

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

February 17, 2000

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.*

- 7.32
1. Roll Call Administrative Assistant
 2. Adoption of Agenda *addit 2 346.*

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).

*Dismiss
ended
7:37*

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the January 19, 2000 Regular Meeting. *stuck / wood.*

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

- 5. Board President Report *Scrub - Advisory working. - Page 14*
Cater receipts - thank Bill + Michael Cater.

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

- 6. Trustee Reports *Peggy Carter Program / B.*

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.

Authorization of memorial book for Tom Rankin.

- 7. Library Director Report *- High Tom*
- accident

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

aa - EOC
Sanford - get reports to item
desire to help Di. to
this book best.

- 8. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative

- 9. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Stark and Wood

New after
New - Jim Fernandez.

CLAIMS (Items 10 - 13) *Stark/Wood.*

Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 3860, 3861, 3862, 3863, 3864 and 3865 for a total of \$24,224.29 forwarded by Library Director during this report period.

- 12. Current Claims and Payroll (Approve)

Current Claims 3868, 3869, 3870, 3871 and 3872; and Payrolls 3866 for \$21,520.00 and 3867 for \$21,520.00, for a combined total of Current Claims and Payroll of \$77,798.21.

13. FY1999-2000 Cash Flow Analysis through February 17, 2000 and recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 14 - 19)

see page 2
Presentation: Library Director
Recommendation: Approve by Motion

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

14. Financial Reports for January 2000 (Receive & File)
15. Office General Ledger & Check Registers for January 2000 (Receive & File)
16. Acquisitions Report for January 2000 (Receive & File)
17. Overdue Collection Reports for January 2000 (Receive & File)
18. Debit Card System Reimbursement Report for January 2000 (Receive & File)
19. Gifts Report for January 2000 (Receive & File)

GENERAL CONSENT CALENDAR (Items 20 - 31)

Presentation: Library Director
Recommendation: Approve by Motion

Items 20 - 31 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

20. Building Maintenance Report for January 2000 (Receive & File)
21. Personnel Report for January 2000 (Receive, File, and Ratify Appointments)
22. Volunteer Reports for January 2000 (Receive & File)
23. Circulation Report for January 2000 (Receive & File)
24. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of January 4, 2000 (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)

27. Status report on the building preparation, installation of equipment, and ribbon cutting reception for the Gates Library Initiative Grant (Receive & File)
28. Legislative Reports from the California Special Districts Association and the California Library Association (Receive & File)
29. Fiscal Year 1998-1999 Annual Report for Placentia Library District as submitted to the California State Library. (Receive & File)
30. California Library Literacy Services Mid-Year Report for Fiscal Year 1999-2000, as submitted to the State Library of California (Receive & File)
31. Distribution of Form 700 Statement of Economic Interests for the Fair Political Practices Commission (FPPC) to Library Trustees, Library Director, Manager of Public Services and Manager of Technical Services, to be returned to the Administrative Assistant no later than March 16, 2000 (Receive & File and Submit Report by March 16, 2000)

CONTINUING BUSINESS

NEW BUSINESS

32. Final distribution of Net Litigation Proceeds and Additional funds to the Orange County Investment Pool Participants from the Bankruptcy of Orange County and authorization for the Library Director to pick-up the settlement checks on February 24, 2000.

Presentation: Library Director *Dunn / Wood*
Recommendation: Approve Settlement Agreement and Limited Release and authorize signature by Library Board President Al Shkoler;
Read Resolution 99-12 by title only; and *- Pag / Wood*
Adopt Resolution 99-12 *Wood / Dunn*

33. Replacement of Meeting Room and Board Room window coverings

Presentation: Library Director
Recommendation: Authorize the Library Director to replace the window coverings in the Meeting Room and Board Room at a cost not to exceed \$2,000 to be paid by the Meeting Room Expense Account in the County Exempt Fund.

34. Travel/training authorizations for the Public Library Association Conference, a State Library Workshop on Applications for Tobacco Grant Funds, and the California Special Districts Association Workshop

Presentation: Library Director
Recommendation: Approve travel to the Public Library Association Conference in Charlotte, NC from March 27 through April 2 for Jim Roberts and Julie Shook, at a cost not to exceed \$3,882, with Robert's expenses being paid by the California Literacy Campaign Grant and Shook's expenses being paid by the District's staff training account at Santiago Library System; and

Approve travel to the State Library in Sacramento on February 24 for Jim Roberts at a cost not to exceed \$247 to be paid from the California Literacy Campaign Grant; and

Determine who will attend the California Special Districts Association Workshop in Riverside on March 2-3 and approve expenses not to exceed \$225 per person to be paid from the local travel account for trustees or staff.

- 34a. Response to the District's Public Record's Act Request from the Los Angeles Times for name/address information for all borrowers who have had overdue books since January 1, 1999.

Presentation: Library Director
Recommendation: Review and discuss response

STAFF REPORTS (Items 35 - 40)

Items 35 – 40 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.

- 35. Program Committee Report for January 2000 (Roberts)
- 36. Children's Services Report for January 2000 (Smith)
- 37. Placentia Library Literacy Services Report for January 2000 (Roberts)
- 38. Placentia Library Web Site Report for January 2000 (Roberts)
- 39. Publicity Materials produced for December 1999 (Willauer)
- 40. Safety Committee Minutes for January 2000 (Matas)

ADJOURNMENT

- 41. Agenda Preparation for the March Regular Meeting which will be held on Thursday, March 16, 2000.
- 42. Review of Action Items.

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

- 43. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the February 17, 2000 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, February 10, 2000.



Placentia Library Board Calendar

February 2000 - January 2001

Feb 2000						
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February

- 5 9:30 AM -1:00 PM Advocacy Workshop, Glendale Library
- 7 7:00 PM Friends Board Meeting, Dinsmore
- 14 4:30 PM Gates Computer Ribbon Cutting
- 17 5:30 PM Chamber Mixer, Sam's Club
- 7:30 PM Library Board Meeting
- 24 CSDA Workshop for Elected Officials, Orange or San Diego
- 7:15 AM Placentia Chamber of Commerce Breakfast

March

- 4 10:00 AM -2:00 PM Author's Luncheon, Alta Vista Country Club
- 9:00 AM CALTAC Trustee Workshop, South Pasadena Library
- 6 7:00 PM Friends Board Meeting, Shkoler
- 15 5:30 PM Chamber Mixer, Regal Financial Services

April

- 3 7:00 PM Friends Board Meeting, Stark
- 9 National Library Week through Apr 15
- 10 CSDA Government Affairs Day, Sacramento
- 6:30 PM Friends Annual Meeting Program
- SLS/MCLS Annual Meeting
- 11 Library of California Workshop
- 19 7:30 PM Library Board Meeting
- 23 Library Closed for Easter
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

May

- 1 7:00 PM Friends Board Meeting, Masters
- 17 7:30 PM Library Board Meeting
- 21 Library Closed for Monday Holiday
- 22 Library Closed for Memorial Day
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

June

- 5 7:00 PM Friends Board Meeting, Wood
- 21 7:30 PM Library Board Meeting
- 22 7:15 AM Placentia Chamber of Commerce Breakfast

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Placentia Library Board Calendar

February 2000 - January 2001

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July

- 4 Library Closed for Independence Day
- 6 ALA Conference, Chicago, through July 12
- 19 7:30 PM Library Board Meeting
- 27 7:15 AM Placentia Chamber of Commerce Breakfast

August

- 16 7:30 PM Library Board Meeting

September

- 3 Library Closed for Monday Holiday
- 4 Library Closed for Labor Day
- 11 7:00 PM Friends Board Meeting, Dinsmore
- 20 7:30 PM Library Board Meeting
- 27 CSDA Conference, Monterey, through Sep. 29

October

- 2 7:00 PM Friends Board Meeting, Shkoler
- 14 9:00 AM Heritage Parade
- 18 7:30 PM Library Board Meeting

- 26 7:15 AM Placentia Chamber of Commerce Breakfast

November

- 6 7:00 PM Friends Board Meeting, Stark
- 15 7:30 PM Library Board Meeting
- 23 Library Closed for Thanksgiving
- 30 LAMA National Institute, Palm Springs, through Dec. 2nd.

