 1994-95 years because premiums collected exceeded net claims expense in those years by those amounts. The extent to which the total contingency reserve exceeds the dividend reserve is a result of profit from operations in the 1995-96 and 1996-97 years when we were insured.

In light of the foregoing, it is premature to declare additional dividends in any year.

S D W C A  
FINANCIAL BALANCES

	1982-83	1983-84	1984-85	1985-86	1986-87	1987-88	1988-89
<b>REVENUES</b>							
Premium	213,815	298,858	431,181	620,598	784,674	1,071,521	1,233,348
Interest	8,230	22,628	49,050	66,840	75,637	108,121	150,811
Assessments	0	0	0	0	0	0	0
Admission Fees	0	0	0	0	3,426	568	86
Miscellaneous	0	34	307	166	206	0	0
<b>TOTAL REVENUES:</b>	<b>222,045</b>	<b>321,520</b>	<b>480,538</b>	<b>687,604</b>	<b>863,943</b>	<b>1,180,210</b>	<b>1,384,245</b>
<b>EXPENSES</b>							
Management Expenses:							
Management/Administration	39,775	60,032	79,162	111,104	113,976	123,801	113,905
Insurance	18,119	23,752	28,544	35,481	49,459	72,695	84,733
Miscellaneous	498	1,016	1,342	7,349	2,035	2,759	7,721
Total Management Expenses	58,392	84,800	109,048	153,934	165,470	199,255	206,359
Claims Expense:							
Paid Claims	132,965	371,263	264,466	1,019,400	480,359	908,349	811,597
Incurred Reserve	0	0	0	14,405	0	37,699	22,192
IBNR Reserve	0	0	0	0	0	23,952	56,211
Less Reinsured Claims	0	(15,804)	0	(11,709)	0	0	0
Less Discount for Interest	0	0	0	(555)	0	(15,783)	(18,503)
Net Claims Expense	132,965	371,263	264,466	1,021,541	480,359	954,217	871,497
Dividends Paid	21,383	0	0	0	0	0	0
Dividend Reserve	9,305	(134,543)	107,024	(487,871)	218,114	26,738	306,439
<b>TOTAL EXPENSE AND RESERVES</b>	<b>222,045</b>	<b>321,520</b>	<b>480,538</b>	<b>687,604</b>	<b>863,943</b>	<b>1,180,210</b>	<b>1,384,245</b>

S D W C A  
FINANCIAL BALANCES

	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95	Totals
<b>REVENUES</b>							
Premium	1,417,226	1,544,446	1,636,843	1,965,204	2,000,852	2,088,693	15,307,259
Interest	211,513	251,259	223,901	191,102	193,161	251,219	1,803,472
Assessments	154,558	184,046	0	3,153	5,796	0	347,553
Admission Fees	2,051	893	30	1,640	2,150	827	11,671
Miscellaneous	0	3,000	1,348	611	1,004	0	6,676
<b>TOTAL REVENUES:</b>	<b>1,785,348</b>	<b>1,983,644</b>	<b>1,862,122</b>	<b>2,161,710</b>	<b>2,202,963</b>	<b>2,340,739</b>	<b>17,476,631</b>
<b>EXPENSES</b>							
Management Expenses:							
Management/Administration	115,900	130,332	222,411	220,056	282,828	343,563	1,956,845
Insurance	96,966	110,132	86,238	67,616	71,594	77,522	822,851
Miscellaneous	4,796	9,002	11,976	11,233	13,485	15,039	88,251
<b>Total Management Expenses</b>	<b>217,662</b>	<b>249,466</b>	<b>320,625</b>	<b>298,905</b>	<b>367,907</b>	<b>436,124</b>	<b>2,867,947</b>
Claims Expense:							
Paid Claims	1,546,803	1,425,346	1,170,065	2,144,693	918,827	671,628	11,865,763
Incurred Reserve	292,008	27,261	123,375	209,425	199,716	220,320	1,162,206
IBNR Reserve	2,113	137,393	56,559	0	11,456	218,052	505,736
Less Reinsured Claims	(150,924)	0	0	(23,324)	0	0	(201,761)
Less Discount for Interest	(33,222)	(37,706)	(36,707)	(34,801)	(39,489)	(77,592)	(294,718)
<b>Net Claims Expense</b>	<b>1,656,778</b>	<b>1,552,294</b>	<b>1,313,293</b>	<b>2,295,993</b>	<b>1,090,510</b>	<b>1,032,408</b>	<b>13,037,226</b>
Dividends Paid	0	0	0	0	0	0	21,383
Dividend Reserve	(89,092)	181,884	228,204	(433,188)	744,546	872,207	1,550,075
<b>TOTAL EXPENSES AND RESERVE</b>	<b>1,785,348</b>	<b>1,983,644</b>	<b>1,862,122</b>	<b>2,161,710</b>	<b>2,202,963</b>	<b>2,340,739</b>	<b>17,476,631</b> (06/30/98)





# Library of California

LIBRARY-COURTS BUILDING  
P.O. BOX 942837  
SACRAMENTO, CA 94237-0001

## MEMORANDUM

TO: Members, Library of California Board

FROM: Tom Andersen, CLSA Program Coordinator *TA*  
Anne Marie Gold, Interim Manager *Amg*  
Library of California

DATE: February 2, 1999

SUBJECT: Library of California Board actions taken at the January 25-27, 1999 meeting

### **Purpose of the Library of California Act:**

The Legislature finds and declares that it is in the interest of the people of the state to ensure that all Californians have free and convenient access to all library resources and services that could provide essential information and enrich their lives; and, to respond fully and successfully to these information needs and to the diversity of California's population, libraries of all types and in all parts of the state must be enabled to interact, cooperate, and share resources. This policy shall be accomplished by enabling libraries of all types and in all parts of the state to provide their users with the services and resources of all libraries in this state, and by assisting libraries to provide and improve services to the underserved.

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Sacramento on January 26-27, 1999:

1. Adoption of Agenda

It was moved, seconded (Spence/Otstott) and carried unanimously that the Library of California Board adopt the agenda as presented.

2. Approval of Minutes

It was moved, seconded (Spence/Purucker) and carried unanimously that the Library of California Board approve the draft minutes of the November 12-13, 1998 CLSB meeting as corrected.

Interlibrary and Direct Loan Programs

3. It was moved, seconded (Spence/Purucker) and carried unanimously that the Library of California Board direct its Chief Executive Officer to develop a pilot multitype interlibrary loan reimbursement program for non-public library participants of CLSA using 1998/99 Library of California funds, and to present a proposed project and budget at the February 1999 Board meeting for approval.
4. It was moved, seconded (Steinhauser/Kallenberg) and carried by a vote of 8 in favor, 1 opposed (Frizzelle) that the Library of California Board authorize its Chief Executive Officer to hire one or more independent consultants to conduct a study of the handling and delivery costs associated with direct loan, interlibrary loan, and electronic direct services in all types of libraries, with a budget not to exceed \$35,000, to be presented to the Board at the August 1999 meeting.

Telecommunications Infrastructure

5. It was moved, seconded (Kallenberg/Calderon) and carried unanimously that the Library of California Board direct its Chief Executive Officer to develop a Z39.50 server reimbursement program, equivalent to the CLSA Z39.50 server reimbursement program, for eligible members of CLSA Cooperative Library Systems, using Library of California funds, until June 30, 1999, and that implementation recommendations be brought to the Board at the February 1999 meeting.
6. It was moved, seconded (Kallenberg/Fong) and carried unanimously that the Library of California Board direct its Chief Executive Officer to study the high-speed telecommunications needs of California rural libraries and bring a report with recommendations to the June 1999 Board meeting; and if Library of California funds are needed for said study, staff will make recommendations to the Board at the February 1999 meeting.



7. CLSA Statewide Data Base Program

It was moved, seconded (Frizzelle/Fong) and carried unanimously that the State Board direct its Chief Executive Officer to award a Statewide Data Base subsidy claim of \$5000 to the Mountain Valley Library System.

Regional Library Network Development

8. It was moved, seconded (Kallenberg/Frizzelle) and carried unanimously that the Library of California Board utilize a self-appointment process from library associations, systems, organizations and statewide resource libraries to develop the Regional Planning Groups.
9. It was moved, seconded (Kallenberg/Calderon) and carried unanimously that the Library of California Board provide planning grants, technical assistance, training, and communications mechanisms for the Regional Planning Groups, and that a budget recommendation be brought to the Board at the February 1999 meeting.
10. It was moved, seconded (Kallenberg/Purucker) and carried unanimously that the Library of California Board establish the following planning regions:
- North State (CLSA System)
  - Mountain Valley/49-99 (CLSA Systems)
  - San Joaquin Valley (CLSA System)
  - Region II
  - Region IV
  - Region V

and that staff use these planning regions to develop a budget; and should there be any changes from regional meetings that take place, that those changes be considered at the February 1999 Board meeting.

Library of California Act Regulations

11. It was moved, seconded (Kallenberg/Purucker) and carried unanimously that the Library of California Board adopt, in concept, the schedule for rulemaking as outlined in Exhibit A as modified. (See Attachment A)

CLSA Special Services Program – Literacy

12. It was moved, seconded (Fong/Purucker) and carried unanimously that the Library of California Board authorize its Chief Executive Officer to allocate, as soon as the state budget makes them available, the 1999/2000 California Library Literacy Service funds to local programs in accordance with the provisions of Section 18733.2 of the Education Code of California.
  
13. It was moved, seconded (Steinhauser/Fong) and carried by a vote of 7 in favor, 1 abstention (Frizzelle) that the Library of California Board authorize its Chief Executive Officer to allocate, as soon as the state budget makes them available, the 1999/2000 Families for Literacy funds in accordance with the provisions of Education Code Section 18735 to local participants based upon the criteria set forth in the Families for Literacy application materials and prior performance in the Program, where applicable.

EX  
January 1999  
California State Library

**RULEMAKING SCHEDULE FOR  
THE LIBRARY OF CALIFORNIA ACT**

November - December 1998	State Library staff drafts regulations and identifies key question areas
January 6, 8, 11, 14, 15 1999	Informal workshops held statewide to obtain input
January 25-27 1999	Board meets to review draft regulations
February 24-25 1999	Board reviews revised regulations and approves in concept a preliminary version of them, which will be used to initiate the rulemaking procedure
March 1999	Submission of notice of proposed rulemaking (includes preliminary version of regulations) to the Office of Administrative Law (OAL)
May 1999	Public hearings held in 6 locations
June 16-17 1999	Board meets to review proposed changes and revise preliminary version of regulations (approve the regulations for the purpose of distribution)
July 1-20 1999	Mailing of revised regulations  15-day written comment period
August 11-13 1999	Board meets to revise and adopt regulations (approve the regulations for submission to the OAL)

September  
1999

Submission of final version of proposed  
regulations and responses to all comments

October  
1999

OAL review period

November  
1999

If approved by OAL, regulations go into effect

NOTE: a second rulemaking process will be initiated later for sections of Articles 4, 5, 6, and 7 dealing with Regional Library Networks, funding formulas, and the Statewide Resource Libraries Group.

## LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE

January 25-27, 1999	Sacramento, California State Library
February 24-25, 1999	Los Angeles, UCLA Bradley International Center
April 28-29, 1999	Sacramento, California State Library
June 16-17, 1999	Redding, McConnell Foundation
August 11-13, 1999	San Diego, Library of UCSD
November 11-12, 1999	Palm Springs, CLA Conference Headquarters

## CALENDAR OF UPCOMING EVENTS/DEADLINES

### 1999

January 29	California Library Literacy Service 2 <sup>nd</sup> Quarter 1998/99 reports due at State Library
February 4	California Literacy Campaign Application Workshop for Northern California, Sacramento (for information contact Al Bennett 916-653-7743)
February 9	California Literacy Campaign Application Workshop for Southern California – location to be announced (for information contact Al Bennett 916-653-7743)
February 15	CLSA Families for Literacy 1998/99 Mid-Year Reports due at State Library
February 15	3 <sup>rd</sup> 1998/99 CLSA Direct Loan sample data due at State Library
February 24-25	Library of California Board Meeting, Los Angeles, UCLA Bradley International Center
March 1-14	4th 1998/99 CLSA Direct Loan sample period
March 29	4th 1998/99 CLSA Direct Loan sample data due at California State Library
April 15	3 <sup>rd</sup> Quarter 1998/99 CLSA ILL claims due at State Library
April 28-29	Library of California Board Meeting, Sacramento, California State Library

**CALENDAR OF UPCOMING EVENTS/DEADLINES**

April 30	California Library Literacy Service 3 <sup>rd</sup> Quarter 1998/99 reports due at State Library
May	Public hearings on Library of California regulations (6 locations, TBA)
May 3	CLSA Families for Literacy Applications for 1999/2000 due at State Library
May 14	California Library Literacy Service Applications for 1999/2000 postmarked to State Library (libraries applying for first year funding)
May 21	California Library Literacy Service Plans of Service for 1999/2000 postmarked to State Library (for programs in years 2-5)
June 1	1998/99 California Library Services Act (CLSA) System Plans of Service due at State Library
June 16-17	Library of California Board Meeting, Redding, McConnell Foundation
July 15	4 <sup>th</sup> Quarter 1998/99 CLSA ILL claims due at State Library
July 30	CLSA Families for Literacy 1998/99 Final Reports due at State Library
August 11-13	Library of California Board Meeting, San Diego, Library of UCSD
September 1	1998/99 CLSA System Annual Reports, System Uniform Expenditure Reports and 1999/00 System Uniform Budget Reports due at State Library
September 30	California Library Literacy Service Matching Funds Certifications postmarked to State Library
October 15	1 <sup>st</sup> Quarter 1999/00 CLSA ILL claims due at State Library
October 29	California Library Literacy Service 1 <sup>st</sup> Quarter 1999/00 reports due at State Library
November 5	California Library Literacy Service Plans of Service and Budgets for matching funds postmarked to State Library
November 11-12	Library of California Board Meeting, Palm Springs, CLA Conference Headquarters

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** **Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.**  
**DATE:** February 17, 1999

**BACKGROUND:**

Library Revenue Issues

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

1. Property Tax

Library Director Minter attended the California Special Districts Association (CSDA) Legislative Committee meeting in Sacramento on January 22, 1999. Lobbyist Ralph Heim and Local Government Consultant Mike Gotch both reported that they doubt that there will be any activity to reverse the property tax shift this year. The hearings being conducted around the State by Senate Budget and Fiscal Review Chair Steve Pearce received a lot of the Committee's attention. Trustee Dinsmore attended the first hearing held in Los Angeles on January 22.

The next CSDA Legislative Committee Meeting is scheduled for February 26.

2. State Funds

The State Budget presented by Governor Davis contains no increase for the Public Library Fund.

3. Local Revenues

President Shkoler, Secretary Masters, Friends President Irot and Library Director Minter attended a City of Placentia City Council Worksession on February 2 to discuss potential joint projects between the City and the District. Library Director Minter and City Administrator D'Amato were asked to develop an incremental list of projects to present to the City Council within the next two months.

Parcel Tax Election Considerations

No information to report.

**RECOMMENDATIONS:**

1. Give direction for future action



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Selection of Health Insurance Carrier for 1999-2000  
**DATE:** February 17, 1999

**BACKGROUND:**

Stormy Waldeck, the District's employee benefits coordinator at Protective Life (formerly Anderson & Anderson) has completed its annual review of group medical insurance policy options for the District. The new contract year begins April 1, 1999.

Attachment A summarizes his findings.

No staff complaints have been received about the CareAmerica coverage or services.

Mr. Waldeck will attend the Board meeting to review the options and answer questions.

**RECOMMENDATION:**

Determine level of benefits, select vendor, and authorize the Library Director to sign all contract documents.

*✓*



**PLACENTIA LIBRARY DISTRICT**  
**GROUP MEDICAL INSURANCE**

At present Placentia Library District insures its employees under the CareAmerica HMO 1900 plan which includes an Options Rider allowing for limited out-of-network benefits.

CareAmerica was acquired by Blue Shield. Initially, the two companies continued to operate independently. Starting 1/1/99 all CareAmerica plans are being converted to Blue Shield plans as they renew during the year.

Blue Shield has provided notice of the following rate action to be effective 3/1/99:

	<u>Current Premium</u>	<u>Renewal Premium</u>	<u>% Change</u>
Employee Cost	\$1,597.38	\$1,939.34	21.40%
Dependent Cost	\$ 573.89	\$ 677.16	18.12%
Total Cost	\$2,171.27	\$2,616.50	20.51%

Handwritten calculations on the right side of the table:  
 1939  
 1897  
 342  
 12  
 684  
 342  
 4104

Some comments regarding the renewal action:

- 1) Part of the increase is due to what CareAmerica didn't charge last year. As an acquisition candidate CareAmerica artificially kept its rates low for the purpose of maintaining membership which, in turn, maximizes its stock value
- 2) Nearly half of the increase is due to Blue Shield renewing the group at standard rates. CareAmerica renewed the group in 1998 at 90% of standard. This change is under appeal

Attached are two exhibits for your review:

**Exhibit A** - is a cost comparison among the Blue Shield renewal plan and the two most competitive plans that duplicate the current key HMO benefits

**Exhibit B** - is a cost comparison among an optional Blue Shield plan and the two most competitive plans of similar design



**EXHIBIT A**  
**CURRENT PLAN COMPARISON**

Here are the current key HMO benefits:

- \$10 Office Co-Pay
- 100% Hospital Benefit
- \$10/\$20 Rx Benefit

Here is the list of prospective carriers surveyed for competitive bids:

- Blue Cross
- Pacificare
- United Healthcare
- Health Net
- Prudential

*review Blue Shield*

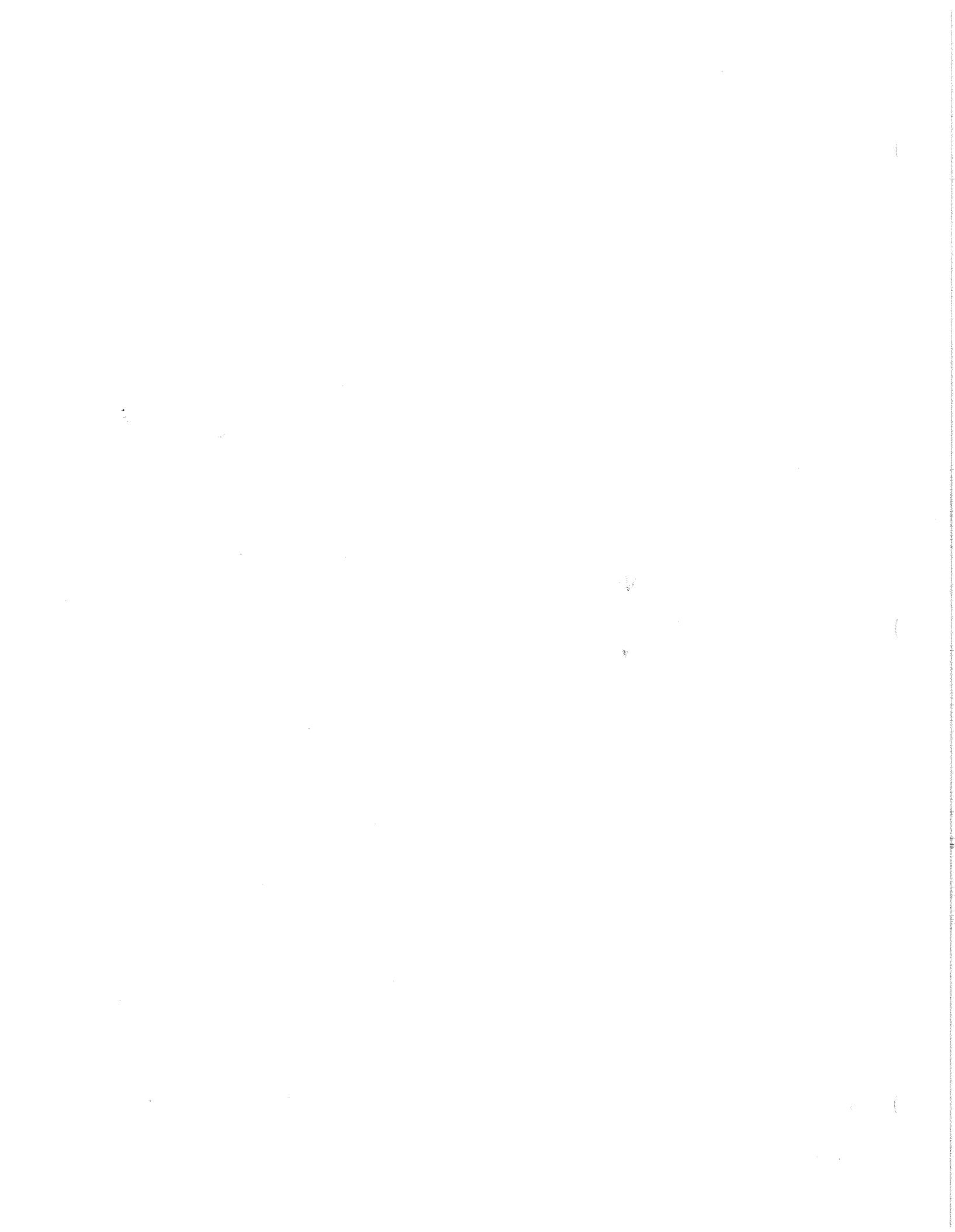
Here is the cost comparison using Blue Shield and the two most competitive alternatives:

	<u>Blue Shield</u>	<u>Health Net</u>	<u>Pacificare</u>
Employee Cost	\$1,939.34	\$1,905.37 (\$2,095.91)	\$1,850.44 (\$2,035.48)
Dependent Cost	\$ 677.16	\$ 537.07 (\$ 590.78)	\$ 544.34 (\$ 598.77)
Total	\$2,616.50	\$2,442.44 (\$2,686.68)	\$2,394.78 (\$2,634.26)

The cost figures shown above in parenthesis represent 110% of standard. All other cost figures represent standard rates. Blue Shield has offered standard rates, there is no guarantee that prospective carriers will do the same.

While there is a duplication of the key HMO benefits the Options Rider ceases to exist. (CareAmerica had withdrawn the benefit from new sales several years ago but had grandfathered the benefit on existing plans).

Blue Shield and Health Net offer some compromise in regard to the Options Rider. Both carriers have an "Open Access" provision that allows a member to go directly to any specialist in the participating medical group without first having to see the primary care physician. The co-pay with each carrier is \$30 for an open access office visit.



**EXHIBIT B**

**ALTERNATIVE PLAN COMPARISON**

Last year we pursued a Point of Service (POS) plan as an alternative to the existing benefit structure. This plan combines the existing HMO benefits with dramatically higher out-of-network benefits than those provided by the Options Rider in the CareAmerica plan.

In addition to Blue Shield the same prospective carriers as in Exhibit A were surveyed for competitive bids for POS plans.

Here is the cost comparison using Blue Shield and the two most competitive alternatives:

	<u>Blue Shield</u>	<u>Pacificare</u>	<u>Prudential</u>
Employee Cost	\$2,118.69	\$2,212.38 (\$2,433.62)	\$2,184.00 (\$2,402.40)
Dependent Cost	\$ 739.78	\$ 650.81 (\$ 715.89)	\$ 652.00 (\$ 717.20)
Total Cost	\$2,858.47	\$2,863.19 (\$3,149.51)	\$2,836.00 (\$3,119.60)

*HMO - 100%  
 Network - 80%  
 Out-Network - 60%*

Once again, cost figures in parenthesis represent 110% of standard.

