AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

September 15, 1998
7:30 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 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.*

Baeten Wood
Renée Scott
Mike Belete
EDM
SA
CD

1. Roll Call — Administrative Assistant — 7:32 pm.

2. Adoption of Agenda — Rob / Roy.

   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 August 18, 1998 Regular Meeting. Rob / Al. as corrected.

   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).

5. Presentation by and discussion with Mike Belote, Placentia Library District's Legislative Consultant with California Advocates, regarding whether the District should request a bill in that next session that would restore its full property tax transfer in exchange for consolidating with the City of Placentia.

Wait on new budget cycle with state before considering again

Presentation: Mike Belote, California Advocates
Recommendation: [Determine the Board's position on Mr. Belote's recommendation, and give staff direction for future activity]

6. 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.

Discussion of Trustee participation in the Heritage Day Parade

no response on bike truck
no response on car
float with Historical Committee.

see American Library Association

7. Trustee Reports (Com Dist Partners Tax.)

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.

Fund raising in Seattle
Dec. Dist. Dir.
LS Director

8. Friends of Placentia Library Board of Directors Report.

Presentation: Principal Librarian

CLAIMS (Items 9 - 12) al | Rol.

Presentation: Library Director
Recommendation: Approve by Motion

Interview w/ new Chair of NBA - Wm Flores / Library + foundation foundation

Items 9 - 12 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.

9. Nonstandard Claims in excess of $300. (Approve)

No Nonstandard Claims were processed during this report period.

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

Claims of $37,956.62 forwarded by Library Director and the Library Board of Trustees during this report period.

11. Current Claims and Payroll. (Approve)

Current Claims of $9,977.90; and Payrolls 3650, 3651 and 3652 for $60,975.00.
Combined total of Current Claims and Payroll of $70,952.90.

12. FY1998-99 Cash Flow Analysis with recommendation to ratify transfer of $35,000 from Fund 702 (Major Equipment) to Fund 707 on September 9, 1998, and to transfer $80,000 from Fund 706 (Bond Redemption) to Fund 707 (Receive & File, and Approve Transfers)

FINANCIAL REPORTS (Items 13 - 18)

Presentation: Library Director
Recommendation: Approve by Motion

Rec'd AL.

Items 13 -18 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.

13. Financial Reports for August 1998 (Receive & File)

14. Office General Ledger & Check Registers for August 1998 (Receive & File)

15. Acquisitions Report for August 1998 (Receive & File)

16. Overdue Collection Reports for August 1998 (Receive & File)

17. Debit Card System Reimbursement Report for August 1998 (Receive & File)

18. Gifts Report for August 1998 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 – 32A)

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 – 32A 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.

19. Building Maintenance Report for August 1998 (Receive & File)

20. Personnel Report for August 1998 (Receive, File, and Ratify Appointments)

21. Volunteer Report for August 1998 (Receive & File)

22. Circulation Report for May & August 1998 (Receive & File)

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

24. Legislative reports from California Advocates and the California Library Association (Receive & File)

25. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of August 11, 1998, and the Minutes of the ISDOC General Membership Quarterly Meeting on July 30, 1998 (Receive & File)

26. Strategic Planning Report (Receive & File)

27. Status Report on Passport Acceptance Agency application process (Receive & File)

28. Notice of Annual Meeting of the Placentia Civic Center Authority on Monday, October 5, 1998 at 7:30 P.M., and Minutes of the meeting of October 6, 1997 (Receive & File)

29. U.S. Pension Defined Contribution Plan Services Agreement (Receive & File, and Approve Signature by Library Director)

Pools | Al.

30. Renewal of Lighting Maintenance Contract for Fiscal Year 1998-99 with Christenson Electric Inc., Lighting Services, at $285.00 per month, the same rate as Fiscal Year 1997-98 (Approve Renewal, Receive & File)

31. Submission of the 1998 Local Agency Biennial Notice to the Clerk of the Board of Supervisors, County of Orange, in Compliance with the requirements of the Political Reform Act and the regulations of the Fair Political Practices Commission, stating that no amendments are necessary (Receive & File, Approve Signature by the Library Director, and Approve Submission to the Clerk of the Board of Supervisors, County of Orange)

32. Actions taken by the California Library Services Board (CLSB) at its meeting of August 19-20, 1998 (Receive & File)

32A. Request from Coachella Valley Mosquito & Vector Control District for support of Mike Rodriguez for election to the California Special Districts Association (CSDA) Board of Directors for Region 6, Seat B (Receive & File, and refer to the Library Director for voting at the Conference)

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

34. Authorization for the City of Placentia to proceed with contracting with EQE International Inc (Newport Beach) on behalf of Placentia Library District, to perform specific seismic analyses and prepare construction documents for the Library at an estimated net cost of $9,822.

Presentation: Library Director
Recommendation: Approve the City of Placentia's contract with EQE International, Inc. (Newport Beach) to perform specific seismic analyses and prepare construction documents for Placentia Library District at a net cost to the District not to exceed $10,000.

al | Pol

NEW BUSINESS

35. Authorize a Library Board Memorial in honor of John Tynes.

    Presentation: Library Board President
    Recommendation: Authorize $100 from the Library Board Fund in the County Exempt Account to be used to purchase a memorial reference book for John Tynes.

36. Report on changes in the Library District's relationship with Placentia Library Foundation as it proposes establishing a position of Treasurer, and discontinuing using Placentia Library District for its bookkeeping and accounting services; adoption of a Library Board policy reflecting the impact of these changes on Library staff support to the Foundation; and adoption of a Library Board policy for distribution of keys to the building

    Presentation: Library Director
    Recommendation: Adopt Policy for Staff Involvement with Financial Activities for Library Support Groups; and
    Adopt Policy for Placentia Library District Keys

STAFF REPORTS (Items 37 - 41)

Presentation: Library Director
Recommendation: Approve by Motion

Items 37 -41 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 August 1998. (Ammar)

38. Children's Services Report for August 1998. (Smith)

39. Publicity Materials produced for August 1998. (Willauer)

40. Placentia Library Literacy Services Report for August 1998. (Matas)

41. Safety Committee Minutes for August 1998. (Matas)

ADJOURNMENT

42. Agenda Preparation for the October Regular Meeting which will be held on October 20, 1998.

43. Review of Action Items.

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

44. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the September 15, 1998, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Saturday, September 12, 1998.

Charlene Dumitru

September 1998 - August 1999

Yearly Planner

September 98

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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October 98

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November 98

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December 98

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January 99

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February 99

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28						

September

8 7:00 PM Friends Board Meeting, Dinsmore

15 **7:30 PM Library Board Meeting**

23 CSDA Annual Conference,- San Francisco through 9/25

24 11:30 AM - 1:00 PM Foundation Board Meeting

October

5 7:00 PM Friends Board Meeting, Shkoler

10 Heritage Parade

20 **7:30 PM Library Board Meeting**

29 ISDOC Membership Luncheon Meeting

November

2 7:00 PM Friends Board Meeting, Stark

6 **6:00 PM - 8:00 PM Foundation Donor Reception**

17 **7:30 PM Library Board Meeting**

December

3 11:30 AM - 1:00 PM Foundation Board Meeting

7 7:00 PM Friends Board Meeting, Masters

15 **7:30 PM Library Board Meeting**

January

4 7:00 PM Friends Board Meeting, Wood

19 **7:30 PM Library Board Meeting**

22 ALA Midwinter, P hiladelphia

January

28 11:30 AM - 1:00 PM Foundation Board Meeting

29 American Library Assoc, P hiladelphia, through 2/3

February

1 7:00 PM Friends Board Meeting, Dinsmore

16 **7:30 PM Library Board Meeting**

March

1 7:00 PM Friends Board Meeting, Shkoler

6 **9:30 AM - 1:30 PM Author's Brunch**

16 **7:30 PM Library Board Meeting**

April

5 7:00 PM Friends Board Meeting, Stark

11 National Library Week t hrough 4/17

12 **Friends Annual Meeting**

20 **7:30 PM Library Board Meeting**

27 CLA Legislative Day, Sacramento

30 Book Expo America, Los A ngeles, through 5/2

May

18 **7:30 PM Library Board Meeting**

June

7 7:00 PM Friends Board Meeting, Wood

15 **7:30 PM Library Board Meeting**

24 American Library Assoc. N ew Orleans, through 7/1

March 99

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April 99

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May 99

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June 99

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July 99

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August 99

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8/25/98

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 18, 1998

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on August 18, 1998 at 7:37 P. M. by President Peggy Dinsmore.

ROLL CALL

Members Present: President Peggy Dinsmore, Secretary Ray Evans, Trustees Robin Masters, Al Shkoler, and Saundra Stark; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Administrative Assistant Charlene Dumitru; Principal Librarian Suad Ammar; Trustee Candidate Gae Wood, and Friends Representative Ted Farkas.

ADOPTION OF AGENDA

Agenda Item 9 was corrected to read Current Claims of $11,937.88.

It was moved by Secretary Evans, seconded by Trustee Masters to adopt the Agenda as corrected

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

MINUTES

Minutes were corrected as follows:

Foundation Report: May 8, 1998 changed to May 8, 1999.

General Consent Calendar: Pappas deleted from Aye vote and Stark added to Aye vote.

Library Revenue Issues: Pappas deleted from Aye vote and Stark added to Aye vote.

It was moved by Trustee Masters, seconded by Trustee Stark to approve the Minutes of the Regular Meeting of July 21, as corrected.

AYES:	Dinsmore, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	Evans

ORAL COMMUNICATIONS

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

PRESIDENT'S REPORT

President Dinsmore welcomed Trustee Candidate Gae Wood and Friends Representative Ted Farkas to the meeting.

President Dinsmore reported that she attended the California Library Trustees and Commissioners (CALTAC) Board Meeting on August 1, at

Torrance Library. She also reported attending the Southern California Library Literacy Network Meeting with Literacy Coordinator Katie Matas.

President Dinsmore reported that she is working on obtaining donations for the Foundation's Donor Reception in November.

President Dinsmore suggested that Friends President Pat Irot be nominated as Outstanding Volunteer for the annual California Library Trustees and Commissioners (CALTAC) award. Secretary Evans agreed to sign the nomination form on behalf of the Board of Trustees.

President Dinsmore requested that the Trustees participate in the annual Heritage Day Parade in October. It was agreed that one antique car would be procured for President Dinsmore and Trustee Shkoler. Library Director Minter will apply for the use of the 1960 fire engine that has accompanied the student volunteers during the past two years.

TRUSTEE REPORTS

Trustee Evans apologized to the Board for his absence at the July meeting.

CLAIMS

It was moved by Trustee Masters, seconded by Trustee Stark to approve Agenda Items 7 through 10:

Nonstandard Claims in the amount of $0.00
Claims forwarded by the Library Director and Board of Trustees in the amount of $2,195.05
Current Claims and Payroll in the amount of $52,587.88.
FY1998-99 Cash Flow Analysis with no recommendation for inter-fund transfers.

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

FINANCIAL REPORTS

It was moved by Trustee Stark, seconded by Secretary Evans to receive and file Agenda Items 11 through 16:

Financial Reports for July, 1998
Office General Ledger & Check Registers for July, 1998
Acquisitions Report for July, 1998
Overdue Collection Report for July, 1998
Debit Card System Reimbursement Report for July, 1998
Gifts Report for July, 1998

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

GENERAL CONSENT CALENDAR

It was moved by Secretary Evans, seconded by Trustee Masters to receive and file Agenda Items 17-30:

Building Maintenance Report for July, 1998 (Receive & File)
Personnel Report for July, 1998 (Receive, File and Ratify Appointments)
Volunteer Report for July, 1998 (Receive & File)
Circulation Report for July, 1998 (Receive & File)
Review of Shared Maintenance Cost with the City of Placentia under the Joint Powers Authority (Receive & File)
Legislative reports from California Advocates, the California Special Districts Association and the California Library Association (Receive & File)
Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of July 7, 1998. (Receive & File)
Staff Appreciation Dinner Report (Receive & File)
Special District Risk Management Authority Evidence of Coverage for 1998/99 (Receive & File)
Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1997-98 (Receive & File)
Annual Report to the California Department of Education for the Federal Adult Basic Education Grant (321 Grant) for Fiscal Year 1997-98 (Receive & File)
Announcement from the Office of Litigation Representative Tom Hayes confirming an agreement in principle to settle litigation for the Orange County Bankruptcy (Receive & File)
Strategic Planning Report (Receive & File)
Status report on Library Board Candidates (Receive & File)

AYES:	Dinsmore, Evans, Masters, Shkoler, Pappas
NOES:	None
ABSTAIN:	None

LIBRARY REVENUE ISSUES AND FEASIBILITY OF LIBRARY PARCEL TAX BALLOT ISSUE

Library Director Minter reviewed the Library revenue issues as presented in the Board packet.

FISCAL YEAR 1998-1999 BUDGET

It was moved by Trustee Stark, seconded by Secretary Evans to adopt the Personnel Allocation for Fiscal Year 1998-1999 as presented.

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

It was moved by Secretary Evans, seconded by Trustee Stark to adopt the Organizational Chart for Fiscal Year 1998-1999 as presented.

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

It was moved by Trustee Stark, seconded by Trustee Evans to read Resolution 98-7, A Resolution of the Board of Trustees of Placentia Library District of Orange County to Adopt Fiscal Year 1998-1999 Budgets for the Placentia Library District, by title only.

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

It was moved by Trustee Stark, seconded by Trustee Masters to Adopt Resolution 98-7. Motion was approved by roll call vote:

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

LEGISLATIVE BILL TO MERGE LIBRARY DISTRICT WITH CITY IN EXCHANGE FOR RETURN OF THE DISTRICT'S SHARE OF THE EDUCATIONAL REVENUE AUGMENTATION FUND (ERAF)

Direction was given by the Board to invite Mike Belote, the District's Legislative Consultant at California Advocates to discuss the possibility of requesting a bill in the next legislative session to merge the Library District with the City of Placentia in exchange for return of the district's share of the educational revenue augmentation Fund (ERAF). Mr. Belote will be invited to attend the September 15 Regular Board Meeting.

TRAVEL AUTHORIZATIONS

It was moved by Trustee Stark, seconded by Trustee Masters to authorize payment of expenses for Elizabeth Minter and Pat Irot to attend the California Special Districts Association Annual Conference at a cost not to exceed $580.00 per person.

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

ESTABLISHMENT OF BOARD POSITION OF COMMUNITY REPRESENTATIVE

The Board agreed to continue discussion of the establishment of a Board Position of Community Representative until the December meeting.

STAFF REPORTS

It was moved by Trustee Masters , seconded by Trustee Stark to approve Agenda Items 36-40:

Program Committee Report for July, 1998
Children's Services Report for July, 1998
Publicity Materials produced for July, 1998
Placentia Library Literacy Services Report for July, 1998
Safety Committee Minutes for July, 1998

AYES:	Dinsmore, Evans, Masters, Shkoler, Stark
NOES:	None
ABSTAIN:	None

AGENDA PREPARATION:

1. Return of ERAF funds and issue of consolidation with City
2. Determine a memorial gift for John Tynes

The Regular Meeting of the Board of Trustees of the Placentia Library District adjourned at 9:32 P. M.

_____

Ray Evans, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Recommendation from Mike Belote, the District's Legislative Consultant at California Advocates, that in the next legislative session the District request a bill that would merge the District with the City in exchange for the return of the District's share of the ERAF (Educational Revenue Augmentation Fund)**

DATE: September 15, 1998

BACKGROUND:

At its meeting on August 18, 1998 the Library Board of Trustees requested that the District's Legislative Consultant, Mike Belote of California Advocates, attend its meeting on September 15 to discuss the possibility of the District requesting a bill in the next legislative session that would merge the District with the City in exchange for the return of the District's share of the ERAF (Educational Revenue Augmentation Fund).

Mr. Belote will be available to meet with the Board until 8:30 P.M.

RECOMMENDATION:

Determine the Board's position on Mr. Belote's recommendation, and give staff direction for future activity

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Peggy Dinsmore, President Peggy

SUBJECT: Follow-up report from California Advocates Legislative Consultant Mike Belote

DATE: September 17, 1998

This fax came in this morning and should cause us to reconsider our thinking about consolidation with the City at our next meeting.

This may be a one-time opportunity for us since Dick Ackerman and Ross Johnson will be in positions of influence during the next legislative session.

If we could have our $800,000 a year returned to us as a result we might wish to change our minds.

I have talked again with Mike Belote. Please give me a call at 528-7618 and let me know what you think about this.

CALIFORNIA ADVOCATES, INC.

Ralph I. Simoni

Michael D. Belote

Robert G. Walters

Peter C. Kellison

-VIA FAX-

September 16, 1998

MEMORANDUM

TO: Peggy Dinsmore, President
Placentia Library Board

FROM: Mike Belote - California Advocates, Inc.

SUBJECT: **September 15, 1998 Presentation to Board**

Thank you for allowing time on your agenda last night for me to discuss possible funding options with the Placentia Board. I am sorry I cannot always deliver upbeat messages - I wish there was an easy answer to the funding crisis which has plagued the Board for years.

An amazing coincidence occurred when I returned to the Ontario Airport to fly home. In a virtually deserted waiting room, I ran into Assembly Member Dick Ackerman and had a chance to talk with him about Placentia. I mentioned that I had just returned from a meeting of the Board, and without prompting, he asked if the Board was still considering the possibility of consolidation. He thought that if the property tax issue was handled correctly the city might indeed be positive about the consolidation. Further, he expressed a willingness to talk further about the issue and become involved with legislation next year. All in all, he was rather positive.

Given a reasonably strong signal from the Assembly Member representing the area, you may wish to have the Board continue talking about the issue. At the very least, you may wish to consider meeting with Mr. Ackerman and the city to explore how such a consolidation might be structured.

My sense is that a window of opportunity may exist at this time. Should the Board wish to move in another direction, (a perfectly legitimate decision for them), the window may close for the foreseeable future.

Please call me if you have any questions or comments.

MDB/cs

cc: Elizabeth Minter

925 L Street, Suite 350 Sacramento, CA 95814

phone: (916) 441-5050 fax: (916) 441-5859 email: mail@caladvocates.com

Agenda Item 8

To: Library Board of Trustees

From: Cyrise Smith, Children's Librarian

Date: September 15, 1998

Subject: Friends of Placentia Library Report

The Board of Directors of the Friends of the Library met on Tuesday September 8, 1998. Children's Librarian Cyrise Smith attended the meeting for Suad Ammar who was sick.

The Treasurer reported a balance of over $4,000.00.

President Pat Irot suggested that the Friends make some compensation to the Library for the time that Cheryl Willauer spends doing Friends' related activities.

While the Friends approved no new expenditures during this meeting, the recommendations made by Library Director, Elizabeth Minter, were discussed and taken under consideration.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
September 15, 1998

TYPE	REPORT NUMBER	AMOUNT
		$0.00
	TOTAL	$0.00

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director and Board of Trustees
September 15, 1998

DATE	REPORT NUMBER	AMOUNT
8/27/98	3643	$33,950.61
9/1/98	3644	$4,006.01
	TOTAL	$37,956.62

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 08/27/98
REPORT NO 3643

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
BNY Western Trust Company Corporate Trust Services Attn: Teresa Fructuoso California Unit 700 South Flower St, STE 500 Los Angeles, CA 90017	August 19, 1998		2200	00		33,950.61		
MUST BE MAILED BY SEPTEMBER 10, 1998								

The claims listed above (totaling $ 33,950.61) 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.

Margaret V. Dinsmore
APPROVED BY

Robert J. Martin
COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 33,950.61

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/01/98
REPORT NO 3644

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N03645	Sept 1998		0300	00		2,390.78		
CareAmerica								
6300 Canoga Ave.								
Woodland Hills, cA 91367-2555								
N03650B	03020085839		1800	00		6.36		
Kinko's Customer Admin. Svcs.	August 20, 1998							
P.O. Box 672085								
Dallas, tx 75267-2085								
N03655B	784656 – Aug 17		1800	00		54.14		
Spicers Paper	787171 – Aug 19		1800	00		65.06		
12310 E. Slauson Ave.	788963 – Aug 20		1800	00		14.45		
Santa Fe Springs, CA 92870						133.65		
N03659F	August 21, 1998		2800	00		281.69		
Southern California Water								
500 Cameron Street								
Placentia, CA 92870								
N03752	July 17, 1998							
Pacific Bell	528-1906		0700	00		118.45		
Payment Center	Aug 4, 1998							
Van Nuys, CA 91388-0001	524-9784		0700	01		21.31		
	Aug 7, 1998							
	253-0470		0700	01		142.18		
	Jul 19, 1998							
	996-2865		0700	01		18.99		
	Jul 17, 1998							
	528-8236		0700	01		19.80		
	July 19, 1998							
	996-4983		0700	01		89.34		
						410.07		
N05030G								
A T & T	Aug 16, 1998		0700	00		48.64		
P.O. box 10192								
Van Nuys, CA 91410-0192								
Vision Service Plan	Aug 14, 1998		0300	00		191.10		
P.O. Box 45210								
San Francisco, CA 94145-5210								

The claims listed above (totaling $ 4,006.01) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 4,006.01

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
September 15, 1998

TYPE	REPORT NUMBER	AMOUNT
Immediately	3645	2,388.20
	3646	781.72
Subtotal for Immediately		3,169.92
Regular	3647	3,146.59
	3648	1,787.46
	3649	1,873.93
Subtotal for Regular		6,807.98
TOTAL CURRENT CLAIMS		9,977.90
Payroll	3650	20,325.00
	3651	20,325.00
	3652	20,325.00
Subtotal for Payroll		60,975.00
	TOTAL	70,952.90

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/15/98
REPORT NO 3645

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01074	August 26, 1998		2800	00		101.07		
Southern California Gas Co.								
P.O. Box C								
Monterey Park, CA 91756								
N03648	August 23, 1998		1800	00		24.95		
Cascade Drinking Water								
P.O. Box 9179								
Whittier, CA 90608-9179								
N03752	August 17, 1998							
Pacific Bell	528-1906		0700	00		115.53		
Payment Center	528-8236		0700	01		154.55		
Van Nuys, CA 91388-0001			0700	07		154.55		
	August 19, 1998							
	996-4983		0700	02		93.28		
	August 4, 1998							
	524-8408		0700	07		43.03		
						445.41		
N06556								
Continental Casualty	September 10,1998		0300	00		180.31		
Spec. Risks - Kansas City								
P.O. Box 95033								
Chicago, IL 60694								
N06557	July, 1998		1900	00		35.00		
Care Resources, Inc.	Sept, 1998		1900	00		35.00		
9550 Warner Ave., STE 228						70.00		
Fountain Valley, CA92708								
N06785	Sept. 8, 1998		1400	00		950.00		
Hector Vargas	096821							
318 Capistrano St.								
Placentia, CA 92870								
N06965	Agust 27, 1998		1900	00		171.05		
Paychex, Inc.	19980827							
P.O. Box 25159								
Santa Ana, CA 92799-5159								

The claims listed above (totaling $ 2,388.20) 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 2,388.20

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/15/98
3646

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N09163 Manwill Plumbing Company 3940 Prospect Ave., Unit D Yorba Linda, CA 92886-1749	Sept 1, 1998 26189		1400	00		62.00		
Vision Service Plan P.O. Box 45210 San Francisco, CA 94145-5210	August 25, 1998		0300	00		12.82		
Ameritas Life Insurance P.O. Box 81889 Lincoln, NE 68501-1889	Sept 1, 1998 1854		0300	00		436.90		
Donna G. Bass 2207 Mont Blanc Circle Placentia, CA 92870	Sept. 8, 1998		1900	00		270.00		

The claims listed above (totaling $ 781.72) 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 781.72

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/15/98
REPORT NO 3647

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N01035 City of Placentia 401 E. Chapman Ave. Placentia, CA 92670	Sept. 10, 1998		1400	00		1,688.88		
N01833 Christenson Electric 111 S.W. Columbia, STE 480 Portland, OR 97201-5886	August 11, 1998 109121		1400	00		285.00		
N01904 Amsterdam Printing and Litho P.O. Box 701 Amsterdam, NY 12010	August 17, 1998 095930		1800	00		69.24		
N01936 OmniGrafix Printing 1744 W. Katella, STE 9 Orange, CA 92867	August 14, 1998 32800		1800	00		68.96		
N03653 Bear State Air Conditioning 3548 Enterprise Drive Anaheim, CA 92807-1640	August 7, 1998 98-08-991 August 20, 1998 98-01-1075		1400 1400	00 00		117.42 117.42 234.84		
N03654 Library Store, Inc. P.O. Box 964 Tremont, IL 61568	August 25, 1998 124842		1800	00		106.30		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	August, 1998		1900	00		34.71		
N03833B Brodart Automation P.O. box 3488 Williamsport, PA 17705	August 27, 1998 A28535		0700	05		423.82		

The claims listed above (totaling $ 3,146.59) 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 3,146.59

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/15/98
REPORT NO 3648

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N06566 Regency Lighting 16665 Arminta St. Van Nuys, CA 91406	August 31, 1998 497363		1000	00		391.44		
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	August 31, 1998 00297		1900	00		105.00		
N06686D Office depot Dept 56- 6183976509 P.O. Box 30292 Salt Lake City, UT 84130-0292	August 21, 1998		1800	00		254.22		
N06736 Library Administrator's Digest 320 York Road Towson, MD 21204	Renewal		1800	00		39.00		
N06779E 3M Customer Service Attn: Contract Administration P.O. box 33900 St. Paul, MN 55133-3900	QLF28573 Service Contract		1400	00		798.00		
N06896 Aspen Publishers P.O. Box 64892 Baltimore, MD 21264-4829	1160721		1800	00		169.75		
N06901A Margaret V. Dinsmore 2108 Rosemont Placentia, CA 92870	August, 1998		2700	07		30.05		

The claims listed above (totaling $ 1,787.46) 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 1,787.46

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/15/98
REPORT NO 3649

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 Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only Doc Number	SC
N09110 Special Districts Workers Compensation Auth. 1030 - 15th Street, STE 300 Sacramento, CA 95814	2nd Quarter		0320	00		1,284.00		
N09212 Cheryl Willauer 411 E. Chapman Ave. Placentia, CA 92870	Aug/Sept, 1998		0700	01		12.28		
N014595 Verio 8001 Irvine Center Dr., STE 1200 Irvine, CA 92618-9234	August 1, 1998 Sept. 1, 1998		0700 0700	02 02		250.00 250.00 500.00		
N15508 Cosmoslink 3030 Saturn St, STE 204 Brea, CA 92821	August 31, 1998 9809-58 Sept 3, 1998 9809-79		0700 0700	02 07		19.95 19.95 39.90		
Minnesota Historical Society 345 Kellogg Blvd, West St. Paul, MN 55102-1906	July 22, 1998		1900	00		4.50		
N03833C Brodart Co. 500 Arch Street Williamsport, PA 17705	August 6, 1998 U177810		2400	08		9.38		
Scottwall Associates, Publishers 95 Scott Street San Francisco, CA 94117	July 29, 1998 2881		2400	01		23.87		

The claims listed above (totaling $ 1,873.93) 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 1,873.93

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/15/98
REPORT NO 3650

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	Sept. 15, 1998							
Placentia Branch 760	Pay period # 20		0100	00		18,880.00		
for the Placentia Library	Sept 11, 1998							
	Sept 24, 1998							
Account # 07605-80156								
Route #12100358	FICA		0200	00		1,445.00		
PLEASE WIRE ON THRUSDAY, SEPTEMBER 24, 1998								

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

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/15/98
REPORT NO 3651

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	Sept. 15, 1998							
Placentia Branch 760	Pay period # 20		0100	00		18,880.00		
for the Placentia Library	Sept. 25, 1998							
	Oct. 8, 1998							
Account # 07605-80156								
Route #12100358	FICA		0200	00		1,445.00		
PLEASE WIRE ON THRUSDAY, OCTOBER 8, 1998								

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

F003-124 (8/93)

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 09/15/98
REPORT NO 3652

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	Sept. 15, 1998							
Placentia Branch 760	Pay period # 21		0100	00		18,880.00		
for the Placentia Library	Oct. 9, 1998							
	Oct. 22, 1998							
Account # 07605-80156								
Route #12100358	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, OCTOBER 22, 1998								

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

F003-124 (8/93)

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Cash Flow Analysis**

DATE: September 15, 1998

BACKGROUND:

The cash flow and budget expenditures from Fund 707 are on target although local revenues and transaction based reimbursements continue to be weak.

Approximately $35,000 in unsecured property tax revenue is expected in mid-September.

Immediately after the August Board meeting the District received its semi-annual bond payment notice which was due at the bank on September 15. Three Trustees signed a funds transfer request for $35,000 from Fund 702 (Major Equipment) to Fund 707.

In order to pay all of the claims presented at this meeting I am recommending that $80,000 be transferred from Fund 706 (Bond Redemption) to Fund 707. A smaller transfer will be needed in October to carry Fund 707 until the first property tax receipts are credited in late November. The calendar for tax allocations for Fiscal Year 1998-99 has not yet been received from the Orange County Auditor.