December

- 1 7:15 AM Chamber of Commerce Citizen of the Year Breakfast
- 4 7:00 PM Friends Board Meeting, Masters
- 20 7:30 PM Library Board Meeting

January

- 1 7:00 PM Friends Board Meeting, Wood
- 17 7:30 PM Library Board Meeting
- 20 5:30 PM Chamber Mixer, Sundance Studios, 733 Dunn Way (off Orangethorpe Ave. west of the 57 Fwy)
- 25 7:15 AM Placentia Chamber of Commerce Breakfast

Aug 2000						
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
January 19, 2000**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on January 17, 2000 at 7:31 P.M. by Secretary Masters.

ROLL CALL

Members Present: Secretary Robin Masters, Trustees Sandra Stark and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: President Al Shkoler, Trustee Peggy Dinsmore

Others Present: Public Services Manager Jim Roberts; and Administrative Assistant Wendy Goodson

**ADOPTION OF
AGENDA**

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

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

MINUTES

It was moved by Trustee Wood, seconded by Trustee Stark to approve the Minutes of the December 15, 1999 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

President Shkoler arrived at 7:34 P.M.

**PRESIDENT'S
REPORT**

President Shkoler reported that longtime Friends Member Eleanore Rankin's husband passed away. Library Director will propose a joint effort at the next Friend's Meeting in February 7, 2000 between the Board of Trustees and Friends in presenting a gift to Ms. Rankin.

Trustee Dinsmore arrived at 7: 36 P.M.

President Shkoler reported that the Placentia Police Chief is retiring in April , 2000.

TRUSTEES REPORT

Trustee Wood reported that she attended the Friend's Meeting on January 10, 2000 and proposed informally of potential changes to the entry way of the Library.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that she attended the Special Districts Risk Management Authority Legislative Meeting in Sacramento. Topics discussed were funding issues and property taxes.

Library Director Minter thanked the Library Board on behalf of Suad Ammar for a wonderful retirement luncheon.

FRIENDS REPORT

The Friends convened on January 3, 2000. Library Director Minter reported the Gates Foundation computers will be installed and a ribbon cutting ceremony will be held on February 14, 2000.

Trustee Wood gave a report on the progress of the plans for remodeling the Library entry way.

The next Friend's Board meeting is scheduled for February 7, 2000. Trustee Dinsmore is scheduled to attend.

**FOUNDATION
REPORT**

Foundation Treasurer Stark reported on the Foundation's financial status.

Trustee Wood reported that Judith Swayne, Executive Director of the Orange County Community Foundation attended the Foundation Board Meeting on November 18, 1999 to give feedback and suggestions on how foundations function.

CLAIMS

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve Agenda Items 10 through 13:

Nonstandard Claims in the amount of \$0.00

Claims 3849, 3850, 3851, 3852 and 3854 forwarded by the Library Director in the amount of \$11,503.04.

Current Claims 3853, 3855, 3856, and 3857; and Payroll Claims 3858 and 3859 for \$43,040, for a combined total of \$90,061.49.

FY1999-00 Cash Flow Analysis through January 19, 2000 and recommendation that no funds be transferred at this time.

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

**FINANCIAL
REPORTS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to receive and file Agenda Items 14 through 19:

Financial Reports for December, 1999

Office General Ledger & Check Registers for December, 1999

Acquisitions Report for December, 1999

Overdue Collection Report for December, 1999

Debit Card System Reimbursement Report for December, 1999

Gifts Report for December, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Trustee Dinsmore to receive and file Agenda Items 20-28:

Building Maintenance Report for December, 1999 (Receive & File)

Personnel Report for December, 1999 (Receive, File and Ratify Appointments)

Volunteer Report for December, 1999 (Receive & File)

Circulation Report for December, 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of December 7, 1999 (Receive & File)

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

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

Status report on the building preparation, installation of equipment, and ribbon cutting reception for the Gates Library Initiative Grant (Receive & File)

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

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None
ABSENT: None

**PARTICIPATION IN
COMMUNITY
EMERGENCY
RESPONSE TEAM
(CERT) TRAINING**

It was moved by Trustee Wood, seconded by Trustee Stark to approve the Board of Trustees participation in the CERT Training scheduled for February 16, 2000 and schedule the Regular Meeting of the Placentia Library District Board of Trustees to February 17, 2000.

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

**AUTHORIZATION
TO OBTAIN BIDS**

President Shkoler authorized Trustee Wood to obtain bids for repairing and reupholstering of 100 study chairs and replacement of 14 Conference Room chairs.

**TRAVEL AND
TRAINING
AUTHORIZATIONS**

It was moved by Trustee Dinsmore, seconded by Secretary Masters to approve the Library Director's participation as the library district representative on the California Special District's Association Legislative Committee for the 2000 Legislative Session, with a maximum of four meetings outside of the local travel area.

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

President Shkoler, Trustees Dinsmore, Stark, and Wood; and Library Director Minter will attend the Metropolitan Cooperative Library Systems Advocacy Workshop on February 5, 2000.

It was moved by Trustee Wood, seconded by Trustee Dinsmore to approve Administrative Assistant Goodson's participation in the Special District Risk Management Association (SDRMA) Annual Education Day in Bakersfield on March 1, 2000, at a cost not to exceed \$240.00 to be paid from Fund 707.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Stark to approve Agenda Items 32-39:

Placentia Library Web Site Development Report for December, 1999

Program Committee Report for December, 1999

Children's Services Report for December, 1999

Publicity Materials Produced in December, 1999

Placentia Library Literacy Services Report for December, 1999

Safety Committee Minutes for December, 1999

Final Report on Y2K Preparation for December, 1999

Placentia Library Explorer Post Report for December, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

AGENDA

PREPARATION

The February Regular Meeting will be held on February 17, 2000.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for January 19, 2000 adjourned at 8:41 P.M.

Robin J. Masters, Secretary

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Cheryl Willauer, Library Assistant
SUBJECT: Friends of Placentia Library Report
DATE: February 17, 2000

The Board of Directors of the Friends of the Library met on Monday, February 7, 2000. Library Director Elizabeth Minter, Library Assistant Cheryl Willauer, and Jim Roberts, Public Services Manager attended the meeting.