*2 118.69  
 1939.34  
 ---  
 179.35*





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Ratification of Library Director's travel/training authorization for Library Trustee Wood and Administrative Assistant Goodson to attend the National Society of Fund Raising Executives (NSFRE) Los Angeles Chapter's one-day seminar for grassroots organizations at California State University, Los Angeles, March 22, 1999 at a cost of \$50.00 per person plus mileage; and travel expenses for Administrative Assistant Goodson to attend the Special District Risk Management Authority (SDRMA) Education Day Workshop in Bakersfield on February 25, 1999

**DATE:** February 17, 1999

**BACKGROUND**

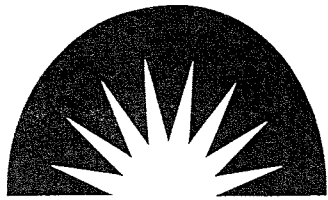
Attachment A is the announcement for the one-day "Seminar for Grassroots Organizations." This program is for individuals new to fund raising and is presented by the Greater Los Angeles Chapter of the National Society of Fund Raising Executives. It will be held on Monday, March 22, 1999 at California State University, Los Angeles. Registration is \$50 per person and includes lunch and parking.

Attachment B is the announcement for the Special District Risk Management Authority "Education Day Workshop." Member districts that participate in this program receive a discount on their 1999-2000 liability insurance premium. It will be held on Thursday, February 25, 1999 in Bakersfield. This workshop is not being offered at another location. There is no registration fee for this workshop and lunch is provided by SRDMA.

**RECOMMENDATION**

- Stacy*  
*Feb*
1. Ratify payment of registration and mileage costs for Wood and Goodson to attend the NSFRE workshop on March 22, 1999
  2. Authorize travel expenses for Goodson to attend the SDRMA workshop on February 25, 1999





NSFRE

A Publication of the Greater Los Angeles Chapter of the National Society of Fund Raising Executives

Volume 13, Number 2, February 1999



*Edm + Gae*

## February 9th Luncheon~ The Los Angeles Times Festival of Books: the 'How To's' of Mounting A Special Event

Tuesday, February 9, 1999, is the date set for the NSFRE Greater Los Angeles Chapter to host the two Co-chairs and Co-Founders of the Los Angeles Times Festival of Books, Narda Zacchino, Associate Editor and Vice President of the Los Angeles Times, and Lisa Cleri-Reale, consultant to the Times Mirror Foundation. Their presentation will follow the regular luncheon meeting, which begins at noon at St. Anne's Conference Center near downtown Los Angeles.



*Narda Zacchino, Associate Editor and Vice President, Los Angeles Times*



*Lisa Cleri-Reale, Consultant to the Times Mirror Foundation*

The Los Angeles Times Festival of Books has become a nationally-recognized and locally-anticipated event attracting large sponsorships from companies such as Target and Barnes & Noble while raising funds for the Los Angeles Times program, Reading by 9.

book signings, author appearances and obtaining sponsorship for this large-scale event. The guest speakers will explain the time frame for marketing and publicizing the event along with the minute-to-minute timeline that is required to make the Festival a success.

capacity as a consultant is to review the grant requests submitted to the Times Mirror Foundation. She serves on the board and advisory councils of many organizations including, Arts Inc., Corporate Council for the United Way of Greater Los Angeles, the Chair of the United Way Community Development Cabinet, and the Advisory Council for the Lula Washington Dance Company.

In their presentation to the NSFRE/GLAC members, Ms. Zacchino and Ms. Cleri-Reale will discuss the process of planning, programming seminars,

As the former Director of Community Affairs at the Los Angeles Times and a ten-year employee, Ms. Cleri-Reale also was Vice President of the Times Mirror Foundation. Her current

In her current role as Associate Editor and Vice President of the

Los Angeles Times, Ms. Zacchino has served in various editorial positions since 1970. She is a board member of the Los Angeles Youth, the Los Angeles Times Fund and the Pfaffinger Foundation. She also serves on the National Center for Non-Profit Boards, the Women's Foreign Policy Group and was a founding member of the Pacific Council on International Policy.

Please don't miss this opportunity to discover the many aspects of planning, executing and measuring the success of a special event as presented by the two creators and current chairs of the Festival of Books on Tuesday, February 9, 1999. Make your reservation by mailing or faxing the last page of this issue or by calling (818) 951-5888.

— Jean Swift, Chair  
GLAC Speakers Committee

Professional  
Development Seminar  
for February 1999  
Focus On...

"Three Major Concerns of  
Development Directors"  
RICHARD A. FRENCH,  
Ed.D., CFRE,  
President, Fund  
Development Services

Tuesday, February 9, 1999,  
10:15 to 11:45 a.m.  
St. Anne's Conference Center

NSFRE/GLAC  
Professional  
Development Seminars  
are sponsored by  
AMS Response

*Gae + Wendy*

### Don't Miss It!

#### ONE-DAY SEMINAR FOR GRASSROOTS ORGANIZATIONS

DATE: Monday, March 22, 1999  
PLACE: Cal State University, Los Angeles  
COST: \$50 (includes lunch and parking)  
Scholarships are available

If you work with a small non-profit organization or are a new development professional, be sure to attend this seminar to learn more about...

- Developing a stronger and more effective board
- Building a strong direct mail campaign
- Soliciting major gifts
- Writing winning grant proposals
- Establishing a strong public relations program

This is a rare opportunity to acquire, in one day, some of the essentials of fund raising. For reservations or more information, please contact Carole Tremblay or Diane Barragan at (213) 381-2931, extension 212.





**SDRMA**

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# SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

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

Board of Directors

(President)  
Ken Sonksen  
Sanger-Del Rey CD  
568 S. Rainbow  
Sanger, CA 93657  
(209) 787-2267

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

(Secretary)  
Joseph C. Martin  
Rossmoor/Los Alamitos  
Area Sewer District  
P.O. Box 542  
Los Alamitos, CA 90720  
(562) 596-6064

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

David Aranda  
Stallion Springs CSD  
28500 Stallion Springs Drive  
Tehachapi, CA 93561  
(805) 822-3268

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

Chief Executive Officer  
James W. Towns, ARM

January 14, 1999

**RE : EDUCATION DAY WORKSHOP**

Dear Member Agency:

On behalf of the Board we would like to wish you a happy and safe 1999.

**We have scheduled the first workshop of 1999 for February 25, 1999 in Bakersfield at the Bakersfield DoubleTree Hotel (detailed information has been included in the enclosed workshop brochure/registration form.)**

This new location and format was selected in response to member requests for a more central location and easier access. At the Board's direction, the workshop was reduced to 1-day in order to minimize the impact on Members' valuable time and to present critical information in a more concise manner.

It is the intention of the Board and Staff of SDRMA to create an educational forum that provides members an opportunity to interact with fellow members and to share problem solving, risk and loss prevention techniques, and to meet with staff to discuss member issues.

The Continuing Education Program is one of the benefits offered to SDRMA members. Participation in this program provides members with information they can use to reduce their risk exposure and to earn Credit Incentive points to reduce their 1999-2000 premium. **This Workshop will be the last workshop to earn CIP credits toward the 1999-2000 premium.**

We look forward to seeing you in February.

Sincerely,

Dennis J. Kinoney  
Claims/Loss Prevention Manager

**WHEN AND WHERE**

Thursday  
February 25, 1999

DOUBLE TREE HOTEL, BAKERSFIELD

3100 CAMINO DEL RIO COURT

BAKERSFIELD, CA 93308

1-805-323-7111

Room charges are \$99 + tax, single occupancy. For room reservations, call the hotel directly and identify yourself as attending the SDRMA Workshop/Education Day.

There is no charge for attendance of SDRMA member districts; \$100 per person from non-member districts.

Lunch is provided.

Room charges and meals other than lunch are the responsibility of attendees.

WE MUST RECEIVE YOUR EDUCATION DAY REGISTRATION FORM BY:

**FEBRUARY 19, 1999**

Reservations not cancelled by February 19, 1999 and no-shows are subject to a lunch charge.

**Education Day credits apply to Board members or management personnel only**

**UNDERSTANDING THE MEMORANDUM OF COVERAGE**

**Morning Session**

Gerry Lillis, Broker representative from Gallagher Heffernan will conduct a detailed presentation on the coverage's provided to Members of SDRMA. Topics will include Property and Automobile, General Liability, Errors and Omissions and Employment Practices Liability. Questions are greatly appreciated!

This session is recommended for Board Members, Management and selected Staff to address coverage questions.

**LOSS PREVENTION PRACTICES**

Greg Campbell, a Loss Prevention Representative from Gallagher Heffernan will provide practical examples of **loss prevention** techniques that Members can use to reduce **risk exposure**.

Presenter: Greg Campbell, Gallagher Heffernan and Dennis Timoney, SDRMA

**CLAIMS WORKSHOP**  
**Afternoon Session**

**CLAIMS: THE GOOD, BAD AND UGLY**

Mark Kelegian is the managing partner of Kelegian & Associates, a law firm, located in the Los Angeles area. Mark has represented **public entities** through all phases of the claims process up to and including trial. Topics will include Claims Statutes, Governmental Immunities, Legal Terminology, Litigation Management and case examples.

Presenters: Mark Kelegian and Dennis Timoney of SDRMA.

Loss Prevention and Claims Procedures Manuals will be available to those Members who have not previously received one or need additional copies for staff. Please bring your Manual to the Session.

**WHEN AND WHERE**

Thursday  
February 25, 1999

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FEBRUARY 19, 1999

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**Education Day credits apply to Board members or management personnel only**

Reservations not cancelled by FEBRUARY 19, 1999 will be subject to a meal charge.

MAIL TO: 1481 River Park Drive, Suite 110, Sacramento, CA 95815-4501  
OR: FAX FORM TO (916) 641-2776