RECOMMENDATIONS:

1. Receive & File Cash Flow Analysis of September 15, 1998
2. Ratify transfer of $35,000 from Fund 702 (Major Equipment) to Fund 707 on September 9, 1998
3. Authorize transfer $80,000 from Fund 706 (Bond Redemption) to Fund 707

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
09/15/98		Transfer from Fund 706	80,000.00		82,939.11
09/15/98	3645	General - PPI		2,388.20	80,550.91
09/15/98	3646	General - PPI		781.72	79,769.19
09/15/98	3647	General		3,146.59	76,622.60
09/15/98	3648	General		1,787.46	74,835.14
09/15/98	3649	General		1,873.93	72,961.21
09/15/98	3650	Payroll to wire 9/24/98		20,325.00	52,636.21
09/15/98	3651	Payroll to wire 10/8/98		20,325.00	32,311.21
09/15/98	3652	Payroll to wire 10/22/98		20,325.00	11,986.21

Agenda Item 13

Fund Balance Report

Post-Petition Balances (B/S Account 8010 - Cash)

September 15, 1998

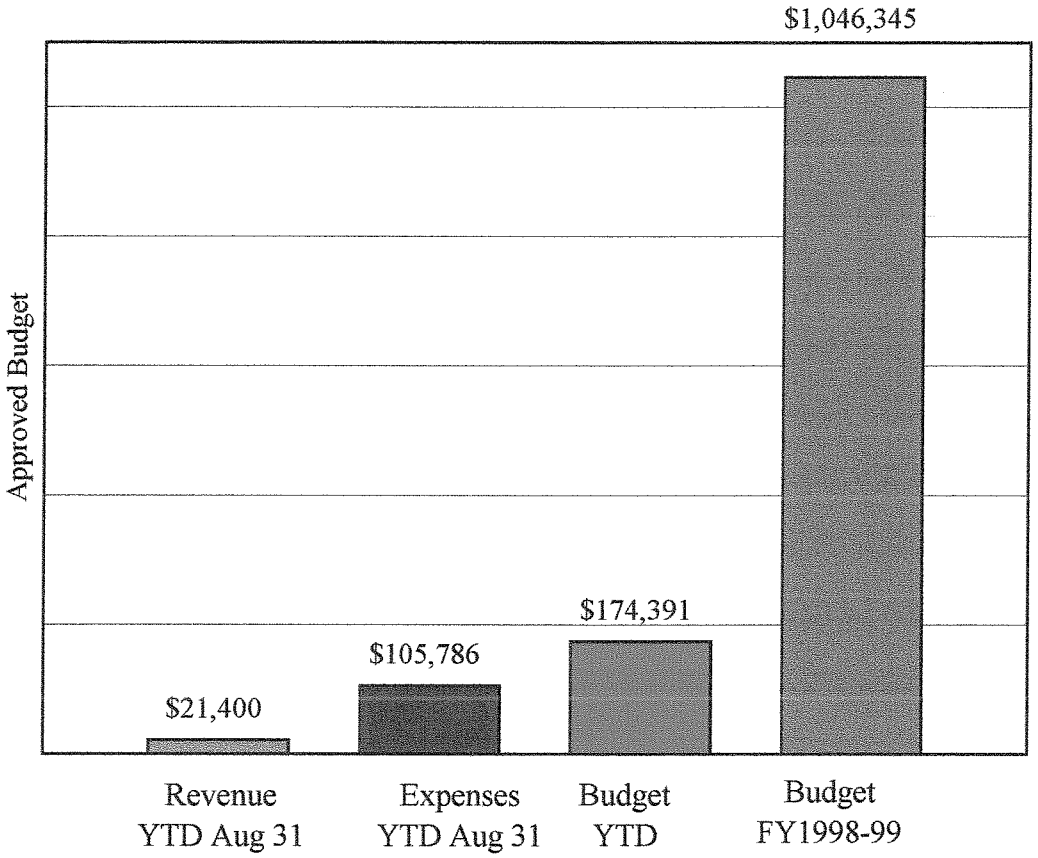
Fiscal Year 1998-1999

	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL 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						0.00	0.00
31-Oct-98						0.00	0.00
30-Nov-98						0.00	0.00
31-Dec-98						0.00	0.00
31-Jan-99						0.00	0.00
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 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	TOTAL 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)
September 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 AUG 1998	FY1997-98 AUG 1997	FY1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	0.00	0.00	0.00	0.00	0.00%
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	0.00	0.00	0.00	0.00	0.00%
6220	PROP. TAXES - CURRENT UNSECURED	47,000	0.00	0.00	0.00	0.00	0.00%
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	1.08	1.62	0.00	0.00	0.01%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	779.48	372.22	0.00	0.00	4.33%
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	21,495.73	19,923.62	0.00	0.00	2.44%

REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

September 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 AUG 1998	FY1997-98 AUG 1997	FY1998-99 % REV BUD
6610-00	Interest	10,500	(1,132.86)	765.06	1,587.13	765.06	-10.79%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	10,500	(1,132.86)	765.06	1,587.13	765.06	-10.79%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	0.00	0.00	0.00	0.00	0.00%
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	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Eductaion 321 Grant	3,500	0.00	0.00	0.00	0.00	0.00%
6970-05	State - Project Grants	0	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	23,500	2,379.22	899.70	1,345.26	899.70	10.12%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	3.46	6.20	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,046,345	22,745.55	21,594.58	2,932.39	1,664.76	2.17%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 AUG 1998	FY1997-98 AUG 1997	FY1998-99 % REV BUD
0100	Salaries & Wages	494,410	94,400.00	92,550.00	37,760.00	37,020.00	19.09%
0200	Retirement	70,123	7,225.00	7,080.00	2,890.00	2,832.00	10.30%
	Health Insurance/Care America	28,585	1,499.53	3,418.56	(289.88)	3,951.20	5.25%
	Long Term Disability	2,862	171.25	342.50	0.00	342.50	5.98%
	Vision Service Plan	1,974	256.98	92.80	169.18	92.80	13.02%
	Dental	4,402	817.89	658.39	436.00	381.89	18.58%
0300	Total Employee Insurance	37,823	2,745.65	4,512.25	315.30	4,768.39	7.26%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	0.00	0.00	0.00	0.00	0.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	104,370.65	104,142.25	40,965.30	44,620.39	17.16%
0700-00	Communications - Telephone	2,600	259.24	332.20	0.00	199.22	9.97%
0700-01	Communications - Modem/Fax	2,384	526.70	376.50	156.84	338.97	22.09%
0700-02	Communications - Internet/Database	3,240	309.85	233.93	19.95	233.93	9.56%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	847.64	847.64	423.82	423.82	16.43%
0700-07	Communications - 321 Grant	570	38.98	156.24	19.95	97.32	6.84%
0700-08	Communications - Adult Literacy	330	59.74	0.00	0.00	0.00	18.10%
	Total Communications	14,284	2,042.15	1,946.51	620.56	1,293.26	14.30%
0900-00	Food - General Fund	50	0.00	0.00	0.00	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	
	Total Food	150	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,241.23	0.00	0.00	0.00	35.46%
1100-00	Insurance	10,200	4,996.38	5,024.74	0.00	0.00	48.98%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 AUG 1998	FY1997-98 AUG 1997	FY1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	828.51	0.00	828.51	0.00	4.14%
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	828.51	0.00	828.51	0.00	4.14%
	HVAC	5,500	0.00	969.45	0.00	0.00	0.00%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	3,382.24	4,019.14	1,688.88	0.00	13.53%
	Plumbing	1,200	0.00	231.03	0.00	142.53	0.00%
	Electrical	4,000	855.00	896.00	570.00	896.00	21.38%
	Cleaning Service	11,700	1,900.00	1,900.00	950.00	950.00	16.24%
	Locksmith	200	0.00	52.50	0.00	52.50	0.00%
	Other	2,000	0.00	252.58	0.00	0.00	0.00%
1400-00	Total Maintenance of Building & Grounds	50,100	6,137.24	8,320.70	3,208.88	2,041.03	12.25%
1600-00	Memberships - General Fund	2,900	0.00	225.00	0.00	225.00	0.00%
1600-07	Memberships - 321 Grant	200	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	95.00	95.00	0.00	95.00	63.33%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	95.00	320.00	0.00	320.00	2.92%
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)
September 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 AUG 1998	FY1997-98 AUG 1997	FY1998-99 % REV BUD
	Library Supplies	4,500	228.94	140.07	39.40	140.07	5.09%
	Printing	9,000	170.38	1,384.95	101.28	1,384.95	1.89%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	168.00	39.19	168.00	0.00	11.20%
	Paper	1,200	0.00	196.35	0.00	117.09	0.00%
	Drinking Water Service	300	49.90	49.90	24.95	24.95	16.63%
	Other Office Supplies	3,000	1,113.27	69.88	159.08	55.23	37.11%
1800-00	Total Office Supply Expense - General Fund	19,500	1,730.49	1,880.34	492.71	1,722.29	8.87%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	0.00	0.00	0.00	0.00	
	Printing	1,475	0.00	32.06	0.00	32.06	0.00%
	Publications	2,375	0.00	0.00	0.00	0.00	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	404.31	201.27	16.09	0.00	101.08%
1800-08	Total Adult Literacy Office Supply Expense	4,300	404.31	233.33	16.09	32.06	9.40%
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	24,950	2,134.80	2,113.67	508.80	1,754.35	8.56%
1803-00	Postage Expense - General Fund	800	171.65	0.00	171.65	0.00	21.46%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	200	0.00	0.00	0.00	0.00	0.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	1,000	171.65	0.00	171.65	0.00	17.17%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 AUG 1998	FY1997-98 AUG 1997	FY1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	0.00	35.00	0.00	35.00	0.00%
	Pension Contribution & Operating Expenses	6,000	0.00	1,021.36	0.00	1,021.36	0.00%
	Anaheim Library Automated System	40,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	34.71	32.71	34.71	0.00	8.26%
	Tax Collection Services & Fees by Orange County	450	21.00	67.63	42.12	20.12	4.67%
	Advertising	0	0.00	0.00	0.00	0.00	
	Medical Exams	500	52.50	0.00	0.00	0.00	10.50%
	Collection Services - Accounts Receivable	3,000	68.94	970.00	68.94	0.00	2.30%
	Audit	3,750	0.00	0.00	0.00	0.00	0.00%
	Payroll Preparation	2,500	351.50	470.44	173.70	274.19	14.06%
	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 OCIP Settlement Allocations)	1,000	429.42	1,712.00	360.00	0.00	
1900-00	Total Specialized Services - General Fund	58,040	958.07	4,309.14	679.47	1,350.67	1.65%
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	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,100	0.00	0.00	0.00	0.00	0.00%
	Total Specialized Services	63,215	958.07	4,880.14	679.47	1,350.67	1.52%
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
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 AUG 1998	FY1997-98 AUG 1997	FY1998-99 % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	0.00	0.00	0.00	0.00	0.00%
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	510.32	950.67	145.50	0.00	0.81%
2400-02	Special Department Expense - Video	1,500	0.00	450.00	0.00	450.00	0.00%
2400-03	Special Department Expense - Electronic	14,358	0.00	10,352.21	0.00	1,145.21	0.00%
2400-04	Special Department Expense - Periodicals	16,642	3,937.59	0.00	133.35	0.00	23.66%
2400-05	Special Department Expense - Audio	2,500	26.00	118.05	26.00	0.00	1.04%
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	1,231.93	0.00	0.00	0.00	82.13%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	5,705.84	11,870.93	304.85	1,595.21	5.73%
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	0.00	0.00	0.00	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	75.79	46.31	13.38	46.31	3.79%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	0.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	10.00	0.00	10.00	0.00	2.00%
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	37.50	0.00	37.50	0.00	2.68%
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	123.29	46.31	60.88	46.31	2.00%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
September 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 AUG 1998	FY1997-98 AUG 1997	FY1998-99 % REV BUD
	Electricity	45,000	7,209.58	3,723.76	4,161.55	0.00	16.02%
	Gas	5,500	987.11	65.64	0.00	43.77	17.95%
	Water	3,000	252.59	655.19	0.00	329.26	8.42%
2800-00	Total Utilities	53,500	8,449.28	4,444.59	4,161.55	373.03	15.79%
	TOTAL SUPPLIES & SERVICES	416,389	32,883.44	38,967.59	10,545.15	8,773.86	7.90%
3700-00	Taxes, Assessments (Sales Tax)	800	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	0.00	0.00	0.00	0.00	0.00%
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	0.00	0.00	0.00	0.00	0.00%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	0.00	0.00	0.00	0.00	0.00%
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	137,254.09	143,109.84	51,510.45	53,394.25	13.12%

Placentia Library District
Balance Sheet

August 31, 1998

Assets		
General Fund - Checking	6,555.53	
Literacy Fund-Checking	0.00	
County Exempt-Checking	4,943.00	
Payroll Account	24,637.09	
Savings (P/R Support)	6,003.68	
Savings (P/R Fees)	2,297.81	
Certificates of Deposit	27,500.00	
General Fund - Savings	3,976.15	
Literacy Fund - Savings	6,998.97	
County Exempt - Savings	2,434.60	
Total Assets		85,346.83
Liabilities		
Manual Payroll Checks	115.70	
Payroll Taxes Payable	(491.76)	
Deferred Comp Payable	842.45	
Insurance Payable	(565.13)	
Credit Union Payable	46.78	
Union Dues Payable	110.28	
Other Employee Deductions	656.41	
Total Liabilities		714.73
Capital		
Fund Balance	84,632.10	
Total Capital		84,632.10
Total Liabilities and Capital		85,346.83

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0937-19337
General Fund Petty Cash Savings Account

August 1998

Prepared 9/9/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,976.15
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				3,976.15

C. Demetre

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 2657-00860
General Fund Petty Cash Checking Account

August 1998

Prepared 8/12/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,615.07
Checks Out	3757	21.55		
	3758	37.99		
TOTALS		59.54	0.00	
CHECKBOOK BAL				6,555.53

C. Demitrio

08/31/98

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending August 31, 1998

	Total	08/31/98
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	3.00	3.00
Cash Register-Fines	1,039.40	1,039.40
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	93.65	93.65
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	89.90	89.90
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	8.90	8.90
Telephone Income	15.93	15.93
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	7.02	7.02
Miscellaneous Income	1,000.00	1,000.00
Total Income	2,257.80	2,257.80
Cost of Sales		
Gross Profit (Loss)	2,257.80	2,257.80
Expenses		
Transfers to County	1,345.26	1,345.26
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	37.99	37.99
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	21.55	21.55
Postage (183)	0.00	0.00
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	40.00	40.00
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending August 31, 1998

Part 1 of 1 Parts

	Total	08/31/98
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
Total Expenses	1,444.80	1,444.80
Operating Income (Loss)	813.00	813.00
Other Income		
Other Expenses		
Net Income (Loss)	813.00	813.00

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1998

	08/31/98
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	3.00
Cash Register-Fines	1,965.60
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	165.85
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	0.00
Cash Register-Publications	0.00
Cash Register-Reserves	178.15
Cash Register-Computer Rental	0.00
Typewriter Income	8.90
Telephone Income	15.93
Copy Machine Income	0.00
State Library Reimbursements	0.00
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	2,517.56
Interest Income - checking	0.00
Interest Income - savings	20.37
Miscellaneous Income	1,000.00
Total Income	5,875.36
Cost of Sales	
Gross Profit (Loss)	5,875.36
Expenses	
Transfers to County	2,379.22
Employee Insurance (030)	605.18
Food (0900)	0.00
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	37.99
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	37.64
Postage (183)	154.40
Prof. & Spec. Services (190)	0.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	59.00
Utilities (280)	0.00
Equipment (400)	0.00

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1998

	08/31/98
Taxes and Fees (370)	3.50
Funds in Transit	0.00
Total Expenses	3,276.93
Operating Income (Loss)	2,598.43
Other Income	
Other Expenses	
Net Income (Loss)	2,598.43

08/31/98 Placentia Library District Page 1

Cash Disbursements

Checkbook 5 Fiscal Year 99 Period 2

General Fund - Savings

Check	Date	Payee		Amount
1048	08/18/98	O.C. Auditor		1,345.26
	0-5102-01	Transfers to County	1,345.26	
		Checkbook 5 Total		1,345.26

08/31/98 Placentia Library District Page 1

Cash Disbursements

Checkbook 1 Fiscal Year 99 Period 2

General Account

Check	Date	Payee		Amount
3755	08/31/98	O.C. Assoc Contingen		40.00
	0-5122-01	Transportation & Travel (270)	40.00	
3756	08/31/98	VOID void		0.00
3757	08/31/98	All Star Trophy		21.55
	0-5114-01	Office Expense (180)	21.55	
3758	08/31/98	Dicks Lock & Safe		37.99
	0-5110-01	Maintenance-Bldg (140)	37.99	
		Checkbook 1 Total		99.54

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0935-19338
Literacy Fund Petty Cash Savings Account

August 1998

Prepared 9/9/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,998.97
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				6,998.97

C Demitrie

08/31/98

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending August 31, 1998

	Total	08/31/98
Income		
Gifts Income	800.00	800.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	13.95	13.95
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
Total Income	813.95	813.95
Cost of Sales		
Gross Profit (Loss)	813.95	813.95
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
Total Expenses	0.00	0.00
Operating Income (Loss)	813.95	813.95
Other Income		
Other Expenses		
Net Income (Loss)	813.95	813.95

08/31/98

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1998

	08/31/98
Income	
Gifts Income	800.00
Tutor Training Income	0.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	27.50
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	135.00
Donations to Literacy	0.00
Placentopoly Games	0.00
Loan Repayment from C.E.	0.00
Total Income	962.50
Cost of Sales	
Gross Profit (Loss)	962.50
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	0.00
Loan to C.E. for Copier	0.00
Total Expenses	0.00
Operating Income (Loss)	962.50
Other Income	
Other Expenses	
Net Income (Loss)	962.50

08/31/98 Placentia Library District Page 1

Cash Disbursements

S U M M A R Y

For Fiscal Year 99, Period 2 through Fiscal Year 99, Period 2

Account Name	Total

* * N O A C T I V I T Y * *

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0933-19339
County Exempt Fund Petty Cash Savings Account

August 1998

Prepared 9/9/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,556.93
Checks Out	1055	446.34		
	1056	229.65		
	1057	446.34		
TOTALS		1,122.33	0.00	
CHECKBOOK BAL				2,434.60

C. Demitre

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 2658-00932
County Exempt Checking Account

August, 1998

Prepared 9/9/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				4,943.00
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				4,943.00

C. Demitrou

08/31/98

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending August 31, 1998

	Total	08/31/98
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	210.00	210.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	466.30	466.30
Friends Contributions	331.44	331.44
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	4.07	4.07
Interest Income - savings	7.04	7.04
Miscellanous Income	0.00	0.00
Special Grants	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
Total Income	1,058.85	1,058.85
Cost of Sales		
Gross Profit (Loss)	1,058.85	1,058.85
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	16.45	16.45
Children's Camp Library	0.00	0.00
Children's Storytime (Friends)	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	37.98	37.98
Friend's-Other Activities	0.00	0.00
Meetings & Special Events	0.00	0.00
Library Board Expenses	0.00	0.00
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending August 31, 1998

	Total	08/31/98
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	229.65	229.65
Copier Lease Payments	446.34	446.34
Copier Supplies	0.00	0.00
Repay loan to Lit.(copier)	0.00	0.00
Total Expenses	730.42	730.42
Operating Income (Loss)	328.43	328.43
Other Income		
Other Expenses		
t Income (Loss)	328.43	328.43

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1998

	08/31/98
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	470.00
Test Proctoring Income	100.00
Vending Machine Income	0.00
Debit Card Income	855.65
Friends Contributions	331.44
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	9.80
Interest Income - savings	7.04
Miscellanous Income	0.00
Special Grants	0.00
Community Grant Income	0.00
Directors Fund (Friends)	0.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	0.00
Total Income	1,773.93
Cost of Sales	
Gross Profit (Loss)	1,773.93
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	579.98
Children's Camp Library	0.00
Children's Storytime (Friends)	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	160.56
Friend's-Other Activities	0.00
Meetings & Special Events	0.00
Library Board Expenses	686.96
Meeting Room Upkeep Expenses	0.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1998

	08/31/98
Miscellaneous	0.00
Lobbyist Expense	0.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	729.59
Copier Lease Payments	1,339.02
Copier Supplies	0.00
Repay loan to Lit.(copier)	0.00
Total Expenses	3,496.11
Operating Income (Loss)	(1,722.18)
Other Income	
Other Expenses	
Net Income (Loss)	(1,722.18)

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 99 Period 2
County Exempt - Savings

Check	Date	Payee		Amount
1056	08/18/98	IKON		229.65
	0-5327-03	Copier Maintenance Contract	229.65	
1057	08/18/98	Sharp		446.34
	0-5328-03	Copier Lease Payments	446.34	
		Checkbook 7 Total		675.99

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 99 Period 2
County Exempt

Check	Date	Payee		Amount
1179	08/31/98	Toys R Us		16.45
	0-5308-03	Children's Summer Reading Progra	16.45	
1180	08/31/98	Presentation Folders		37.98
	0-5314-03	Friend's-Director's Fund	37.98	
1181	08/31/98	VOID void		0.00
1182	08/31/98	VOID void		0.00
		Checkbook 3 Total		54.43

PLACENTIA LIBRARY DISTRICT
Reconciliation for Bank of America Account 07605-80156
Payroll Account
August, 1998

Prepared September 12, 1998

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				25,587.98
	626	165.67		
	3982	230.65		
	3983	78.61		
	3991	122.22		
	3996	324.88		
	3997	28.86		
	TOTALS	950.89	0.00	
Checkbook balance				24,637.09

C. Dumitru

08/31/98

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending August 31, 1998

	Total	08/31/98
Income		
Transfers from County	40,650.00	40,650.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
Total Income	40,650.00	40,650.00
Cost of Sales		
Gross Profit (Loss)	40,650.00	40,650.00
Expenses		
Salaries	37,078.43	37,078.43
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,786.77	2,786.77
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	10.03	10.03
Miscellaneous - Unknown	0.00	0.00
Total Expenses	39,875.23	39,875.23
Operating Income (Loss)	774.77	774.77
Other Income		
Other Expenses		
Net Income (Loss)	774.77	774.77

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending August 31, 1998

	08/31/98
Income	
Transfers from County	101,625.00
Interest Income-CD's	340.63
Interest-Savings-Landmark	9.79
Interest-Savings-B of A	0.00
Miscellaneous Income	0.00
Total Income	101,975.42
Cost of Sales	
Gross Profit (Loss)	101,975.42
Expenses	
Salaries	74,755.43
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	5,541.38
Payroll Processing Fees	0.00
Bank Fees and Service Charges	10.03
Miscellaneous - Unknown	0.00
Total Expenses	80,306.84
Operating Income (Loss)	21,668.58
Other Income	
Other Expenses	
Net Income (Loss)	21,668.58

Placentia Library District
Cash Disbursements
Checkbook 4 Fiscal Year 99 Period 2
Payroll Account

Check	Date	Payee		Amount
621	08/05/98	Dorothy Cummings		129.99
	0-5402-04	Salaries	129.99	
622	08/05/98	Beatriz Sandoval		63.73
	0-5402-04	Salaries	63.73	
623	08/24/98	Mary Ellen Jackson		70.05
	0-5402-04	Salaries	70.05	
624	08/24/98	Dallas Adams		162.99
	0-5402-04	Salaries	162.99	
625	08/24/98	Deanna Foster		107.38
	0-5402-04	Salaries	107.38	
626	08/24/98	Maria Llanes		165.67
	0-5402-04	Salaries	165.67	
		Checkbook 4 Total		699.81

ACQUISITIONS REPORT FOR THE MONTH OF AUGUST 1998
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	0.00	0	0	94.33	4	4	94.33	4	4	247.90	11	11	342.23	15	15
Adult Circulating Non-Fiction	0.00	0	0	196.85	12	12	196.85	12	12	1,328.80	83	79	1,525.65	95	91
Adult Reference	0.00	0	0	33.78	1	1	33.78	1	1	103.40	9	9	137.18	10	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	0.00	0	0	230.63	13	13	230.63	13	13	1,432.20	92	88	1,662.83	105	101
TOTAL ADULT PRINT MATERIALS	0.00	0	0	324.96	17	17	324.96	17	17	1,680.10	103	99	2,005.06	17	116
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	12.50	1	1	12.50	1	1
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	12.50	1	1	12.50	1	1
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	12.50	1	1	12.50	1	1
TOTAL ADULT MATERIALS	0.00	0	0	324.96	17	17	324.96	17	17	1,692.60	104	100	2,017.56	18	117
Juvenile Fiction	0.00	0	0	0.00	0	0	0.00	0	0	31.00	2	2	31.00	2	2
Juvenile Circulating Non-Fiction	0.00	0	0	0.00	0	0	0.00	0	0	105.00	6	6	105.00	6	6
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	0.00	0	0	0.00	0	0	0.00	0	0	105.00	6	6	105.00	6	6
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	136.00	8	8	136.00	8	8
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	0.00	0	0	0.00	0	0	0.00	0	0	136.00	8	8	136.00	8	8
Total Fiction	0.00	0	0	94.33	4	4	94.33	4	4	278.90	13	13	373.23	17	17
Total Non-Fiction	0.00	0	0	230.63	13	13	230.63	13	13	1,537.20	98	94	1,767.83	111	107
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	12.50	1	1	12.50	1	1
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	0.00	0	0	324.96	17	17	324.96	17	17	1,828.60	112	108	2,153.56	129	125

OUTSTANDING ORDERS AS OF AUGUST 31, 1998

General Fund Amount	Adopt-A-Book Amount	TOTAL Amount
$1,068.91	$4,273.14	$5,342.05

Agenda Item 15

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF JULY
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	17.29	1	1	158.37	7	7	175.66	8	8	353.90	17	17	529.56	25	25
Adult Circulating Non-Fiction	159.48	6	6	1,540.58	68	62	1,700.06	74	68	2,736.74	151	143	4,436.80	225	211
Adult Reference	16.97	1	1	33.78	1	1	50.75	2	2	103.40	9	9	154.15	11	11
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	176.45	7	7	1,574.36	69	63	1,750.81	76	70	2,840.14	160	152	4,590.95	236	222
TOTAL ADULT PRINT MATERIALS	193.74	8	8	1,732.73	76	70	1,926.47	84	78	3,194.04	177	169	5,120.51	261	247
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	193.74	8	8	1,732.73	76	70	1,926.47	84	78	3,221.54	179	171	5,148.01	263	249
Juvenile Fiction	0.00	0	0	0.00	0	0	0.00	0	0	48.00	4	4	48.00	4	4
Juvenile Circulating Non-Fiction	66.76	4	3	416.90	24	22	483.66	28	25	161.95	13	13	645.61	41	38
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
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	66.76	4	3	416.90	24	22	483.66	28	25	161.95	13	13	645.61	41	38
TOTAL JUVENILE PRINT MATERIALS	66.76	4	3	416.90	24	22	483.66	28	25	209.95	17	17	693.61	45	42
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	66.76	4	3	416.90	24	22	483.66	28	25	209.95	17	17	693.61	45	42
Total Fiction	17.29	1	1	158.37	7	7	175.66	8	8	401.90	21	21	577.56	29	29
Total Non-Fiction	243.21	11	10	1,991.26	93	85	2,234.47	104	95	3,002.09	173	165	5,236.56	277	260
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	27.50	2	2	27.50	2	2
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	260.50	12	11	2,149.63	100	92	2,410.13	112	103	3,431.49	196	188	5,841.62	308	291

Agenda Item 16

TO: Elizabeth D. Minter, Library Director

FROM: Peggy Burkich, Circulation Supervisor PB

DATE: September 15, 1998

SUBJECT: ACS: Overdue Collection Report for Month of August

The report was not received from ACS Collection Agency by September 10, 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					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	1	7	1	135.85	0

Agenda Item 17

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: September 15, 1998

SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT AUGUST, 1998**

SUMMARY OF PRINTER/COPIER ACCOUNTS AUGUST, 1998

Beginning Balance 8/01/98 ($1,083.96)

	Income	Expend.
Total Deposits in	435.30	
Total Materials & Supplies		0.00
Total Repairs		0.00
Total Copier Paper Expense		0.00
Total Copier Lease Payments in August		446.34
Total Copier Maintenance Payment in August		229.65
Debit Card System Loan Payback		0.00
	435.30	675.99

Ending Balance 08/31/98 ($ 1,324.65)

September payment $ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 05/31/97	(8,565.48)
Loan Amount as of 07/31/96 (Literacy Fund)	6,200.00
February Purchases (Fund 702)	0.00
February Payment (Fund 702)	0.00
February Payment (Literacy Fund)	0.00
Balance 08/31/98	$ 14,194.02

Prepared by: Charlene Dumitru

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: September 15, 1998

SUBJEC GIFT REPORT

The following gifts were received from August 13, 1998 - September 2, 1998

ADOPT-A-BOOK REGULAR DONATIONS

Fred & Elizabeth Minter
in memory of John Tynes
Marie Schmidt
Gordon & Dixie Shaw

TOTAL REGULAR DONATIONS 340.00

ADOPT-A-BOOK ANNUAL GIVING CAMPAIGN

Dean & April Baltzell
Jeffrey & Joanne Brown
Ben Chu
David & Holly Cross
Agnes Donnellan
Ali & Jane Emad
Nita Godwin
Lois M. Jones
John & Lora Hanel
Martin & Mary Ellen Goldsmith
Bill & Bev Johnson
Sandy Koizumi
Chih-Chiang Lee
Charles & Lois Mayhew
Craig & Lynette Olson
Carey & Lise Orwig
Joanne Rains
Grace Rice
Robert & Erika Riley
Miriam Rosen
Ted & Mary Russell
Audrey Snow
Taormina Industries, Inc.
Bill & Willy Timmermans
Rich & Marie Tourne
Victoria Allec Weselich
Dawn Winter
Edward & Velda Wittstock

TOTAL ANNUAL GIVING CAMPA 1,224.00

SPECIAL PROJECTS
Jean Pappas
American Girl Tea

TOTAL SPECIAL PROJECTS 40.00

GENERAL FUND
Paul & Barbara Evans
for Donor Reception
Better Floors & Restorations

TOTAL GENERAL FUND 630.00

BOOK ENDOWMENT
Charlie & Mary Lou Juster

TOTAL BOOK ENDOWMENT 1,000.00

TOTAL ALL DONATIONS 3,234.00

Agenda Item 19

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant

DATE: September 15, 1998

SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH AUGUST, 1998

1. **Air Conditioning** - Regular inspection of HVAC system, malfunctioning motor repaired.

2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.