Minter gave the Treasurer's report due to Treasurer Himes being absent. Balance on hand is 10,865.

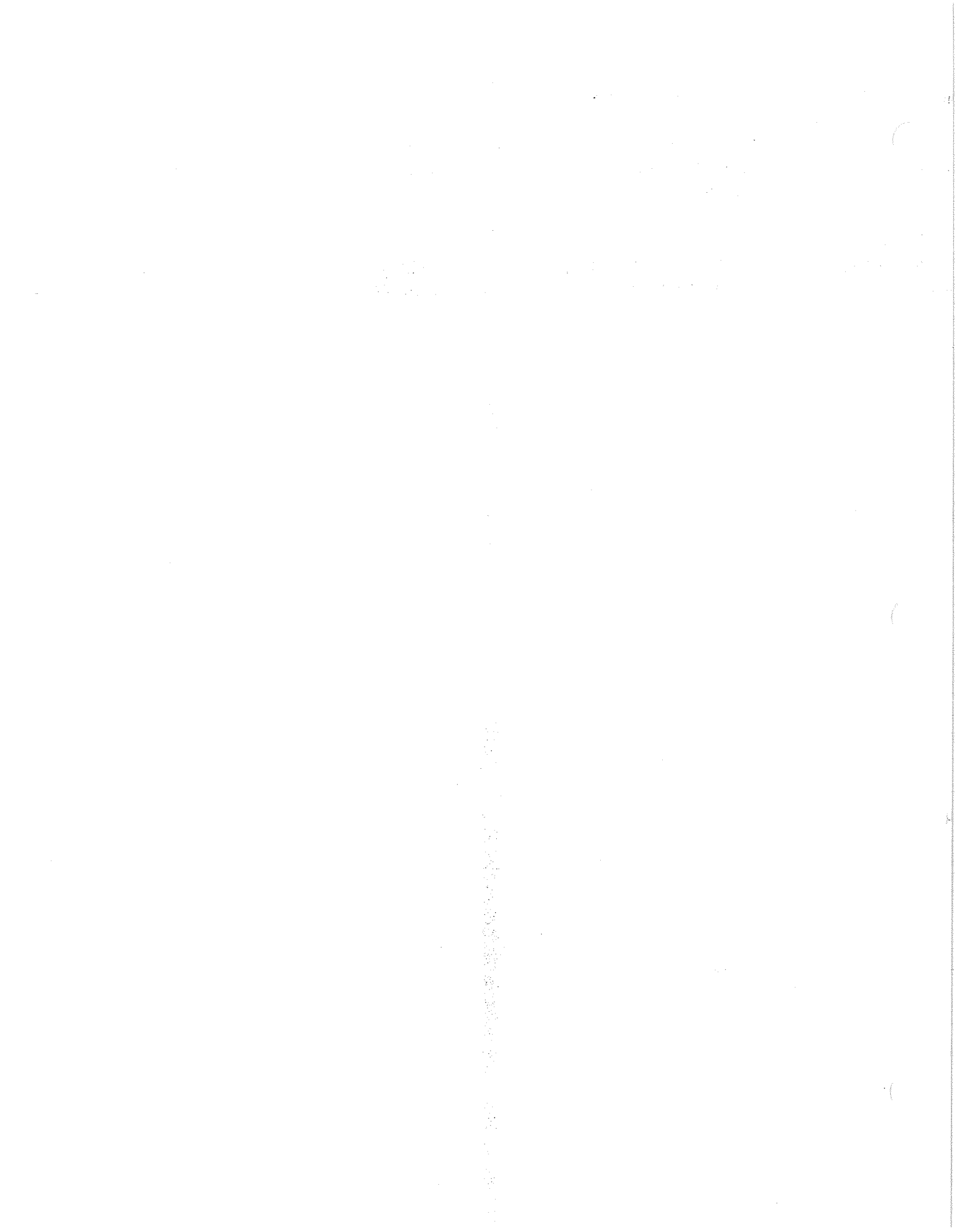
President Irot reported that the Friends Annual Meeting and recognition of volunteers will be Monday April 10, 6:30 to 8:30 P.M.

The Friends approved to fund the refreshments for the Gates ribbon cutting taking place on Monday February 14 at 4:30 P.M.

The Friends approved full payment of \$2800. to the Children's Department for the Summer Reading Program and other programming.

The Friends approved being the clearinghouse for funds collected by the Community Network

The next Friends Board meeting is scheduled for Monday, March 6, 2000 at 7:00 P.M. President Shkoler is scheduled to attend as the Library Board representative.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
February 17, 2000

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
February 17, 2000

DATE	REPORT NUMBER	AMOUNT
January 24, 2000	3860	2,735.20
February 1, 2000	3861	14,542.85
February 3, 2000	3862	1,161.80
February 3, 2000	3863	1,735.86
February 10, 2000	3864	2,108.41
February 10, 2000	3865	1,940.17
	TOTAL	\$24,224.29

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 01/24/00
REPORT NO 3860

pd-2-1-00

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N03646A Blue Shield of California Cash Receiving File 55331 Los Angeles CA 90074-5331	Feb 00 VH1181		0300	00		2,186.44		
N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago IL 60675-1641	Jan 00 - Feb 00 000005182		0300	00		182.88		
N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225	1/3/00 223-1698		0700	00		11.73		
N03649C Staples Dept 31-0000073264 PO Box 30292 Salt Lake City UT 84130-0292	1/6/00 7972 3100 0007 3264		1800	00		104.15		
N03738 United States Postal Service CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Jan 00 32021628		1803	00		250.00		

The claims listed above (totaling \$2,735.20) 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

2,735.20

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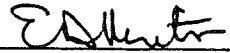
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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
Independent Energy Consulting Inc PO Box 30069 Reno NV 89520-3069	12/31/99 1-04-218		1900	00		6,055.00		
	12/17/99 M99283-001		2200	00		8,487.85		
ABN AMRO Attn: Michael Curtis Leasing & Financial Services PO Box 73872 Chicago IL 60673-3872								
PLEASE PAY IMMEDIATELY . THANK YOU.								

The claims listed above (totaling \$14,542.85) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total 14,542.85

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/03/00
REPORT NO 3862

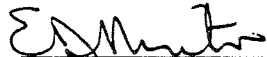
Placentia Library District
111 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N19932 Ameritas Life Insurance PO Box 81889 Lincoln NE 68501-1889	Feb 00 010-19000-05435		0300	00		437.50			
N03646 Vision Service Plan PO Box 45210 San Francisco CA 94145-5210	Feb 00 12 099603 0001		0300	00		196.13			
N050301 AT&T PO Box 78225 Phoenix AZ 85062-8225	1/16/00 528-8236		0700	00		36.28			
N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001	1/17/00 528-1906 1/17/00 528-8236 1/4/00 524-8408		0700	00		88.46			
			0700	01		26.33			
			0700	08		31.53			
			TOTAL				146.32		
N03735 Independent Special Districts of Orange County - Joan Finnegan 258 Sherwood St Costa Mesa CA 92627	12/15/99 ISDOC Mbshp 2000		1600	00		50.00			
N20855 National Committee on Planned Giving 233 McCrea St. Ste 400 Indianapolis IN 46225	1/3/00 Mbrshp 2000		1600	00		112.50			
N01879 Photos by John Walcek 199 N. Bradford Placentia CA 92870	1/21/00 21		1800	00		183.07			