REGISTRATION FORM MUST BE RECEIVED BY MAIL OR FAX NO LATER THAN FRIDAY, FEBRUARY 19, 1999

**REGISTRATION FORM**  
WORKSHOP/EDUCATION DAY - Thursday, February 25, 1999

District Placenta Library

Address 714 528-1925 x.202

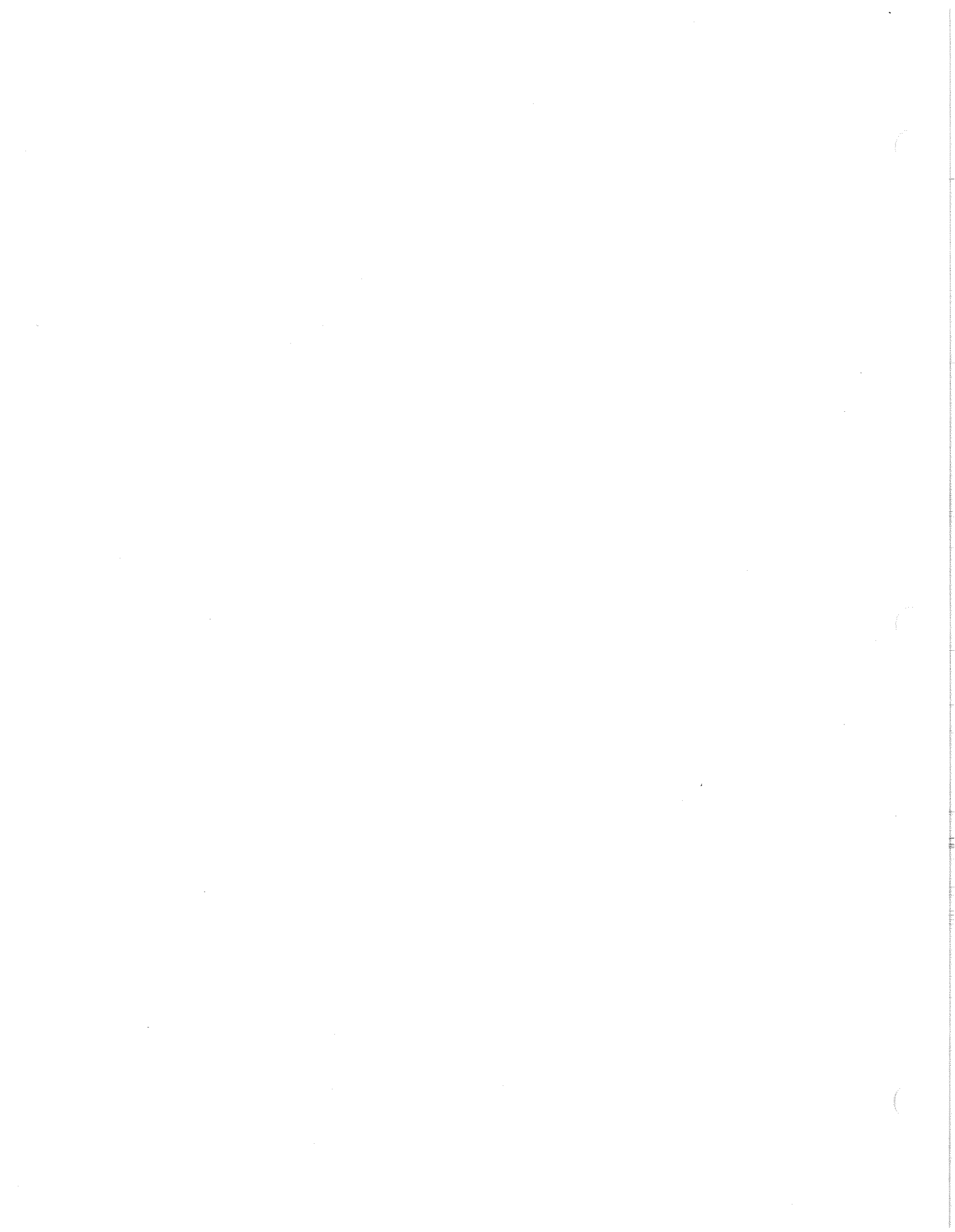
Phone 714 528-1925 x.202

ATTENDEE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Workshop Ed Day Lunch (Y/N) \_\_\_\_\_

PRESENT FOR: \_\_\_\_\_





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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

**FROM:** Suad Ammar, Principal Librarian 

**SUBJECT:** PLACENTIA LIBRARY WEB SITE

**DATE:** February 17, 1999

**WHY PLACENTIA LIBRARY NEEDS A WEB SITE**

A Web site can be used to provide a number of different access points to library information:

The Library can provide patrons with improved access to the magazine index services through the Internet because the photographs, charts and other graphics included in the original articles are provided on the screen (they are not available with our present system). However, this is a subject that will have to be addressed on the Consortium level.

The Web can be used to access the online catalogs of other public libraries in Southern California (a service being provided by "linked systems grants" from the State Library of California)

Patrons can get answers to most of their "directional, non-Reference" questions from the web page rather than by phone – it functions like a self-service, electronic yellow pages. This will reduce the amount of time that Reference, Children's and Circulation staff spend answering routine questions on the phone.

Library staff is currently looking at two different types of web sites to fulfill two types of needs:

1. A web site made available to the general public on the internet will provide factual information about the Library and its programs. It will also "link" visitors to other library-related internet sites.

This web site is important for various reasons, not the least of which is public relations, visibility and presence on the internet. People are getting used to looking for information about local businesses and public services on the internet.

2. A web site available only to patrons using the internet stations inside the Library.

This is different from the publicly-available web site because it will provide access to internet sites that are restricted by licensing agreements between the Library and the provider -- these sites are not available to the general public.



The greatest initial impact for Placentia Library patrons will be the improved access to the magazine indexing service.

- a. Unlike the current dumb terminals, patrons accessing the magazine index from the internet stations will be able to see the graphics, maps and tables etc. that accompany certain texts, before printing them.
- b. Printing will improve since the internet stations are currently hooked to state-of-the-art laser printers including the color printer.
- c. Patrons using the dumb terminals will continue to be able to use the print station.
- d. There will be no need for an elaborate web page for this purpose since it's only function is to link the magazine index to the internet stations.

At this point the staff feels very strongly that the Library web sites need to be developed immediately.

## **BACKGROUND**

Approximately a year ago a Foundation Board member offered to provide a joint Library and Foundation web site with up to ten pages of information. The proposal was that the Foundation site would be used primarily for fund raising, a concept that is implemented by many non-profit organizations. In spite of numerous attempts by staff to follow-up on the project, we have not been successful in getting it implemented.

Once the Library's public internet site is developed it could easily be "linked" to any site that the Foundation may have.

During the past year staff has researched web site implementations at other area libraries and is prepared to begin work on one for Placentia.

## **PROPOSED IMPLEMENTATION**

The Library owns space for a web site through its subscription to Cosmoslink. There is also the possibility of becoming a part of the City's web site.

The content aspects of developing the Library's web sites will be addressed by staff. The staff's recommendation is that the Library's web sites be functional, attractive and user friendly. There is no need for animation or other cosmetic "bells and whistles".

Staff recommends that the technical development of the sites be contracted to a local web master (designer).

A project budget will be prepared as soon as the Board has approved the concept. The rough estimate is \$2,000 to \$5,000. There are also monthly maintenance fees of approximately \$300.

**RECOMMENDATION**

That the Board of Directors authorize staff to develop the content specifications for internal and public web sites, and to request quotes from area web masters and hosts.


TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian 

DATE: February 17, 1999

SUBJECT: Program Committee Report for the Month of January

DEPARTMENT		JANUARY 1999	
		Number Of Programs	Number of Attendees
<b>Adult Services</b>			
Passport Ribbon Cutting		1	50
Total		1	50
<b>YTD Total</b>		<b>1</b>	<b>50</b>
<b>Literacy Services</b>			
Conversation Group		0	0
Tutor Training		1	18
Tutor-In-Service		0	0
Total		1	18
<b>YTD Total</b>		<b>26</b>	<b>149</b>
<b>Children's Services</b>			
Way Out Wednesdays			
SRP Registration			
SRP School Visits			
Class Visits to the Library		5	81
Story Times 3-6		7	91
Group Visits to the Library		0	0
Lapsits		4	89
Total		16	261
<b>YTD Total</b>		<b>83</b>	<b>4155</b>

TO: Elizabeth Minter, Library Director  
FROM: Suad Ammar, Principal Librarian   
DATE: February 17, 1999  
SUBJECT: **Program Committee Report for the Month of January 1999**

A total of 115 applications were processed during the month of January netting \$1,606.20 for the book budget. The staff members are a bit more comfortable with the processing procedures.

The revenue from December's applications was used to purchase materials in the college education area. Future funds will target specific areas that are in immediate need of updating and/or developing.

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *cmg*

Date: February 17, 1999

**Subject: January Activities in the Children's Department**

**Programming-** The winter programming session began in January. There were 7 storytimes and 4 lapsits with a total attendance of 180.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	50 children / 39 adults
3 - 6 year old storytimes (a.m.)	3	25 children / 18 adults
3 - 6 year old storytimes (p.m.)	4	38 children / 10 adults
<b>TOTALS</b>	<b>11</b>	<b>113 children / 67 adults</b>

**School Visits-** School visits have continued. Five classes visited during January. A total of 81 children participated in these visits.

**Teen Volunteers-** Teen volunteers continue to work in the Children's Department. There are currently 5 completing their high school community service hours. Projects they are working on include: reshelving picture books and paperbacks and relabeling the folktale collection and the newly created Juvenile Oversized collection.

**Reading Incentive Programs-** The In-N-Out reading program "Feed Your Imagination" began in January. Children need to read five library books to earn a free meal at In-N-Out. By the end of January approximately 189 children had signed up for the program. Approximately 21 had completed their first bookmark and earned their free meal. In-N-Out allows each child to complete up to three bookmarks.





TO: Elizabeth Minter, Library Director  
FROM: Cheryl Willauer, Library Assistant  
DATE: February 17, 1999  
SUBJECT: **Publicity materials produced for January 1999**

**Information on the Placentia Library cable channel #53:**

1. Placentia Library Trustees
2. Library Hours
3. Author's Luncheon Featuring T. Jefferson Parker – Tickets Now on Sale
4. Apply for your passport at Placentia Library.
5. Literacy asking for volunteers to take the tutor training program
6. January Quotes
7. Find bargains at the Friends of Placentia Library bookstore
6. Access the Internet at the Library for free
8. Storytime and lapsit schedule for children
9. President's Day Holiday Schedule
10. Afghan for sale at Circulation Desk

**Newspaper articles published:**

1. T. Jefferson Parker signing books March 6
2. Friends of Placentia Library Author's Brunch
3. Library offers passport service
4. Librarians are not cops
5. O.C. Library computers get update
6. Libraries work to address X-rated excursions online

# T. Jefferson Parker signing books March 6

**RETIREMENT DREAMS:** "San Miguel (de Allende) constitutes a linkage with the past and traditional values. Its skyline, handsomely pierced by the domes and spires of its churches, offers a reassuring hierarchy; a symbol of traditional and permanent values so attractive to many tired of an ever-changing, noisy consumer oriented world." This sounds like the perfect retirement place. It is for me. But before I get lost in dreaming about retirement, let's take a look at the here and now news:

Spotted Jean Turner the other night at a Women's Health Initiative dinner where she told me that she, too, got a lot of sleeping done during the December holidays. And said she

would love to be a member of the Olympic Sleep Team (see January 14 column). Just need a couple more team members, some alternates (anyone who can fall asleep quickly), sponsors and we're all set.

Sleep. Read. Many of us like to read a little bit before going to sleep. Well, here's a nifty idea. Pick up a book by Orange County author T. Jefferson Parker and bring it to the March 6 Friends of the Library luncheon. The combination of author (yes, he will do book signings), Placentia celebrity waiters (they're soooo unstuffy) and new menu (!) at the Alta Vista Country



Club will make this day a truly exciting and fun experience.

Call 528-1906 for tickets. Proceeds support the library's book budget.

**ALL THE NEWS THAT'S FIT TO PRINT:** Tynes School has published one of its first student-produced newspapers. Editors include Brittany Zaldin, Fabito Botero, J.D. Elthridge, Holly Hamacher, Sammy Kondourajan and Christian Yu.

**SQUARE DANCING:** Ron and Thora Harris wanted me to remind everyone that new 'Huggin' Heart square dancing classes are starting up. Fellow

square dancers Dave and Laura Innerbichler hosted dinner for everyone the other night. Ah, that's nice! Enjoying Innerbichler cuisine were Marian and Paul Moynihan, Rich Donaldson and Rachel Rodriguez, Ron and Thora Harris, Cliff and Violet Williamson, Jerry Steinberg and Eudie Kagen, and Dave Simmons. Just found out that Amy Innerbichler, Dave and Laura's daughter, was named "Arts Person of the Week" over at El Dorado.

A four year dance student, Amy said, "It's fun to perform and be able to move to music. It's kind of like acting, you can act out of your emotions and there's so much variety." Look like dancing runs in the family.

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

R.S.V.P.  
Quarterly

JAN X X 1999

**MARCH 6 332**

\*\*\*Placentia Library, Friends of Author's Luncheon

Featured speaker is Orange County's best-selling author T. Jefferson Parker. Books available for purchase and autographing. Proceeds benefit the library's book budget. Chair: Pat Irot. 11:30 a.m.-1:30 p.m. \$25; 250 guests. Alta Vista Country Club, Placentia. Contact Elizabeth Minter, 714/528-1925 x203.

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post office box 11789  
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Placentia News  
Weekly JAN 21 1999

## Library offers passport service

By Marcela Rojas  
Placentia News-Times

The Placentia Friends Library is no longer just a place to check out books.

Last week, the library unveiled its new passport service. Now, you can apply for a passport during library hours — including evenings and Sundays.

"This is an ideal location because it's very convenient for people," said Al Shkoler. "Where else can you get a passport on Sunday?"

According to Elizabeth Minter, the library's director, \$15 of each \$60 passport issued, will go toward the library's book budget.

"In 1993-1994, the book budget was cut in half," said Minter. "We have to come up with new ways to make up for that loss. This seems like a good way to add to our budget."