3. **Plumbing** - Blocked drain in Women's Public Restroom repaired.

TO: Library Board of Trustees

FROM: Elizabeth Minter, Library Director

DATE: September 15, 1998

SUBJECT: PERSONNEL REPORT FOR AUGUST, 1998

RESIGNATIONS:

Dallas Adams, part-time Student Shelver (Circulation), effective August 27, 1998 -- was not willing to accept new work schedule
Deanna Foster, part-time Student Shelver (Circulation), effective August 27, 1998 -- accepted a another job
Maria Llanes, part-time Student Shelver (Circulation), effective August 27, 1998 -- leaving for military service

APPOINTMENTS:

Rose Marie Andrews, full-time Library Aide (Circulation), effective August 30, 1998 -- formerly assisgned to the Library on the STEP Program
Jerry Choice, part-time Library Aide, 18 hours per week, (Technical Services), effective August 31, 1998 -- formerly assigned to the Library on the STEP Program

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer, Volunteer Coordinator

SUBJECT: Volunteer Report for the Month of August 1998

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99 August	FY98/99 YTD	Starting	Cumulative
Andrade, Linda	16.50	42.00	9/95	301.75
Backes, Theresa	11.75	23.75	6/98	36.25
Barrera, Ana	6.00	6.00	8/98	6.00
Cicero, Linda Ann Lo	11.75	20.50	3/98	67.75
Dell, Lyla	12.75	12.75	8/98	12.75
Deputy, Paul	26.00	44.25	7/82	6,507.50
Fioroni, Pete	8.00	14.00	3/97	99.75
Fioroni, Ruth	8.00	14.00	3/97	99.75
Fitzgerald, Joan	19.75	40.75	10/93	1,280.75
Hochman, Sue	5.25	19.50	1/98	55.25
Horrocks, Marjorie	4.00	8.00	10/95	163.00
Hyams, Rose	12.00	23.25	7/98	23.25
Irot, Pat	26.00	66.00	2/96	808.50
Jertberg, Pat	4.00	19.00	4/98	21.50
Livesey, Jane	3.00	10.00	4/96	214.00
Malik, Shamim	14.00	28.50	5/97	446.25
Matsuo, Roy	1.75	3.75	7/98	3.75
Mignot, John	6.00	15.00	6/98	19.00
Mignot, Shirley	6.00	16.00	9/95	259.75
Myers, Claire	13.50	18.25	10/95	504.25
Olson, Bob	6.00	8.00	9/95	205.75
Robb, Barbara	3.00	9.25	7/98	9.25
Schlichter, Allan	0.00	8.00	10/93	476.50
Schmidt, Marie	3.50	33.50	4/98	37.50
Shaw, Dixie	0.50	3.00	5/94	127.75
Stark, Allan	1.00	3.00	4/97	22.50
Stark, Saundra	2.75	4.75		92.75
Venegas, Julie	8.00	16.00	6/98	29.00
Wymer, Betty	13.00	25.25	1/96	351.75
J.T.P.A. / Job Training Partnership Act	95.00	95.00		1,037.50
S.T.E.P. / Senior Training & Employment Program	240.00	510.00		4,823.75
TOTAL	588.75	1,134.25		18,126.00

TEMPORARAY VOLUNTEERS

	FY98/99 August	FY98/99 YTD
Ahmadi, Zohra	6.00	24.25
Ataris, Andy	0.00	2.00
Boula, Bobby	0.00	21.25
Burke, Marsha	0.00	2.00
Burns, John	2.00	2.00
Byrne, Justin	16.00	16.00
Cerri,Patrick	15.75	35.00
Chavez, Alfredo	2.00	2.00
Cheung, Eric	15.75	15.75
Chiong, Debbie	19.25	29.75
Chiu, Jason	0.00	8.00
Chiu, Josephine	15.00	18.00
Clugston, Patricia	2.50	3.25
Coursey, Jeff	10.00	10.00
De Los Santos, Sarah	4.00	16.00
Espinosa, Jorge	3.00	3.00
Govea, Melissa	4.00	4.00
Hannah, Bryan	9.00	27.00
Harnett, Tom	0.00	6.00
Harrison, Matthew	16.75	29.00
Hernandez, Ricardo	0.00	4.00
Higuiros, Delmy	14.00	14.00
Khounani, Anthony	0.00	12.00
Kumar, Smita	6.00	23.75
TOTAL	161.00	328.00

	FY98/99 August	FY98/99 YTD
Lam, Thuan	21.50	21.50
Lee, Hannah	6.00	15.00
Margary, Gale	2.00	2.00
McMillan, Caitlyn	3.00	15.00
Morris, Crystal	0.00	7.00
Oakins, Cindy	2.00	2.00
Parker, Jim	2.00	5.75
Peck, Jean	2.00	2.00
Pinter, Brian	13.25	13.25
Rodriguez, David	20.50	20.50
Rorex, Jamie	4.00	8.00
Shaw, Patrick	10.00	29.50
Sim, Elisia	14.00	14.00
Soto,David	10.00	31.00
Sung, Alice	9.00	9.00
Vance, Brian	0.00	55.50
Vasquez, Joel	2.00	8.00
Veltre, Mattl	8.75	8.75
Verde, Val	6.25	6.25
Wang, Grace	8.00	20.00
Wang, Shuan	14.00	40.00
Yada, Julie	4.00	6.00
Yang, Kelly	8.00	20.00
TOTAL	170.25	360.00

LVA VOLUNTEERS

Literacy Volunteer Hours	427.00
TOTAL VOLUNTEER HOURS	1346.25

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.

	Regular/Temp.Volunteers FY96/97	FY97/98	FY98/99	Literacy Volunteers FY96/97	FY97/98	FY98/99
July	808.25	898.50	929.00	457.00	818.00	449.00
August	776.75	864.25	919.25	209.00	405.00	427.00
September	773.75	433.00		279.00	376.00	
October	756.50	486.00		482.00	435.00	
November	519.75	492.75		257.00	369.00	
December	370.00	556.00		142.00	273.00	
January	488.60	558.25		367.00	301.00	
February	480.00	533.50		517.00	450.00	
March	675.00	687.00		493.00	398.00	
April	788.00	594.00		633.00	383.00	
May	620.50	453.50		430.00	480.00	
June	740.25	805.25		380.00	317.00	

Placentia Library District
Circulation Report
September 15, 1998

	FY98-99 YTD	FY97-98 YTD	% CHANGE FY98 TO FY99	FY98-99 AUGUST 98	FY97-98 AUGUST 97
1st Time Checkouts	26,517	33,475	-20.79%	11,927	13,866
Phone Renewals	2,208	1,977	11.68%	1,128	924
In-Building Renewals	2,190	2,445	-10.43%	1,059	1,094
Total Renewals	4,398	4,422	-0.54%	2,187	2,018
TOTAL CHECKOUTS	30,915	38,118	-18.90%	14,114	15,884
On-Time Checkins	27,959	34,241	-18.35%	13,250	15,023
Late Checkins	4,349	5,093	-14.61%	2,084	2,414
TOTAL CHECKINS	32,308	39,334	-17.86%	15,334	17,437
Holds Placed	621	745	-16.64%	283	344
Holds Cancelled	121	133	-9.02%	58	61
Holds Filled	603	663	-9.05%	274	356
Holds Expired	3	3	0.00%	2	1
Overdue Items	1,501	1,620	-7.35%	790	679
Overdue Notices	595	673	-11.59%	307	288
Billing Notices	745	933	-20.15%	328	407
Patrons Registered	468	473	-1.06%	234	205
Titles Added	1,101	1,350	-18.44%	368	429
Volumes Added	1,553	1,968	-21.09%	579	692
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	13,436	14,308	-6.09%	6,568	6,413
Juvenile Print	14,883	20,514	-27.45%	6,212	8,216
Total Print	28,319	34,822	-18.67%	12,780	14,629
ıdio	989	1,159	-14.67%	494	529
Visual	1,606	2,137	-24.85%	839	948
Equipment	0	0	0.00%	0	0
Total Audio Visual	2,595	3,296	-21.27%	1,333	1,477
TOTAL CIRCULATION	30,915	38,118	-18.90%	14,113	15,884
Placentia Circulation	19,825	26,320	-24.68%	8,884	11,118
% Placentia Circulation	64.13%	69.05%	-7.13%	62.95%	69.03%
Anaheim/Yorba Linda Circulation	5,265	5,746	-8.37%	2,473	2,448
% Anaheim/Yorba Linda Circulation	17.03%	15.07%	13.01%	17.52%	15.20%
TYPES OF ACTIVE BORROWERS					
Adult	19,904	23,071	-13.73%	9,634	10,138
Young Adult	565	487	16.02%	217	201
Juvenile	8,834	12,347	-28.45%	3,590	4,833
New Borrower	1,611	2,208	-27.04%	673	928
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	30,914	38,113	-18.89%	14,114	16,100
TOTAL REGISTERED BORROWERS	25,348			25,348	
ATTENDANCE	49,281	54,935	-10.29%	23,164	23,880
Adult Reference - -In Building	2,113	2,039	3.63%	1,074	860
Adult Reference - Telephone	419	511	-18.00%	197	235
Children's Reference - In Building	1,674	2,186	-23.42%	554	1,081
Children's Reference - Telephone	49	50	-2.00%	25	26
Total Adult Reference	2,532	2,550	-0.71%	1,271	1,095
Total Children's Reference	1,723	2,236	-22.94%	579	1,107
›tal In Building Reference	3,787	4,225	-10.37%	1,628	1,941
tal Telephone Reference	468	561	-16.58%	222	261
ı OTAL REFERENCE	4,255	4,786	-11.09%	1,850	2,202

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-96	9/4/96	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug-96	9/26/97	4,435.31	835.38	763.96	57.32			6,091.97
Sep-96	10/15/96	4,534.17	835.38	761.80	107.50			6,238.85
Oct-96	11/18/96	3,642.18	835.38	763.49	0.00			5,241.05
Nov-96	12/18/96	3,179.64	835.38	755.46	322.50			5,092.98
Dec-96	2/7/97	3,213.07	0.00	921.83	215.00			4,349.90
Jan-97	2/20/97	2,789.27	835.38	671.71	119.64			4,416.00
Feb-97	4/2/97	3,093.58	818.37	684.17	215.00			4,811.12
Mar-97	5/2/97	3,336.96	1,636.74	671.71	0.00			5,645.41
Apr-97	5/29/97	3,262.31	818.37	672.49				4,753.17
May-97	7/8/97	3,723.76	863.00	683.64	2,472.50			7,742.90
Jun-97	8/6/97	4,389.35	818.37	930.68	107.50			6,245.90
TOTAL		44,284.62	9,963.40	9,116.32	3,616.96	0.00	0.00	66,981.30
AVG		3,690.39	830.28	759.69	301.41			5,581.78

PERIOD COVERED FY1997-1998	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-97	9/3/97	4,771.45	854.45	640.71				6,266.61
Aug-97	10/9/97	4,546.43	818.47	644.94				6,009.84
Sep-97	10/28/97	4,629.79	818.37	764.59				6,212.75
Oct-97	12/8/97	3,517.79	818.37	753.82	430.00			5,519.98
Nov-97	2/5/98	3,139.17	818.37	763.59	171.26			4,892.39
Dec-97	2/5/98	3,020.48	818.37	756.00	286.25			4,881.10
Jan-98	3/3/98	2,802.37	818.37	796.49	107.50			4,524.73
Feb-98	4/29/98	2,883.17	818.37	792.01	195.64			4,689.19
Mar-98	5/4/98	2,860.41	818.37	677.41	342.54			4,698.73
Apr-98	6/10/98	3,179.79	818.37	774.94	283.78			5,056.88
May-98	7/9/98	3,048.03	818.37	767.49	107.50			4,741.39
Jun-98	8/4/98	4,161.55	818.37	763.01	107.50			5,850.43
TOTAL		42,560.43	9,856.62	8,895.00	2,031.97	0.00	0.00	63,344.02
AVG		3,546.70	821.39	741.25	169.33			5,278.67

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98								0.00
Sep-98								0.00
Oct-98								0.00
Nov-98								0.00
Dec-98								0.00
Jan-99								0.00
Feb-99								0.00
Mar-99								0.00
Apr-99								0.00
May-99								0.00
Jun-99								0.00
TOTAL		0.00	818.37	763.01	107.50	0.00	0.00	1,688.88
AVG		0.00	818.37	763.01	107.50			1,688.88

TOTAL DOLLARS SPENT

FY1996-1997	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul 1996	1,348.84	279.00	35.46	1,663.30	831.65
Aug 1996	1,229.50	279.00	19.41	1,527.91	763.96
Sep 1996	1,229.50	279.00	15.10	1,523.60	761.80
Oct 1996	1,229.50	264.00	33.47	1,526.97	763.49
Nov 1996	1,229.50	264.00	17.41	1,510.91	755.46
Dec 1996	1,400.20	408.00	35.46	1,843.66	921.83
Jan 1997	1,090.00	234.00	19.41	1,343.41	671.71
Feb 1997	1,090.00	236.40	41.93	1,368.33	684.17
Mar 1997	1,090.00	234.00	19.41	1,343.41	671.71
Apr 1997	1,090.00	234.00	20.97	1,344.97	672.49
May 1997	1,090.00	234.00	43.27	1,367.27	683.64
Jun 1997	1,463.92	324.00	73.44	1,861.36	930.68
TOTAL	14,580.96	3,269.40	374.74	18,225.10	9,112.55
AVG	1,215.08	272.45	31.23	1,518.76	759.38

TOTAL DOLLARS SPENT

FY1997-1998	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-97	1,090.00	174.00	17.41	1,281.41	640.71
Aug-97	1,090.00	174.00	25.87	1,289.87	644.94
Sep-97	1,284.22	204.00	40.96	1,529.18	764.59
Oct-97	1,284.22	204.00	19.51	1,507.73	753.87
Nov-97	1,284.22	204.00	38.96	1,527.18	763.59
Dec-97	1,284.22	204.00	23.88	1,512.10	756.05
Jan-98	1,315.54	264.00	13.44	1,592.98	796.49
Feb-98	1,315.54	264.00	4.48	1,584.02	792.01
Mar-98	1,171.84	174.00	8.97	1,354.81	677.41
Apr-98	1,315.54	204.00	30.34	1,549.88	774.94
May-98	1,315.54	204.00	15.43	1,534.97	767.49
Jun-98	1,315.54	204.00	6.48	1,526.02	763.01
TOTAL	15,066.42	2,478.00	245.73	17,790.15	8,895.08
AVG	1,255.54	206.50	20.48	1,482.51	741.26

TOTAL DOLLARS SPENT

FY1998-1999	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-98	1,315.54	204.00	6.48	1,526.02	763.01
Aug-98				0.00	0.00
Sep-98				0.00	0.00
Oct-98				0.00	0.00
Nov-98				0.00	0.00
Dec-98				0.00	0.00
Jan-99				0.00	0.00
Feb-99				0.00	0.00
Mar-99				0.00	0.00
Apr-99				0.00	0.00
May-99				0.00	0.00
Jun-99				0.00	0.00
TOTAL	1,315.54	204.00	6.48	1,526.02	763.01
AVG	1,315.54	204.00	6.48	1,526.02	763.01

DOLLARS BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Aug 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Sep 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Oct 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Nov 1996	261.36	216.00	51.04	0.00	701.10	1,229.50
Dec 1996	327.60	270.00	51.04	50.46	701.10	1,400.20
Jan 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Feb 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Mar 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Apr 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
May 1997	262.08	216.00	51.04	0.00	560.88	1,090.00
Jun 1997	262.08	216.00	51.04	0.00	934.80	1,463.92
TOTAL	3,272.22	2,700.00	612.48	50.46	7,945.80	14,580.96
AVG	272.69	225.00	51.04	4.21	662.15	1,215.08

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Nov-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Dec-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Jan-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Feb-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Mar-98	267.92	276.80	52.32	0.00	574.80	1,171.84
Apr-98	267.92	276.80	52.32	0.00	718.50	1,315.54
May-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Jun-98	267.92	276.80	52.32	0.00	718.50	1,315.54
TOTAL	3,180.00	3,172.80	620.16	0.00	8,093.46	15,066.42
AVG	265.00	264.40	51.68	0.00	674.46	1,255.54

DOLLARS BY TYPE OF WORKER

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-98	267.92	276.80	52.32	0.00	718.50	1,315.54
Aug-98						0.00
Sep-98						0.00
Oct-98						0.00
Nov-98						0.00
Dec-98						0.00
Jan-99						0.00
Feb-99						0.00
Mar-99						0.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	267.92	276.80	52.32	0.00	718.50	1,315.54
AVG	267.92	276.80	52.32	0.00	718.50	1,315.54

TIME BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	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	8.00	8.00	2.00	0.00	30.00	48.00
Dec 1996	10.00	10.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00	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

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul-97	8.00	8.00	2.00	0.00	24.00	42.00
Aug-97	8.00	8.00	2.00	0.00	24.00	42.00
Sep-97	8.00	10.00	2.00	0.00	30.00	50.00
Oct-97	8.00	10.00	2.00	0.00	30.00	50.00
Nov-97	8.00	10.00	2.00	0.00	30.00	50.00
Dec-97	8.00	10.00	2.00	0.00	30.00	50.00
Jan-98	8.00	10.00	2.00	0.00	30.00	50.00
Feb-98	8.00	10.00	2.00	0.00	30.00	50.00
Mar-98	8.00	10.00	2.00	0.00	24.00	44.00
Apr-98	8.00	10.00	2.00	0.00	30.00	50.00
May-98	8.00	10.00	2.00	0.00	30.00	50.00
Jun-98	8.00	10.00	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

FY1998-1999	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	TOTAL
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98						0.00
Sep-98						0.00
Oct-98						0.00
Nov-98						0.00
Dec-98						0.00
Jan-99						0.00
Feb-99						0.00
Mar-99						0.00
Apr-99						0.00
May-99						0.00
Jun-99						0.00
TOTAL	8.00	10.00	2.00	0.00	30.00	50.00
AVG	8.00	10.00	2.00	0.00	30.00	50.00

Agenda Item 24

CALIFORNIA ADVOCATES, INC.

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Bill Folder: placentia

AB 1793 : Runner : ASM TELEVISING THE ASSEMBLY AND INFORMATION TECHNOLOGY (Status/ History/ Latest Version: 03/25/98)
Topic: Libraries: Internet policy.
Last Action: From committee: Do pass, and re-refer to Com. on TV.A. & I.T. with recommendation: To Consent Calendar. Re-referred. (Ayes 17. Noes 0.) (April 1). (04/21/1998)
Lobbyist: MDB
Digest Summary: Under existing law, the State Librarian administers the foundation program, whereby state funds are made available to public libraries for the purpose of providing services to the public.
This bill would require every public library that receives state funds pursuant to the foundation program and that provides public access to the Internet to adopt a policy by January 1, 2000, regarding access to the Internet by minors and to make the policy available to members of the public .

AB 1839 : Thompson : ASM LOCAL GOVERNMENT (Status/ History/ Latest Version: 03/24/98)
Topic: Public libraries: Board of Trustees.
Last Action: In committee: Set, second hearing. Hearing canceled at therequest of author. (05/06/1998)
Lobbyist: MDB
Digest Summary: Under existing law, the common council, board of trustees, or other legislative body of any city in the state is authorized, and upon being requested to do so by 1/4 of the electors of the municipal corporation in the manner provided by law, is required, by ordinance, as specified, to establish in and for the municipality, a public library if there is none already established.
This bill would also authorize, as an alternative to appointing 5 members of the board of library trustees, the legislative body of the municipality, by resolution, when adopting the ordinance establishing the public library or at any time thereafter , to declare itself as the board of library trustees, with the same rights, powers, duties, privileges, and immunities that would otherwise be vested in the board of library trustees, except as provided by law.

AB 1886 : Thompson : (Status/ History/ Latest Version: 08/12/98)
Topic: Public libraries: videos.
Last Action: Enrolled and to the Governor at 2 p.m. (08/20/1998)
Lobbyist: MDB
Digest Summary:(1) Existing law declares that it is in the interest of the people of the State of California that there should be a general diffusion of information and knowledge through the combined operation of the public libraries.
This bill would require any public library that provides public access to motion picture videotapes to adopt a policy regarding access by minors to motion picture videotapes, by January 1, 2000, and to make that policy available to members of the public at every library branch.

AB 1920 : Wildman : SEN (Status/ History/ Latest Version: 07/08/98)
Topic: Libraries: joint use.

Last Action: To inactive file on motion of Senator Schiff. (08/28/1998)
File: SEN INACTIVE FILE (Item # A- 32) (08/30/1998)
Lobbyist: MDB
Digest Summary: Existing law authorizes the governing board of a school district to provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency.
This bill would enact the School and Library Partnership Act of 1998, under which the State Department of Education in conjunction with the State Library would award grants to school districts that have demonstrated an ability to implement a joint-use library program.

AB 2007 : Torlakson : ASM APPROPRIATIONS (Status/ History/ Latest Version: 04/29/98)
Topic: Local government.
Last Action: In committee: Set, second hearing. Held under submission. (05/21/1998)
Lobbyist: MDB
Digest Summary: Under existing law, a number of means exist to promote and facilitate collaboration and joint or cooperative action between local governmental entities.
This bill would create the Local Government Streamlining, Efficiency, and Mandate Relief Account within the General Fund, to be administered by the Governor's Office of Planning and Research, which would provide moneys to local agencies for specified streamlining and efficiency studies.

AB 2337 : Vincent : ASM LOCAL GOVERNMENT (Status/ History/ Latest Version: 02/20/98)
Topic: Public Library Fund.
Last Action: In committee: Set, first hearing. Hearing canceled at the request of author. (04/22/1998)
Lobbyist: MDB
Digest Summary: Under existing law, there is established in the State Treasury, the Public Library Fund, into which the Controller transfers annually an amount from the General Fund to meet the state's obligation for public libraries.
This bill would additionally authorize any city, county, district, or city and county to request a waiver of this requirement by demonstrating that the percentage of the reduction in local revenues appropriated for the public library is no greater than the percentage of the reduction of local revenues received by the city, county, district, or city and county operating the public library as a result of the withdrawal of that entity from the county free library system.

AB 2350 : Frusetta : ASM (Status/ History/ Latest Version: 04/27/98)
Topic: Libraries: Internet: pornography.
Last Action: Re-referred to Com. on TV.A. & I.T. (04/28/1998)
Lobbyist: MDB
Digest Summary:(1) Existing law defines "public library" as a library, or 2 or more libraries, operated as a single entity by one or more public jurisdictions and which serve the public without distinction.
This bill would require a public library that provides public access to the Internet to purchase, install, and maintain computer software for use on at least half of the computers available for public use, or in the case of a library that has only one computer, for use on that computer that prohibits access to obscene matter, as defined, on the Internet.

AB 2471 : Brewer : ASM APPROPRIATIONS (Status/ History/ Latest Version: 04/20/98)
Topic: Property tax revenue shifts: local fiscal relief.
Last Action: In committee: Set, first hearing. Hearing canceled at the request of author. (05/06/1998)
Lobbyist: MDB
Digest Summary: Existing property law generally 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, including school entities, 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, for the 1998-99 fiscal year and each fiscal year thereafter, require a county auditor, in accordance with specified formulas, to reduce allocations of ad valorem property tax revenue to overequity jurisdictions within the county and to increase allocations of those revenues to underequity jurisdictions.

ACA 4 : Aguiar : SEN (Status/ History/ Latest Version: 06/15/98)
Topic: Local government finance: property tax revenue allocation:local agency relief.
Last Action: From committee: Be adopted, and re-refer to Com. on RLS. with recommendation: To Consent Calendar. Re-referred. (06/18/1998)
Lobbyist: MDB
Digest Summary: Existing provisions of the California Constitution require that the revenues derived from the general ad valorem property tax be allocated to local jurisdictions in each county in accordance with law.
This measure would modify these reduction and transfer requirements, for the 1999-2000 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the total amount allocated to that fund for the 1998-99 fiscal year.

SB 139 : Kopp : (Status/ History/ Latest Version: 08/05/98)
Topic: Open meetings: local agencies.
Last Action: Chaptered by Secretary of State. Chapter 260, Statutes of 1998. (08/05/1998)
Lobbyist: MDB
Note: Important
Digest Summary:(1) The Ralph M. Brown Act authorizes a local agency to use teleconferencing in connection with a public meeting under specified conditions.
This bill would require, as an additional condition under which teleconferencing may be used, that during the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.

SB 147 : Kopp : (Status/ History/ Latest Version: 05/13/98)
Topic: Local agency borrowing.
Last Action: Chaptered by Secretary of State. Chapter 35, Statutes of 1998. (05/13/1998)
Lobbyist: MDB
Digest Summary: Under the Marks-Roos Local Bond Pooling Act of 1985, a joint exercise of powers authority may issue bonds to assist local agencies in financing public capital improvements, working capital, liability or other insurance needs, or projects whenever there are significant public benefits for taking that action.
This bill would provide that an authority, with certain exceptions, may not issue bonds to construct, acquire, or finance a public capital improvement unless (a) the authority reasonably expects on the date of issuance of the bonds that the public capital improvement is to be located within the geographic boundaries of one or more members of the authority that is not itself an authority; and (b) a member of the authority within whose boundaries the public capital improvement is to be located has approved the public capital improvement and has made a finding of significant public benefit after a public hearing.

SB 409 : Alpert : (Status/ History/ Latest Version: 08/30/98)
Topic: Libraries.

Last Action: Senate concurs in Assembly amendments. (Ayes 30. Noes 1. Page 6514.) To enrollment. (08/30/1998)
Lobbyist: MDB
Digest Summary: Existing law, the California Library Services Act (act), establishes the California Library Services Board and provides that its duties include, among other things, adopting rules, regulations, and general policies relating to the implementation of the act.
This bill would revise and recast the act by enacting the Library of California Act under which services would be augmented and regional networks established.

SB 529 : Johnson : (Status/ History/ Latest Version: 08/31/98)
Topic: Property tax revenue allocation: state-assessed property.
Last Action: Chaptered by Secretary of State. Chapter 412, Statutes of 1998. (08/31/1998)
Lobbyist: MDB
Note: Important
Digest Summary: Existing property tax law requires, with respect to property that is assessed by the State Board of Equalization, that property be taxed at certain rates and that the revenues derived from the application of those rates be allocated, in accordance with certain formulas and requirements, among "taxing jurisdictions.
This bill would, for purposes of these allocations in the County of Orange, specify that the term "taxing jurisdiction" includes, for the 1992-93 fiscal year and each fiscal year thereafter, a fund that has been designated by the county auditor as the "Unallocated Residual Public Utility Tax Fund.

SB 880 : Craven : ASM (Status/ History/ Latest Version: 06/03/97)
Topic: Local government finance: property tax revenue allocation:local agency relief.
Last Action: Placed on inactive file pursuant to Assembly Rule 78. (09/09/1997)
File: ASM INACTIVE FILE (Item # A- 10) (08/31/1998)
Lobbyist: MDB
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 provides that each jurisdiction shall 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 declare the intent of the Legislature to limit and eventually eliminate these reductions and transfers of revenues from local agencies.

SB 1032 : Kopp : ASM APPROPRIATIONS (Status/ History/ Latest Version: 08/31/98)
Topic: Local fiscal relief: property tax revenue allocation: Broadmoor Police Protection District.
Last Action: In Senate. Urgency clause adopted. Senate concurs in Assembly amendments. (Ayes 38. Noes 0. Page 6598.) To enrollment. (08/31/1998)
Lobbyist: MDB
Digest Summary: Existing property tax law requires the county auditor, in each fiscal year, to allocate property tax revenue to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.
This bill would, for the 1998-99 fiscal year and each fiscal year thereafter, prohibit the application of these reduction and transfer provisions to the Broadmoor Police Protection District within the County of San Mateo, and would make legislative findings and declarations with respect to the fiscal relief provided by this prohibition.

SB 1656 : Polanco : ASM (Status/ History/ Latest Version: 08/31/98)
Topic: State and local government finance.
Last Action: From committee: Do pass as amended. (Ayes 13. Noes 8.) Readsecond time. Amended. To third reading. (08/31/1998)
Lobbyist: MDB
Digest Summary:(1) Existing law authorizes cities and counties to pay capital investment incentive amounts to a requesting proponent of a qualified manufacturing facility.
This bill would revise the definition of a qualified manufacturing facility.

SB 2026 : Rainey : ASM APPROPRIATIONS (Status/ History/ Latest Version: 07/30/98)
Topic: California Library Construction and Renovation Bond Act.
Last Action: Set, first hearing. Held under submission. (08/19/1998)
Lobbyist: MDB
Digest Summary: Existing law establishes the California Library Construction and Renovation Bond Act of 1988, which authorized the issuance pursuant to the State General Bond 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 1998, which , upon approval of the electorate, would authorize the issuance pursuant to the State General Bond Law of bonds in the amount of $____ for the purpose of financing a library construction and renovation program administered by the State Librarian.

SB 2226 : Schiff : SEN LOCAL GOVERNMENT (Status/ History/ Latest Version: 02/20/98)
Topic: Local government finance: property tax revenue allocation:local agency relief.
Last Action: Set, first hearing. Hearing canceled at the request of author. (04/08/1998)
Lobbyist: MDB
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 modify these reduction and transfer requirements, for the 1998-99 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the total amount allocated to that fund for the 1997-98 fiscal year.

To: John Adams <jadams@oclib.co.orange.ca.us>,
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Linda Crowe <crowel@pls.lib.ca.us>
Subject: Lobbyist Update for Library Systems and Leg Network Contacts

August 31, 1998

TO: LIBRARY SYSTEMS and LEG NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

I. LIBRARY OF CALIFORNIA IS ON ITS WAY TO THE GOVERNOR

Shortly after 7 p.m. on Sunday evening, the Senate passed SB 409 by Senator Dede Alpert and Assemblyman Mike Sweeney, on a vote of 30-1. The bill has been sent to the Governor for signature, and he will have 30 days to sign or veto the measure, and hundreds of other bills that will be sent to him after the close of session today. The bill would create the Library of California which would establish a major, statewide networking system of resource-sharing, communications and delivery, and preservation of materials for approximately 8,000 of California's multi-type libraries.