The claims listed above (totaling \$1,161.80) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

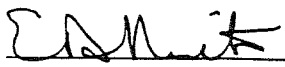
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N21533 Kelly Paper 1441 E. 16th St Los Angeles CA 90021	2/2/00 138347		1800	00		28.77		
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292	1/21/00 6011 5661 8397 6509		1800	00		179.14		
N03648A Special "T" Water Systems 11934 Washington Blvd Whittier CA 90606	2/1/00 030470		1800	00		25.00		
N06697 Blanning & Baker Associates 505 N. Brand Blvd Ste 650 Glendale CA 91203-1925	12/22/99 00-1105-1		1900	00		180.00		
N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708	2/1/00 Feb 00		1900	00		35.00		
N06965 Paychex 200 E. Sandpointe Ste 100 PO Box 25159 Santa Ana CA 92799	1/27/00 20000127		1900	00		305.35		
N01074 The Gas Company PO Box C Mont Pk CA 91756	1/25/00 053 911 8800 9		2800	00		684.72		
N03659F Southern California Wate 500 Cameron St Placentia CA 92870	1/24/00 312083-9		2800	00		297.88		

The claims listed above (totaling \$1,735.86) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/10/00
REPORT NO 3864

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N06556A C N A Group Benefits 75 Remittance Drive Ste 1641 Chicago IL 60675-1641	Feb 00 0000005182		0300	00		182.88			
N03752 Pacific Bell Payment Center Van Nuys CA 9138-0001	1/2/00 223-1698		0700	01		254.68			
N15508 Cosmoslink 3030 Saturn St Ste 204 Brea CA 92821	2/3/00 200002-65 2/3/00 200002-109		0700	02		19.95			
						15.00			
			TOTAL				34.95		
N03653 Bear State 3548 Enterprise Drive Anaheim CA 92807-1640	2/8/00 00-02-158		1400	00		117.42			
N22573 Causey Electric 3 Vanderbilt Irvine CA 92618-2011	1/31/00 09671		1400	00		259.00			
N06785 Hector Vargas Cleaning Service 318 Capistrano Ave Placentia CA 92870	2/8/00 096838		1400	00		950.00			
N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021	2/9/00 278667		1800	00		59.48			
N03738B USPS/CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Feb 00 Postage supply		1803	00		250.00			

The claims listed above (totaling \$2,108.41) 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

2,108.41

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/10/00
REPORT NO 3865

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
N06569 Demco PO Box 8048 Madison WI 53708-8048	2/7/00 764935		1800	00		632.04		
N06671 MD Medical Clinics PO Box 66012 Anaheim CA 92816	1/31/00 00297 Stryzik Frizell		1900	00		52.50		
N03656 Pacific Clippings Box 11789 Santa Ana CA 92711	Jan 00 1/28/00		1900	00		37.71		
N06573 First American Trust Attn; Vilma Acevedo 421 N. Main St Santa Ana CA 92702	1/7/00 60-1076-00		1900	00		1,217.92		

The claims listed above (totaling \$1,940.17) 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

1,940.17

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
February 17, 2000

TYPE	REPORT NUMBER	AMOUNT
Regular	3868	5,880.97
	3869	3,359.65
	3870	3,128.09
	3871	932.52
	3872	21,456.98
Subtotal for Regular		34,758.21
Payroll	3866	21,520.00
	3867	21,520.00
Subtotal for Payroll		43,040.00
TOTAL CURRENT CLAIMS		77,798.21

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/00
REPORT NO 3868

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	
N03833 Brodart Automation PO Box 3488 Williamsport PA 17705	1/27/00 A31156		0700	05		215.50			
N06820 California Library Association 717 K Street Suite 300 Sacramento CA 95814-3477	Peggy Dinsmore 2000 Membership		1600	00		35.00			
N14905 Mary Miller/SCLLN Glendale Public Library 222 E Harvard St Glendale CA 91205	1/11/00 Literacy 2000 mbrshp		1600	08		100.00			
N03738B USPS/CMRS-PB PO Box 504766 The Lakes NV 88905-4766	Feb 00 Postage supply		1803	00		300.00			
N19776 Donna Bass 500 Vanderbilt Dr Placentia CA 92870	Jan 00 Thursday (AM) Jan 00 Wed/Thurs		1900	00		120.00		02	
			1900	00		360.00		02	
			TOTAL				480.00		
N19647 Unique Management Services 515 Michigan Ave. Jeffersonville IN 47130	2/1/00 4395		1900	00		169.52			
N01035 City of Placentia 401 E. Chapman Ave Placentia CA 92870	2/3/00 53504 2/3/00 53504 2/3/00 53505		2800	00		2,340.88			
			1400	00		2,107.04			
			1800	00		133.03			
			TOTAL				4,580.95		

The claims listed above (totaling \$5,880.97) 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

5,880.97

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/00
REPORT NO 3869

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
			BS Acct				Doc Number	SC	
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	PC Check Reimb 1/00-2/00		0100	00		19.52			
			1000	00		53.17			
			1600	08		50.00			
			1800	00		74.08			
			1800	08		20.49			
			1803	00		122.75			
			1900	00		33.00			
			2700	01		30.00			
			3700	00		1,725.00			
			TOTAL						2,128.01
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Ave Placentia CA 92870	PC Bag Reimb 12/99-2/00		1800	00		22.98			
			1803	00		19.69			
			TOTAL						42.67
N22429 Rosen Publishing 29 East 21st St Jew York NY 10010	1/21/00 171584		2400	01		376.95			
N03833 Brodart 500 Arch Street Williamsport PA 17705	2/1/00 U322700		2400	01		127.88			
	2/1/00 U322701		2400	01		34.29			
	2/1/00 U322702		2400	01		27.31			
	1/18/00 U294575		2400	01		26.95			
	1/18/00 U294574		2400	01		106.30			
	1/18/00 U294573		2400	01		14.58			
	1/19/00 U296965		2400	01		131.31			
	1/19/00 U296964		2400	01		144.58			
	1/19/00 U296966		2400	01		198.82			
	TOTAL						812.02		

The claims listed above (totaling \$3,359.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/00
REPORT NO 3870

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
N03833 Brodart 500 Arch St Williamsport PA 17705	1/14/00		2400	01		11.90		
	U287910							
	1/14/00		2400	01		80.85		
	U287911							
	1/12/00		2400	01		1,051.50		
	U281893							
	1/12/00		2400	01		647.33		
	U281892							
	1/12/00		2400	01		730.98		
	U281891							
	1/13/00		2400	01		26.95		
	U285215							
	1/13/00		2400	01		17.19		
	U285214							
	1/13/00		2400	01		26.95		
U285213								
1/13/00		2400	01		22.96			
U285212								
1/13/00		2400	01		25.11			
U285211								
	TOTAL					2,641.72		
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	2/1/00		2400	01		32.99		
	26732829							
	2/1/00		2400	01		30.61		
	26720082							
	2/1/00		2400	01		18.55		
	26732830							
	2/1/00		2400	01		60.98		
	26720083							
	2/1/00		2400	01		73.49		
	26720081							
	1/7/00		2400	01		189.57		
	26034642							
	1/19/00		2400	01		14.13		
26361437								
1/19/00		2400	01		33.80			
26363944								
1/19/00		2400	01		32.25			
26363945								
	TOTAL					486.37		