Last month alone, the library added \$500 to that budget from passport service proceeds. Minter said she is hoping by June, the service will have generated between \$15,000 and \$25,000.

"We had our first line of people today," Minter said. "Nine peo-

ple came in for their passports."

The library joins two other libraries in Southern California in providing this service.

According to Barbara Brophy, Los Angeles representative for the U.S. Passport Agency, the Palm Springs and Azusa libraries have shown tremendous success in their services.

"We think the Placentia library is an ideal location to open up another agency," Brophy said. "The Fullerton Post Office provides this service to the area and they needed additional help because of the large number of people looking to get passports."

She added that 360,000 people a year apply for passports in the greater Los Angeles area.

Suad Ammar, principal librarian, hopes that lines at the passport counter will attract more people to the book collection and other library services.

Ammar said the library recently ordered several travel books for people to check out.

"This program is so wonderful because every month, the money we make will be released to buy books," Ammar said. "Every little penny we get is so helpful."

**pacific clippings**  
post office box 11789  
santa ana, calif. 92711

Los Angeles Times  
OC Edition JAN 17 1999  
Daily

## Librarians Are Not Cops

Public librarians, long the object of bad jokes about their alleged prudishness, now find themselves reluctant cops in a new war over pornography.

Libraries across the country have enthusiastically embraced the Internet. The 500 terminals in the 68 branches of the Los Angeles Public Library, for example, allow patrons to move beyond book and periodical collections in ways unimaginable just a decade ago.

But in addition to valuable online research tools, the Internet offers easy access to a deluge of pornographic material, something libraries have not had to contend with before. So pervasive are these sites that typing in even such innocuous search terms as "girl" or "pony" or "Bambi" can link children to images their parents understandably find scandalously shocking.

Sometimes the search is intentional. Last summer, in the Northern California community of Livermore, a 12-year-old boy downloaded dozens of sexually explicit images from an Internet hookup at his local library, printed the pictures and showed them at school. His mother sued the library for al-

lowing her son access to obscene material. Last week a state court denied her claim that the library violated the boy's constitutional right to a safe place.

Yet librarians, parents and lawmakers continue to face troubling questions about whether or how to limit access to pornographic material in public libraries, whose varied collections and open access attest to the value this nation places on free speech.

There are few good solutions. Congressional efforts to restrict the content of commercial Internet sites have failed early constitutional tests. Libraries are experimenting with sign-up sheets, positioning terminals in plain view of library staff and software that makes it more difficult for patrons to access obscene material. Each approach has limitations. As far as children are concerned, the best solution, though still imperfect, is for parents to monitor their Internet travels, at home and in the library. Parents have the right and responsibility to decide which television shows their children watch and what books they are ready to read. The Internet is no different.

## O.C. library computers get update

<sup>332</sup>  
**TECHNOLOGY:** Improvements will include Internet and touch-tone renewal systems and a new search engine.

By ANN PEPPER  
The Orange County Register

The Orange County Public Library's 5-year-old computer system will get several improvements this March aimed at making life easier for the library's 800,000 patrons.

► Card holders with Internet access can renew library materials online. In March, patrons will need only a touch-tone phone to renew materials 24 hours a day, county librarian John Adams said Monday.

► Patrons accessing the library's Web site at [www.oc-pl.org](http://www.oc-pl.org) will find a new search engine capable of taking them quickly to a minimum of 30,000 prescreened Web sites on a vast range of subjects. Before a site is included, it will be reviewed by one of a nationwide network of committees made up of public and private librarians to determine whether it delivers up-to-date, reliable information.

"More sites will be added continually," Adams said. "This is a beginning."

At the same time, the library's current online services, such as providing full-text periodical articles, will be improved for ease of use, Adams said.

The Orange County Board of Supervisors will vote on funding for the upgrades — approximately \$3,000 — at its Jan. 26 meeting, he said.

Touch-tone phone renewal has been a hit at the Riverside County Public Library, where it has been available for about 18 months, said Les Johnson, the library's automation manager.

"I'd find that a great convenience, especially when you have research things checked out, which usually have shorter return dates," said Russ Siebertof Orange, a library patron.

Los Angeles Times  
OC Edition JAN 15 1999  
Daily

## Libraries Work to Address X-Rated Excursions Online

By GREG MILLER  
TIMES STAFF WRITER

With their pictures of reclining nudes and anatomically correct statues, the art books at the Pasadena Central Library were about as racy as it used to get in such hallowed institutions.

Not anymore. Sitting with his back to those classic art volumes last week, one patron spent part of his afternoon staring at pornographic pictures on one of the library's 12 Internet terminals.

Such scenes are an uncomfortable reality for thousands of librarians these days as they rush to embrace the vast informational

Please see LIBRARIES, A22

## LIBRARIES

Continued from A1

resources of the Internet, even while it occasionally turns their quiet cubicles into pornographic peep booths.

Predictably, the problem is getting a lot of high-profile attention. A state court ruled Thursday against a Northern California woman who sued a library in Livermore after her son downloaded porn there. Congress is weighing in too, with a bill expected this year that would require libraries to block porn from their computers to qualify for government funding.

But a sampling of Southern California's libraries reveals that the real trouble-shooting is taking place many layers below such governmental hand-wringing.

From the largest city facilities to the smallest suburban branches, librarians are experimenting with an array of strategies aimed at minimizing the electronic influx of smut. Approaches vary from the obvious—such as placing terminals in plain view of library staff—to the subtlety of using software to steer patrons toward directories of what they deem safe sites.

In Orange County, Internet policies vary by city. In Newport Beach, it's up to parents to monitor what children look at online, just as with books that youngsters check out, said John Callahan, assistant city librarian. That means that unaccompanied children can look at any site.

In Anaheim, computer terminals are set up so people using them have access only to pre-selected sites, said Estelle Williams, the

public library's adult services manager.

Regardless of their varied strategies, most librarians seem to agree that online porn is an upsetting problem; that wholesale censorship of the Net is not an acceptable solution; and that local librarians are better equipped than lawmakers or anyone else to deal with the changes technology is bringing amid their book stacks.

"Librarians have been dealing with controversial materials from time immemorial," said Eleanore Schmidt, director of library services in Long Beach. "We are all very concerned about people's rights and access to information. But we also realize that we're in public buildings and offering service to children."

Straddling those interests, most libraries are reluctant to censor the Net and instead try to contain the problem by placing hurdles in front of would-be porn viewers and taking steps to ensure other patrons aren't exposed to the smut that does slip through.

About 73% of the libraries in the nation now provide Internet access, according to a recent survey sponsored by the American Library Assn. And most librarians said the Net has been an overwhelmingly positive addition to their resources. Most had received only a handful of complaints, and said their computers are mainly used for everyday tasks, such as online job searches, homework help and e-mail.

"I have never seen any pornography," said Joan Bartel, director of information technologies at the Los Angeles city library system. "I'm not saying it doesn't happen, just that I haven't seen it."

But even the savviest librarians

might be surprised at how much porn is snaking its way up their high-speed data lines.

Porn is displayed on computers "almost every time I come in here," said Chris Castillo, an 18-year-old Woodbury University freshman who was checking e-mail last week on one of the six terminals in Los Angeles Central Library's "Teen 'Escape" section. "Sometimes half the people in here are looking at sex sites."

Patrons at other libraries told similar stories, and sometimes even the computers themselves record the evidence. Browser software on Pasadena library machines, for instance, showed that many of the computers there had been directed to X-rated sites earlier that day.

Of course, there are software "filters" that can be set up to block objectionable pictures and words. San Bernardino County is using such a system on the 10 computers in its five branches. But most libraries have rejected this approach on legal and philosophical grounds.

Offering only filtered content was ruled unconstitutional in federal court in Virginia last year because doing so denies adults access to protected speech. (Only a few types of content, including child porn, aren't protected.)

But even if that ruling had gone the other way, many librarians said they still wouldn't use filters because they are tantamount to censorship.

This is where Internet pornography poses a new quandary to librarians, who have traditionally championed unfettered access to information, but never exactly made it a priority to subscribe to, say, Hustler magazine. On the Internet, <http://www.hustler.com> is part of the package.

"Librarians used to be able to

say we can't afford everything, and we can't store everything," said Michael Steinfeld, head of the Beverly Hills library. Because of the Net, he said, "we don't have that excuse anymore."

Caught between two competing impulses, most libraries are resigned to letting patrons view porn if they insist, but try to place obstacles in their way.

Simply requiring patrons to sign up for terminals is often enough of a hassle to discourage prurient teens.

Some libraries try to shame would-be porn viewers by placing terminals in direct view of the reference desk, while others think it wiser to let them have their privacy and shield passers-by from the X-rated excursions.

Los Angeles, for instance, has installed privacy screens on all 500

terminals in its 68 libraries. The screens function like ultra-thin window blinds, making it all but impossible to see images on a computer unless you are sitting directly in front of it.

Most libraries also use software to steer patrons to pre-approved Web sites. Computers are programmed to default to library home pages, which point users toward directories that librarians have selected. The wide-open Internet is often presented as a secondary option.

Librarians won't be affected by Thursday's ruling in Livermore. In that case, a woman tried to argue that her 12-year-old son's constitutional rights were violated because the Livermore library didn't prevent him from downloading porn.

But librarians are very concerned

about legislative efforts, such as a bill expected to be reintroduced this year by Sen. John McCain (R-Ariz.). The measure would require libraries to adopt filters or forgo federal funding.

The outcome of these efforts will have a significant impact on people such as 12-year-old Dmitri Hertz. Assigned by his seventh-grade class to write a letter to a business, he picked the maker of Barq's Root Beer, his favorite drink.

"I tried to look up their address on the Internet at school, but the computers wouldn't let me," he said, explaining that filters blocked the word "beer." He found his answer last Friday afternoon on a machine at the Pasadena library, not far from those racy art books.

Times staff writer Jeff Gottlieb contributed to this report.

TO: Elizabeth Minter, Library Director  
FROM: Katie Matas, Literacy Coordinator *KEM*  
DATE: February 17, 1999  
SUBJECT: **Placentia Library Literacy Services Report for the month of January**

**Program Statistics**

Active tutors: 40  
Active students: 43  
Students waiting to be matched: 24  
Percentage of tutors reporting (January hours): 83%  
Tutoring hours reported: 146  
Other volunteer hours reported: 96  
Total volunteer hours: 242

**Southern California Library Literacy Network (SCLLN).** The January 21, 1999 meeting of SCLLN was held in Santa Fe Springs and was attended by Literacy Coordinator Matas. A short training on the OTAN communication software was presented.

**Tutor Training.** A 15-hour tutor training workshop began January 26, 1999. The workshop will conclude February 23, 1999 with the new tutors being matched with waiting students.