Last Thursday Assemblyman Sweeney carried the bill on the Assembly Floor for Senator Alpert, and it was voted out on a vote of 62-0. The bill then needed to be sent back to the Senate Appropriations Committee for approval of a $5 million augmentation placed into SB 409 by the Assembly Appropriations Committee. The $5 million augmentation will fund the first year phase-in of the project. However, in a strange procedural entanglement, SB 409 and six other bills were denied a rule waiver to be sent to Appropriations, and Senator Alpert and CLA were able to bypass the fiscal hearing in the Senate. When Senator Alpert was finally allowed the opportunity to present her bill on the Senate Floor, she noted that the bill was the "culmination of 10 years of work of library interests up and down the state," and praised the opportunities SB 409, as a "virtual library," would afford patrons throughout California. The bill passed, without debate, shortly thereafter.

Please take a moment today to write the Governor and encourage his support of this cutting-edge, major infrastructure for the state of California. The proper way to address the Governor is:

The Honorable Pete Wilson
Governor, State of California
State Capitol
Sacramento, CA. 95814

II. NO AGREEMENT ON BONDS - LIBRARY BOND AND OTHERS FAIL TO MEET MIDNIGHT DEADLINE

SB 2026 by Senators Rainey and Burton, which would have created the Library Construction and Renovation Bond Act of 1998, has failed and will not find its way on to the 1998 ballot. Other

than a $9.2 billion school bond which was finally resolved last week, all other bonds, including SB 2026, died against last Thursday's midnight deadline by the Secretary of State. Throughout the day Wednesday and Thursday, a push for last minute agreements were being made in different camps of the highly publicized water bond, and the park, library and juvenile justice bonds. With each hour came a different rumor that deals were being made or stalemated. Despite attempts by CLA, Senate President pro Tem John Burton and the considerable leg work by Senator Rainey and his Chief of Staff, we were not able to convince the Assembly Appropriations committee to move SB 2026 off the "suspense file". Two key staff members for top legislative leaders also told us that the grass roots effort behind the library bond did not generate enough groundswell for the issue, especially compared to that of the water bond blitz, which involved countless lobbyists, activists, the Governor and legislative leaders.

Even an attempt this morning to move a park bond off the Assembly Floor, so that it may be placed on the year 2000 ballot, is up against tremendous resistance by legislators who are unwilling to "tie the hands of future legislatures." At this writing, the park bond does not have the necessary 2/3rds vote to pass it from the Floor.

III. LIBRARY "DRUG-FREE ZONE" BILL HEADS TO GOVERNOR

AB 2569 by Assemblywoman Sheila James Kuehl would extend a law that sunset on January 1, 1998 pertaining to ocean front beach or public park property. This year, libraries are being added to the measure. Specifically, AB 2569 will provide for an additional one-year prison enhancement for any person convicted of selling or possessing for sale dangerous drugs on the grounds of a public park, public library, or ocean front beach. The enhancement will only apply if the city, county or special district having jurisdiction over the area declares it to be a drug-free zone and notice is posted. The bill is currently on its way to the Governor.

IV. AB 836-SWEENEY: HELP FOR LIBRARIES LEVYING 1/8 CENT SALES TAX

AB 836 by Assemblyman Mike Sweeney was resurrected late in the session, and will limit the administration charges that the Board of Equalization can charge to counties who have chosen to levy 1/8 cent sales taxes for services such as libraries, or transportation improvements. Assemblyman Sweeney noted that the bill will stretch the sales tax proceeds farther, and Assemblyman George House called the administration charges levied on his library "exorbitant." The measure passed on a vote of 55-8 and will now head to the Governor.

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IMPORTANT DATES TO REMEMBER:
CLA Annual Conference * November 14-17, 1998 * Oakland
****

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Co./Dept. | Co.
Phone # Eugenia Wong, ornpkt | Phone # 626/683-8294
Fax # SUC Curzon, CSUN | Fax # 626/683-8097

Library Lovers, 01:12 AM 9/2/98 +, ACTION ALERT NOW: Ask the GOVE

Date: Wed, 2 Sep 1998 01:12:49 +0000
Reply-To: calix@listproc.sjsu.edu
Sender: owner-calix@listproc.sjsu.edu
From: Library Lovers <LibraryLovers@CALIBRARIES.ORG>
To: calix@sjsu.edu
Subject: ACTION ALERT NOW: Ask the GOVERNOR to please "Sign 409".
X-Lotus-FromDomain: SJSU

THE LIBRARY OF CALIFORNIA IS CLOSE TO A REALITY.

The Assembly passed SB 409 (Library of California / Alpert, Sweeney) last Thursday 62-0, and after some wonderfully bizarre political wrangling, the bill went to the Senate on Sunday evening.

After Assembly passage the bill would have been sent to the Senate Appropriations committee for approval of a $5 million augmentation placed by the Assembly Appropriations Committee. But Senator Alpert was able to take the bill directly to the Senate floor where she held forth saying that the bill was the "culmination of 10 years of work of work by library interests up and down the state." Then, before that august assemblage, she extolled the opportunities to be afforded to library patrons by the "virtual library" that will be the Library of California. After all that, the Senate promptly passed the bill 30-1!

Now it is time to get out the pens and paper for one last time for SB 409. The bill goes to Governor Wilson and we need to tell him how important the Library of California is to us, our communities, and to the state as a whole. We need to tell him to sign SB 409 into law.

As you can see, things are moving very fast and it is critical that you send your letters before September 15. As always, personal letters sent via U.S. Post are best.

Ask your friends and fellow library supporters to write as well. Let's pull together one more time and hope that we can soon celebrate the birth of the Library of California.

Library Lovers, 01:12 AM 9/2/98 +, ACTION ALERT NOW: Ask the GOVE

Please write to: Governor Pete Wilson
State Capitol
Sacramento, CA 95814

Ask the Governor to sign SB 409 into law.

You may also wish to send a letter to:

Secretary Marian Bergeson
Child Development & Education
Office of Governor Pete Wilson
1121 L Street, Ste. 600
Sacramento, CA 95814

Ask Secretary Bergeson to request that the Governor sign SB 409.

If you have personal contact within the Governor's office, please let those people know that they too should ask the Governor to sign SB 409.

For MORE INFORMATION on SB 409 and for a downloadable 'READY TO SEND SB 409 SUPPORTER'S POSTCARD' visit the Advocacy Center on the World Wide Web at <http://www.friendcalib.org/calad/>

Stephanie Stokes
FRIENDS of California Libraries
1980 Washington Street, No. 107
San Francisco, CA 94109-2930

415-749-0130 voice
415-749-0735 fax
stephanie@ssdesign.com

P.S. If you can't download from the web, e-mail a fax number I can FAX you "photocopy ready art" postcard.

I'm telling folks to put their groups own logo or tape a BIZ card to the back. Hand write your message.

Gerald Maginnity, 08:35 AM 9/2/98 -, re-posting editorial on SB409

X-Sender: mvls@mail-1.ns.net
X-Mailer: QUALCOMM Windows Eudora Pro Version 3.0.3 (32)
Date: Wed, 02 Sep 1998 08:35:16 -0700
To: 49-99 Coop LS <4999@stockton.lib.ca.us>,
Black Gold CLS System Director <jsegel@rain.org>,
"John K. Kallenberg" <jkallenb@sjvls.lib.ca.us>,
Kathy Aaron <kaaron@inlandlib.org>, mobadmin@library.monterey.edu,
Annette Milliron <annetnbc@sonic.net>, plsadmin@pls.lib.ca.us,
Serra CLS <serrahq@electriciti.com>,
MCLS Administration <mclshq@mclsys.org>,
North State CLS <jkirks@glenn-co.K12.CA.US>, ssclshq@pacbell.net
From: Gerald Maginnity <mvls@ns.net>
Subject: re-posting editorial on SB409

(I was asked to re-post this editorial to help those of you composing letters to the Governor)

Information investment: Lawmakers should support Library of California

(From the Sacramento Bee, published June 3, 1998)

Information investment: Lawmakers should support Library of California

California is a leading economic power in the information age mainly because past generations invested wisely in information infrastructure -- the universities, community colleges and libraries that produced the educated workforce that staffs the Silicon Valley and peoples the World Wide Web.

After decades of drawing down on that intellectual capital, the need for new investment is extreme. Education spending has begun to command the attention it deserves. Legislators could take another giant step in the right direction by approving plans now under consideration for a "virtual library" that could open countless doors of information for citizens across the state.

Billed as the "Library of California," the proposal in SB 409 would knit together as many as 8,000 community, university, medical and private libraries into one widely accessible electronic network. By vastly increasing existing interlibrary cooperation and augmenting it with shared standards for making material available, the system would create, as backers like to say, "one library with 8,000 doors." It would be governed

by a board appointed both by the governor and legislative leadership.

Much of the material would be available to users online. Users who wanted an article or single chapter might be able to get it delivered by e-mail, or made available on a terminal at a local branch. Books and other bulky material could be delivered to the local library for pick-up or, for a fee, to your door.

Initial costs are small – only $10 million is requested for initial organization and start-up costs – but could rise to as much as $100 million annually 20 years from now, if it is successful. Current legislation calls for funding in five phases, so legislators can control how fast spending rises and what level it reaches. It's important to remember that almost all the expense would be directly related to use -- not spent on new buildings or even new materials, but simply paying for use by individuals. Since making information available is a key economic strategy in the information age, it's altogether appropriate to consider such expenses as investments in economic success -- a price we ought to be thrilled to pay for the payoff to follow.

The Assembly Education Committee considers SB 409 today, an opportunity to add its support to the bipartisan backers who have advanced the measure this far. It's a chance to help secure California's leading role in the world's information economy.

information relayed by:

Gerald Maginnity, Coordinator
Mountain-Valley Library System
828 I St., Suite 524
Sacramento, CA 95814-2508
VOX: 916-264-2722 FAX: 916-441-3425 e-mail: mvls@ns.net
http://www.mvls.lib.ca.us/

"Leprechauns never sleep...they just hiberniate."

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. - August 11, 1998

ISDOC Executive Committee Members Present:

Sterling Fox
President
4622 Plumosa Drive
Yorba Linda, Ca. 92686
TEL: (714) 777-9593
FAX: (714) 777-8304
HOME: (714) 528-6364

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

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

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

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

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

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

cc: LAFCO Representatives
John B. Withers
Phillip L. Anthony
Bob J. Huntley (present)
Dana Smith - LAFCO (present)
Russ Behrens -McCormick, Kidman & Behrens

Arlene Schafer (present)
Ken Petersen (present)
Jim Reed (present)
Tom Woodruff
Bill Goodwin (present)
Trudy Ohlig (present)
Irv Pickler (present)

Call to Order

1. **Preliminaries**

President Sterling Fox called the meeting to order at 7:30 A.M.

2. **Review Minutes of July 7, 1998 Executive Committee Meeting.**

Minutes were corrected to indicate that Trudy Ohlig was present.

3. **Financial Report**

Joan Finnegan submitted the financial report indicating a cash balance of $3,964.59 on hand as of July 29, 1998. Copy of report is attached.

4. **Critique July 30, 1998 luncheon meeting**

Meeting was well attended, all business was handled as planned and comments received regarding the menu selection and quality of food were good.

5. **Discussion of ISDOC's Opposition to AB 556 with OCLAFCO Representatives**

Dana Smith, Executive Director of OCLAFCO introduced the subject indicating that although the Bill had failed to pass through the Senate Local Government Committee, the involvement of OCLAFCO had raised some issues that she wanted to discuss with ISDOC.

After describing how OCLAFCO had developed the amendment and attempted to include it in another Bill, Dana responded to various questions regarding how it surfaced in AB 556 a few days before a scheduled hearing on July 1, 1998. She explained why it was important for OCLAFCO to have the authority as set forth in the amendment and that OCLAFCO will attempt to modify the Cortese-Knox Act through the legislature process next year.

To set the stage for that and to ensure improved communication with all Orange County Agencies, Dana suggests that LAFCO sponsor a workshop during the fall of 1998 to deal with Cortese-Knox issues. Special Districts would be included in the workshop.

The Committee agreed that the workshop was a good idea and suggested that it be conducted in at least two parts with the first part focused on the issues and the second part consisting of facilitated discussion on how to deal with the issues.

6. **LAFCO Matters**

Bill Goodwin reported that there would be a LAFCO meeting on 8-12-98. Agenda items of interest include the reorganization of Carpenter Irrigation District, Sphere of Influence updates for four South County Cities and a special meeting on the Dana Point/Laguna Beach applications on Monday, August 17, 1998 at 6:30 pm in the Fellowship Hall at South Shores Baptist Church (32712 Crown Valley Parkway, Monarch Beach, Ca. 92629).

7. **CSDA Report**

Bob Huntley reported that the Annual Conference for CSDA would be held in San Francisco on September 23-25, 1998. He also reminded the Board that there would be a CSDA Board vacancy for Division 6.

8. **Legislation**

Keith Coolidge reported on recent events regarding adoption of a State Budget and how the Education and Water Bond Issue were shaping up. He also reported that the Torlakson Bill that would divide LAFCO costs evenly between County, City and Special Districts was proceeding toward passage.

9. **Adjourn**

Meeting was adjourned at 8:35 A.M.

Dated August 11, 1998

Respectfully submitted,

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF JULY 6, 1998:		$ 3,684.59
RECEIPTS:		
7/30/98 ISDOC Luncheon Receipts (To Date)	$ 280.00	
TOTAL RECEIPTS FOR PERIOD 7/6/98 - 7/29/98		280.00
EXPENSES:		
None		
BALANCE ON HAND AS OF JULY 29, 1998:		$ 3,964.59

Respectfully submitted,

Joan C. Finnegan

Joan C. Finnegan
ISDOC Treasurer

MINUTES
ISDOC GENERAL MEMBERSHIP
QUARTERLY MEETING

JULY 30, 1998

Approximately 40 people attended the quarterly luncheon meeting of ISDOC.

President Sterling Fox called the meeting to order at 12:05 PM, welcomed those in attendance and called on Mary A. Matheis to lead the Pledge of Allegiance.

President Fox introduced John Schatz, General Manager of SMWD and a recent appointee by the Assembly Rules Committee to the Commission on Local Governance for the 21st Century A copy of John's handout is attached for your information. John reminded the audience that he was interested in their suggestions and promised to provide periodic reports to ISDOC regarding the progress of the Commission.

Bob Hanson and Joyce Crosthwaite (LAFCO) distributed ballots for the election of representatives to the LAFCO Technical Advisory Committee.

CSDA Report - Bob Huntley was not present. No report.

LAFCO Report - John Withers reported that the next meeting of the LAFCO would be on August 12th. The only formal hearing scheduled for that meeting is regarding the dissolution of Carpenter Irrigation District. John reported that a public hearing would be held on August 17th regarding the competing applications involving South Coast Water District, the City of Dana Point and the City of Laguna Beach.

COG Report - Phil Anthony reported that the Orange County Council of Governments w as reaching the end of their second year of operation. A general membership meeting was scheduled for August 20th in the City of Buena Park.

Legislative Report - Keith Coolidge's report is attached.

Election Results were reported as follows:

Water Districts

Trudy Ohlig-Hall	Regular Member
John Schatz	"
Keith Coolidge	"
Michael Safranski	Alternate
Joan Finnegan	"

Sanitation Districts
Arlene Schafer Regular Member
Blake Anderson "

Michelle Tuchman - Alternate

Community Services Districts
James Mocalis - Regular Member

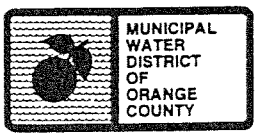
President Sterling Fox adjourned the meeting with a reminder that the ISDOC Executive Committee would be meeting at 7:30 AM on August 11th at MWDOC.

Meeting adjourned at 1:00 PM.

Dated July 30, 1998

Respectfully submitted

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



MEMORANDUM

To: ISDOC members

From: Keith Coolidge

Date: July 30, 1998

Subject: **Legislative Update**

AB 270 (Torlakson)

AB 270, relating to the funding of LAFCOs, is pending in Senate Appropriations Committee. This bill would fund LAFCOs equally between the County, cities and special districts (in counties where special districts have a seat on the LAFCO). The one-third portion for special districts would be apportioned among the districts based on the percentage of their annual operating budget compared to the combined operating budgets for all special districts in the county. City costs would be apportioned similarly.

The bill passed the Senate Local Government Committee by a vote of 7-0 on July 1. The bill contains all of the provisions requested by CSDA's LAFCO task force, but was opposed by the League of California Cities.

AB 2368 (Hertzberg)

This bill would create a commission to determine how best to provide local government services. The commission would be composed of city and county representatives only. The bill was amended to apply only to Los Angeles County, and Assembly member Hertzberg has indicated he will no longer pursue the bill this session.

ERAF

The latest attempt to place a cap on the Educational Revenue Augmentation Fund (ERAF) is this bill by Senator Polanco. SB 1032 would cap the shift of property taxes from cities, counties, and special districts to the ERAF in each county for K-12 schools and county offices of education to the 1997-98 amount. It also specifies that the ERAF shift for subsequent years shall not be based on the cap amount. [This means that the cap is not to interfere with the annual ERAF computation other than to cap the shift for each agency.]

SB 1032 passed the Assembly Local Government Committee 11-0 on July 1. Two other bills – AB 95 (Sweeney-Aguiar, in Senate Appropriations) and in SB 880 (Craven, on the Assembly Floor's inactive file) – offer a more comprehensive solution to the ERAF problem.

The ERAF issue may be resolved in the budget discussions among the Governor, Senate Leadership (President Pro-Tem John Burton and Minority Leader Ross Johnson) and the Assembly Leadership (Speaker Antonio Villaraigosa and Minority Leader Bill Leonard). During discussions last year, the Governor's staff made it clear that he was willing to consider a reduction in the "base" but was not willing to consider a cap.

Met Governance

This issue, sparked by Senator Ruben Ayala's SB 1885, will now be resolved in a conference committee composed of Senators Ayala, Dave Kelley, and Polanco, and Assembly members Mike Machado, Bob Margett and Hertzberg.

SB 1885, has been amended so that it only expresses the intent of the Legislature to reform Met's governance, and has passed both houses of the Legislature, although the Assembly did not concur with the Senate amendment. It likely will be considered along with AB 1919, Assemblyman Bruce Thompson's bill that would establish a 17-member commission to study Met's governance and other issues and report back to the Legislature next year. AB 1919 is in the Senate Appropriations Committee.

A proposal by the Metropolitan Board to reduce its directors from 51 to 38 was not well received by Senator Ayala, who has yet to indicate what reforms he would support.

Commission on Local Governance for the 21st Century

Authorized last year by AB 1484 (Hertzberg), the commission is to examine the Cortese-Knox Local Government Reorganization Act and other state statutes and make recommendations back to the Legislature. Specifically, the commission is to report to the Legislature and the Governor regarding:

Members from Orange County are former longtime legislator and County Supervisor Marian Bergeson and Santa Margarita General Manager and General Counsel John Schatz. The Commission's first meeting will be Aug. 12 in Sacramento.

COMMISSION ON LOCAL GOVERNANCE FOR THE 21ST CENTURY

A. ORIGIN: AB 1484 (HERTZBERG)

B. PURPOSE

1. THE LEGISLATURE FINDS AND DECLARES THAT NEARLY 35 YEARS HAVE PASSED SINCE LEGISLATORS LAST CONDUCTED A THOROUGH INVESTIGATION OF THE POLICIES, PRACTICES, AND STATUTES AFFECTING THE ORGANIZATION AND BOUNDARIES OF CALIFORNIA'S LOCAL AGENCIES. THAT EFFORT, WHICH RESULTED IN THE KNOX-NISBET ACT, WAS THE PRODUCT OF A CAREFUL STUDY BY THE COMMISSION ON METROPOLITAN AREA PROBLEMS

2. IN THE INTERVENING DECADES, THERE HAVE BEEN FUNDAMENTAL, CONSTITUTIONAL, DEMOGRAPHIC, ECONOMIC, INSTITUTIONAL, AND POLITICAL SHIFTS IN CALIFORNIA AND WITHIN THE STATE'S COMMUNITIES

3. ON OR BEFORE JUNE 30, 1999, THE COMMISSION SHALL REPORT TO THE LEGISLATURE AND GOVERNOR REGARDING:

A. REVIEW OF CURRENT STATUTES REGARDING THE POLICIES, CRITERIA, PROCEDURES, AND PRECEDENTS FOR CITY, COUNTY, AND SPECIAL DISTRICT BOUNDARY CHANGES

B. PROPOSALS TO ADD CRITERIA TO INCREASE CITIZEN AND COMMUNITY PARTICIPATION IN CITY, COUNTY AND SPECIAL DISTRICT GOVERNMENTS

C. PROPOSALS TO ENSURE CONFORMITY WITH FEDERAL LAW, INCLUDING THE VOTING RIGHTS ACT OF 1965

D. RECOMMENDATIONS FOR STATUTORY CHANGES, IF ANY

C. PREVIOUS EFFORTS

1. COMMISSION ON GOVERNMENT REFORM (1978) ; RESPONSE TO PASSAGE OF PROPOSITION 13; EXCERPTS:

A. MEMBERS INCLUDED: MAYOR TOM BRADLEY, JUSTICE CRUZ REYNOSO AND CASPAR WEINBERGER

B. MORE THAN 5,000 UNITS OF GOVERNMENT SERVING 22.3 MILLION PEOPLE

C. 3,800 SPECIAL DISTRICTS OF WHICH 2,052 ARE INDEPENDENT

D. SUBSTANTIAL POTENTIAL FOR ECONOMIES AND COST REDUCTION IN GOVERNMENT, DEPENDING UPON THE LEVEL AND QUALITY OF PROGRAMS AND SERVICES WHICH THE PEOPLE ARE WILLING TO ACCEPT. GOVERNMENT CAN BE MADE MORE EFFICIENT AND LESS COSTLY BY MODERNIZING PERSONNEL POLICIES AND MANAGEMENT PROCESSES AND BY REMOVING LEGAL BARRIERS TO INNOVATION AND FLEXIBILITY IN THE DESIGN AND OPERATION OF PUBLIC SERVICES

E. THERE IS OVERLAP AND DUPLICATION OF PROGRAMS AND SERVICES WITHIN AND AMONG THE LEVELS OF GOVERNMENT. HOWEVER, MUCH OF THE APPARENT OVERLAP AND DUPLICATION IS INHERENT IN OUR COMPLEX INTERGOVERNMENTAL SYSTEM. WHETHER SUCH APPARENT OVERLAP AND DUPLICATION SHOULD BE ELIMINATED IN THE INTEREST OF EFFICIENCY IS MORE A POLICY CHOICE THAN A PURE QUESTION OF COST

F. NOT CLEAR EVIDENCE THAT ANY GIVEN PUBLIC SERVICE CATEGORICALLY CAN BE PROVIDED MORE EFFICIENTLY AND EFFECTIVELY BY THE PRIVATE SECTOR THAN BY GOVERNMENT. BUT SEVERAL POTENTIAL ADVANTAGES LISTED: COMPETITION DRIVING LOWER PRICES, SPECIALIZED SKILLS, LIMITS GROWTH OF GOVERNMENT EMPLOYEES, AVOIDS CAPITAL EXPENDITURES. LOCAL AUTHORITIES SHOULD PERIODICALLY CONSIDER PURCHASE-OF-SERVICE CONTRACTS AND LAWS SHOULD BE CHANGED TO REMOVE BARRIERS TO PRIVATIZATION

G. PAST GOVERNMENTAL REFORM EFFORTS HAVE SELDOM BEEN CARRIED OUT WITH THE EXPRESS PURPOSE OF ACHIEVING MAXIMUM SOCIAL BENEFITS AT THE LEAST NET SOCIAL COST; COST SAVINGS USED TO INITIATE NEW PROGRAMS OR INCREASED SERVICE LEVEL

H. REORGANIZATIONS SHOULD ONLY BE INITIATED AFTER THOROUGH ANALYSIS OF THE PRIMARY AND SECONDARY CONSEQUENCES AND SHOULD PROVIDE CONTINUING OPPORTUNITIES FOR ADJUSTMENT FOR UNFORSEEN CONSEQUENCES

I. MECHANISM FOR REORGANIZATIONS SHOULD BE FROM THE "BOTTOM UP", AND NOT THE "TOP DOWN". A MAJOR STATE FUNCTION SHOULD BE TO PROVIDE INCENTIVES AND REMOVE BARRIERS

J. MUCH OF THE APPARENT OVERLAP AND DUPLICATION AT ALL LEVELS OF GOVERNMENT MAY BE USEFUL AND NECESSARY. DUPLICATION SHOULD BE ELIMINATED WHERE THE SAME SERVICES ARE BEING PROVIDED BY MORE THAN ONE PUBLIC AGENCY IN THE SAME PLACE AT THE SAME TIME FOR THE SAME POPULATION

K. RECOMMENDS GOVERNOR AND LEGISLATURE REVIEW EXISTING

LEGAL AND FISCAL BARRIERS TO LOCAL GOVERNMENT BOUNDARY REFORM AND SIMPLIFICATION, WITH THE GOAL OF RATIONALIZING THE DISTRIBUTION OF LOCAL GOVERNMENTAL FUNCTIONS AND COSTS, PROMOTING CITIZEN ACCOUNTABILITY, AND PROVIDING FOR THE EFFECTIVE DELIVERY OF GOVERNMENTAL SERVICES AND PROGRAMS

L. RECOMMENDS ENACTMENT OF LEGISLATION ENCOURAGING ESTABLISHMENT OF LOCAL GOVERNMENT REVIEW AND EVALUATION COMMISSIONS IN EACH COUNTY.

D. LIKELY ISSUES LEADING TO STATUTORY CHANGES

1. SAME AS 20 YEARS AGO (AND PERHAPS LONGER) CITED ABOVE

2. MUNICIPAL (CITY) PREFERENCE VS. SPECIAL DISTRICTS

3. EXTENT OF LAFCO POWERS/AUTHORITY

4. LAFCO FUNDING

5. PROTEST/VOTING PROVISIONS-DISSOLUTIONS

6. COMPREHENSIVE RATHER THAN PIECEMEAL APPROACH TO ANY CORTESE-KNOX REVISIONS

7. ECONOMIC CIRCUMSTANCES COMPELLING EFFORT 20 YEARS AGO COMPARED TO TODAY NOT AS PRESSING; MAY PROMOTE MORE REASONABLE/BALANCED CONSIDERATION OF ANY CHANGES

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

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

DATE: September 15, 1998

The Library Director is in the process of identifying and recruiting focus group moderators and members.

Agenda Item 27

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE September 15, 1998

SUBJECT: **Status Report on Passport Acceptance Agency application process**

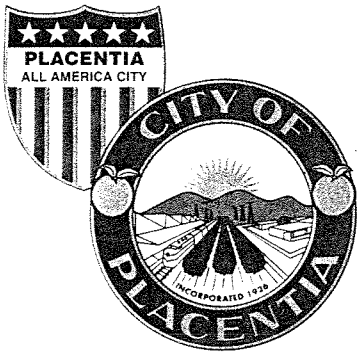
On Tuesday, September 2, 1998 Suad Ammar met with Ms. Barbara Brophy, Customer Service Manager of the Passport Office at the Fullerton Post Office. The intention of the visit was to observe the passport application process and to inform the Fullerton office of Placentia's intention of offering the service in the near future. The employees received the news with visible relief because their office is usually extremely busy.

Ms. Brophy then visited our Library. After the tour she was convinced that we will be able to take on this service, especially if we used the Literacy area because of the privacy, openness, and the easy flow of traffic between the two doors into and out of the department. The Literacy Department is usually not used during the weekend for tutoring.

Ms. Brophy anticipates that we will be serving approximately 40 people on Sundays, since we will be the only place offering this service on Sundays. The evening service hours were an additional positive advantage.

Ms. Brophy will forward our application to Washington for the final approval, this process may take two to three months , so, if approved, we can expect to start the service early next year.

The People are the City



401 East Chapman Avenue - Placentia, California 92870

(714) 993-8237

TO: **Members of the Placentia Civic Center Authority**

The regular meeting of the Placentia Civic Center Authority will be held on:

Monday, October 5, 1998 at 7:30 P.M.
Placentia City Hall
Administrative Conference Room

Copies to:

Lee Castner, President
Carol Downey, Member
Constance Underhill, Member
Ray Evans, Member
Saundra Stark , Member

Howard L. Longballa, Secretary

Carolyn Davis, Placentia City Treasurer
Robert D'Amato, City Administrator
Elizabeth D. Minter, Director, Placentia Library District

PLACENTIA CIVIC CENTER AUTHORITY

401 E. Chapman Avenue
Placentia, CA 92670

ANNUAL MEETING AGENDA

October 5, 1998 - 7:30 P.M.
Administrative Conference Room

CALL TO ORDER:	President Castner.
	Introduction of new Library appointee, Saundra Stark.
ROLL CALL:	President Castner.
ORAL COMMUNICATIONS:	At this time the public is invited to address the members of the Placentia Civic Center Authority concerning any items on the agenda.
MINUTES OF PREVIOUS MEETING:	Minutes of the regular meeting of October 6, 1997.
ELECTION OF OFFICERS:	President Castner.
FINANCIAL REPORT:	For the period ending June 30, 1998.
COMMISSION ANNOUNCEMENTS:	
NEW BUSINESS:	
ADJOURNMENT:	

I, Howard L. Longballa, Secretary of the Placentia Civic Center Authority, hereby certify that the agenda for the October 5, 1998 regular meeting of the Placentia Civic Center Authority was posted on October 2, 1998.