The claims listed above (totaling \$3,128.09) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/00
REPORT NO 3871

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03842A Ingram PO Box 502779 St Louis MO 63150-2779	1/18/00		2400	01		111.65		
	26301997							
	1/11/00		2400	01		61.78		
	26104843							
	1/11/00		2400	01		85.33		
	26110612							
	1/25/00		2400	01		21.71		
	26515445							
	1/11/00		2400	01		5.62		
	26104845							
	1/25/00		2400	01		17.13		
	26515446							
	1/25/00		2400	01		175.54		
	26515447							
	1/18/00		2400	01		17.21		
	26301999							
	1/18/00		2400	01		138.73		
	26301998							
	1/19/00		2400	01		35.06		
	26363946							
	1/11/00		2400	01		17.98		
	26110615							
	1/11/00		2400	01		33.77		
26110614								
1/11/00		2400	01		16.56			
26110613								
1/11/00		2400	01		17.99			
26110611								
1/11/00		2400	01		16.40			
26104847								
1/11/00		2400	01		34.77			
26104844								
1/7/00		2400	01		18.11			
26034644								
1/7/00		2400	01		90.57			
26034643								
1/7/00		2400	01		16.61			
26034641								
	TOTAL					932.52		

The claims listed above (totaling \$932.52) 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

932.52

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/00
REPORT NO 3872

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
N03845A Marshall Cavendish 99 White Plains Rd PO Box 2001 Tarrytown NY 10591-9001	1/24/00 R492667 481558		2400	01		454.95		
N09137A NTC/Contemporary Publishing PO Box 73437 Chicago IL 60673-3437	1/24/00 2437250		2400	01		58.82		
N03660 Elizabeth Minter 411 E. Chapman Ave Placentia CA 92870	Travel Reimbursement 1/14/00		2700	00		67.20		
	Travel Reimbursement 12/99-1/00		2700	01		75.88		
TOTAL						143.08		
N20858 Wendy Goodson 411 E. Chapman Ave Placentia CA 92870	Travel Reimbursment 12/1/00-2/00		2700	01		16.58		
N15072 Estella Wnek 411 E. Chapman Ave Placentia CA 92870	Travel Reimbursment 10/99-2/00		2700	01		17.66		
N09140 XCP 40 Elm St Dryden NY 13053-9624	1/12/00 94016		4000	00		6,295.01		
N06700 Gateway PO Box 41033 Santa Ana CA 92799-1033	1/26/00 3396224		4000	00		3,494.33		
	2/31/00 5225423		4000	00		10,942.03		
TOTAL						14,436.36		
N03833 Brodart 500 Arch Street Williamsport PA 17705	1/26/00 U311338		2400	01		34.52		

The claims listed above (totaling \$932.52) 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

21,456.98

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/00
REPORT NO 3866

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	February 17, 2000 Pay period # 5 February 25, 2000 March 9, 2000		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, MARCH 9, 2000								

The claims listed above (totaling \$21,520.00) 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

21,520.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/17/00
REPORT NO 3867

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	February 17, 2000 Pay period # 6 March 10, 2000 March 23, 2000		0100	00		20,014.00		
	FICA		0200	00		1,506.00		
PLEASE WIRE ON THURSDAY, MARCH 23, 2000								

The claims listed above (totaling \$21,520.00) 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

21,520.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Cash Flow Analysis**
DATE: February 17, 2000

BACKGROUND:

General Fund

The Cash Flow Analysis for Fiscal Year 1999-2000 is Attachment A.

The Property Tax Apportionment Schedule for Fiscal Year 1999-2000 is Attachment B. The tax revenues anticipated before the next Library Board Meeting are highlighted in bold type.

I am recommending that no funds be transferred at this time.

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 1999-2000 through February 17, 2000

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/99		Beginning Balance			164,804.90
06/16/99	3762	General		19,320.51	145,484.39
06/16/99	3770	Payroll to wire Jul 1, 1999		21,380.00	124,104.39
06/16/99	3771	Payroll to wire Jul 15, 1999		21,380.00	102,724.39
06/16/99	3772	Payroll to wire Jul 29, 1999		21,380.00	81,344.39
06/24/99	3775	General by Library Director		1,537.98	79,806.41
07/01/99	3773	General by Library Director		4,674.50	75,131.91
07/01/99	3774	General by Library Director		1,742.82	73,389.09
07/06/99		Library Passport Revenue, June	2,846.55		76,235.64
07/06/99		State 321 Grant	1,988.16		78,223.80
07/06/99		Library Revenue, June	1,730.61		79,954.41
07/06/99		State Interlibrary Loan	875.00		80,829.41
07/09/99		Reverse Interest for 5/99	(1,752.84)	(42.97)	79,119.54
07/14/99		Calamity Apportionment	8.77		79,128.31
07/15/99		Secured Final FY98-99	8,812.21	22.03	87,918.49
07/15/99	3776	General by Library Director		903.29	87,015.20
07/15/99	3777	General by Library Director		1,571.86	85,443.34
07/19/99		Supplemental Final FY98-99	1,016.47		86,459.81
07/19/99		Reverse Interest for 6/99	(858.09)	(21.44)	85,623.16
07/21/99		Teeter Secured Current Delinquent	11,120.83	28.55	96,715.44
07/21/99		Supplemental Secured FY98-99	719.86		97,435.30
07/21/99	3778	Payroll to wire August 12, 1999		21,380.00	76,055.30
07/21/99	3779	Payroll to wire August 26, 1999		21,380.00	54,675.30
07/21/99	3780	General		2,012.70	52,662.60
07/21/99	3781	General		18,027.99	34,634.61
07/21/99	3782	General		1,336.99	33,297.62
07/22/99		Supplemental Prior Year Penalties	249.47		33,547.09
07/26/99		Library Passport Revenue, July	1,865.05		35,412.14
07/26/99		Library Revenue, July	1,228.39		36,640.53
07/27/99		Supplemental 1st	1.90		36,642.43
07/29/99	3783	General by Library Director		5,131.90	31,510.53
07/29/99	3784	General by Library Director		5,260.80	26,249.73
08/11/99		Library Passport Revenue, Jul	1,525.25		27,774.98
08/11/99		Library Revenue, Jul	703.39		28,478.37
08/12/99		Interest for 5/99	1,752.84	42.97	30,188.24
08/12/99	3785	General by Library Director		872.56	29,315.68
08/18/99	3786	Payroll to wire September 9, 1999		21,413.00	7,902.68
08/18/99	3787	Payroll to wire September 23, 1999		21,413.00	(13,510.32)
08/18/99	3788	General		35,900.00	(49,410.32)
08/18/99	3789	General		7,763.64	(57,173.96)
08/18/99	3790	General		3,040.44	(60,214.40)
08/18/99	3791	General		752.23	(60,966.63)
08/18/99	3792	General		2,467.17	(63,433.80)
08/18/99	3793	General		1,900.18	(65,333.98)
08/18/99	3794	General		1,380.03	(66,714.01)
08/18/99	3795	General		5,473.83	(72,187.84)
08/19/99		Supplemental 1st Actual	1,036.38		(71,151.46)
08/23/99		Library Revenue, Aug	838.05		(70,313.41)
08/23/99		Library Passport Revenue, Aug	829.00		(69,484.41)
08/26/99		Transfer from Fund 706	90,000.00		20,515.59
08/26/99	3796	General by Library Director		9,814.88	10,700.71
08/26/99	3797	General by Library Director		1,761.27	8,939.44
09/08/99		Library Passport Revenue, Aug	1,501.50		10,440.94
09/08/99		Library Revenue, Aug	713.14		11,154.08