SAFETY COMMITTEE MEETING  
JANUARY 27, 1999  
MINUTES

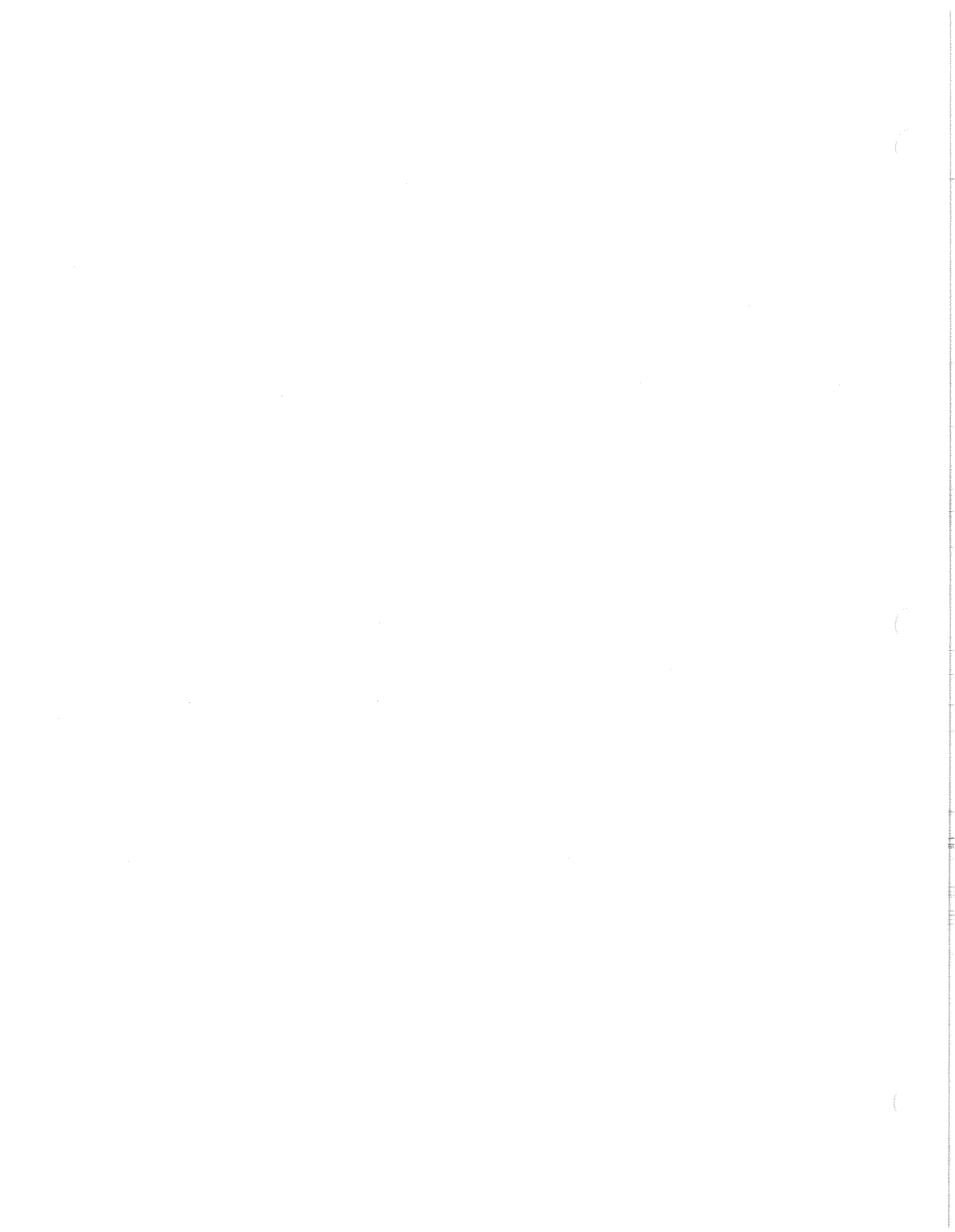
- I. Call to Order: 11:30 A.M.
- II. Members Attending: Wendy Goodson  
Esther Guzman  
Katie Matas  
Cyrise Smith
- Members Absent: Cindy McClain
- III. Old Business
1. The updated disaster plan was distributed to library staff.
  2. A list of replacement emergency supplies needs to be compiled and the items purchased.
- IV. New Business
1. A gas smell in the library lobby was reported. The library director was informed.

The next meeting will be February 24, 1999 at 11:30 A.M.

Respectfully submitted,

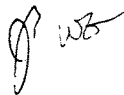


Katie Matas





TO: Library Board of Trustees

FROM: Julie Shook and Wendy Goodson, Staff 

DATE: February 17, 1999

SUBJECT: **Report on Y2K Preparations for JANUARY, 1999**

The Placentia Library District is aware of the potential breakdown of computer-controlled operations in the year 2000. Julie Shook and Wendy Goodson attended the Year 2000 Symposium on January 21, 1999. Issues discussed were the implications and what steps are necessary to be prepared for such occurrence.

Currently Julie Shook is handling computer system compliance including Advanced Inter Systems, XCP, and various database suppliers of newspapers, indexes, and periodicals. She is examining office machines and public terminals which will need repair or replacement of software and/or hardware. Julie is in correspondence with the Anaheim Library dealing with the Dynix Circulation system and is confident that we will be compliant.

The Library Office has sent letters to all vendors of the Library to reassure us that their systems in correlation with ours will be Y2K compliant. The response has been steady and positive from several vendors to include PEBSICO and Paychex.

Our next steps include following up on a monthly basis with Systems Administrators of all systems and continue monitoring responses received from vendors.

Prepared by: Wendy Goodson



## PRESIDENT'S MESSAGE



RUTH  
NEWELL-MINOR

"Trustees have the responsibility of being library advocates for library reform by getting to know our legislators. We represent our libraries on the local, state and national levels by attending continuing education conferences and returning to our communities to let our voices be heard. We commit many hours to making libraries better and sometimes we even have to pay our own expenses

to get the job done. It is our job to hire a competent library director to run the daily operations of the library. Some of us also have the crucial tasks of passing budgets, voting on tax levies and working hard to get referendums passed. If we are not dedicated volunteers, who is?"

This was been a busy fall for ALTA and I would like to update you on the Executive Committee meeting and our National Institute.

In September, the Executive Committee met following the ALA's Division Leadership Program and during Fall Concurrent Session. The committee examined our membership base and agreed to explore new membership structures and categories. (See related story, "ALTA Board to Consider Dues Structure at Midwinter Meeting," by Virginia M. McCurdy on Page 5.).

The committee also reviewed several ALTA programs. We discussed the status of the Trustee Leadership Seminars that are presented throughout the country. We agreed that the first module, "What We're All About," will be updated for use in 1999, and that work on a second training module will proceed. We also analyzed the newsletter and agreed to update the design in the new volume. The current design has served us well for the last few years, but a new design will better reflect ALTA's new direction. Also, Kerry Ward, ALTA's Deputy Executive Director, will serve as the editor for the newsletter. Please send your articles and suggestions to him at the ALTA office.

In other discussions, we agreed to honor Esther Lopato through the designation of an "Esther Lopato Honor Program" at future Annual Conferences. Finally, we agreed to inform the Board of Directors that the ALTA Bylaws be amended to conform to the ALA Bylaws for the term of ALTA Councilor. The new term of the ALTA Councilor will be three years.

In October, ALTA partnered with the Association for Library Service to Children (ALSC) to co-sponsor a National Institute. **Up the Leadership Ladder: Excellence in Library Service.** Our Institute was held in Indianapolis along with **Serving Users in the New Millennium**, an Institute sponsored by the Reference and User Services Association (RUSA). Both meetings were a great success and I wish you all could have been able to attend. ALTA sponsored two sessions at the Institute, "Celebrating the Freedom to Read! Learn! Connect!," led by ALA President Ann K. Symons, and "Recruiting and Retaining a Library Director," led by ALA Executive Director William R. Gordon and ALTA Vice-President Patricia Fisher. The evaluations were excellent and my thanks to Virginia M. McCurdy for organizing ALTA's sessions.

Finally, congratulations go to ALTA's past-president, Cliff Dittrich, on his receiving the NYLA/SIRS Intellectual Freedom Award at the New York State Library Conference in November. Also, best wishes to Cheryl Cooper on her recent marriage.

I look forward to seeing you all at the Midwinter Meeting, and best wishes for a Happy New Year.

### In This Issue of Trustee Voice

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# ADVOCATING ON ALL LEVELS

A library trustee advocate must represent the library on many levels

## WITH THE LOCAL GOVERNMENT

For those libraries located within a municipality or township, a critical part of the advocacy responsibility lies in working with the governance of the corporate authority and other officials to promote the library as a vital resource serving the citizens and to provide the information needed by the city to operate efficiently and productively. The library must be viewed as a keystone of the community, an essential agency that helps to make the community an attractive place in which to live, work and raise a family. The library is the community's key to economic development. The trustee as advocate will send that message clearly and see that the library is part of every promotional activity held in the community.

## TO BUSINESS AND INDUSTRY

When determining whether to locate in a particular community or to expand their operations, businesses and industries frequently look at the quality of life for their employees. You must work closely with the local chamber of commerce and other such groups to ensure recognition of the library's services and enhance its rightful place in the corporate community. The benefits of such a program can also result in corporate donations to help underwrite those library services so essential to the community.

## WITH STATE LEGISLATIVE EFFORTS

It is essential to become involved in library advocacy with elected officials. Unlike librarians, whose livelihood is dependent on promoting libraries, trustees are seen as having no vested interest and are well respected as advocates for libraries. As a trustee, you are a specialist in library matters and in what the people in your community want and expect from their library.

Don't be afraid to get involved in local, state and federal political campaigns. Don't worry about taking partisan positions. If that's your commitment, by all means choose a particular party or candidate and work very hard to support that person or cause. If you keep libraries, and especially your library, in the focus of your voting and campaign activity, you best serve the library user. Remember, there are many others looking out for the individual as taxpayer, senior citizen, etc. Only you can best serve the individual as information and library user.

## AT THE FEDERAL LEVEL

Like legislators at any level, congressional representatives and senators are generalists. Their major responsibility is to respond to all segments of their constituency. You are one of a number of specialists to whom they and their staffs turn for information.

The federal legislative process is somewhat isolated and removed from our everyday lives. Legislators spend so much time in Washington, DC, that they need to rely on advocates such as you for local information. A goal library advocates seek is to have a representative or senator who, when he or she sees an issue dealing with any phase of library services, automatically connects your library with the issue. It can only happen, however, when there are dedicated, committed library trustees who have built up a strong advocacy relationship with the legislator and his or her staff...and who can initiate contact with the legislator when necessary to achieve the goals you have set.

Excerpted from Trustee Facts File, Illinois State Library and Illinois Library Association, Second Edition, article by Deborah Miller, Michelle M. Suggs

## ALTA MISSION STATEMENT

The American Library Trustee Association 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 American Library Trustee Association 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.



**Question:** I'm an elected library trustee and my director and some of my board members would like to see me off the board. I go to meetings on a regular basis. Can the director take me off the board? *Submitted by an Illinois trustee*

**Answer:** Based on Illinois law and because you are an elected official, as long as you attend board meetings, you cannot be removed. They may make your life more difficult, but they cannot remove you. Continue to go to your meetings and try to repair those relationships, if possible.

# AMERICAN LIBRARY TRUSTEE ASSOCIATION

## 1999 MIDWINTER MEETING SCHEDULE PHILADELPHIA, PA

### THURSDAY, JANUARY 28, 1999

12:00 p.m.-2:00 p.m.	ALTA/ALSC Executive Committee Lunch	Location TBD
2:00 p. m.- 5:30 p.m.	Executive/Budget Committees Meeting	PCC-102B

### FRIDAY, JANUARY 29, 1999

8:00 a.m. - 9:30 a.m.	Board of Directors Leadership Training	PCC-102B
9:30 a.m. - 11:00 a.m.	Regional Vice-President Leadership Training	PCC-102A
9:30 a.m. - 11:00 a.m.	Council Administrator and Committee Chair Leadership Training	PCC-107A
11:30 a.m. - 12:30 p.m.	<b>Committee Meetings</b>	
	Awards Committee (closed)	PCC-300
	Corporate Funding/Financial Development Committee	PCC-102A
	Intellectual Freedom Committee	WYN-Salon 4
	Jury on Trustee Citations Committee (closed)	WYN-Salon 1
	Nominating Committee (closed)	WYN-Salon 7
	President's Program Committee	PCC-302
2:00 p.m. - 4:00 p.m.	<b>Committee Meetings</b>	
	Specialized Outreach Services Committee	PCC-104B
2:00 p.m. - 5:30 p.m.	<b>Trustee Leadership Seminar Training</b>	
	Training-the-Trainer for Module 1	WYN-Salon 5
7:00 p.m. - 10:00 p.m.	ATLA Fundraiser	See Article, Page 4