H. L. Longballa

Howard L. Longballa
Secretary

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

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

ROLL CALL:

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

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

ORAL COMMUNICATIONS:

None.

MINUTES:

Minutes of the October 7, 1996 meeting were approved.

ELECTION OF OFFICERS:

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

OATH OF OFFICE:

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

FINANCIAL REPORT:

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

NEW BUSINESS:

None.

ADJOURNMENT:

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

H. L. Longballa
Howard L. Longballa, Secretary

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant

SUBJECT: Pension Administrator Contract

DATE: September 15, 1998

BACKGROUND:

U.S. Pension, previously known as Dun and Bradstreet Pension, had administered our Employee Pension Plan for several years.

Attachment A is the renewal contract and fee schedule for Fiscal Year 1998-1999.

U.S. PENSION
DEFINED CONTRIBUTION PLAN
PLAN SERVICES AGREEMENT 22145

In connection with the administration of the qualified retirement plan described below (the "Plan"), the undersigned (hereinafter "Employer") hereby retains United States Pension Services, Inc. (hereinafter "U.S. Pension") to provide the services checked below, and U.S. Pension agrees to provide such services, upon the following terms and conditions:

Plan Administration

U.S. Pension will provide the services listed below, as required. Such services will be provided on an annual basis:

a. Allocation of earnings, forfeitures (if any), and employer and employee contributions;
b. Update accounts and balance individual accounts to trust assets;
c. Perform discrimination test(s) (e.g., top heavy);
d. Prepare individual benefit statements for Plan participants;
e. Prepare report for Plan sponsor summarizing work;
f. Prepare 5500 series forms;
g. Prepare master summary annual report for distribution to plan participants.

Supplementary Services

Supplementary services are available at a price or hourly charge disclosed in the Fee Schedule (attached hereto and made a part hereof) and, in certain circumstances, may be required. Such services include:

a. Distribution calculation during the Plan Year for death, disability, termination of service and retirement;
b. Trust accounting;
c. Data verification;
d. Re-run to determine benefit or contribution formulas;
e. Loan set-up;
f. Consulting services as required.

In addition to the above services, U.S. Pension will provide special quotations for preparing plan documents other than standardized documents, calculating profit sharing allocations for age weighted, new comparability, salary ratio and integrated plans.

Fees

U.S. Pension shall bill and the Employer shall pay for the performance of the above services in accordance with the Fee Schedule, as amended. If consulting services are provided that are not addressed in the Fee Schedule, U.S. Pension shall charge fees for such services on a time and

expense basis. Additional fees shall also be charged if services are performed which cause disruption of U.S. Pension's normal business procedures to meet the Employer's time deadlines or which involve extreme travel demands. Fees unpaid for a period of more than thirty (30) days shall accrue finance charges from the date of invoice at the rate of one and one-half (1½) percent per month (or the maximum amount that may be permitted by law, if less). U.S. Pension retains the right to revise the Fee Schedule from time to time. U.S. Pension may suspend services if any undisputed fee remains unpaid for a period of more than sixty (60) days, and charge a reasonable fee to reinstate or resume service. In the event any fees are to be paid directly by the Plan (or are otherwise deducted from Plan assets), Employer shall bear the responsibility of assuring that the governing plan or trust documents permit such payments from Plan assets and that the Plan may properly pay such fees under ERISA and the Internal Revenue Code. U.S. Pension may request payment of any unpaid fees from the Plan Trustee. All Internal Revenue Service user fees, any filing fees, plan expenses or charges are the Employer's responsibility (subject to being payable directly by the Plan, if appropriate).

Reliance on Data

The Employer understands that all services, documents, reports and forms prepared according to the terms of this Agreement shall be based on information or reports provided by or on behalf of the Employer or Trustee. U.S. Pension is not responsible for the performance of such services until and unless such information as it requests is provided. U.S. Pension shall be entitled to rely fully on the accuracy and completeness of information submitted by or on behalf of the Employer or Trustee, and shall have no duty or responsibility to verify such information. Notwithstanding the foregoing, U.S. Pension will seek clarification of data received from the Employer when such data, in U.S. Pension's judgement, contains incomplete or erroneous information. The Employer shall hold U.S. Pension harmless from liability for any loss that is incurred as a result of incorrect data provided to U.S. Pension by the Employer or by participants in the Plan, or which is caused by a participant's, the Trustee's or the Employer's failure to notify U.S. Pension of any error within seventy-two (72) hours of the discovery of such error; however, in no event shall such "discovery period" extend beyond two (2) weeks after the postmark date of any statement or confirmation which would have put the participant on notice of any such error. The Employer remains responsible for verifying all information contained in any reporting and disclosure form prepared by U.S. Pension, for supplying any data unavailable to U.S. Pension but necessary to fully complete those forms, for obtaining any required signatures and for submitting those forms in a timely fashion to the appropriate governmental agency and/or to Plan participants.

Timing

The Employer agrees to timely furnish U.S. Pension with any and all information which U.S. Pension may require, including, but not limited to, copies of all amendments to the Plan. The Employer agrees to furnish such information at least ninety (90) days prior to any original non-extension filing deadline in order to insure that U.S. Pension will have sufficient time to perform its services. U.S. Pension shall bear no responsibility for any penalties or other costs relating to an untimely filing. Further, a late data fee surcharge shall be assessed in the amount of thirty (30) percent of the estimated annual administration fee for required year end data received less than sixty (60) days prior to the original non-extension filing deadline.

Authority

The undersigned Employer warrants that it has assumed the duties and responsibilities as Plan Administrator, as that term is defined under Section 3(16)(A) of the Employee Retirement Income Security Act of 1974, as amended ("ERISA"). These duties include, but are not limited to: retaining agents to assist in the performance of administrative duties for the Plan, determining eligibility for plan participation, vesting and accrual of benefits; advising participants or beneficiaries of their rights and settlement options; ruling on claims for benefits; directing distribution of benefits; preparing (or arranging for the preparation of) reports for participants and meeting governmental requirements; and maintaining (or arranging the maintenance of) service, benefit and vesting records as well as other participant information.

U.S. Pension is hereby retained to provide specified administrative services and U.S. Pension shall assume only those responsibilities described in this Agreement. The Employer agrees that U.S. Pension neither has, nor at any time will be authorized to have or to exercise any discretionary authority, discretionary responsibility or discretionary control respecting management or administration of the Plan, nor does U. S. Pension have, nor at any time will it be authorized to have or to exercise, any authority or control respecting management or disposition of the Plan's assets. All such discretion, authority, responsibility and control with respect to the administration of the Plan and the management or disposition of the Plan's assets shall lie with the Employer or other Plan fiduciaries to whom the Employer has properly delegated such responsibilities. The Employer agrees that U.S. Pension does not, and shall not, render, nor shall it have any authority or responsibility to render any investment advice with respect to any moneys or other property of the Plan. The Employer agrees that U.S. Pension is not a fiduciary with respect to the Plan. The Employer acknowledges that it retains all discretionary responsibility in the management and administration of the Plan and its assets, and the investment of said assets except to the extent expressly conferred upon others (which shall not be U.S. Pension) in the governing plan documents. The Employer agrees to indemnify and hold U.S. Pension harmless from all damages, costs, expenses and attorneys' fees in any action, claim or proceeding of any kind which asserts that U.S. Pension at any time was a fiduciary with respect to the Plan. Nothing contained in this Agreement shall constitute any acknowledgment that U.S. Pension will act in any capacity so as to be construed as a fiduciary or investment counselor of the Plan, and U. S. Pension is not and shall not become the Employer or a party to the Plan or trust by virtue of this Agreement. All work performed by U.S. Pension pursuant to this Agreement is for review and execution by the Employer or, where appropriate, the Plan Administrator, Trustee or legal counsel for such persons. The Plan Administrator understands that U.S. Pension is not qualified to and does not contract to provide tax or legal advice, and that responsibility for the preparation, adequacy or validity of any legal documents relating to the Plan shall be with the Plan Administrator and its legal counsel. U.S. Pension shall have no responsibility for errors in legal or accounting matters nor shall U.S. Pension have any responsibility for actions or omissions of the Employer's previous plan administrators, actuaries, consultants or other named service providers.

The Employer hereby authorizes U.S. Pension to discuss, where necessary, any matters relative to the Plan with the Employer's legal counsel and/or accountants and with the Plan Trustee(s). Any fees resulting from such discussions shall be the responsibility of the Employer.

If U.S. Pension shall undergo a service provider audit by the United States Department of Labor ("DOL") and such audit concerns, includes or relates to the servicing of the Plan, U.S. Pension may furnish the DOL any documents, records or information regarding the Plan as may be requested or demanded by the DOL in any such request or demand even though such request or demand may not be embodied in a subpoena. The Employer agrees to compensate U. S. Pension for any time and expenses incurred in responding to such audit inquiry by the DOL insofar as it relates to the Plan or any services relating thereto.

Effective Date

This Agreement shall become effective on the date on which it is fully executed by both parties and shall continue in force for the period indicated in this Agreement. Thereafter, this Agreement will automatically renew from year to year ("Renewal Date") unless terminated in accordance with the provisions below.

Termination

This Agreement may be terminated by either party on the Renewal Date upon sixty (60) days advance written notice. This Agreement may also be terminated by the Employer by submitting advance written notice of termination within 60 days of receipt of notice of a fee schedule increase. In the event of termination, U.S. Pension shall be entitled to payment on a time and expense basis in accordance with the Fee Schedule in effect at that time for work commenced but not completed prior to termination of the Agreement.

Miscellaneous Disclaimers

U.S. Pension is not responsible for losses caused directly or indirectly by:

1. Delays in the timing or completion of transactions, which delays are caused by the Employer, Plan Trustee, a Plan Participant, or mutual fund companies selected by the Employer or Trustee(s), or

2. Conditions beyond the parties control, including, but not limited to war; natural disasters; restrictions imposed by any government, exchange or market; strikes; interruptions of communications or data processing services; or disruptions in orderly trading on any national securities exchange or market.

Attorneys Fees

In the event that it is necessary for U.S. Pension to commence legal action against the Employer on account of a default or violation of any of the terms of this Agreement, U.S. Pension shall be entitled to recover, in addition to any other relief to which it becomes entitled, reasonable attorneys fees.

Indemnification

The Employer hereby agrees to indemnify U.S. Pension against any claims, losses, damages, liabilities,

obligations, costs or expenses (collectively, "Claims") incurred by U.S. Pension and resulting from (i) its entering into this Agreement and /or agreeing to provide the services agreed upon hereunder, and (ii) its provision of services hereunder, except for Claims arising from U.S. Pension's negligence or willful misconduct in the provision of services hereunder.

Governing Law

The parties agree that this Agreement shall be governed by the laws of the State of Florida unless preempted by federal law.

Binding Effect

This Agreement shall be binding upon and inure to the benefit of each of the parties hereto, their heirs, successors and assigns.

Entire Agreement

This writing is intended by the parties as a final expression of their agreement and as a complete and exclusive statement of its terms. No course of prior dealings between the parties and no usage of trade shall be relevant or admissible to supplement, explain, or vary any of the terms of this Agreement. No other representations, understandings, or agreements have been made or relied upon in the making of this Agreement other than those specifically set forth herein. This Agreement can only be modified in writing signed by the parties or their duly authorized agents.

Term of Agreement

The initial term of this Agreement shall be one year.

IN WITNESS WHEREOF, the parties have executed this Agreement.

[Attach Fee Schedule from Proposal]

United States Pension Services, Inc.

By: _____
Authorized Representative

_____
Printed Name

Date: _____

_____
Name of Plan

By: _____
Employer

_____
Printed Name of Employer

Date: _____

Plan Tax I.D. #: _____

U.S. Pension
Money Purchase Plan
Fee Schedule 22145

Plan Installation

Set-Up Fee: $400
Additional Takeover Fee: $110/Hour ($220 Min.)

Set-Up Fee Includes:
- Welcome Call
- Plan Document Review with Client
- Plan Account and Employee File Set-Up
- Application for Trust I.D. Number

Document Fee:

Standardized Prototype	$400
Non-Standardized Prototype	$500*
Volume Submitter	$875*

Document Fee Includes:
- Plan Document
- Summary Plan Description
- Board Resolution

***Submission Fee:**

Up to 15 Participants	$450
Over 15 Participants	To be quoted

The Submission Fee includes preparation of the submission package for Internal Revenue Service approval letter, Form 5300 or 5307, 8717, Schedule Q and any related demonstrations, Notice to Interested Parties and Power of Attorney.

***Internal Revenue Service Filing Fees** (Filing fees are payable to the IRS and are subject to change.)

Non-Standardized Prototype	$125
Volume Submitter	$125
Non-Volume Submitter language may increase IRS filing fee to:	$700

Annual Administration

Base Fee: $700
Per Participant Account:

1 - 25 Participants	$30
26 - 50 Participants	$25
51 - 100 Participants	$20
101 Participants or More	$15

Administration Fee Includes:
- Annual Valuation Report
- Annual Participant Statements
- Summary Annual Report
- Trust Financial Statements
- IRS Form 5500-C/R
- Annual Forfeiture Allocation
- Maintenance of Participant Vesting
- Review of Plan Document Provisions
- Maintenance of Participant Records
- Annual Salary Ratio or Integrated Contribution Allocation
- Discrimination and Eligibility Testing
- Top Heavy and Compliance Testing

Note: Form 5500 is required for plans with **100 Participants or more**. **Form 5500 Fee:** $300

U.S. Pension
Money Purchase Plan
Fee Schedule

Other Services and Fees

• **Trust Accounting** - Billed at the hourly rate of:	$80
• **Plan Consulting** - Includes reconciliation of previous administrator's work on takeover plans, sole proprietor and partnership cost calculations, more than one allocation, correction of failed compliance tests, controlled and affiliated service group calculations and special consulting projects at the request of the plan sponsor are billed at the hourly rate of:	$110 to $150
• **Actuarial Consulting** - Includes consulting by in-house legal staff, actuarial calculations and consulting will be billed at the hourly rate of:	$175 to $225
• **Distributions** - Includes calculating payouts of terminated employees, hardship withdrawals, retirees, death or disability claims, etc. will be billed at the rate of:	$50 Each
• **Required Minimum 70½ Distribution Calculation:**	$75/Occurrence
• **IRS Forms 1096 and 1099-R Preparation:**	$75 + $10/Form
• **Loan Set-Up** - If the plan contains a loan provision, individual fees will be charged to process the loan application, verify the amount available, produce the amortization schedule and other necessary paperwork required to initiate the loan. The loan origination fee may be charged to the participant. The origination fee per loan:	$85 Each
• **Loan Maintenance** - The annual charge per loan is:	$55
• **IRS/CPA Audit Assistance:**	$110/Hour ($220 Min.)
• **Data Collection** - Census data provided in non-standard format:	$3/Eligible ($100 Min.)

Signature _____ Date _____

TO: Elizabeth D. Minter, Library Director

FROM: Charlene Dumitru, Administrative Assistant

SUBJECT: Lighting Maintenance Contract

DATE: September 15, 1998

BACKGROUND:

In October, 1997, the Board contracted with Christensen Electric of Anaheim for the monthly inspection and maintenance of the interior library lighting systems. Christiansen was the second lowest bidder, the lowest bidder having withdrawn their offer after the initial service month. The bid price at time of contracting with Christensen Electric was $285.00 per month.

Service from Christensen has been consistently excellent throughout the year. As the contract year is nearing termination Christensen has offered to extend the contract for an additional year with no increase in price.

RECOMMENDATION:

Accept the terms of the extended contract at the amount of $285.00 per ~~year~~ month.

Christenson
ELECTRIC INC.
LIGHTING SERVICES
1391 N. Kraemer Blvd, Anaheim, CA 92806
(714) 666-0160 • Toll Free (800) LITE-OUT • FAX (714) 666-1582

September 9, 1998

Ms. Charlene Dumitru
Placentia Library DIstrict
411 E. Chapman Avenue
Placentia, California 92670

Dear Ms. Dumitru,

Please find the enclosed agreement for providing continued lighting services at the above referenced location.

I trust this shall meet with your approval. Please contact me, if you have any questions, at all.

We look forward to providing continued service.

Sincerely,
CHRISTENSON ELECTRIC, INC.
LIGHTING SERVICES DIVISION

Patsy Di Carlo
Account Representative

Christenson ELECTRIC, INC.

THIS PROPOSAL AND QUOTATION MADE THIS 9th DAY OF SEPTEMBER YR 1998 BETWEEN CHRISTENSON LIGHTING SERVICES

1391 N. KRAEMER BLVD — ADDRESS
ANAHEIM — CITY
CA — STATE
92806 — ZIP

HEREINAFTER CALLED CHRISTENSON AND

PLACENTIA LIBRARY DISTRICT — CUSTOMER NAME
411 E. CHAPMAN AVENUE — SERVICE ADDRESS
PLACENTIA — CITY
CA — STATE
92670 — ZIP

BILLING NAME
BILLING ADDRESS
CITY — STATE — ZIP

CHRISTENSON HEREBY SUBMITS PROPOSAL AND QUOTATIONS FOR:

PROVIDING LIGHTING INSPECTION EVERY 30 DAYS, PRE-SCHEDULED, FOR REPLACEMENT OF BAD LAMPS AND BALLASTS AS NECESSARY FOR ALL EXISTING INTERIOR LIGHTING FIXTURES, USING CUSTOMER PROVIDED MATERIALS ONLY.

INCLUDED IS ALL LABOR FOR REPAIR/REPLACEMENT TO CORRECT ALL LIGHTING OUTAGES FOUND AT EACH INSPECTION. ALSO INCLUDED IS LAMP AND BALLAST DISPOSAL, LABOR AND CLEANING MATERIALS TO CLEAN THE FIXTURES.

EFFECTIVE 11/1/98 - 10/31/99

THANK YOU FOR THIS OPPORTUNITY TO QUOTE!

PLEASE SIGN & RETURN ALL FORMS UPON ACCEPTANCE

CHRISTENSON PROPOSES TO DO THE ABOVE DESCRIBED WORK, FURNISHING ALL LABOR AND MATERIAL AS SPECIFIED, FOR A SUM OF $ 285.00 MONTHLY WITH PAYMENT TO BE MADE AS FOLLOWS:

NET 30 DAYS

All work will be completed in a workmanlike manner to professional standards. Any addition to the above specifications, involving extra costs, will be charged over and above this quotation. A Certificate of Liability and Workmen's Compensation Insurance will be furnished upon request.

CHRISTENSON shall not be responsible or liable for failure to fulfill this Agreement, provided such failure be due to causes beyond its control, such as, without limitation, fires, accidents, acts of God, government regulations, wars, riots, strikes, transportation delays or shortages of fuel, labor, material or power, and IN NO EVENT SHALL CHRISTENSON BE LIABLE FOR CONSEQUENTIAL DAMAGES.

In the event of any default in payment hereunder by Customer, Customer agrees to pay a reasonable additional sum for attorney's fees.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 60 DAYS.

COMPANY
CUSTOMER
BY
NAME AND TITLE
DATE

CHRISTENSON LIGHTING SERVICES
BY
PATSY DICARLO/ACCOUNT REPRESENTATIVE
DATE

- An Equal Opportunity Employer -

Licensed: Oregon 26-34C, CCB #458, California A and C-10 459126, Colorado 1987, Idaho C-04230, Montana 97, Nevada C-2 0026707, Utah 40982-6, Washington CHRISE1497JK

ORIGINAL

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Submission of the 1998 Local Agency Biennial Notice to the Clerk of the Board of Supervisors, County of Orange, in Compliance with the requirements of the Political Reform Act and the regulations of the Fair Political Practices Commission, stating that no amendments are necessary**

DATE: September 15, 1998

BACKGROUND:

The California Political Reform Act requires every local agency to review its conflict of interest code biennially to determine if it is accurate and in compliance with the State Code. Attachment A contains the requirements for this review.

At its meeting on September 19, 1994, the Library Board amended its Conflict of Interest Code to adjust the names of the required reporters. The 1994 Code, Attachment B, was adopted by District Resolution 94-9. There were no changes in 1996.

A copy of the Conflict of Interest Policy as amended and submitted to the Orange County Fair Political Practices Office is attached.

RECOMMENDATION:

Receive & File, Approve Signature by the Library Director, and Approve Submission to the Clerk of the Board of Supervisors, County of Orange

Clerk of the Board of Supervisors
10 Civic Center Plaza, Suite 465
Santa Ana, CA 92701
(714) 834-3453 ** FAX (714) 834-4439

Darlene J. Bloom
Clerk of the Board

August 24, 1998

Dear Contact Person:

SUBJECT: **1998 Biennial Review of Conflict of Interest Code**

The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if it is accurate or, alternatively, that the code must be amended. Once the determination has been made, a notice must be submitted to the code reviewing body no later than October 1 of even-numbered years.

The Orange County Board of Supervisors is the code reviewing body for your agency. Please review your agency's code, complete the attached form and return it to the Orange County Clerk of the Board by October 1, 1998. To assist in your review, a worksheet and information provided by the Fair Political Practices Commission is also attached.

If through your review you determine that amendments to your agency's code are necessary, the amended code must be forwarded to the Clerk of the Board within 90 days of submission of your code review form. The Clerk of the Board will then place your amended code on the Board of Supervisor's agenda for approval. An agency's amended code is not effective until it has been approved by the Board of Supervisors. For example, if an agency files its notice on October 1, 1998, indicating an amendment is necessary, the amended code must be submitted to the Clerk of the Board by December 29, 1998.

If you have any questions regarding the submittal process to the Clerk of the Board, please contact Susan Novak at (714)834-4199. If you have questions regarding review of your code to determine if changes are required, please contact Jim Meade, County Counsel, at (714)834-3318.

Sincerely,

Susan Novak

Susan Novak
Assistant Clerk of the Board of Supervisors

attachment

1998 LOCAL AGENCY BIENNIAL NOTICE

Contact Person: _____ Telephone Number: (_____)_____

Name of Agency: _____

Mailing Address: _____

This agency has reviewed its conflict of interest code and has determined that:

☐ The code needs to be amended and the following amendments are necessary:
(Check all that apply)

- ○ Include new positions (including consultants) which must be designated
- ○ Revise the titles of existing positions
- ○ Delete titles of positions that have been abolished
- ○ Delete positions that manage public investments
- ○ Revise disclosure categories
- ○ Other _____

☐ No amendments are necessary. The agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foreseeably be affected materially by the decisions made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: _____ Date: _____

You must complete this report regardless of how recently your code was approved or amended. Please return this report no later than **October 1, 1998** to:

BIENNIAL NOTICE WORKSHEET

The following checklist may assist in the review of an agency's conflict of interest code to determine whether the code should be amended. This is only a guide and is not intended to be an exclusive list of issues that may need review.

☑ The code must contain the following three basic components:

- Language which incorporates FPPC Reg. 18730 or contains the basic provisions required in Government Code Section 87302
- A list of designated positions that make/participate in making governmental decisions (see fact sheet)
- Disclosure categories specifying financial interests (investments, interests in real property, income and business positions) that designated positions must disclose

☑ Review the agency's organization chart and duty statements

- Do positions need to be added or deleted?
- Is there a need for new positions to be covered in the code?
- Is there a need to reclassify disclosure for any positions?

☑ Are consultants designated (see fact sheet)?

☑ Do any officials/consultants manage public investments (see fact sheet)?

☑ Do officials listed in Government Code Section 87200 need to be omitted from the list of designated positions?

☑ A review of joint powers agreements, minutes and annual reports may assist in determining whether designated positions and their respective disclosure categories are accurately reflected.

HOW TO DETERMINE WHO SHOULD BE DESIGNATED IN A CONFLICT OF INTEREST CODE

A designated employee is an officer, employee, member or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions which may foreseeably have a material effect on any financial interest. *(Government Code Section 82019.)*

To determine who should be designated in the code, you need to know who within the agency makes or participates in the making of governmental decisions. *(Commission Regulation 2 Cal. Code of Regs. Section 18700.)*

Making a governmental decision, means the person:

(1) Votes on a matter;

(2) Appoints a person;

(3) Obligates or commits his or her agency to any course of action; or

(4) Enters into any contractual agreement on behalf of his or her agency.

Participating in the making of a decision, means the person:

(1) Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or

(2) Advises or makes recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.

The term "designated employee" does not include:

- Public officials specified in Government Code Section 87200

  board of supervisors
  chief administrative officers
  district attorneys
  county counsels
  county treasurers
  planning commissioners
  city councilmembers
  mayors
  city managers
  city attorneys
  city treasurers
  other city, county and local agency public officials who manage public investments

- Solely clerical, ministerial or manual positions
- Unsalaried members of boards or commissions which are solely advisory

You can determine who should be designated in the code by first eliminating those positions outlined above that are not designated employees.

Next, evaluate the remaining employees, members, officers or consultants of your agency. Top level management personnel are normally broad policy makers and should be designated. Beyond that you need to look at each position to determine if it makes or participates in the making of governmental decisions. One way to accomplish this is by reviewing duty statements or job descriptions.

Some agencies rely on department supervisors to determine who within their department makes or participates in making decisions. This would be acceptable provided you set out for the supervisor what it means to make or participate in the making of decisions as set forth above.

FAIR POLITICAL PRACTICES COMMISSION

FPPC FAST FACTS: CONSULTANTS

WHO IS A CONSULTANT UNDER THE ACT?

The Political Reform Act (Gov. Code §§ 81000-91015) provides that "no public official at any level of state or local government shall make, participate in making, or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest." (§ 87100.) In addition, the Act requires every public official to disclose all his or her economic interests that could foreseeably be affected by the exercise of the official's duties. (§§ 87200-87313)

The term "public official" includes consultants: "'Public official at any level of state or local government' means a member, officer, employee or *consultant* of a state or local government agency." (2 Cal. Code Regs. §18700(a).)

Regulation 18700(a)(2) defines "consultant" as an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:

- (i) Approve a rate, rule, or regulation;
- (ii) Adopt or enforce a law;
- (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval;
- (v) Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract:
- (vi) Grant agency approval to a plan, design, report, study, or similar item;

CONSULTANTS

(vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof;

or

(B) Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

Consultants are People.

Under the Act, it is not the business or firm providing services to your agency that is considered the consultant. The *individual(s)* working for the firm who provide the services are considered the consultants. These individuals must file statements of economic interests and are subject to disqualification and other laws affecting public officials.

Serving in a Staff Capacity.

The regulation includes only those individuals who are performing substantially all the same tasks that normally would be performed by staff members of a governmental entity. In most cases, individuals who work on just one project or a limited range of projects for an agency are not considered to be working in a "staff capacity." The length of the individual's service to the agency is relevant. For example, suppose an individual contracted with a city to study noise at a specified intersection. If the individual took the noise measurements in one day, and issued a report to the planning commission before its next meeting, the individual normally would not be serving in a staff capacity. If, however, a firm's contract provided that it would provide all plan checking services for a city for five years, it is much more likely that individuals performing these services would be in a quasi-staff capacity. In addition, the tasks of the quasi-staff member over this period of time must be substantially the same as a position that is, *or should be,* specified in the agency's conflict of interest code. (Memorandum to the Commission dated March 28, 1994, regarding Regulation 18700, p. 3-4.) *(Kalland* Advice Letter, No. I-96-078.)

An individual *who makes a governmental decision* listed above or serves in a *staff capacity* with the agency is considered a public official who must file a statement of economic interests. The individual is subject to the Act's gift limits and conflict of interest provisions.

Examples:

An investment firm provides consulting services to a county employee's retirement association. Pursuant to a contract, employees

of the investment firm attend all board meetings and subcommittee meetings where investment issues are discussed. Employees of the investment firm are required to perform other services and provide reports on investment issues as requested by the retirement board or staff. Because the employees of the investment advisor serve on an *ongoing basis* as staff for the retirement board, and in that capacity participate in the making of all investment decisions, they are considered consultants under the Act. The employees should be listed in the agency's conflict of interest code and must file statements of economic interests. (*Randolph* Advice Letter, No. I-95-045.)

An attorney hired to perform ongoing legal services for an agency would usually be considered a consultant. Attorneys generally have broad powers to affect decisions which could foreseeably and materially affect their financial interests. These powers include the authority to represent and bind the agency to a course of action in litigation and contract matters. Attorneys often make governmental decisions listed in Regulation 18700(a)(2)(A) and/or serve in a staff capacity with the agency. However, an attorney hired to work on one discrete litigation matter, who was not making any governmental decisions listed above, would not be considered to be working in a "staff capacity" and therefore, would not be a consultant.

The California Coastal Commission hired an engineering firm to review a hydrological study involving wetlands restoration. Employees of the firm would not be considered consultants under the Act, because they are not making governmental decisions and are only providing services on a sporadic basis for one project. If over time, the firm provides consulting services to the Coastal Commission on a regular basis, or performs substantially the same duties as would otherwise be performed by an individual designated in the Commission's conflict of interest code, employees of the firm would be considered consultants. (*Parry* Advice Letter, No. I-95-064.)

A professional accounting firm contracts to perform independent audits of the annual financial statements of municipal governmental entities. The firm determines whether the cities' financial statements conform to generally accepted accounting principles. The firm's employees do not make governmental decisions listed in Regulation 18700(a)(2)(A), and they are not serving in a staff capacity with the cities. The performance of the independent audits in itself would not result in these persons being considered consultants under the Act. However, one or more employees of the accounting firm may be

considered consultants if they are under contract to perform ongoing accounting services. They would then be required to file statements of economic interests. (*Maze* Advice Letter, No. I-95-296.)

LISTING CONSULTANTS IN A CONFLICT OF INTEREST CODE

The Commission realizes that not all consultants participate in making decisions on behalf of public agencies. Rather than amend your code each time you retain a consultant who is in a decision-making capacity, you may use a specialized disclosure category which provides that the disclosure required of consultants shall be determined on a case-by-case basis by the chief executive officer. The chief executive officer may make a determination as to what disclosure, if any, is required by any particular consultant.