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
09/09/99	3798	General by Library Director		1,333.65	9,820.43
09/09/99	3799	General by Library Director		373.03	9,447.40
09/15/99	3800	Payroll to wire October 7, 1999		21,413.00	(11,965.60)
09/15/99	3801	Payroll to wire October, 21, 1999		21,413.00	(33,378.60)
09/15/99	3802	Payroll to wire November 4, 1999		21,413.00	(54,791.60)
09/15/99	3803	General		18,774.34	(73,565.94)
09/15/99	3804	General		3,305.83	(76,871.77)
09/15/99	3805	General		1,164.20	(78,035.97)
09/15/99	3806	General		203.00	(78,238.97)
09/17/99		Interest for 6/99	858.09	21.44	(77,402.32)
09/23/99		Unsecured 1st Actual	40,853.61	102.14	(36,650.85)
09/23/99		Supplemental 2nd Actual	3,365.58		(33,285.27)
09/23/99	3807	General by Library Director		4,442.26	(37,727.53)
09/23/99	3808	General by Library Director		1,985.47	(39,713.00)
09/27/99		Canceled check	79.68		(39,633.32)
09/28/99		Transfer from Fund 702	80,000.00		40,366.68
09/28/99		Transfer from Fund 706	10,000.00		50,366.68
09/28/99		State Interlibrary Loan	2,010.96		52,377.64
09/28/99		Library Passport Revenue, Sep	1,830.50		54,208.14
09/28/99		Library Revenue, Sep	1,290.00		55,498.14
09/30/99	3809	General by Library Director		5,327.27	50,170.87
09/30/99	3810	General by Library Director		654.53	49,516.34
10/12/99		State Library Young Adult Grant	10,000.00		59,516.34
10/12/99		Library Passport Revenue, Sep	956.75		60,473.09
10/12/99		Library Revenue, Sep	781.00		61,254.09
10/14/99	3811	General by Library Director		2,211.64	59,042.45
10/14/99	3812	General by Library Director		1,779.14	57,263.31
10/20/99		Interest for 7/99	603.63	14.50	57,852.44
10/20/99	3813	Payroll to wire November 18, 1999		21,520.00	36,332.44
10/20/99	3814	Payroll to wire December 2, 1999		21,520.00	14,812.44
10/20/99	3815	General		8,632.63	6,179.81
10/20/99	3816	General		996.30	5,183.51
10/20/99	3817	General		1,448.09	3,735.42
10/20/99	3818	General		409.33	3,326.09
10/20/99	3819	General		1,425.69	1,900.40
10/20/99	3820	General		5,301.69	(3,401.29)
10/20/99	3821	General		3,620.26	(7,021.55)
10/20/99	3822	General		913.29	(7,934.84)
10/21/99		Supplemental 3rd Actual	1,168.36		(6,766.48)
10/25/99		Gates Computer Equipment Grant	15,763.00		8,996.52
10/25/99		Library Passport Revenue, Oct	1,430.30		10,426.82
10/25/99		Library Revenue, Oct	782.30		11,209.12
10/26/99	3823	General by Library Director		4,512.65	6,696.47
11/04/99	3824	General by Library Director		908.38	5,788.09
11/04/99	3825	General by Library Director		281.91	5,506.18
11/08/99		Library Passport Revenue, Oct	1,620.75		7,126.93
11/08/99		Library Revenue, Oct	1,327.65		8,454.58
11/08/99		State Interlibrary Loan	897.18		9,351.76
11/09/99	3826	General by Library Director		3,076.54	6,275.22
11/17/99	3827	Payroll to wire December 16, 1999		21,520.00	(15,244.78)
11/17/99	3828	Payroll to wire December 30, 1999		21,520.00	(36,764.78)

Placentia Library District
FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
11/17/99	3829	General, Please Pay Immediately		1,927.24	(38,692.02)
11/17/99	3830	General		10,457.88	(49,149.90)
11/17/99	3831	General		1,363.80	(50,513.70)
11/17/99	3832	General		11,138.77	(61,652.47)
11/17/99	3833	General		1,027.57	(62,680.04)
11/17/99	3834	General		140.66	(62,820.70)
11/17/99	3835	General		2,080.75	(64,901.45)
11/17/99	3836	General		1,579.51	(66,480.96)
11/18/99		Supplemental 4th Actual	105.75		(66,375.21)
11/19/99		Library Revenue, Nov	1,103.04		(65,272.17)
11/19/99		Library Passport Revenue, Nov	998.75		(64,273.42)
11/24/99	3837	General by Library Director		5,365.38	(69,638.80)
11/29/99		Secured 1st Actual	97,819.34	244.55	27,935.99
11/29/99		Interest for 8/99	417.81	9.85	28,343.95
12/07/99	3838	General by Library Director		1,960.05	26,383.90
12/07/99	3839	General by Library Director		648.75	25,735.15
12/09/99		Secured 2nd	80,792.23	201.98	106,325.40
12/09/99		Homeowners Subvention 1st	2,433.53		108,758.93
12/15/99	3842	General	29,280.45	33,954.78	104,084.60
12/15/99	3840	General		10,086.79	93,997.81
12/15/99	3841	General		2,365.81	91,632.00
12/15/99	3843	General		4,790.25	86,841.75
12/15/99	3844	General		3,651.29	83,190.46
12/15/99	3845	General		1,105.89	82,084.57
12/15/99	3846	General		733.41	81,351.16
12/15/99	3847	Payroll to wire January 27, 2000		21,520.00	59,831.16
12/15/99	3848	Payroll to wire January 13, 2001		21,520.00	38,311.16
12/16/99		Secured 3rd	206,797.13	516.99	244,591.30
12/20/99		Supplemental 5th Actual	5,781.19		250,372.49
12/22/99		Secured 1st, 2nd & 3rd Actual (OCA Correction)	385,408.70	385,408.70	250,372.49
12/22/99		Unsecured 1st Actual (OCA Correction)	40,853.61	40,863.61	250,362.49
12/23/99	3849	General by Library Director		6,986.48	243,376.01
12/23/99	3850	General by Library Director		314.75	243,061.26
12/28/99		State Library Project Grant	6,669.35		249,730.61
12/28/99		Accounts Receivable Posting - Interest	2,842.27		252,572.88
12/28/99		Library Passport Revenue, Dec	2,132.00		254,704.88
12/28/99		Library Revenue, Dec	1,982.55		256,687.43
01/05/00	3851	General by Library Director		1,189.48	255,497.95
01/05/00	3852	General by Library Director		1,331.25	254,166.70
01/07/00		Interest for 9/99	402.84	9.42	254,560.12
01/10/00		Homeowners Subvention 2nd	5,678.24		260,238.36
01/13/00		State Interlibrary Loan	2,266.32		262,504.68
01/13/00		Library Passport Revenue, Jan	1,998.25		264,502.93
01/13/00		Library Revenue, Jan	1,672.75		266,175.68
01/13/00	3854	General by Library Director		1,681.08	264,494.60
01/19/00	3853	General		29,280.45	235,214.15
01/19/00	3855	General		13,013.48	222,200.67
01/19/00	3856	General		4,018.40	218,182.27
01/19/00	3857	General		709.16	217,473.11
01/19/00	3858	Payroll to wire February 10, 2000		21,520.00	195,953.11
01/19/00	3859	Payroll to wire February 24, 2000		21,520.00	174,433.11
01/20/00		Supplemental 6th Actual	7,909.71		182,342.82