### SATURDAY, JANUARY 30, 1999

8:00 a.m. - 9:00 p.m.	<b>Committee Meetings</b>	
	Corporate Funding/Financial Development Committee	PCC-111A
	Education of Trustees Committee	PCC-108A
	Intellectual Freedom Committee	PCC-303B
9:30 a.m. - 12:30 a.m.	<b>Board of Directors Meeting</b>	PCC-108A
2:00 p.m. - 4:00 p.m.	<b>Committee Meetings</b>	
	Preconference Committee 1999	WYN-Salon 7
	Membership Committee	WYN-Salon 8
	Specialized Outreach Services Committee	WYN-Salon 9
	Trustee Leadership Seminars Committee	WYN-Parlor A
	Website Task Force	WYN-Seminar C

### SUNDAY, JANUARY 31, 1999

9:30 a.m. - 11:00 a.m.	<b>Committee Meetings</b>	
	Action Development Committee	PCC-101A
	Education of Trustees Committee	WYN-Salon 6
	Local Arrangements Committee	MAR-Table 28
	Publications Committee	PCC-104B
11:30 p.m. - 12:30 p.m.	<b>Committee Meetings</b>	
	Resolutions Committee ( if necessary)	WYN-Salon 7
	White House Conference Sub-Committee	PH-George Boldt
2:00 p.m. - 4:00 p.m.	<b>Committee Meetings</b>	
	Conference Program and Evaluation Committee	PCC-306
	Legislation Committee	CRP-Liberty A

### MONDAY, FEBRUARY 1, 1999

8:00 a.m.-10:00 a.m.	<b>Board of Directors Meeting</b>	PCC-108A
10:00 a.m. - 11:00 p.m.	<b>Executive Committee Meeting</b>	PCC-108A

Abbreviations: CRP-Crowne Plaza, MAR-Marriott (HQ), PCC-Philadelphia Convention Center, PH-Park Hyatt, WYN-Wyndham Franklin Plaza

## ANNUAL CONFERENCE UPDATE: ALA Annual Conference Registration Simplified!

The January 1999 issue of *American Libraries* includes the newly designed ALA Annual Conference registration form. For the first time, only one form will be required for Conference, Preconference and ticketed event registration. That means one form of payment can be used for all events - less work for you. Be sure to look for the new form and register for the **ALTA Preconference, Gala, and brand new ALTA Golf Outing!**

The fall issue incorrectly listed some conference program topics and speakers. Please look below for the most up-to-date program information.

### THURSDAY, JUNE 24, 1999

**ALTA Golf Outing** -- participants will enjoy a round of golf at Lakewood Country Club, one of New Orleans' finest 18-hole courses.

**Preconference** -- "Redefining the Trustee's Role in the 21st Century" will bring together experts and policy makers to discuss the issues affecting your library's future. Participants will also have the opportunity to have their questions answered during roundtable discussions.

### FRIDAY, JUNE 25, 1999

**President's Reception** -- the reception will be held in the French Quarter buildings of The Historic New Orleans Collection, well known for its exhibits and artifacts detailing the city's rich history.

### SATURDAY, JUNE 26, 1999

**Opening Session for Trustees** -- "Toward BETTER Library Service" will feature several presentations:

A BETTER staff for BETTER customer service - From complaint to commitment: Tips on how to improve the work atmosphere and culture from Sharon Wiseman, consultant.

BETTER planning for BETTER customer service: Planning for the commitment to customer service from Sandra Nelson, consultant. Telling the world you are BETTER!: Tips on raising your image and delivering your message - a "Tool Kit" of ideas from the Benton Foundation.

**President's Program** -- "Collaborative Leadership Skills -Preparing Trustees for the New Millennium," with Hank Rubin, president and founder of the Institute for Collaborative Leadership and author of "Collaboration Skills for Educators and Nonprofit Leaders."

### SUNDAY, JUNE 27, 1999

**Education Program** -- "A Trustee Talks to the Community about Intellectual Freedom." With a lawyer setting the framework and updating trustees on new issues, a director and trustee will react to a skit portraying an argument between an irate parent and a library staff member. Using another skit, a politician will discuss how to convert an irate politician into an advocate.

**SOS Luncheon** -- "Survey Results from the National Assessment of the Role of School and Public Libraries in Education Reform." Following the luncheon, Christina Dunn (USDOE) and Joan Michie (Westat) will present the first public release of the results from surveys sent in the spring of 1997 to national samples of public libraries and school libraries.

**ALTA Gala** -- Enjoy an elegant evening in the Pisces Room at the Aquarium of the Americas with New Orleans-style cuisine and fascinating exhibits.

**Program Note** -- "Nobody Told Me I Couldn't Do That!" has been cancelled.

Remember that there will also be time for networking, information sharing and orientation of new trustees, as well as the ALTA/Gale Award presentation. Plan now to join us in New Orleans.

### ELEGANT FUNDRAISER PLANNED FOR MIDWINTER MEETING

A very special evening has been planned for the Annual Fundraiser, Friday, January 29, 1999, in Philadelphia. ALTA members and friends will dine in one of Philadelphia's most historic residences, the Powell House on Society Hill. The house is more than two centuries old and was a social gathering place for many of the nation's early leaders. You will dine where Benjamin Franklin took tea, George and Martha Washington celebrated their anniversary, and members of the Constitutional Convention debated the great issues of the day, including what constituted the grounds for impeachment. The house has been restored to its original Colonial elegance and a guide will be on hand to interpret the house's history. The evening will begin with a reception in the first floor parlor and continue with a distinctive dinner in the second floor ballroom. Don't miss this opportunity to help your association while discovering a true piece of Philadelphia history. Tickets are available at \$75 per person. (You may claim a tax deduction of \$25 for each ticket purchased.) Advance registration is required to ensure your place, so please return the form on backpage as soon as possible.

## WHAT DOES IT MEAN?

New trustees (and more-seasoned library volunteers) face the challenge of understanding and using the jargon or language of the library world. Acronyms abound. As a trustee you must be literate in the terms and acronyms that affect library service. You'll find a little help from time to time in *Trustee Voice*.

**AASL** - American Association of School Librarians, a division of ALA.

**ASCII** (pronounced "ask-e") - American Standard Code for Information Interchange, the defacto worldwide standard for the code numbers used by computers to represent all upper- and lowercase Latin letter, numbers, punctuation, etc.

**CRL** - Center for Research Libraries, located in Chicago; the Center's materials are deposited by members, and other research materials are acquired cooperatively for members.

**REFORMA** - National association to promote library services to the Spanish speaking.

Excerpted from *Trustee Facts File*, Illinois State Library and Illinois Library Association, Second Edition, article by Patricia M. Hogan, Marlene Deuel.

## PARLIAMENTARY TIP

When you have a large number of routine matters to approve, save time by using a consent agenda. Also called a consent calendar or unanimous consent agenda, this is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions.

Before taking the vote, the chair allows time for the members to read the list to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has the right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved en bloc without discussion, saving time that would be required for individual votes.

Excerpted from *The Standard Code of Parliamentary Procedure*, Third Edition, by Alice Sturgis.

### NEW ADDITION TO ALTA'S PUBLICATION CHECKLIST!

If the time is right to reinvigorate your board with some new ideas, you may wish to order "Build a Better Board in 30 Days, A Practical Guide for Busy Trustees" by Carol Weisman. This easy-to-follow book is full of ideas to help make busy boards more productive. The book is available for \$12.00 through the ALTA office. To order, please call ALTA Administrative Secretary Dollester Thorn-Hawkins at 800-280-2161.

## ALTA Board to Consider Dues Structure at Midwinter By Virginia M. McCurdy

Last Spring, the ALTA Executive Committee met with the ALA Executive Board to discuss activities and issues that were of interest to both the division and ALA as a whole. It was a good discussion that resulted in then ALA President Barbara Ford appointing a Joint Task Force, made up of members from the ALA Board and from the ALTA Executive Committee. Virginia McCurdy, ALTA past-president, and Charles Brown, member of the ALA Executive Board, were named co-chairs of the Task Force. The Task Force met during the Annual Conference in Washington, DC, and determined that increasing ALTA membership, thereby increasing ALA membership, was a good issue with which to start.

At the fall meeting of the ALTA Executive Committee, the members discussed some strategies for increasing ALTA

membership. The strongest interest surrounded the idea of a tiered-dues structure and the possibility of assuming the advocacy role for trustees and incorporating that role into the name of the division. This would mean a bylaws change, which requires a membership vote. The Joint ALA/ALTA Task Force has discussed the idea and is urging that ALTA proceed with discussions at the Midwinter Meeting in Philadelphia.

Please be sure to stop by the ALTA Board Meeting on Saturday, January 30, 1999, from 9:30 am - 12:30 pm in room 108A of the Philadelphia Convention Center, to hear the board discussion of this topic. If you are not able to attend, you may monitor discussions and ask questions through the ALTA Discussion Group (see page 7).

# GOLDEN RULES FOR BOARD MEMBERS

**L**eave the actual management of the library to the library director. It is the librarian's responsibility to select books, employ the staff and supervise day-to-day operations. After a policy or rule is adopted by the majority vote of the library board, do not criticize or re-voice your opposition publicly. Respect confidential information.

Observe any publicity and information policies of the board and library.

Refer requests for information to the librarians or appropriate representative to interpret policies.

Treat staff members and librarians in an objective manner. Under no circumstances listen to grievances of staff members or treat individual problems on your own. The librarian is in charge of the staff and has administrative control up to the point where a grievance is presented to the library board as a whole. Complaints from the public are the librarians' responsibility. Continued dissatisfaction and problems should be taken up at the board meeting only if policy revision is necessary or legal ramifications are involved.

Assume your full responsibility as a board member. If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.

Excerpted from the Metropolitan Library Systems Trustee Orientation Packet.

## THERE'S STILL TIME TO GET INVOLVED— COMMITTEE INTEREST FORM DEADLINE CORRECTION

Please note: Members recently received a form from Vice-President Patricia Fisher asking members interested in serving on committees to return the form **Getting Involved in ALTA** by November 23, 1998. The actual return date is February 10, 1999. Members may send the form to the ALTA office, or to request a form, contact the office at 800-545-2433 ext. 2161

## MOTIVATIONAL MOMENT

"Facts make life long,  
not years."

Crawford, from *Wisdom Quotes  
from Novels*, by David Powell

# NEWS & VIEWS & NEWS & VIEWS & NEWS & VIEWS & NEWS & VIEWS

## NEW KANSAS TRUSTEE ASSOCIATION

There's a new kid on the block! The Kansas Library Trustee Association (KLTA) was approved in October 1998.

A section of the Kansas Library Association, its two-fold mission is promoting effective library service for all Kansans, and continuing education and support for library trustees throughout the state. Kansas has 321 public libraries serving a population of about 2.1 million in 108 counties.

"We have two goals," said planning team chair Ellen G. Miller, who is an active ALTA member. "Getting grassroots services out to local trustees comes first." Examples include advocacy aid with city councils, a trustee newsletter with tips and case histories, and sharing sample board policies. The second goal is helping launch K-LEAP (Kansas-Library Electronic Access Project), providing all Kansans with full and adequate access to on-line capability and electronic sources.

Ten trustees from across Kansas, advised by State Librarian Duane Johnson, designed KLTA. At meetings held in all seven regional systems during 1997, trustees said they needed:

- News about what's going in other libraries, other Kansas regional systems and other states
- Continuing education and workshops
- Help advocating with state and local elected officials

KLTA's inaugural membership meeting will be held in April 1999 during the Kansas Tri-Conference in Salina.



# WHO'S DUTY IS IT?

## Sorting out the roles of trustees and librarians

At first glance, the duties and responsibilities of library trustees may seem to overlap those of the librarians. The library board, however, was created by law to act as citizen control or governing body of the library, while the librarian's training and experience are pointed toward the administration of the library. Here's how some of the responsibilities of each were identified in the 1992 edition of *The Trustee of a Small Public Library*, by Virginia M. Young.