This consultant disclosure category should be part of the code. You should add the position "consultant" as a designated position in the appendix of the code with a footnote as shown in the following example:

Consultant*

> *Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:
>
> The (executive director or executive officer) may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The (executive director's or executive officer's) determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

This fact sheet highlights provisions of the Act concerning consultants. You should not rely on the fact sheet alone to ensure compliance with the Act. If you have any questions, consult the Act and regulations or contact the Fair Political Practices Commission at (916) 322-5660.

FACTS ABOUT REGULATION 18720
OTHER PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Background

Effective January 1, 1990, the conflict of interest provisions of the Political Reform Act ("Act") were amended to add the following individuals to the list of persons contained in Section 87200 who must file statements of economic interests:

- City treasurers
- County treasurers
- Other public officials who manage public investments

After holding numerous public hearings to clarify the term "other public officials who manage public investments," the Commission adopted Regulation 18720 at its meeting on March 3, 1994. Since the regulation was adopted, the Commission has issued advice letters to various public agencies regarding application of Regulation 18720 to a specific set of facts. A synopsis of several of these letters is outlined on the reverse side of this fact sheet.

Individuals employed by or contracting with a city, county, or agency who are covered by Regulation 18720 must file statements of economic interests. Statements should be retained by the city, county or agency unless the Commission has been designated as the filing officer. The Commission acts as the filing officer for a few multi-county agencies.

Conflict of Interest Codes

Since the Act specifically excludes designation of positions in conflict of interest codes that are covered under Section 87200, positions that meet the definition of "other public officials who manage public investments" contained in Regulation 18720 are no longer considered "designated positions." Therefore, codes need to be amended to delete these positions from the list of designated positions in the appendix. Please note that these positions are still required to file statements of economic interests. We recommend inclusion of the following language as a footnote in the code to distinguish other public officials who manage public investments from designated positions:

Officials Who Manage Public Investments:

It has been determined that the positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200:

(List of positions)

File No.	Synopsis
A-94-404	A community services district's board members and manager are "other officials who manage public investments" because they make decisions to allocate public money between the State Treasurer's fund, the county Auditor-Controller, and the local bank.
I-95-045	Contractors who exercise primary responsibility for the management of public investments are covered under Regulation 18720(b)(3). Employees of investment management firms that contract with a county employees' retirement association are not covered under Regulation 18720. However, employees of the investment managers who make decisions regarding the investment of public funds that would otherwise be made by a public agency are "consultants," and must file statements of economic interests under the retirement association's conflict of interest code.
A-95-122	A water authority's board members, treasurer and certified public accountant are "other officials who manage public investments." All funds of the authority are deposited in the Local Agency Investment Fund and a bank, but the board has discretion regarding investment of funds.
I-95-369	Board members of a joint powers authority ("JPA") established to provide a joint group purchase program and system for workers' compensation excess claims against member agencies and a joint program and system for liability and property damage claims against member agencies are "public officials who manage public investments." The board members are empowered to direct the investment of public monies, formulate and approve investment policies and approve investment transactions as defined in Regulation 18720.
A-96-288	Only the individual who supervises the investment committee of the Special District Risk Management Authority JPA is considered an "other public official who manages public investments." That individual must disclose his or her economic interests pursuant to Section 87200.
A-96-314	If a school district deposits all its funds in the county treasury as mandated by Education Code section 41001, 41002 and 41002.5, and does not have any special reserve funds to invest, the board members and/or the superintendent would not be considered "officials who manage public investments" under Regulation 18720. Therefore, they should continue to be designated in the district's conflict of interest code and to file statements of economic interests annually.

Please contact the Commission at (916) 322-5660 to obtain a copy of any of these letters. Advice letters are also available on WestLaw and Lexis legal research services.

PLACENTIA LIBRARY DISTRICT

CONFLICT OF INTEREST CODE

ADOPTED SEPTEMBER 18, 1994

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1994, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs. sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly include within the jurisdiction in which those persons must report their financial interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code sections 87200, et seq.[1] Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interest those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code o file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.[2]

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5 Statements for Persons Who Resign 30 Days After Appointment.

Persons who resign within 30 days of initial appointment are not deemed to have assumed office or left office provided they did not make or participate in the making of, or use their position to influence any decision

and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement.

(6) Section 6. Contents of a Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statements shall begin on the effective date of the code or the date of assuming office whichever is later.

(D) Contests of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner or Reporting.

Statements of economic interests shall b made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property is required to be reported,[4] the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, an a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars ($1,000), exceeds ten thousand dollars ($10,000), or exceeds one hundred thousand dollars ($100,000).

(B) Personal Income Disclosure. When personal income is required to be reported,[5] the statement shall contain:

1. The name and address of each source of income aggregating two hundred fifty dollars ($250) or more in value, or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity,if any, of each source.
2. A statement whether or aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), or greater than ten thousand dollars ($10,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,[6] the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than then thousand dollars ($10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director,officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statements, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars ($1,000) or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars ($1,000) or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars ($250) or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating $250 or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(8.3) Section 8.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be make. The fact that the vote of a designated employee who is on a voting body is needed to bread a tie does not make his or her participation legally required for purposes of this section.

(8.5) Section 8.5 Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 8, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars ($1,000) or more.

(9) Section 9. Manner of Disqualification.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(10) Section 10. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(11) Section 11. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code section 87100 or 887450 has occurred may be set aside as void pursuant to Government Code section 91003.

[1] Designated employees who are required to file statements of economic interest under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

[2] See Government Code section 81010 and 2 Cal. Code of Regs. section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

[3] For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

[4] Investments and interests in real property which have a fair market value of less than $1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

[5] A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

[6] Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

APPENDIX

Designated Positions

Library Trustee
Library Director
Principal Librarian

Disclosure Categories

The above designated positions must disclose all investments, interest in real property, income, and business positions.

RESOLUTION NO. 94-9

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO AMEND THE CURRENT PLACENTIA LIBRARY DISTRICT
CONFLICT OF INTEREST CODE IN ACCORDANCE WITH
THE FAIR POLITICAL PRACTICES COMMISSION MODEL

WHEREAS, The State of California Government Code 87306.5, the Political Reform Act of 1974, requires each governmental agency of the State of California to review its Conflict of Interest Code during even numbered years; and

WHEREAS, the District's present Conflict of Interest Code was adopted in 1976; and

WHEREAS, the District is required to review its Conflict of Interest Code in 1994 and report changes to the Clerk of the Orange County Board of Supervisors; and

WHEREAS, the use of the California Fair Political Practices Commission Model Conflict of Interest Code, as amended from time to time by the California Fair Political Practices Commission,, will ensure that the District's Code is kept up to date with changing State of California requirements; therefore,

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the California Fair Political Practices Commission Model Conflict of Interest Code, as amended from time to time by the California Fair Political Practices Commission, as the District's Conflict of Interest Code dated September 19, 1994, along with the Appendix stipulating the District's "Designated Positions" and "Disclosure Categories".

AYES:	TRUSTEES:	Dinsmore, Stark, Evans, West
NOES:	TRUSTEES:	None
ABSTAIN:	TRUSTEES:	None
ABSENT:	TRUSTEES:	Shkoler

State of California)
) ss
County of Orange)

I, Saundra M. Stark, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the eighteenth day of September, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this nineteenth day of September, 1994.

Saundra M. Stark

Saundra M. Stark, Secretary
Board of Trustees
Placentia Library District of Orange County

California Library Services Board

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

(916) 654-0266

MEMORANDUM

TO: Members, California Library Services Board

FROM: Patricia Earnest, CLSA Program Coordinator Patricia H. Earnest

DATE: August 28, 1998

SUBJECT: CLSB Actions taken at the August 19-20, 1998 Meeting

Purpose of the California Library Services Act:

The Legislature finds and declares that it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or the tax base of their local government. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state.

Goals of the California Library Services Board:

The California Library Services Board is known as a pro-active Board with an impact on state and federal legislation affecting libraries.

Every person served by the California Literacy Campaign shall become functionally literate and better equipped to serve as an effective parent/family member, citizen/community member and worker.

The California Library Services Board will develop and implement a statewide program for young adult services, based on appropriate supporting statistic, evaluation and input.

The California Library Services Board will provide adequate financial and technical support to libraries for resource sharing services.

The California Library Services Board will administer Phase I of the Library of California over a two-year period, implementing each of its components and obtaining state authorization to initiate Phase II.

By the year 2000, the California Library Services Board will insure that the unfunded components of the California Library Services Act are funded.

The California Library Services Board will continue to seek a higher visibility throughout the state.

The California Library Services Board will review and develop initiatives to ensure adequate citizen participation.

To achieve the purpose of the Act, the following actions were taken at the CLSB meeting in Sacramento on August 19-20, 1998:

1. **Adoption of Agenda**

   It was moved, seconded (Spence/Kennedy) and carried unanimously that the California Library Services Board adopt the agenda as modified.

2. **Approval of Minutes**

   It was moved, seconded (Fong/Dawe) and carried unanimously that the California Library Services Board approve the draft minutes of the May 5-6, 1998 CLSB meeting as corrected.

3. **CLSB Goals and Objectives**

   It was moved, seconded (Dawe/Purucker) and carried unanimously that the California Library Services Board adopt the CLSB Goals and Objectives for 1998/99 as presented. (See Attachment A)

Transaction Based Reimbursements

4. It was moved, seconded (Spence/Dawe) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to withhold 20% of all CLSA Transaction Based Reimbursement (TBR) Program payments throughout the 1998/99 fiscal year and that, after determining the full State cost of the TBR program for the 1998/99 fiscal year, direct the Chief Executive Officer to pay the full amount remaining due to each participating library if sufficient funds remain in the 1998/99 CLSA TBR Program appropriation, or to pro rate the final payment equitably if insufficient funds remain in the 1998/99 CLSA TBR Program appropriation.

5. It was moved, seconded (Spence/Dawe) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1999/2000 local assistance funding in the amount of $3,103,000 to eliminate the documented shortfall of the Transaction Based Reimbursements Program for qualifying Direct Loans and Interlibrary Loans.

Consolidations & Affiliations

6. It was moved, seconded (Spence/Purucker) and carried unanimously that the California Library Services Board waive the filing date requirement and approve the affiliation of the Moreno Valley Public Library with the Inland Library System effective July 1, 1998. The Inland Library System will not receive CLSA funds under the formula allocation for the CLSA System Reference, System Communications and Delivery and System Advisory Board programs until July 1, 1999.

7. It was moved, seconded (Spence/Fong) and carried unanimously that the California Library Services Board waive the filing date requirement and approve the affiliation of the Murrieta Public Library with the Inland Library System effective July 1, 1998. The Inland Library System will not receive CLSA funds under the formula allocation for the CLSA System Reference, System Communications and Delivery and System Advisory Board programs until July 1, 1999.

8. It was moved, seconded (Spence/Purucker) and carried unanimously that the California Library Services Board waive the filing date requirement and approve the affiliation of the Calabasas Public Library with the Metropolitan Cooperative Library System (MCLS) effective July 1, 1998. MCLS will not receive CLSA funds under the formula allocation for the CLSA System Reference, System Communications and Delivery and System Advisory Board programs until July 1, 1999.

Statewide Data Base

9. It was moved, seconded (Spence/Purucker) and carried unanimously that the California Library Services Board approve the allocation of 1998/99 funds for payment of CLSA Statewide Data Base annual subsidies in the amounts of $65, $500, and $5,000, as recommended in the implementation plan, and instruct the Chief Executive Officer to invite claims for such payments according to the requirements described in the plan, as well as to implement such software as may be needed by CLSA staff to verify Statewide Data Base subsidy claims.

10. It was moved, seconded (Spence/Dawe) and carried unanimously that the California Library Services Board approve the allocation of any 1998/99 Statewide Data Base funds not required for payment of annual subsidies, as follows:

    - 80% for competitive block grants of $7,500 each to individual public libraries, for implementation of local Z39.50 server software, and

    - 20% for competitive block grants of $10,000 each to individual public libraries, for retrospective conversion.

    as recommended in the implementation plan, and instruct the Chief Executive Officer to invite applications for such block grants according to the requirements described in the plan.

System Reference

11. It was moved, seconded (Spence/Fong) and carried unanimously that the California Library Services Board approve the System Population and Membership figures for use in the allocation of System Reference Program funds for the 1998/99 fiscal year. (See Attachment B)

12. It was moved, seconded (Spence/Purucker) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1999/2000 local assistance funding in the amount of $22,000 for the System Reference Program.

13. **System Communications & Delivery**

    It was moved, seconded (Spence/Fong) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1999/2000 local assistance funding in the amount of $10,000 for the System Communications and Delivery Program.

14. **State Reference Centers**

    It was moved, seconded (Spence/Purucker) and carried unanimously that the California Library Services Board submit a Budget Change Proposal (BCP) for the 1999/2000 State Budget to implement the State Reference Centers Program.

15. **1998/99 Budget**

    It was moved, seconded (Spence/Dawe) and carried unanimously that the State Board adopt the 1998/99 CLSA Budget as displayed in the chart entitled "Recommended 1998/99 CLSA Baseline Budget by Program" (the 8/18/98 version) and that the aforementioned chart be included in the minutes of this meeting and that no other actions with respect to the 1998/99 CLSA Local Assistance Budget be taken at this time. (See Attachment C)

Special Services - Literacy

16. It was moved by the Literacy Committee (Fong) and carried by a vote of 8 yes, 1 abstained (Frizzelle) that the California Library Services Board direct its Chief Executive Officer to seek additional 1999/2000 funding in the amount of $300,000 for the CLSA Special Services - Families For Literacy program.

17. It was moved by the Literacy Committee (Fong) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1999/2000 local assistance funding in the amount $600,000, less the amount of budget augmentation included in the 1998/99 state budget, for the CLSA Special Services - California Library Literacy Service program.

Young Adult Services Ad-Hoc Committee

18. It was moved by the Young Adult Services Ad-Hoc Committee (Steinhauser) and carried by a vote of 8 yes, 1 no (Spence) that the California Library Services Board adopt as modified the addendum entitled *Program Direction A: Young Adult Services Program Based on Local Need*, as the design for the CLSA Statewide Young Adult Services Program.

19. It was moved by the Young Adult Services Ad-Hoc Committee (Steinhauser) and carried by a vote of 7 yes, 2 no (Spence, Frizzelle) that the California Library Services Board direct its Chief Executive Officer to seek additional funding in the amount of $5,000,000 for the implementation of the CLSA Statewide Young Adult Services Program.

20. **1999/2000 Budget**

    It was moved, seconded (Spence/Purucker) and carried unanimously that the State Board adopt the 1999/2000 CLSA Budget as displayed in the chart entitled "Summary--1999/2000 CLSA Baseline Budget Recommended by Program" and that the aforementioned chart be included in the minutes of this meeting. (See Attachment D, revised 8/21/98)

21. **System Advisory Board (SAB)**

    It was moved, seconded (Kennedy/Dawe) and carried unanimously that the California Library Services Board approve the use of 1998/99 allocated SAB Program funds, where available within each approved SAB budget, and where requested, to reimburse one SAB member from each System for expenses incurred in attending the November 1998 California Library Services Board meeting and the California Library Association conference to be held in Oakland.

22. **Resolution**

    It was moved, seconded (Fong/Frizzelle) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 98-02 in honor of Josefina R. Patria for completion of her term of service on the California Library Services Board. (See Attachment E)

CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES

GOAL I

The California Library Services Board is known as a pro-active Board with an impact on State and Federal legislation affecting libraries.

OBJECTIVES - 1998/99

- Develop positions on State and Federal legislation relevant to the Board's mission and responsibilities.

- Develop and advocate for Federal and State legislation and/or regulations related to the Board's mission and responsibilities.

- Communicate the Board's positions on State and Federal legislation and/or regulations related to the Board's mission and responsibilities through at least one of the following methods:

  a) letters;
  b) office visits to State legislators;
  c) office visits to Federal legislators;
  d) testimony at hearings;
  e) resolutions honoring elected officials; and
  f) other appropriate venues.

  NOTE: CLSB budget will support these efforts to the extent that funds are available.

- Review and revise, as appropriate, the regulations of the California Library Services Act to improve the implementation of the Act.

- Develop regulations to implement the Library of California Act concurrent with its passage.

- Provide leadership for and participate in advocacy efforts sponsored by the library community, as relevant and appropriate to the Board's mission and responsibilities, including CLA Legislative Day and National Library Legislative Day.

- As appropriate, write articles and speak in public forums on legislation relevant to the Board's mission and responsibilities.

- Work in concert with other Board committees on legislation, coordinating the review of pending legislation by Board committees as appropriate and seeking their input so that all legislation relevant to the Board's mission and responsibilities is reviewed and acted upon.

CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES

GOAL II

Every person served by the California Literacy Campaign shall become functionally literate and better equipped to serve as an effective parent/family member, citizen/community member and worker.

OBJECTIVES - 1998/99

- Ongoing objectives, prescribed by law:

  Implement CLLS
  Implement FFL

- Support augmentation of CLC budget - $600,000
- Support augmentation of FFL budget - $300,000
- Pursue legislation to establish Literacy For Public Safety in 1998/99
- Complete "Tooling Up For The Future" report by September 30, 1998
- Review and update procedure for annual authorization of CLC implementation
- Widely publicize awards of CLC local assistance funds
- Plan response to FFL report by Barbara McDonald

CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES

GOAL III

The California Library Services Board will develop and implement a statewide program for young adult services, based on appropriate supporting statistics, evaluation and input.

OBJECTIVES - 1998/99

- Forward Preliminary Program Directions for a Statewide Young Adult Services Program to CLSB and library community for input following the May 1998 Meeting.
- Review and revise as necessary Preliminary Program Directions for a Statewide Young Adult Services Program based on input from CLSB, library community and other relevant sources, and report to CLSB at the August 1998 Meeting.
- Develop recommendation(s) for implementation strategy(ies) for a Statewide Young Adult Services Program.
- Secure CLSB approval for the Statewide Young Adult Services Program and appropriate implementation strategies including but not limited to a Budget Change Proposal (BCP) to fund this program at the August 1998 Meeting.
- Form a celebrity advisory council for Young Adult Services Program.
- Continue the on-going promotion of Young Adult Services.

CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES

GOAL IV

The California Library Services Board will provide adequate financial and technical support to libraries for resource sharing services.

OBJECTIVES - 1998/99

- Obtain full funding for the "Transaction-Based Reimbursements" program of CLSA.
- Obtain sufficient funding to begin incremental implementation of the Library of California.
- When appropriate, assist the State Librarian in obtaining sufficient staff support for the effective operation of CLSA and the implementation of the Library of California.
- Improve the effectiveness of Equal Access in all systems through the Plans of Service, special reports, and staff reviews.
- Develop Budget Change Proposals to seek adequate funding for one or more of the four currently underfunded CLSA program components: Transaction Based Reimbursements, Special Services (CLLS, FFL), and System Planning, Coordination, and Evaluation.
- Support technical strategies enhancing the development of the Statewide Data Base.

CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES

GOAL V

The California Library Services Board will administer Phase I of the Library of California over a two-year period, implementing each of its components and obtaining State authorization to initiate Phase II.

OBJECTIVES - 1998/99

- Share information on the Library of California concept and status at each Board meeting.
- Work with the CLSB Legislative Committee on defining and securing the passage of a Library of California Act that is most beneficial to Californians.
- Assure that there will be flexibility in implementing the Transaction Based Reimbursement (TBR) programs under the Library of California.
- Review and revise, as necessary, the 3-5 year plan for the transition of the California Library Services Board into the Library of California Board and begin implementation upon passage and funding of relevant legislation.
- Review and revise, as necessary, the 5-phase plan for the implementation of the Library of California upon passage and funding of relevant legislation.
- Upon passage of the Library of California Act:

    a) Develop regulations to implement the Act, in conjunction with the CLSB Legislative Committee, other CLSB committees, and the full Board
    b) Initiate and oversee the planning process for the Regional Library Networks
    c) Initiate the new services provided during Phase I
    d) Prepare Budget Change Proposals as appropriate to advance the program in the succeeding year

CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES

GOAL VI

By the year 2000, the California Library Services Board will insure that the unfunded components of the California Library Services Act are funded.

OBJECTIVES - 1998/99

- Develop Budget Change Proposals to seek adequate funding for one or more of the currently-unfunded CLSA program components: Statewide Communications and Delivery; State Reference Centers; and Special Services, Young Adult Program.
- Investigate alternative legislative methods of funding for currently-unfunded CLSA components.
- Work with CLSA Legislative Committee to obtain legislative and gubernatorial approval of enabling legislation defining the mission, goals, and concepts of the Library of California, as a base for subsequent budgetary requests.
- Ensure that all components of CLSA are adequately supported as integral elements of the Library of California legislation, funding, and implementation or as separate, adequately-funded programs.

CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES

GOAL VII

The California Library Services Board will continue to seek a higher visibility throughout the State.

OBJECTIVES - 1998/99

- Continue review and improvement of CLSA Web page. [General Objective]
- Provide for CLSB member attendance at appropriate, CLSA-related programs at the California Library Association conference. [General Objective]
- Establish visibility at the local level for CLSA literacy activities. [Literacy]
- Publicize literacy awards (years 1-5, matching, FFL) through press releases to local media. [Literacy]
- Share information on the Library of California initiative with librarians, library supporters, and public policy officials through mailings, electronic media, informational packages, and meetings. [Library of California]
- Seek public input on the Library of California service programs through surveys and meetings at the appropriate times. [Library of California]
- Communicate the Board's positions on proposed State and Federal legislation and/or regulations to the library community through the summary of meeting actions issued to CLSA participants after each meeting. [Legislative]
- Communicate the Board's legislative positions to appropriate persons through letters, telephone calls, office visits, testimonies, and other appropriate venues. [Legislative]
- Testify for CLSB legislative priorities at appropriate hearings in the California legislature. [Legislative]

GOAL VII

- Provide for a CLSB presence at federal and state legislative days, as funding and state law allow. [Legislative]

- Create and submit reports to appointing authorities about the successes of resource sharing. [Budget and Resource Sharing]

- Create and circulate press releases on the successes of CLSA systems and participating libraries resulting from services provided by CLSA. [Budget and Resource Sharing]

- Advocate on behalf of the Young Adult Services Program to the legislature, state agencies, library community, local elected officials, and civic groups. [Young Adult Services]

- Encourage the library community and local elected representatives to advocate to the Legislature on behalf of the statewide Young Adult Services Program. [Young Adult Services]

- Enhance cooperation between CLSB and SAB members through CLSB member visits to SAB and/or Administrative Council meetings in their local areas. Include CLSB members in activities sponsored by their local SABs. [Citizens Participation]

- Establish visibility at the local level for CLSA activities. [General Objective]

- Develop plan for the Distinguished Library Award. Clarify purpose of award, identify possible criteria, potential costs, implementation time line and publicity plan and evaluation mechanism. Target 1st award for November 1999. [Distinguished Library Award]

CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES

GOAL VIII

The California Library Services Board will review and develop initiatives to ensure adequate Citizen Participation.

OBJECTIVES - 1998/99

- Monitor effectiveness/usefulness of CLSB/SAB Information Packet developed by the Committee in 1997/98. Send surveys to Systems in December 1998 to evaluate use of Information Packet, and report at the February 1999 meeting.

- Continue to encourage coordination/publicity of activities between CLSB and SAB members in their respective "home" library systems.

- Broaden participation in CLSB/SAB activities by working through SAB members as liaisons to their local Board and library support groups through the following possible activities:

    a) Organize one presentation annually to each system member library by an SAB member with a CLSB member.
    b) Invite CLSB members to local library support group activities.

- Coordinate System Advisory Board Recognition Luncheon for Friday, November 13, 1998 in Oakland. Consider identifying Bay Area SAB member to serve as speaker.

SYSTEM/MEMBER	POPULATION
BALIS	3,024,100
Alameda County Library	
Alameda Free Library	
Berkeley Public Library	
Contra Costa County Library	
Hayward Public Library	
Livermore Public Library	
Oakland Public Library	
Richmond Public Library	
San Francisco Public Library	
TOTAL: 9	
BLACK GOLD	1,103,600
Lompoc Public Library	
Paso Robles Public Library	
San Luis Obispo City-County Library	
Santa Barbara Public Library	
Santa Maria Public Library	
Santa Paula (Blanchard Community) Library	
Ventura County Library Services Agency	
TOTAL: 7	
49-99	1,302,050
Amador County Library	
Calaveras County Library	
Lodi Public Library	
Merced County Library	
Stanislaus County Free Library	
Stockton-San Joaquin County Public Library	
Tuolumne County Free Library	
TOTAL: 7	
INLAND	3,015,500
Banning Unified School District Library	
Beaumont Library District	
Colton Public Library	
Corona Public Library	
Hemet Public Library	
Inyo County Free Library	
Ontario City Library	
Palm Springs Public Library	
Palo Verde Valley Library District	
Rancho Cucamonga Public Library	
Rancho Mirage Public Library	
Riverside County Library System	
Riverside Public Library	
San Bernardino County Library	
San Bernardino Public Library	
Upland Public Library	
TOTAL: 16	

1998/99 System Population & Membership

The following pages contain the System membership and System population figures which will be used to allocate funds to the individual Systems for the System Reference Program in the 1998/99 fiscal year.

Pursuant to Section 18741(a) of the California Education Code the membership figures for three Systems (MOBAC, North Bay, and North State) have been adjusted to reflect public library consolidations which occurred after January 1, 1978.

Pursuant to Section 20106 of the Code of California Regulations the population figures, certified by the California State Librarian, are based on the most recently published (May 1998) combined estimate for cities and counties from the California State Department of Finance.

STATEMENT OF CERTIFICATION

"I certify that the attached System population figures have been prepared using the most recently published and available combined estimate for cities and counties from the California Department of Finance, adjusted to reflect the geographic service areas of California public libraries."