Placentia Library District
 FY1999-2000 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/00		Unsecured 2nd Actual	7,741.30	19.35	190,064.77
01/24/00		Secured 4th	98,657.59	246.64	288,475.72
01/24/00	3860	General by Library Director		2,735.20	285,740.52
01/25/00		Interest for 10/99	556.91	12.57	286,284.86
02/01/00	3861	General by Library Director		14,542.85	271,742.01
02/03/00	3862	General by Library Director		1,161.80	270,580.21
02/03/00	3863	General by Library Director		1,735.86	268,844.35
02/10/00	3864	General by Library Director		2,108.41	266,735.94
02/10/00	3865	General by Library Director		1,940.17	264,795.77
02/17/00	3868	General		5,880.97	258,914.80
02/17/00	3869	General		3,359.65	255,555.15
02/17/00	3870	General		3,128.09	252,427.06
02/17/00	3871	General		932.52	251,494.54
02/17/00	3872	General		21,456.98	230,037.56
02/17/00	3866	Payroll to wire March 9, 2000		21,520.00	208,517.56
02/17/00	3867	Payroll to wire March 23, 2000		21,520.00	186,997.56

Placentia Library District
Property Tax Apportionments
Fiscal Year 1999-2000

Agenda Item 13
Attachment B

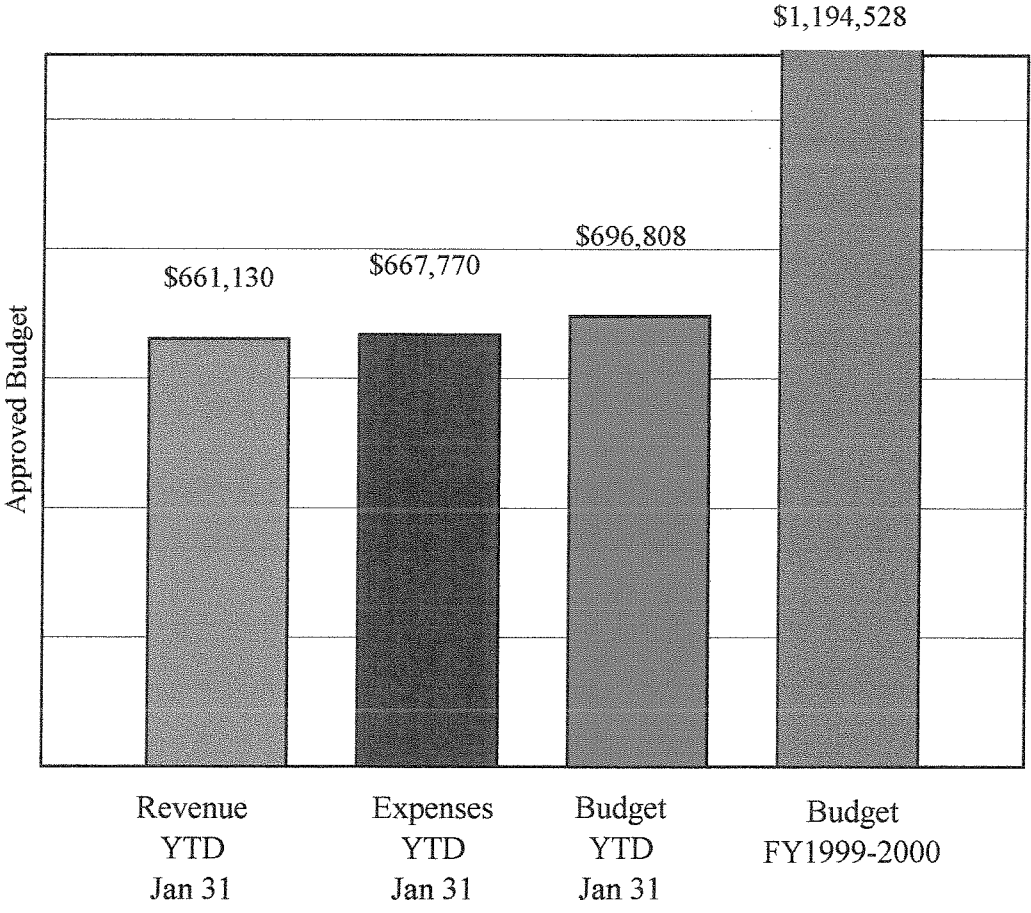
Date	Category	Amount
7/16/99	Current secured final for FY99	1% - 3%
7/20/99	Supplemental, FY99 #12 Jun	
7/21/99	Prior Year Secured Taxes & Penalties, FY99 #12 Jun	
7/22/99	Delinquent Supplemental, FY99	
7/22/99	Secured Teeter Actual Final Delinquencies, FY99	2% - 4%
8/12/99	Prior Year Secured Taxes & Penalties #1 Jul	
8/20/99	Supplemental #1 Jul	
9/16/99	Prior Year Secured Taxes & Penalties #2 Aug	
9/21/99	Supplemental #2 Aug	
9/24/99	Unsecured collections at 8/31/99, #1	80% - 85%
10/14/99	Prior Year Secured Taxes & Penalties #3 Sep	
10/21/99	Supplemental #3 Sep	
11/12/99	Prior Year Secured Taxes & Penalties #4 Oct	
11/19/99	Supplemental #4 Oct	
11/30/99	Current secured #1	7% - 10%
12/10/99	Current secured #2	14% - 18%
12/10/99	Homeowners Property Tax Relief	15%
12/16/99	Prior Year Secured Taxes & Penalties #5 Nov	
12/17/99	Current secured #3	20% - 24%
12/21/99	Supplemental #5 Nov	
1/11/00	Homeowners Property Tax Relief	35%
1/13/00	Prior Year Secured Taxes & Penalties #6 Jan	
1/21/00	Supplemental #6 Dec	
1/21/00	Unsecured collections at 12/31/99, #2	5% - 10%
1/25/00	Current secured #4	3% - 6%
2/8/00	State-Assessed Public Utility, #1	49% - 50%
2/17/00	Prior Year Secured Taxes & Penalties #7 Feb	
2/18/00	Supplemental #7 Jan	
3/16/00	Prior Year Secured Taxes & Penalties #8 Mar	
3/21/00	Supplemental #8 Feb	
3/24/00	Current secured #5	5% - 7%
4/13/00	Prior Year Secured Taxes & Penalties #9 Apr	
4/21/00	Current secured #6	25% - 30%
4/21/00	Supplemental #9 Mar	
5/11/00	Homeowners Property Tax Relief	35%
5/11/00	Prior Year Secured Taxes & Penalties #10 Apr	
5/19/00	Current secured #7	3% - 5%
5/19/00	Supplemental #10 Apr	
5/24/00	State-Assessed Public Utility, #2	49% - 50%
6/9/00	Homeowners Property Tax Relief	15%
6/15/00	Prior Year Secured Taxes & Penalties #11 May	
6/21/00	Supplemental #11 May	
6/23/00	Prior Year Unsecured	
6/23/00	Unsecured collections at 5/31/00, Final	3% - 6%
7/21/00	Current secured final for FY00	1% - 3%
7/21/00	Prior Year Secured Taxes & Penalties, FY00 #12 Jun	
7/21/00	Supplemental, FY00 #12 Jun	
7/24/00	Secured Teeter Actual Final Delinquencies, FY00	2% - 4%
7/25/00	Delinquent Supplemental, FY00	