### ROLE OF THE LIBRARY BOARD

- 1 Employ a competent and qualified librarian.
- 2 Determine and adopt written policies to govern the operation and program of the library.
- 3 Determine the purposes of the library and secure adequate funds to carry on the library's program.
- 4 Know the program and needs of the library in relation to the community; keep abreast of standards and library trends; cooperate with the librarian in planning the library program; and support the librarian and staff carrying it out.
- 5 Establish, support and participate in a planned public relations program.
- 6 Assist in the preparation of the annual budget.
- 7 Know local and state laws; actively support library legislation in the state and nation.
- 8 Establish library policies dealing with book and material selection.
- 9 Attend all board meetings and see that accurate records are kept on file at the library.
- 10 Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- 11 Be aware of the services of the state library.
- 12 Report regularly to the governing officials and the general public.

### ARE YOU AWARE OF THE ALTA DISCUSSION LIST?

The ALTA Discussion List is a good source of information about the division and ALA in general. Special alerts and news releases from ALA are posted there along with updates on ALTA programs and activities. The List is also a useful forum for you to post questions and exchange ideas. To subscribe to ALTA-L, send a message to [listproc@ala1.ala.org](mailto:listproc@ala1.ala.org) and leave the subject area blank. The body of the message should read "subscribe ALTA-L [First Name][Last Name]."

### ROLE OF THE LIBRARIAN

- 1 Act as technical advisor to the board; recommend needed policies for board action; recommend employment of all personnel; and supervise their work.
- 2 Carry out the policies of the library as adopted by the board.
- 3 Suggest and carry out plans for extending library services.
- 4 Prepare regular reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library program.
- 5 Maintain an active program of public relations.
- 6 Prepare an annual budget for the library in consultation with the board and give current report of expenditures against the budget at each meeting.
- 7 Know local and state laws; actively support library legislation in the state and nation.
- 8 Select and order all books and other library materials.
- 9 Attend all board meetings other than those in which the librarian's salary or tenure are under discussion; serve as secretary of the board, if appropriate.
- 10 Affiliate with state and national professional organizations and attend professional meetings and workshops.
- 11 Make use of the services and consultants of the state library.
- 12 Report regularly to the library board, to the officials of local government and to the general public.

# MIDWINTER GALA RESERVATION FORM

POWELL HOUSE on SOCIETY HILL. FRIDAY JANUARY 29, 1999, 7:00-10:00 P.M.

Name \_\_\_\_\_

Number of Tickets @ \$75 \_\_\_\_\_

Address \_\_\_\_\_

Total Amount Enclosed \$ \_\_\_\_\_

Library \_\_\_\_\_

## PAYMENT METHOD:

If paying by check, make payable in U.S. dollars to ALTA and mail to: ALTA Fundraiser, 50 E. Huron Street, Chicago, IL 60611. If paying by credit card, complete the information below and mail to the above address or fax to: 312-944-7671.

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VISA  MC  AmEx

Number \_\_\_\_\_

Fax \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

YOU MAY PHOTOCOPY THIS FORM FOR YOUR CONVENIENCE.

## SPRING ISSUE DEADLINE:

Article suggestions due to editor: February 1, 1999

Submissions due to editor: February 9, 1999

Issue Mailed: March 12, 1999

**ALTA** Voice of  
America's  
Library  
Trustees

American Library Association  
50 E. Huron St.  
Chicago, IL 60611

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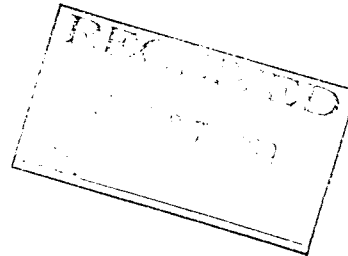
Kerry Ward

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# Board & Administrator

FOR BOARD MEMBERS

February 1999 Vol. 15, No. 6

Editor: Jeff Stratton

## The key to working effectively on a split board

**Emphasize board teamwork!**

Boards that are divided on issues are common enough. Mix fiscal conservatives with members who want new programs, or new members with strong views on an issue with members satisfied with the status quo—and commitment to teamwork takes on a whole new meaning.

It also becomes a prescription for tension in the form of board splits and issues decided by one vote.

Boards that tend to have close votes on issues know what conflict is. And many know that conflict isn't necessarily a bad thing. The exchange of ideas and debate helps ensure that all sides get a hearing. In turn, the board can make informed decisions.

---

*Board splits that cripple teamwork mean that the nonprofit and those it serves suffer.*

---

To function smoothly under these circumstances, though, all board members need to keep the nonprofit's mission statement at the forefront of their decisions.

A Colorado board does this by reciting the nonprofit's mission statement at the beginning of each board meeting. "This takes just a minute or two," says a board member, "but it keeps us focused on our mission and provides the overall context

for the meeting."

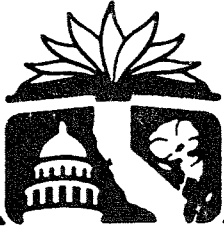
A Georgia board accomplishes the same thing, but a bit differently. It prints the mission statement on the back of board members' nameplates. This keeps the big picture in front of board members.

Problems arise, however, when two or more factions lose sight of the mission and refuse to budge in their positions. And board splits that cripple teamwork mean that the nonprofit and those it serves suffer.

When debate becomes acrimonious, try some of these strategies:

- 1) **Table the divisive issue.** During the meeting, air the issue by laying out the pro's and cons. Then table it for the next meeting and go home. This gives board members time to cool off, rethink things and come back with more facts to support their position.
- 2) **Put solutions to a conflict in writing.** When further debate becomes pointless, a New York board has each member write three possible solutions anonymously, then submit them to the administrator. As a group, the board prioritizes the solutions. Then—and most importantly—the board comes to consensus on the best solution.
- 3) **Refer tough issues back to committee.** If your board is seriously divided over an issue, send the matter back to a committee. The board should agree that once the committee answers all

*continued on next page*



# CALIFORNIA STATE LIBRARY NEWS

January 28, 1999

## New library board installed

SACRAMENTO. . . The board of directors of the new Library of California convened its first meeting on Tuesday, January 26.

Created by an act of the California Legislature and signed into law by Gov. Pete Wilson last fall, the Library of California will oversee a statewide network of public and private libraries. The new entity replaces the California Library Services Board.

The new board was sworn into office by Associate Justice George Nicholson of the Third District Court of Appeal.

The president of the new board of directors is James Dawe, a partner in the San Diego law firm, Seltzer Caplan Wilkins & McMahon. Dawe was first appointed to the California Library Services Board by Governor Wilson in 1994. Dawe is a past chair of the Urban Libraries Council and the San Diego Board of Library Commissioners. He is the founding chair of the San Diego Public Library Foundation and a past chair of the Downtown San Diego Partnership.

The vice president of the board is Victoria F. Fong of Tiburon, also a Wilson appointee. Fong has served on the Marin County Free Library Commission since 1992.

Legislation establishing the Library of California was sponsored Sen. Deirdre Alpert of San Diego and enjoyed broad bi-partisan support in both houses of the Legislature.

FOR FURTHER  
INFORMATION  
CONTACT:

Robert Daseler (916) 654-0108

CALIFORNIA STATE LIBRARY  
P.O. BOX 942837  
SACRAMENTO, CA 94237-0001

# AGENDA

## WORKSESSION

### PLACENTIA LIBRARY DISTRICT AD HOC COMMITTEE ON INCREASING LIBRARY USAGE

February 24, 1999  
7:00 P.M.  
Library Conference Room

*AGENDA DESCRIPTIONS: The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Ad Hoc Committee may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

*REPORTS AND DOCUMENTATION: Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Ad Hoc Committee Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

- 7:01 pm
1. Roll Call Albert  
Administrative Assistant Dustin
  2. Adoption of Agenda Stahl.  
*most / word.*

*This is the opportunity for Ad Hoc Committee members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*

Presentation: Library Director  
Recommendation: Adopt by Motion

3. Minutes of the January 27, 1999 Ad Hoc Committee Meeting.

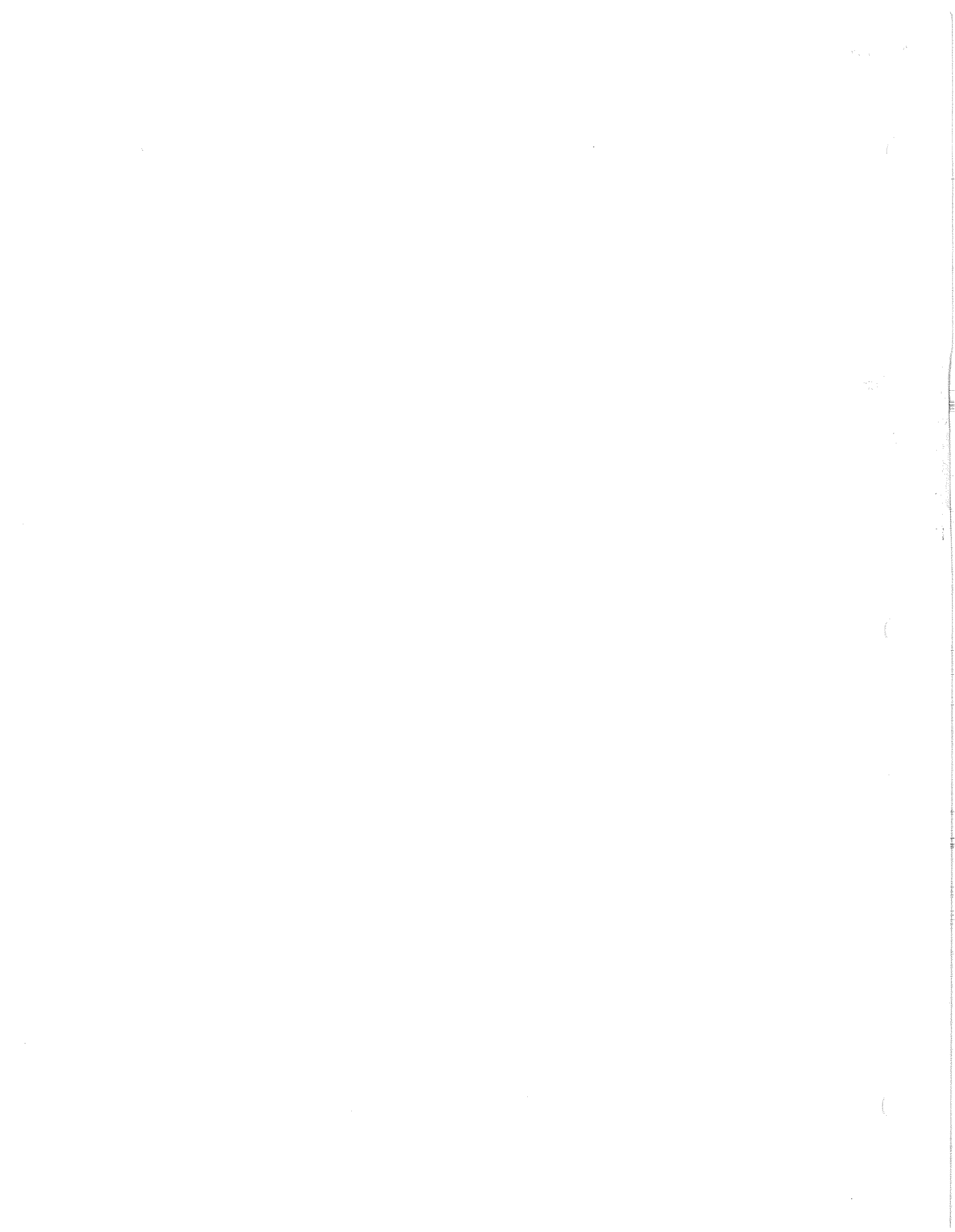
*most / word.*  
Presentation: Library Director  
Recommendation: Approve by Motion

4. Oral Communications

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

*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 Ad Hoc Committee on specific Agenda Items before and at the time that an Item is being considered by the Ad Hoc Committee.*



*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. Discuss observations from tour of Library public service areas.
6. Develop recommendations for the Library Board.
7. Set date, time and agenda topics for next Ad Hoc Committee meeting.

**ADJOURNMENT**

8. Review of Action Items.

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

9. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the February 24, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Sunday, February 21, 1999.



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