Dr. Kevin Starr
State Librarian of California
June 1, 1998

SYSTEM/MEMBER	POPULATION
MCLS	6,099,385
Alhambra Public Library	
Altadena Library District	
Arcadia Public Library	
Azusa City Library	
Beverly Hills Public Library	
Burbank Public Library	
Cerritos Public Library	
City of Commerce Public Library	
Covina Public Library	
Downey City Library	
El Segundo Public Library	
Glendale Public Library	
Glendora Library & Cultural Center	
Long Beach Public Library	
Los Angeles Public Library	
Monrovia Public Library	
Monterey Park (Bruggemeyer) Memorial Library	
Oxnard Public Library	
Palos Verdes Library District	
Pomona Public Library	
Redondo Beach Public Library	
San Marino Public Library	
Santa Fe Springs City Library	
Santa Monica Public Library	
Sierra Madre Public Library	
Signal Hill Public Library	
South Pasadena Public Library	
Thousand Oaks Library	
Torrance Public Library	
Whittier Public Library	
TOTAL: 30	
MOBAC	649,200
Carmel (Harrison) Memorial Library	
Monterey County Free Library	
Pacific Grove Public Library	
Salinas Public Library	
San Benito County Free Library	
San Juan Bautista City Library	
Santa Cruz Public Library	
Watsonville Public Library	
+ King City/Monterey County	
TOTAL: 9	

SYSTEM/MEMBER	POPULATION
MVLS	1,942,120
Alpine County Library	
Auburn-Placer County Library	
Dixon Unified School District Library	
El Dorado County Library	
Folsom Public Library	
Lincoln Public Library	
Mono County Free Library	
Nevada County Library	
Roseville Public Library	
Sacramento Public Library	
Sutter County Library	
Woodland Public Library	
Yolo County Library	
Yuba County Library	
TOTAL: 14	
NORTH BAY	1,298,800
Belvedere-Tiburon Library Agency	
Benicia Public Library	
Lake County Library	
Marin County Free Library	
Mendocino County Library	
Mill Valley Public Library	
Napa City-County Library	
San Anselmo Public Library	
San Rafael Public Library	
Sausalito Public Library	
Solano County Library	
Sonoma County Library	
St. Helena Public Library	
+ Vacaville/Solano	
+ Calistoga/Napa	
TOTAL: 15	
NORTH STATE	733,310
Butte County Library	
Colusa County Free Library	
Del Norte County Library District	
Humboldt County Library	
Modoc County Library	
Orland Free Library	
Plumas County Library	
Shasta County Library	
Siskiyou County Free Library	
Susanville District Library	
Tehama County Library	
Trinity County Library	
Willows Public Library	
+ Crescent City/Del Norte	
TOTAL: 14	

SYSTEM/MEMBER	POPULATION
PENINSULA	715,400
Burlingame Public Library	
Daly City Public Library	
Menlo Park Public Library	
Redwood City Public Library	
San Bruno Public Library	
San Mateo County Library	
San Mateo Public Library	
South San Francisco Public Library	
TOTAL: 8	
SJVLS	2,040,250
Coalinga-Huron Unified School District Library	
Fresno County Public Library	
Kern County Library	
Kings County Library	
Madera County Library	
Mariposa County Library	
Porterville Public Library	
Tulare County Free Library	
Tulare Public Library	
TOTAL: 9	
SANTIAGO	2,218,700
Anaheim Public Library	
Buena Park Library District	
Fullerton Public Library	
Mission Viejo Public Library	
Newport Beach Public Library	
Orange County Public Library	
Orange Public Library	
Placentia Library District	
Yorba Linda Public Library	
TOTAL: 9	
SERRA	2,936,900
Brawley Public Library	
Calexico (Camarena Memorial) Public Library	
Carlsbad City Library	
Chula Vista Public Library	
Coronado Public Library	
El Centro Public Library	
Escondido Public Library	
Imperial County Library	
Imperial Public Library	
National City Public Library	
Oceanside Public Library	
San Diego County Library	
San Diego Public Library	
TOTAL: 13	

SYSTEM/MEMBER		POPULATION
SILICON VALLEY		1,659,800
Mountain View Public Library		
Palo Alto City Library		
San Jose Public Library		
Santa Clara County Free Library		
Santa Clara City Library		
Sunnyvale Public Library		
	TOTAL: 6	
SOUTH STATE		3,773,660
County of Los Angeles Public Library		
Inglewood Public Library		
Palmdale City Library		
Pasadena Public Library		
	TOTAL: 4	
	GRAND TOTALS:	
	All System Members:	**170***
	All System Population:	**32,512,775**
Unaffiliated Public Libraries		721,055
Huntington Beach Public Library		
Irwindale Public Library		
Larkspur Public Library		
Los Gatos Public Library		
Monterey Public Library		
Redlands (A.K. Smiley) Public Library		
San Leandro Community Library		
Santa Ana Public Library		
Vernon Public Library		
	TOTAL: 9	
Areas Without Service		17,700
Industry		
Unincorporated area of Lassen County		
	TOTAL STATE:	**33,252,000**

*Includes Consolidations since 1/1/78

Attachment C

RECOMMENDED 1998/99 CLSA BASELINE BUDGET BY PROGRAM

PROGRAM	1997/98 CLSA BASELINE BUDGET	1998/99 ADJUSTMENTS	RECOMMENDED 1998/99 CLSA BASELINE BUDGET
Transaction Based Reimbursements	$ 7,919,000	$ 681,000	$ 8,600,000
Consolidations & Affiliations	-0-	-0-	-0-
Statewide Data Base	275,000	-0-	275,000
System Advisory Boards	45,000	-0-	45,000
System Reference	1,860,000	17,000	1,877,000
System Communications & Delivery	1,255,000	8,000	1,263,000
Special Services: California Literacy Campaign	3,490,000	600,000	4,090,000
Special Services: Families for Literacy	876,000	-0-	876,000
System Planning, Coordination, & Evaluation	-0-	-0-	-0-
Statewide Communications & Delivery	-0-	-0-	-0-
State Reference Centers	-0-	-0-	-0-
Total	15,720,000	1,306,000	17,026,000
State Operations	$646,410	-0-	$646,410

Attachment D

SUMMARY -- 1999/2000 CLSA BASELINE BUDGET RECOMMENDATION BY PROGRAM

PROGRAM	1998/99 BUDGET	1999/2000 BASELINE	ADDITIONAL FUNDING RECOMMENDED
Transaction Based Reimbursements	$ 8,600,000	$ 8,600,000	$3,103,000
Consolidations & Affiliations	-0-	-0-	-0-
Statewide Data Base	275,000	275,000	-0-
System Advisory Boards	45,000	45,000	-0-
System Reference	1,877,000	1,877,000	22,000
System Communications & Delivery	1,263,000	1,263,000	10,000
Special Services: California Literacy Campaign	4,090,000	4,090,000	-0-
Special Services: Families for Literacy	876,000	876,000	300,000
Special Services: Young Adult Services	-0-	-0-	5,000,000
System Planning, Coordination, & Evaluation	-0-	-0-	-0-
Statewide Communications & Delivery	-0-	-0-	-0-
State Reference Centers	-0-	-0-	2,882,000
Total	17,026,000	17,026,000	11,317,000
State Operations	$646,410	$646,410	618,000

CLSB RESOLUTION 98-02

WHEREAS, *the California Library Services Board desires to recognize the distinguished contributions of one of its members on the occasion of the conclusion of her term of service as a member of the Board; and*

WHEREAS, *the Board wishes to honor her for her outstanding public service representing the limited and non-English speaking population since her appointment by the Governor of the State of California on June 9, 1995; and*

WHEREAS, *it should be noted that she has served the State as a teacher with the Washington School District in Sacramento, a founding member of the Council of Asian and Pacific Islanders Together for Active Leadership, and past president of the Filipino Community of Sacramento and Vicinity, Inc.; and*

WHEREAS, *it should be noted that she served with distinction on all standing committees of the Board, as well as her outstanding work as Chair of the Young Adult Ad-Hoc Committee, providing distinguished leadership to that effort.*

NOW, THEREFORE, BE IT RESOLVED, *that*

the California Library Services Board
extends its sincere appreciation and deep regard to

JOSEFINA PATRIA

for her contributions to the libraries and people
of the State of California

Adopted: AUGUST 20, 1998

Attachment F

CLSA CALENDAR OF UPCOMING EVENTS & DEADLINES

August 28	California Library Literacy Service (CLLS) quarterly reporting packages mailed from the California State Library
August 31	1st 1998/99 Direct Loan Sample data due at the California State Library
September 1	System Annual Reports, System Uniform Budgets, System Uniform Expenditure Reports due at the California State Library
September 30	CLLS matching funds certifications postmarked to the California State Library
October 9	CLLS Plans of Service and Budgets mailed to libraries participating in the matching funds process
October 15	1st Quarter 1998/99 ILL claims due at the California State Library
October 18-31	2nd Quarter 1998/99 Direct Loan Sample period
October 30	CLLS 1st Quarter (1998/99) Reports due at the California State Library
November 16	CLLS Plans of Service and Budgets for matching funds postmarked to the California State Library
November 12-13	CLSB Meeting, Oakland
November 13	1998 System Advisory Board Recognition Luncheon, Oakland
November 16	2nd 1998/99 Direct Loan Sample data due at the California State Library

Coachella Valley Mosquito & Vector Control District

83-733 Avenue 55 • Thermal, CA 92274-9491 • (760) 398-0119 • Fax 398-5238
E-mail: cvmosquito@earthlink. net • Web: http://www.cvmosquito.org

September 8, 1998

Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92870

The Board of Trustees for Coachella Valley Mosquito & Vector Control District has nominated Mr. Mike Rodriguez as a candidate for the California Special Districts Association (CSDA) Board of Directors for Region 6, Seat B.

Mike Rodriguez has a broad background with Special Districts and City and County Agencies.

His expertise will enhance the CSDA. We will appreciate your support of Mike Rodriguez.

William Bizzell
Board of Trustees President

5

CSDA
BOARD OF DIRECTORS
NOMINATING FORM

Name of Candidate Mike Rodriguez

District/Region Region 6

Address 83733 AVE 55
(Street)

Thermal CA 92274
(City) (State) (Zip)

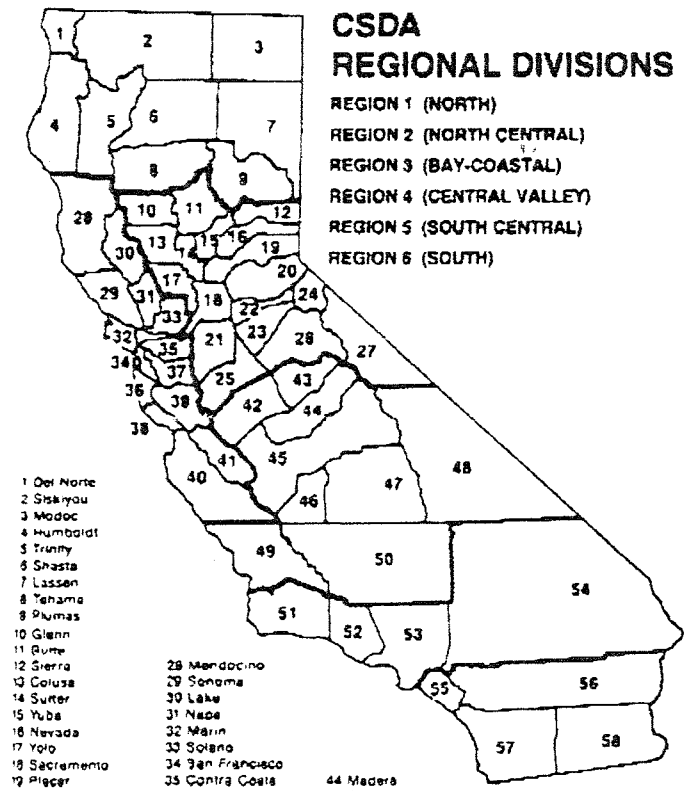
Phone 760 3980119

Nominated by _____
(Optional)

Return this portion to:

CSDA

1121 L St., Suite 508, Sacramento, CA 95814



Resolution No. 98-15

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE COACHELLA VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT NOMINATING MICHAEL RODRIGUEZ TO SERVE ON THE BOARD OF DIRECTORS FOR THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

WHEREAS, the Coachella Valley Mosquito and Vector Control District ("District")is a political sub-division and a "local agency" of the State of California, created and operating under the authority and provisions of California Health and Safety Code Section, 2200 and following, and is also a "local agency" within the meaning of Section 53600 of the California Government Code; and

WHEREAS, the District is a member of the California Special Districts Association ("Association") and is located within Region 6 of said Association; and

WHEREAS, the Association has issued a call for nominations to the Board of Directors for the Association

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District that Michael Rodriguez be given the support of the Board of Trustees to serve on the Board of the Association for Region 6 and that he is hereby nominated to so serve.

PASSED AND ADOPTED by the Board of Trustees of the Coachella Valley Mosquito and Vector Control District on this 28th day of August 1998 by the following vote:

AYES:	8
NOES:	0
ABSENT:	2
ABSTAIN:	1

William H. Bizzell, President, Board of Trustees
Coachella Valley Mosquito & Vector Control District

ATTEST:

Nick Nigosian, Vice President
Board of Trustees, Coachella Valley Mosquito & Vector Control District

CSDA.Res

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Review Library Revenue Issues, including whether to renew the services contract with California Advocates for legislative information services; and continue the discussion of the feasibility of Library Parcel Tax ballot issue reductions.**

DATE: September 15, 1998

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

   No new information at this time

2. State Funds

   The Public Library Fund allocation adopted by the Legislature was reduced by Governor Wilson. I estimate the new amount to be approximately $60,000 which is $30,000 more than last year and $30,000 less than what had been approved by the Legislature.

3. Local Revenues

   It looks as if the District will be approved as a Passport Application Acceptance Agency in time to be operational by January 1999. The revenue generated will make up for some of the loss in the Public Library Fund allocation.

   Peggy Burkich continues to work on the transfer of collection accounts to the new agency.

Parcel Tax Election Considerations

Altadena Library District has the renewal of its Parcel Tax on the ballot for the November General Election. Attachment A is a list of all of the public library measures on the November ballot.

RECOMMENDATIONS:

Give direction for future action

CSL Library Develop, 04:33 PM 9/11/98 , Attention: Library Director.

X-POP3-Rcpt: plalibd@home
Date: Fri, 11 Sep 1998 16:33:48 -0700 (PDT)
From: CSL Library Development Services <csllds@library.ca.gov>
X-Sender: csllds@agency.ceres.ca.gov
To: l-director@library.ca.gov
Subject: Attention: Library Director.

DATE: September 9, 1998

TO: California Public Library Directors

FROM: Richard B. Hall, Library Consultant, California State Library

SUBJ: November Ballot Measures

I am currently aware of the following ballot measures which will appear on the November 1998 ballot:

Library Jurisdiction	Type of Measure	Purpose of Measure
Altadena Library District	Parcel Tax	Operating
Fresno County	1/8 Sales Tax	Operating
Coalinga-Huron Library District	1/8 Sales Tax	Operating
Del Norte County Library District	1/4 Sales Tax	Operating & Capital Outlay
City of Los Angeles	G.O. Bond Issue	Capital Outlay
City of Santa Monica	G.O. Bond Issue	Capital Outlay

If there are any others of you who have any kind of ballot measure which will appear on the November 1998 ballot, please contact me (e-mail= rhall@library.ca.gov or telephone (916) 653-7252) so that I will have an accurate count of the number of measures. Please provide the following information by September 21st:

Jurisdiction authorizing measure, i.e., City of Los Angeles, Butte Co. etc.

Type of Measure, i.e., Sales Tax, General Obligation Bond, etc.

Purpose of Measure, i.e., operating costs, capital outlay, or both etc.

Thank you in advance.

ELIZABETH D. MINTER

September 2, 1998

American Security Group
ATTN: Charles

FAX: 770-612-5730

RE: ACCT. 4417 1223 7556 5521
First USA

This FAX is to confirm my instructions to American Security Group to cancel the credit card insurance premium on the above listed account **effective immediately**.

Your prompt attention will be appreciated.

Yours truly,

Elizabeth D. Minter

This charge appeared again on my September 17, 1998 (closing date) statement. Please credit my account for $97.99 and discontinue charges immediately. EDMinter. 9-27-98

539 GARDENIA AVENUE • PLACENTIA, CA • 92870-4705
PHONE: 714-993-3479 • E-MAIL: ElizabethMinter@msn.com

PLACENTIA LIBRARY DISTRICT MEMO

TO: John Fraser, City of Placentia Administrative Coordinator

FROM: Elizabeth D. Minter, Library Director

DATE September 29, 1998

SUBJECT: Questions about your memo of September 24, 1998

Upon reading you memo of September 24, 1998 regarding the Library Seismic Retrofit Analysis/Plans and Cost Contract, there appears to be several communication clarity problems.

1. Have the City and the Library, or have they not, been awarded a FEMA Grant to cover part of the costs of this project?

   In paragraph 5 of your memo of August 24, 1998, you state, "Attached are the EQE estimate for the Library, as well as a schedule of costs covered by FEMA."

   In paragraph 6 of the same memo you state, "The *funding allocated by FEMA* (through OES) for the Library is $47,712. This would cover 75% of the actual retrofit construction costs. For engineering work, *FEMA will also reimburse* 75% of 6% of the amounts highlighted. *The Library District would be responsible for the balance of EQE's costs*."

   In your memo of September 24, 1998 the participation by FEMA suddenly appears to be uncertain. In paragraph 3 you refer to "*potential* reimbursement from FEMA for these costs" and in paragraph 4 you state that "FEMA *may ultimately reimburse* up to $5,754 for these costs".

2. Prior to the publication of the Library District's Board memo of September 15, 1998, I reviewed the content of that memo and the calculation of the Library's FEMA reimbursement with you. You helped me calculate the figures used in paragraph 5 of that memo.

   Why didn't you disclose to me at that time that the EQE amount would need to be paid in full and then reimbursed by FEMA? The payment structure has now apparently become an issue that I will have to take back to the Library Board.

   The budget appropriation I requested from the Library Board was the amount that you told me was appropriate based upon the calculations and estimates that you provided to me in your memo of August 24, 1998. I had no other source of information. I was not provided with a copy or a summary of the proposed EQE contract.

3. Since the EQE amounts are quoted as two different items, $5,000 for preliminary engineering studies, and $9,000 for final engineering and construction documents, is it required in the EQE contract that both items be completed?

   In other words, is it possible for the Library to decide to discontinue its participation after the results of the preliminary engineering studies are completed without being obligated to pay for final engineering and construction documents?

   What would happen with the FEMA reimbursement if this occurred?

I hope that we will be able to get all of these questions answered and the issues resolved before any further action is taken on this project.

CC: City Administrator
Director of Public Works
Director of Administrative Services
Library Board of Trustees

Placentia Library Foundation
Fund Analysis
August 31, 1998

	Operating Sanwa Bank General Fund	Adopt-A-Book	Bk. Endowment Sanwa Bank Savings	Bk. Endowment Vanguard Asset Management	Bk. Endowment Vanguard Wellington	Endowment T. Rowe Price Shaw Lap Sit	Endowment SII/Pershing Securities Temp.	Subtotal Endowment	TOTAL
Operating Unrestricted	(580.72)							0.00	(580.72)
Afghan Library	1,305.20							0.00	1,305.20
Afghan City	800.00							0.00	800.00
Afghan Sales Tax	124.00							0.00	124.00
Direct Mail	6,000.00						2,500.00	0.00	8,500.00
Direct Mail payable to AAB	2,175.00							0.00	2,175.00
Lapsit Program Expenses	(120.00)							0.00	(120.00)
Adopt-A-Book		14,410.36						0.00	14,410.36
Parcel Tax Election Fund -- Restricted			1,346.10					0.00	1,346.10
Book Endowment -- Restricted			1,153.90	18,737.52	13,143.09			33,034.51	33,034.51
Bk. Endow. Payable to Vanguard Asset			1,046.91					1,046.91	1,046.91
Shaw Endowment -- Restricted						7,428.73	2,961.00	10,389.73	10,389.73
Earned Interest Payable to General Fund							64.59	0.00	64.59
TOTAL	9,703.48	14,410.36	3,546.91	18,737.52	13,143.09	7,428.73	5,525.59	44,471.15	72,495.68

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Authorization for the City of Placentia to proceed with contracting with EQE International Inc (Newport Beach) on behalf of Placentia Library District, to perform specific seismic analyses and prepare construction documents for the Library at an estimated net cost of $8,430**

DATE: September 15, 1998

BACKGROUND:

At its meeting on November 18, 1997 the Library Board of Trustees heard a presentation by City of Placentia Administrative Coordinator John Fraser regarding the District's participation in the City's seismic reinforcement project. It was moved by Secretary Evans and seconded by Trustee Stark to include the District in the seismic reinforcement evaluation of the various City facilities at a cost not to exceed $8,500.00.

At its meeting on March 23, 1998 the Library Board of Trustees received a memo from City Administrative Coordinator John Fraser reporting on that status of the project. At that time the District was advised to budget $12,500 to cover the costs of the seismic reinforcement project for Fiscal Year 1998-99.

At its meeting on August 18, 1998 the Library Board of Trustees adopted a budget of $13,000 in Fund 702 for this project.

Attachment A is a memo from City Administrative Coordinator John Fraser requesting the District's approval of the City's contract with EQE International, Inc. (Newport Beach) to perform specific seismic analyses and prepare construction documents. The cost to the District will be either $9,822 or $8,243, depending on whether FEMA determines if the District is eligible for the reimbursement for plans, permits and inspections since the City does not charge the District for these services.

The costs are calculated as follows:

Preliminary engineering studies	$ 5,000
Final engineering and construction documents	9,000
TOTAL EQE International Costs	$14,000
FEMA Architectural/Engineer (75% of $5,570)	- 4,178
Subtotal without Plans, Permits, etc.	**$ 9,822**
FEMA Plans, Permits, etc. (75% of $2,102)	- 1,576
Total with Plans, Permits, etc.	$ 8,246

RECOMMENDATION:

Approve the City of Placentia's contract with EQE International, Inc. (Newport Beach) to perform specific seismic analyses and prepare construction documents for Placentia Library District at a net cost to the District not to exceed $10,000.

MEMORANDUM

City of Placentia

TO: **Elizabeth Minter**, Library Director

FROM: Administrative Coordinator

DATE: September 24, 1998

SUBJECT: **LIBRARY SEISMIC RETROFIT ANALYSIS/PLANS COSTS AND CONTRACT**

Thank you for your letter to our City Administrator (dated 9/17/98); I would like to discuss the Placentia Library District's action discussed in your letter, as well as some contract issues.

On September 15, the City Council awarded the contract to do seismic analyses and prepare construction plans for the Civic Center, Corporation Yard and Library. The contract went to *EQE International, Inc.*

The 9/15/98 Library Board of Trustees' Agenda (Item #34) illustrates *EQE's* stated costs for seismic analysis and plans for the Library, as well as potential reimbursement from FEMA for these costs.

In your 9/17/98 letter to Mr. D'Amato, you noted that the Library District authorized the City to contract with *EQE* on behalf of the Library. The Library District approved a net cost not to exceed $10,000 for the seismic analysis and construction plans. While FEMA may ultimately reimburse up to $5,754 for these costs, *EQE* must be paid by the Library upon completion of their work. FEMA provides reimbursement after the costs incurred are submitted to the Governor's Office of Emergency Services (OES).

Within the contract that has been prepared between the City and *EQE*, the following are stated:

> "(*EQE* shall) Meet with City representatives to present the results of the seismic analysis work, and (then) determine whether to proceed (with construction plans), given the amount of seismic reinforcement required in relation to the available funding for architectural and engineering fees and construction."
>
> "It is expressly understood that compensation shall include payment for all services rendered (as set forth in Section 4), as well as any and all direct and indirect costs and expenses incurred by the CONSULTANT incidental to rendering services..."

The City's primary contact with *EQE* is Senior Vice President Elwood Smietana, S.E. Mr. Smietana feels that both the Civic Center and Library are generally structurally sound. Therefore, after *EQE* completes their analyses of all three (3) facilities, a determination will be made as to the exact seismic reinforcement necessary for each structure, given available funding. The actual costs for the construction plans and incidental work may possibly be less or higher than what was initially stated. To date, the City has compensated *EQE* for the exact amount that was indicated prior to their work on the City's fire stations.

In conjunction with the *EQE* contract itself, the City will provide a cooperative agreement with the Library District for the Library project. This will better clarify the funding requirements involved for both the City and Library District. We are currently conferring with the City Attorney regarding this matter.

If you have any questions regarding either of these matters, please contact me at 993-8117.

Thank you.

cc: City Administrator, Dir. of Public Works, Dir. of Administrative Services, Chief Building Official

MEMORANDUM

City of Placentia

TO: **Elizabeth Minter**, Director, Placentia Library

FROM: John Fraser, Administrative Coordinator

DATE: August 24, 1998

SUBJECT: **SEISMIC RETROFIT OF PLACENTIA LIBRARY**

The City recently received a proposal from the engineering firm *EQE International Inc.* (Newport Beach) to perform specific seismic analyses and prepare construction documents for the Civic Center (City Hall and Police Department), Corporation Yard and Library. We would like to discuss this issue with you.

The City has already contracted with *EQE International* for the same type of work at the City's fire stations on Bradford and Valencia Avenues. The proposed work for the Library would involve *EQE* engineers performing inspections to determine the best approach for seismic reinforcement; and, to prepare construction documents that would be used by a construction firm to perform the structural upgrades required.

In submitting the City's grant application to the Governor's Office of Emergency Services (OES), staff provided its best estimates of the work required for the various City facilities involved. However, *EQE* may determine another approach that would be more structurally beneficial for the buildings.

In our discussions both with *EQE* representatives and with OES personnel, we have drawn some conclusions about the company. While it is not necessarily the least expensive firm in this field, it is well respected and considered quite competent. The seismic retrofit of structures has become a specialized task in the engineering and construction fields. Consequently, it is important to work with firms that are experienced and knowledgeable in this area. We are comfortable with the decision to use the services of *EQE*.

Attached are the *EQE* estimate for the Library, as well as a schedule of costs covered by FEMA. The *EQE* costs are similar to those assessed to the City for the engineering work on our fire stations. The cost of each preliminary engineering study for the fire stations was $6,000. The cost for the preparation of construction documents for the stations came to total of $31,500.

The funding allocated by FEMA (through OES) for the Library is $47,712. This would cover 75% of the actual retrofit <u>*construction costs*</u>. For engineering work, FEMA will also reimburse 75% of 6% of the amounts highlighted. The Library District would be responsible for the balance of *EQE*'s costs.

We will soon request approval from City Council to contract with *EQE* for work on the Civic Center, Corporation Yard and, subject to approval by the Library District, the Placentia Library. We have informed *EQE* that approval from the Library Board is necessary prior to a contract for that facility. Consequently, we need to know if the Library District wishes to proceed with this project, so we may set a Council date. If you have any questions regarding this matter, please contact me at (714) 993-8117.

Thank you.

cc: City Administrator
Director of Public Works
Director of Administrative Services

the deficiencies relative to meeting EB criteria, and the means and costs for correcting these deficiencies. The scope of these engineering analyses would entail limited field investigation to confirm what appears to be a very complete set of structural drawings for all buildings, preliminary seismic analysis of key elements of the lateral load carrying systems, identification of major problem areas relative to the structure's ability to perform in accordance with EB criteria, and development of preliminary retrofit measures and costs to correct unacceptable deficiencies.

It is important to note that this approach does not suggest or warrant a result of absolute and complete compliance with current UBC EB criteria. To attain such would be very costly from both an engineering and construction standpoint, and in our opinion, would be unnecessary relative to achieving substantial compliance with the intent of the EB provisions of the code, that is, minimal damage and downtime. We also believe that the suggested approach is more consistent with FEMA's intended process for practically and cost-effectively assessing and mitigating earthquake risk to important public facilities.

As with the fire stations, following the assessment of deficiencies and means and costs for retrofit, construction documents can be prepared for those retrofit measures for buildings and equipment systems selected for implementation. Clearly, the costs and available funding will play a key factor in the extent and timing of facility retrofits.

Costs and Schedule

For your planning purposes, we would suggest the following A/E fees and schedules going forward. The final engineering and construction document fees are highly speculative until the preliminary studies are completed and the problem areas are identified. Fees are based upon the same general scope of services provided for preliminary and final engineering for the fire stations:

Preliminary engineering studies:

Civic Center/Police		$ 6,000
Library		$ 5,000
Corporation Yard		$ 4,000
	Total	$15,000

Schedule for all three assuming concurrent studies = 3 weeks

Final engineering and construction documents:

Civic Center/Police		$10,000
Library		$ 9,000
Corporation Yard		$ 6,000
	Total	$25,000

Schedule for all three assuming concurrent work = 6 weeks

SUBGRANTEE: City of Placentia
DR-1008-CA

PROJECT-3303
RETROFIT CORPORATION YARD/LIBRARY

FIPS: 059-57526

CITY CORPORATION YARD: 3303

Upgrade roof-to-wall connections.	$19,000	$31,300
Retrofit of existing T-Bar Ceiling and bracing /seismic struts for ceilings	$15,000	$1,500
Reinforcement of concrete walls	$41,000	$0
Contents/equipment bracing (generators, compressors, lockers)	$0	$1,000
CONSTRUCTION COST TOTAL		
Architectural/Engineering Fees	$8,800	$4,394
Plans, Permits, Inspections	$8,800	$1,690
PROJECT TOTAL	[illegible]	

LIBRARY: 3304

Upgrade roof-to-wall connections. Additional anchor bolts at WF beams and concrete walls.	$28,000	$22,400
Retrofit of existing T-Bar Ceiling and bracing /seismic struts for ceilings	$0	$19,640
Repairs to minor cracking of masonry walls	$12,000	$0
Bracing of existing mechanical ducts	$0	$0
CONSTRUCTION COST TOTAL	[illegible]	
Architectural/Engineering Fees	$4,800	$5,570
Plans, Permits, Inspections	$3,600	$2,102
PROJECT TOTAL	[illegible]	

FEMA COVER 75% TO

$557
× 75%
$4,178

$2,102
× 75%
$1,576

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Authorize a Library Board Memorial in honor of John Tynes**

DATE: September 15, 1998

BACKGROUND:

At its meeting on August 18, 1998 the Library Board of Trustees requested that the provision of a memorial for John Tynes be placed on the September Agenda.

RECOMMENDATION:

Authorize $100 from the Library Board Fund in the County Exempt Account to be used to purchase a memorial reference book for John Tynes.

Claire was a member of the Lib Board.

Rod Smith

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Report on changes in the Library District's relationship with Placentia Library Foundation as it proposes establishing a position of Treasurer, and discontinuing using Placentia Library District for its bookkeeping and accounting services; adoption of a Library Board policy reflecting the impact of these changes on Library staff support to the Foundation; and adoption of a Library Board policy for distribution of keys to the building**

DATE: September 15, 1998

BACKGROUND:

At the time the Placentia Library Foundation was established in 1994, the Library Board agreed that Library District staff would provide support services in the following areas until such time as the Foundation could provide its own staff:

- The Library Director would provide fund raising management assistance based upon the training provided by the National Society of Fund Raising Executives, later supplemented by the Fund Raising Certification courses at the University of California, Irvine.

  This was later expanded to include meeting notices for Foundation Board meetings, assistance with grant preparations, newsletter preparation and production, and preparation of support materials (letters, agendas, minutes, presentation folders, etc.) for Foundation Committees. During the past year the Library Director has also been asked to prepare and mail the Board of Directors Agenda along with financial reports and committee reports.

- The Library Administrative Assistant would provide accounting and bookkeeping services as long as the banking is done at the same bank as the District, and the General Ledger and other accounting requirements were the same as the District's. The reason for this service was the assumption that eventually the Foundation's financial records would be subject to formal audits and that it would be best if they were prepared to the same standards as the District's.

  The General Ledger and checkbook activities have been done on a "batch" process basis, usually once a month, in order to make the most efficient use of the staff available. Deposits and acknowledgments have been processed as soon as they were received.

  The Administrative Assistant also coordinates the preparation of the annual Federal IRS Form 990 for the Foundation with Munson, Cronick & Associates, and prepares and files the CA Secretary of State form, and the Franchise Tax Board report.

- The Library Volunteer Coordinator would develop and maintain the donor database and prepare thank you letters. She also coordinates the preparation of all mailings, including the newsletter, annual giving campaign, direct mail, and donor reception.

In January 1998 the Library Director presented the following request to the Foundation Board of Directors as one of the proposed Foundation Board Strategies for 1998:

> *The major development that needs to occur in 1998 is planning for funding for a development director.*
>
> *The amount of work generated by foundation activities is sorely taxing library staff and taking time away from the volunteer and public information activities normally performed. There are no library funds available to increase the amount of staff time dedicated to foundation activities. If the foundation is going to grow significantly during the next few years it will need to have a dedicated, professionally-trained development director to manage its day-to-day operations.*
>
> *This project will need a budget of approximately $15,000 and would be paid through the foundation's operating fund. The board needs to determine how to raise the funds to support the administrative functions of its activities.*

No action was taken at the January meeting. The Board Strategies for 1998 were adopted at the May Foundation Board Meeting but no Committee was appointed to address the proposal to plan for funding Foundation staff.

On August 18, 1998 Foundation President Saundra Stark announced to me that she had recruited a volunteer, her brother Ted Farkas, to take over maintaining the Foundation checkbooks and doing all of the "computer entry work." I explained to Mrs. Stark that if the Foundation took over some of the treasurer's duties that District staff would not be able to be involved in any of them.

I said this because I believe it would expose the District and its staff to significant legal and public relations liabilities. It is my opinion that the District should be unwilling to place its staff in the position of potentially being liable for the financial activities of a person or persons over whom they have no supervisory authority or responsibility – especially when it involves the funds of a legally separate organization.

All of the District's staff who handle funds (receive cash at the Circulation Desk, process ticket sales for the Author's Brunch, etc.) for either of the Library's support groups, the Friends or the Foundation, are bonded employees. According to basic public accounting guidelines, the Library Director has incorporated checks and balances in the District's financial procedures by setting-up staff duties in such a way that no one person is handling all of the bookkeeping and reporting functions.

Mrs. Stark stated that she does not want the Foundation to be responsible for all of its own treasury functions. She said that she wants to provide a volunteer or volunteers who will work under her supervision, doing some, but not necessarily all, of the accounting activities, and that Library staff can work alongside these volunteers and herself to do the remainder of the duties.

In my opinion the idea of transferring the Foundation's financial activities from District staff to Foundation volunteers (or an outside contractor) is an excellent one. The Foundation will be four years old in October 1998 and it is time for it to become more self reliant in all of its projects. Transferring the treasurer responsibilities to the Foundation at this time will relieve the District's Administrative Assistant

Trustee Al Shkoler (fixes problems with various computers from time to time)

Foundation President Saundra Stark (activities with vending machine)

RECOMMENDATION:

Policy for Staff Involvement with Financial Activities for Library Support Groups

The Friends of Placentia Library and the Placentia Library Foundation are Placentia Library support groups that are organized as independent non-profit organizations recognized by the California Secretary of State, and granted 501(c)(3) tax exempt status granted by the Internal Revenue Service. While both of these organizations have been created to support the activities of Placentia Library, neither receives funding from Placentia Library District. Placentia Library District has no authority over the decisions of the Boards of Directors of either one of these organizations.

Placentia Library District staff will not participate in the financial/bookkeeping/accounting activities of Placentia Library District's support organizations. The exceptions are:

Cash or checks received at the Circulation Desk will be entered in the cash register with a receipt given to the donor/purchaser.

Items received by mail will be left unopened, stamped with the date received, and placed in the assigned area for each organization.

Sealed items left at the Circulation desk will be left unopened, stamped with the date received, and placed in the assigned area for each organization

Policy for Placentia Library District Keys

Inside and outside master building keys may be issued to the following:

Library Administrative Staff, Librarians and Library Assistants

City Police Department and City Yard and, at the discretion of the Library Director, to bonded, licensed contractors who need access to the Library when it is closed to the public for as long as they need access

Friends of the Library President for as long as she is working on Friends or Placentia History Room projects

Trustee Al Shkoler for as long as he is working on District equipment

Foundation President and Treasurer for as long as she/he are working on Foundation projects

Each individual receiving a building key, or any other District key, will sign a receipt for each key. The receipt will state that only the person named thereon has permission to use the key to

and Volunteer Coordinator of a significant amount of work currently performed for the Foundation At the present time the District provides no treasury support for the Friends of Placentia Library.

On August 19 I prepared a proposed *Responsibilities of the Office of Treasurer* (Attachment A) for the Foundation. I sent a copy to Munson, Cronick & Associates for review. This document is intended to be a list of duties along with a detailed description of the activities involved with each duty. M. A. McHenry, CPA, responded with the recommendation that the transfer of responsibility begin after the September Foundation Board meeting, and that she and one or two other Foundation Board members meet with the volunteer before any action was taken. I sent a copy of the document and a summary of Mrs. McHenry's comments to Mrs. Stark on August 20.

Mrs. Stark responded that the list of responsibilities seemed overwhelming. She also stated that she wanted the transition to begin immediately.

On August 24 I prepared a *Transition Plan for the Office of Treasurer* (Attachment B) under the assumption that the transfer of responsibilities would begin after the Foundation Board meeting in September. I sent a copy of the plan to M. A. McHenry.

Mrs. Stark wanted to begin the training to begin on August 28. I refused, explaining that I could not divert Library staff from other duties to take on the training responsibilities any earlier that I had offered in the Transition Plan. I also explained that access to the General Ledger can not be provided until after Mrs. Dumitru closes out the August books by preparing the Foundation's Financial Reports, which should be no later than September 18. (Mrs. Dumitru was not scheduled to be in the Office the Friday of Labor Day weekend, and during the next week was preparing materials for the Library Board meeting . Staff also needs several weeks to prepare a computer for the Foundation to use and to set up a work space. There is no room for this activity in the Administrative Office. Al Shkoler began working on the computer issues on August 27 and staff has begun to make the office arrangements.

Mrs. Stark again requested to get started on the transition right away. We agreed that if she received approval by telephone from the Foundation Board members, that we would begin training on preparing the deposits for each of the Foundation accounts on Sunday, August 30.

At this time the Staff needs clarification from the Library Board about the level of staff involvement with the financial activities of the Library's support groups.

The issue of providing inside master and outside master building keys for Mr. Farkas was raised on August 30. Mr. Farkas is available for volunteer work primarily on Fridays and staff is not regularly scheduled to be in the Library on Fridays.

At present the following have outside master keys (Administrative Assistant Charlene Dumitru is responsible for keeping the list of individuals with master keys):

Library Administrative Staff, Librarians and Library Assistants

City Police Department and City Yard (to expedite maintenance service)

Bear State Air Conditioning (monthly HVAC service when Library is closed)

Friends President Pat Irot (access for Friends Book Store and sorting activities & Placentia Room)

enter the building (the key may not be given/loaned to another person). This record will by kept by the Library Administrative Assistant.

PLACENTIA LIBRARY FOUNDATION

RESPONSIBILITIES OF THE OFFICE OF TREASURER (PROPOSED)

Receive & Deposit All Contributions & Other Funds Received by Mail

Staff will collect envelopes, unopened, stamped with the date received, and place them in the Foundation lock box in the Administration Office.

Unsealed items received by Library Staff will also be placed in the lock box along with an explanation of the source and purpose of the funds.

Treasurer will open envelopes and make a copy of each check or cash along with a copy of the donor card/information (if there is no donor card then a copy of the return address on the envelope).

Clip together the check/donor information photocopy, original donor card and mail envelope and put it in a folder for the staff to use to prepare the acknowledgement and update the patron database record. *During the Annual Giving Campaign, Direct Mail Campaign, and Author's Brunch Ticket Sales and wrap-up periods, or during other special events, it its critical that the staff receive the donor information as quickly as possible so that the acknowledgement or tickets may be processed.*

Determine the correct account for each item and prepare the deposit tickets.

Annual Giving Fund gifts from Foundation Board Members go into the General Fund. *All items deposited to the General Fund need to have that information written on the copy of the check so that the person issuing the acknowledgment will indicate the correct Fund.* Other gifts from the Foundation Board Members are deposited per their instructions.

Annual Giving Fund gifts of less than $250 go into the Adopt-A-Book Fund unless otherwise designated.

Annual Giving Fund gifts of $250 or more go into the Book Endowment Fund unless otherwise designated. Sometimes Donors will ask us the change the designation after they receive their thank you letter. *All items deposited to the Book Endowment Fund need to have that information written on the copy of the check so that the person issuing the acknowledgment will indicate the correct Fund.*

All deposits for the Author's Brunch go into the Adopt-A-Book Fund.

All deposits for the American Girl Tea go into the General Fund.

Memorial Gifts are deposited to the Adopt-A-Book Fund unless otherwise instructed by the Library Director.

The original of each deposit ticket should include the bank code for each check. The copy of each deposit ticket should also have the last name of each donor as this information is sometimes needed to support future research.

Collect & Deposit Vending Machine Receipts

Empty vending machine of currency and coins and deposit to the General Fund.

Receive & Deposit Contribution Box Receipts

Staff will place the daily cash receipts for the contribution box at the Circulation Desk in the Foundation Lock Box, along with a record of the amount in each envelope.

Deposit to the Adopt-A-Book Fund

Receive & Organize All Bank & Other Account Statements

Staff will collect all bank statements and investment statements, unopened, stamped with the date received, and place them in the Foundation lock box in the Administration Office.

Prepare bank reconciliations for each account statement.

Maintain Foundation Checkbooks

Prepare checks as requested by the Foundation President, Library Director, Library Administration Assistant, or Library Volunteer Coordinator. Requests for checks from Library staff will be made in writing and left in the Foundation Lock Box.

Two signatures are required for all Foundation checks except the Adopt-A-Book checking account.

One signature must be the Foundation President or Secretary and the other can be any Foundation Board member.

The Library Director can sign Adopt-A-Book checks for less than $500.

Prepare forms to update signature cards for all Foundation bank accounts as Board Members change.

Monitor minimum balance and maximum check requirements for each account.

Prepare Foundation General Ledger Reports

The final authority for all General Ledger issues is the professional staff at Munson, Cronick & Associates, the Library District's auditor. Routine questions should be directed to Charlene Dumitru at the Library as she uses the same software to prepare the District's General Ledger each month. Charlene is also knowledgeable about preparing corrections and setting up new accounts and line items. If Charlene is in doubt about an issue she will advise you to contact the professional staff at Munson, Cronick & Associates.

Keep a log of all General Ledger changes and decisions.

The Foundation President, M. A. McHenry, and the Library Director receive a complete set of each report as it is prepared.

Prepare and Maintain Revenue & Expense Spreadsheets for Special Projects

Detailed Revenue & Expense Spreadsheets are used to monitor the progress of special Foundation projects. To date these have included the Afghans, Author's Brunch, and the Donor Receptions. The spreadsheet for the American Girl Tea is going to be managed by M. A. McHenry.

These spreadsheets are used by the Foundation Committees to monitor the success of projects and to plan for future activities.

These can be done on either Lotus or Excel.

Prepare and Submit the Sales Tax Report to the California Franchise Tax Board

To date sales tax is collected only for the Afghan sales. Because of the low volume of activity this report has had to be submitted only once per year.

NOTE: When the Library staff was processing the deposits and financial reports for the Foundation it established some routine accounting checks and balances so the person opening the envelopes and preparing the deposits was not the same person who was preparing the reports. In the case of the Library District we also segregate the account reconciliation process.

PLACENTIA LIBRARY FOUNDATION

TRANSITION PLAN FOR THE OFFICE OF TREASURER (PROPOSED)

M. A. McHenry recommended to me that we not begin the transition process until after the Foundation Board has approved the transfer of responsibilities. I assume that this will take place at the September Foundation Board Meeting.

Receive & Deposit All Contributions & Other Funds Received by Mail

Cheryl can provide the training in this area as soon as the Board has approved the transfer of responsibilities.

Cheryl is not available on Fridays. She is available on Sunday afternoons.

Collect & Deposit Vending Machine Receipts

No training required other than learning how to open the vending machine. This item may begin as soon as the Board has approved the transfer of responsibilities.

Receive & Deposit Contribution Box Receipts

No training required. This item may begin as soon as the Board has approved the transfer of responsibilities.

Receive & Organize All Bank & Other Account Statements

No training required. This item may begin after the end of the accounting period immediately following the Board approval of the transfer of responsibilities. Charlene will close out the current accounting period and then transfer all of the folders to the new Treasurer.

Maintain Foundation Checkbooks

Charlene will provide the training for this item. This item may begin after the end of the accounting period immediately following the Board approval of the transfer of responsibilities. Charlene will close out the current accounting period and then transfer all of the check books to the new Treasurer.

Charlene is available on most Fridays by appointment. She is never available the Friday before the Library Board Meeting (3rd Tuesday).

Prepare Foundation General Ledger Reports

Charlene will provide the training for this item and will continue to assist for the first several accounting periods. This item will begin at the end of the accounting period immediately following the Board approval of the transfer of responsibilities. (If the transfer is approved in September, Charlene will close out the September books in early October, and the new Treasurer will close out the October books in early November.) The new Treasurer may find it useful to observe Charlene preparing her last report.

Charlene is available on most Fridays by appointment. She is never available the Friday before the Library Board Meeting (3rd Tuesday).

Prepare and Maintain Revenue & Expense Spreadsheets for Special Projects

Charlene will provide copies of the current spreadsheets that she uses.

This item needs to begin at the same time as the Treasurer begins to prepare the deposits.

Prepare and Submit the Sales Tax Report to the California Franchise Tax Board

Charlene will provide copies of previous years' filings. This report is not due again to the Franchise Tax Board until July, 1998.

Agenda Item 3c
Attachment C

SEC. 4. The Legislature shall have the power to insure or guarantee loans made by private or public lenders to nonprofit corporations and public agencies, the proceeds of which are to be used for the construction, expansion, enlargement, improvement, renovation or repair of any public or nonprofit hospital, hospital facility, or extended care facility, facility for the treatment of mental illness, or all of them, including any outpatient facility and any other facility useful and convenient in the operation of the hospital and any original equipment for any such hospital or facility, or both.

No provision of this Constitution, including but not limited to, Section 1 of Article XVI and Section 14 of Article XI, shall be construed as a limitation upon the authority granted to the Legislature by this section.

CALIFORNIA CONSTITUTION
ARTICLE 16 PUBLIC FINANCE

SEC. 5. Neither the Legislature, nor any county, city and county, township, school district, or other municipal corporation, shall ever make an appropriation, or pay from any public fund whatever, or grant anything to or in aid of any religious sect, church, creed, or sectarian purpose, or help to support or sustain any school, college, university, hospital, or other institution controlled by any religious creed, church, or sectarian denomination whatever; nor shall any grant or donation of personal property or real estate ever be made by the State, or any city, city and county, town, or other municipal corporation for any religious creed, church, or sectarian purpose whatever; provided, that nothing in this section shall prevent the Legislature granting aid pursuant to Section 3 of Article XVI.

Annotated Codes

CALIFORNIA CONSTITUTION
ARTICLE 16 PUBLIC FINANCE

SEC. 6. The Legislature shall have no power to give or to lend, or to authorize the giving or lending, of the credit of the State, or of any county, city and county, city, township or other political corporation or subdivision of the State now existing, or that may be hereafter established, in aid of or to any person, association, or corporation, whether municipal or otherwise, or to pledge the credit thereof, in any manner whatever, for the payment of the liabilities of any individual, association, municipal or other corporation whatever; nor shall it have power to make any gift or authorize the making of any gift, of any public money or thing of value to any individual, municipal or other corporation whatever; provided, that nothing in this section shall prevent the Legislature granting aid pursuant to Section 3 of Article XVI; and it shall not have power to authorize the State, or any political subdivision thereof, to subscribe for stock, or to become a stockholder in any corporation whatever; provided, further, that irrigation districts for the purpose of acquiring the control of any entire international water system necessary for its use and purposes, a part of which is situated in the United States, and a part thereof in a foreign country, may in the manner authorized by law, acquire the stock of any foreign corporation which is the owner of, or which holds the title to the part of such system situated in a foreign country;

provided, further, that irrigation districts for the purpose of acquiring water and water rights and other property necessary for their uses and purposes, may acquire and hold the stock of corporations, domestic or foreign, owning waters, water rights, canals, waterworks, franchises or concessions subject to the same obligations and liabilities as are imposed by law upon all other stockholders in such corporation; and

Provided, further, that this section shall not prohibit any county, city and county, city, township, or other political corporation or subdivision of the State from joining with other such agencies in providing for the payment of workers' compensation, unemployment compensation, tort liability, or public liability losses incurred by such agencies, by entry into an insurance pooling arrangement under a joint exercise of powers agreement, or by membership in such publicly-owned nonprofit corporation or other public agency as may be authorized by the Legislature; and

Provided, further, that nothing contained in this Constitution shall prohibit the use of state money or credit, in aiding veterans who served in the military or naval service of the United States during the time of war, in the acquisition of, or payments for, (1) farms or homes, or in projects of land settlement or in the development of such farms or homes or land settlement projects for the benefit of such veterans, or (2) any business, land or any interest therein, buildings, supplies, equipment, machinery, or tools, to be used by the veteran in pursuing a gainful occupation; and

Provided, further, that nothing contained in this Constitution shall prohibit the State, or any county, city and county, city, township, or other political corporation or subdivision of the State from providing aid or assistance to persons, if found to be in the public interest, for the purpose of clearing debris, natural materials, and wreckage from privately owned lands and waters deposited thereon or therein during a period of a major disaster or emergency, in either case declared by the President. In such case, the public entity shall be indemnified by the recipient from the award of any claim against the public entity arising from the rendering of such aid or assistance. Such aid or assistance must be eligible for federal reimbursement for the cost thereof.

And provided, still further, that notwithstanding the restrictions contained in this Constitution, the treasurer of any city, county, or city and county shall have power and the duty to make such temporary transfers from the funds in custody as may be necessary to provide funds for meeting the obligations incurred for maintenance purposes by any city, county, city and county, district, or other political subdivision whose funds are in custody and are paid out solely through the treasurer's office. Such temporary transfer of funds to any political subdivision shall be made only upon resolution adopted by the governing body of the city, county, or city and county directing the treasurer of such city, county, or city and county to make such temporary transfer. Such temporary transfer of funds to any political subdivision shall not exceed 85 percent of the anticipated revenues accruing to such political subdivision, shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year, and shall be replaced from the revenues accruing to such political subdivision before any other obligation of such political subdivision is met from such revenue.

Agenda Item 37

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian

DATE: September 15, 1998

SUBJECT: **Program Committee Report for the Month of August, 1998**

PLACENTIA LIBRARY DISTRICT PROGRAM STATISTICS		
DEPARTMENT	**August 1998**	
	# of Programs	**#of Attendees**
LITERACY SERVICES		
Tutor Training	1	7
CHILDREN'S SERVICES		
Way Out Wednesdays	2	81
SRP Registration		24
Storytimes 2-3 years	4	31
Storytimes 4-6 years	4	25
Lapsits	4	19

Agenda Item 38

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian CMS

Date: September 15, 1998

Subject: August Activities in the Children's Department

Programming- August was the end of storytime programming for the summer. There were 8 storytimes and 4 lapsits during the month of August. The storytimes had an attendance of 56, the lapsits had an attendance of 19.

Way Out Wednesdays- In the month of August there were two programs in this Wednesday afternoon series for children ages 4 – 12 years. There were 81 attendees. The cartooning class by Ruben Gerard and Max Espinoza was a lot of fun.

Summer Reading Program- August 13th saw the closing of this year's Summer Reading Program. By the end of the program we had registered approximately 640 children. Of those 640 approximately 300 children participated. Those 300 children participating in the program read over 6000 hours during the course of the program. 122 children finished all eight weeks of the program and received their certificates of achievement and their meal coupons from the HomeTown Buffet.

Teen Volunteers- Teen volunteers have been very important in keeping the Summer Reading Program running smoothly. They have been responsible for signing children up for the program, stamping the children's logs and handing out prizes, and have been working on cleaning and relabeling all the children's easy readers. Teen volunteers contributed 543.5 hours to the Summer Reading Program in the month of August.

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer, Library Assistant

DATE: September 15, 1998

SUBJECT: Publicity materials produced for August 1998

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees
2. Library Hours
3. August Quotes
4. Afghan for sale at Circulation Desk
5. Literacy asking for volunteers to take the tutor training program
6. Summer Reading Program
7. Friends of Placentia Library bookstore and on going sale in lobby
6. Access the Internet at the Library for free
8. Storytime and lapsit schedule for children
9. Closed for Labor Day Holiday

Newspaper articles published:

1. Library Learning – Mad Science - Summer Reading Program
2. Placentia Economic Facts
3. Friends of Placentia Library meet first Monday of the month
4. Library District seats filled automatically
5. Citizenship examinations at the Library
6. John Tynes was Mr. Placentia

LIBRARY LEARNING

'Mad science' series teaches the basics with fun experiments

By Marcela Rojas
Placentia News-Times

Soham Shah never thought he could light a fluorescent tube with his feet, until he went to the Placentia Library.

"I love experiments," 11-year-old Soham said. "When I grow up I want to be a scientist. I can't wait to go home and try my own scientific experiments."

Mad scientist Jackie Crawford visited more than 50 children at the library last week to perform some of her most popular laboratory tests.

Six-year-old Christina Perez most enjoyed pouring warm water over dry ice and tasting the carbon dioxide emitted from this concoction.

As an added bonus to the more than 600 children registered with the library's summer reading program, every Wednesday the library schedules performers and movies to entertain and educate the bookworms. During the five-week program, children participating are asked to read 30 minutes a day.

Children's librarian Cyrise Smith said the mad scientist perfomance was one of the better shows they've had because it was hands-on. "The kids really enjoyed themselves, watching things melt and disappear," she said.

Perez held a plastic foam cup in her hand and poured acetone on it and watched it melt.

"I love science," she said, "I wish I had the equipment to try it at home."

Scientist Crawford also showed the kids how paper that is mixed with acid will disappear when lighted with a match.

Other experiments included tests with electricity using a tesla coil and a metal pan.

When Shah held the fluorescent bulb in his hand and then held hands with a volunteer who

Please see LIBRARY 4

SPOOKY SCIENCE: Children at the Placentia Library gaze into the dry ice fog they created as an experiment for the summer reading program. Mad scientist Jackie Crawford visited more than 50 children at the library last week to perform some of her most popular laboratory tests. Kristin Nendertilo, 7, at left, is surprised by one of the scientific tricks performed.

Mike Dorsey
For the Placentia News-Times

LIBRARY

FROM 3

was holding the tesla coil, the electricity traveled through his body so not only did the bulb he was holding light up, but a second light bulb held at his feet was illuminated as well.

"I didn't feel any shock or anything," Shah said.

Crawford explained to the children that electricity travels through your body when holding a "conductor" and a light bulb.

Seven-year-old Max Coleman, who boasted about visiting science centers, said his favorite experiment was watching the dry ice turn to mist.

"That's really neat," Coleman said, "It's like being in the movies."

Crawford said that Mad Science, a franchise based in Montreal, Canada, develops scientific experiments to teach children in a fun environment.

"They don't even realize they're learning," Crawford said, "It's a cool concept. Some of the materials I use can be found at home."

As an experiment to try at home, Crawford gave them a recipe which calls for one cup of milk, food coloring and a drop of dishwashing soap. Pour the milk into a pan, then add a few drops of any one color of food coloring and finally a drop of soap and watch a burst of colors explode.

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O.C. Business Journal
Weekly AUG 17 1998

332 PLACENTIA

Address: 401 E. Chapman Ave. 92870
Phone: (714) 993-8117 **Fax:** (714) 961-0283
Web site: www.placentia.org
E-mail: placaadmin@earthling.net
Mayor: Norman Z.Eckenrode
Econ. Dev. Manager: Joyce Rosenthal
Finance Manager: Howard Longballa
Area: 6.6 square miles
Population: 45,550

TOTAL BUDGET:
Fiscal 1998/99: $25,022,504
Fiscal 1997/98: $24,091,159

CAPITAL BUDGET:
Fiscal 1998/99: $4,676,924
Fiscal 1997/98: $4,598,048

TAXABLE SALES:
1997: $366,222,600
1996: $343,504,700

LARGEST OFFICE PROPERTIES:
701 Kimberly Ave., Building D, 36,580 sf
711 Kimberly Ave., Building C, 36,273 sf
Founders Plaza, 36,000 sf

LARGEST INDUSTRIAL PROPERTIES:
190 W. Crowther Ave., 121,326 sf
200 Boysenberry Lane, 100,000 sf
353 S. Melrose Ave., 72,000 sf

LARGEST EMPLOYERS:
The Hartwell Corp.
Placentia-Linda Hospital
Total Workforce: 25,230
Unemployment Rate: 2.6%

CHAMBER OF COMMERCE:
Address: 201 E. Yorba Linda Blvd. Ste. C 92870
Phone: (714) 528-1873 **Fax:** (714) 528-1879
Executive Director: Carol Gallo

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Placentia News
Weekly AUG 20 1998

Library District seats filled automatically

332 Despite the fact that elections are three months away, ~~the three~~ seats up for the Placentia Library District have already been filled due to lack of candidates. Incumbent Saundra Stark will serve the full four-year term along with newcomer Gaeten Wood, a retired sales manager. Trustee Jean Pappas resigned before her term was up. Al Shkoler has been filling in and will continue to serve as trustee for the remaining two years of the unexpired term.

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The Register
Daily AUG 15 1998

PLACENTIA 332

The Library District will not be holding an election in November to fill open seats on its board of directors. With three candidates seeking three seats, the appointments will be automatic. Incumbent Saundra Stark and retired sales manager Gaeten Wood will serve four-year terms. Al Shkoler will continue to serve out the remaining two years of the seat formally held by Jean Pappas, who resigned.

– **Marcela Rojas/714-704-3704**

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Placentia News
Weekly AUG 20 1998

SATURDAY 332

Karate classes offered at the Aguirre Community Building, 505 Jefferson Street. Call 993-8232.

Citizenship examinations 9 and 11 a.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

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Placentia News
Weekly AUG 13 1998

332 **Friends of Placentia Library**, 411 E. Chapman, Placentia, 528-1925. Ext. 269. Pat Irot, president. Meets 1st Monday of each month in the Conference Room of the library.

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The Register
Daily AUG 19 199

332 JOHN TYNES
1916-1998

John Tynes, known as Mr. Placentia, died Tuesday. He was 81. Tynes served on the Placentia City Council for 18 years, taught and coached at Valencia High School for 35 years, and was superintendent of schools for eight years. He believed we are put on Earth to serve our community. For his Life Story, see **Page 6.**

John Tynes was Mr. Placentia

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OBITUARY: The longtime educator, councilman and coach made life better in the city.

By **ROBIN HINCH**
The Orange County Register

When John Tynes and his bride, Clairee, arrived in Placentia in 1944, they didn't plan to stay long. It was a tiny town, with seemingly little to offer.

But within the year, they had fallen in love with the place, and they became pillars of the community. They were known as Mr. and Mrs. Placentia.

John, who died Tuesday at age 81, was a teacher and coach at Valencia High School for 35 years, superintendent of the Placentia-Yorba Linda Unified School District for eight years and served on the City Council for 18 years. A list of the projects he headed, and boards and committees on which he served, would trail halfway around the block.

Longtime Placentia residents call him a living legend. The Chamber of Commerce named him Citizen of the Year. People equate his name with making things better in Placentia.

But when he lost his 1996 bid for re-election to the City Council, he took no credit as he bid farewell to public office.

"What makes the city pleasant is the people," he said then, "and not the council or any specific group." He also thanked the voters for "giving me my retirement."

LIFE STORY

That was typical of John — always passing the credit on to someone else.

As a coach, he'd come home beaming like a searchlight when his team won, but he'd credit the victory to great players.

John was born in Louisiana, but grew up in Mississippi. He met coed Clairee Beggerly, a California girl, at the University of Southern Mississippi. They were married in 1938, just about the time John started losing his eyesight. Clairee dropped out of school to read textbooks to John so he could graduate the following year with a bachelor's degree in social studies and math.

Doctors told John a drier climate might help his eyes, so they moved to California, where John did graduate work at the University of Southern California, with Clairee as his reader.

His first teaching job was in San Jacinto. A couple of years later, he got a job in Placentia.

Their first home was an old schoolhouse converted into teachers' apartments. A well-worn auditorium stage curtain had been cut up and hung as room dividers. Six years later, John and Clairee built a house just three blocks from Valencia High so John, who didn't see well enough to drive, could walk to work.

Although he was declared legally blind, John never saw himself as disabled. "I always thought that if you have a problem and you really want to overcome it, God will provide a way to do it," he said.

One former student, Bruce Moore, recalled a foggy morning when he counted on his coach's poor eyesight to avoid running around the track. At the far side of the field, he slowed to a walk, and immediately heard John's strong voice emanating from the fog, "Moore, get runnin'!"

He was a tough coach who instilled terror in some students. But he wanted only the best from and for them. He taught them, just as he taught his own children, to "be honest, give it your best and don't make excuses." When anyone asked him what to do, his standard answer was, "Do right."

He knew how to cut to the chase and get things done. He founded the city's summer recreation program in 1946, and served as its director for 21 years. He served on the Placentia-Yorba Linda school board and was city administrator for three years. He once said that Clairee was "always up to her neck in some project." Well, so was John.

The two of them lived and worked as a unit. Where you saw one, you saw the other. They shared a gift of being able to turn a negative in their own lives into a positive for others.

When John noticed their younger son having trouble in school, he discovered the boy had a perceptual problem. John developed beneficial exercises for him, and later founded the Nationwide Perceptual Training Program that helped thousands of other youngsters.

When their 30-year-old son Bill died of complications from the AIDS virus in 1987, they started Placentia's People With AIDS support group. Wherever they saw a community need, they tried to meet it.

Last month, John received Rotary International's Paul Harris Fellow award for his community service — the first time in 61 years the Placentia organization had given the award to a nonmember.

"I think God put us here for one reason," John said then, "and that is to try to make where you live, your community, a better place."

In addition to Clairee, he is survived by daughters Mary Higgins and Carol Sue Rickel; sons Jacob and John "Bud"; seven grandchildren; and four great-grandchildren.

Services are scheduled for 11 a.m. Saturday at Placentia Presbyterian Church.

Donations can be made to the John Tynes Valencia High School Scholar Athlete Fund, 500 N. Bradford Ave., Placentia, Calif. 92870.

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Literacy Coordinator KM

DATE: September 15, 1998

SUBJECT: Placentia Library Literacy Services Report for the month of August

Program Statistics
Active tutors: 56
Active students: 62
Students waiting to be matched: 24
Percentage of tutors reporting (August hours): 82%
Tutoring hours reported: 137
Other volunteer hours reported: 55
Total volunteer hours: 192

Tutor Training. A 15-hour tutor training workshop concluded Monday, August 3, 1998. Six new tutors were matched with waiting adult learners.

Agenda Item 41

SAFETY COMMITTEE MEETING
AUGUST 13, 1998
MINUTES

I. Call to Order: 9:07 A.M.

II. Members Attending: Jerry Conn
Katie Matas
Cindy McClain

Members Absent: Esther Guzman

III. Old Business
1. The committee continued its review of the Library's disaster plan. The sections dealing with fire and robbery were reviewed and updated.

IV. New Business
none

The next meeting will be September 23, 1998 at 11:30 A.M.

Respectfully submitted,

Katie Matas

Katie Matas