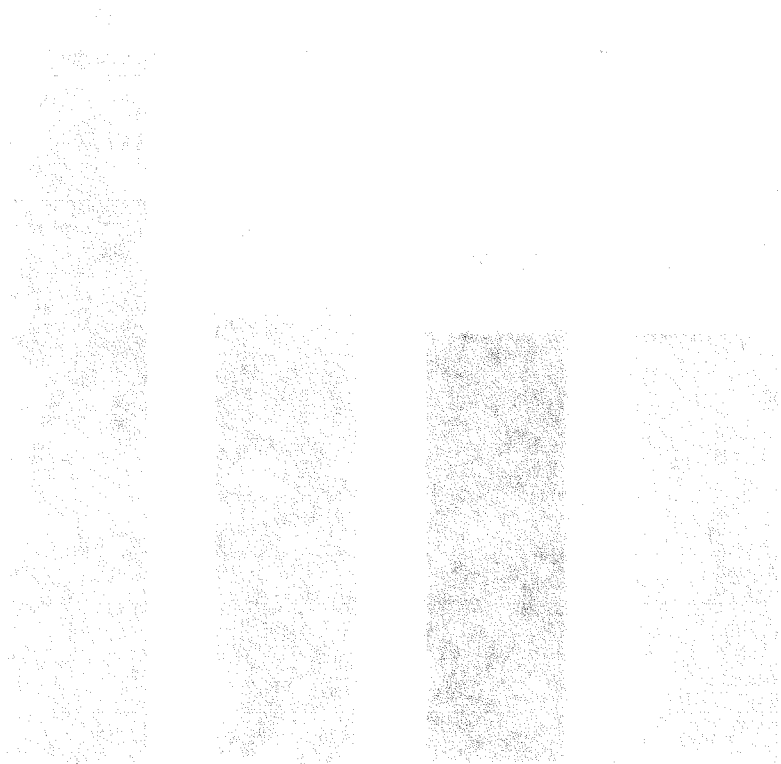
Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 February 17, 2000

	Fiscal Year 1999-2000						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL		
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89	
31-Jul-99	84,141.81	3,163.80	116,479.67	83,601.60	7,601.61	294,988.49	211,386.89	
31-Aug-99	84,377.12	3,177.11	26,647.68	58,725.33	7,633.59	180,560.83	121,835.50	
30-Sep-99	4,714.39	3,189.79	17,114.57	127,531.60	7,664.06	160,214.41	32,682.81	
31-Oct-99	5,076.22	3,203.40	17,615.46	84,484.27	7,696.75	118,076.10	33,591.83	
30-Nov-99	5,446.35	3,217.33	18,050.74	107,852.20	7,730.23	142,296.85	34,444.65	
31-Dec-99	5,446.35	3,217.33	18,050.74	280,800.57	7,730.23	315,245.22	34,444.65	
31-Jan-00	5,706.41	3,245.65	18,231.72	360,942.41	7,798.27	395,924.46	34,982.05	
29-Feb-00						0.00	0.00	
31-Mar-00						0.00	0.00	
30-Apr-00						0.00	0.00	
31-May-00						0.00	0.00	
30-Jun-00						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 1998-1999						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL		
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89	
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89	
31-Aug-98	81,298.47	3,014.21	113,559.16	47,662.34	7,242.17	252,776.35	205,114.01	
30-Sep-98	46,669.15	3,027.95	113,940.28	31,823.69	7,275.19	202,736.26	170,912.57	
31-Oct-98	47,048.97	3,042.03	19,473.02	69,815.14	7,309.02	146,688.18	76,873.04	
30-Nov-98	47,429.54	3,056.14	20,005.39	105,523.50	7,342.92	183,357.49	77,833.99	
31-Dec-98	47,680.58	3,070.01	20,527.00	288,559.41	7,376.22	367,213.22	78,653.81	
31-Jan-99	48,104.49	3,097.37	21,025.34	329,877.61	7,441.97	409,546.78	79,669.17	
28-Feb-99	48,317.16	3,111.06	21,116.89	240,267.04	7,474.87	320,287.02	80,019.98	
31-Mar-99	48,532.03	3,124.89	21,210.67	276,464.48	7,508.11	356,840.18	80,375.70	
30-Apr-99	48,741.56	3,138.03	21,304.73	381,943.00	7,539.69	462,667.01	80,724.01	
31-May-99	83,944.83	3,151.12	116,393.57	232,977.87	7,571.13	444,038.52	211,060.65	
30-Jun-99	84,141.81	3,163.80	116,479.67	164,804.90	7,601.61	376,191.79	211,386.89	
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 1999-2000
General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
February 17, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JAN 2000	FY1998-1999 JAN 1999	FY1999-2000 % REV BUD
6210-00	Prop. Taxes - current secured	817,940	484,066.29	438,508.87	98,657.59	65,358.40	59.18%
6210-01	Public Utility	24,000	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	841,940	484,066.29	438,508.87	98,657.59	65,358.40	57.49%
6220	PROP. TAXES - CURRENT UNSECURED	50,000	48,594.91	45,141.86	7,741.30	6,047.57	97.19%
6230-00	Prop. Taxes - Prior Secured	20,060	11,120.83	10,950.23	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,812.21	8,714.72	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	20,060	19,933.04	19,664.95	0.00	0.00	99.37%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,100	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	40,000	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	24,500	9,033.74	14,706.92	7,909.71	7,458.86	36.95%
6280-01	Final supplemental for prior years	0	11,331.60	778.40	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	24,500	20,385.34	15,485.32	7,909.71	7,458.86	83.21%
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	800	719.86	780.95	0.00	0.00	89.98%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	300	249.47	270.35	0.00	0.00	
	TOTAL TAXES	978,700	573,948.91	519,852.30	114,308.60	78,864.83	58.64%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
February 17, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JAN 2000	FY1998-1999 JAN 1999	FY1999-2000 % REV BUD
6610-00	Interest	12,800	4,823.46	1,666.91	959.75	487.45	37.68%
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	12,800	4,823.46	1,666.91	959.75	487.45	37.68%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,580	8,111.77	7,789.14	5,678.24	5,452.39	52.07%
6970-00	State - ILL & Direct Loan Reimbursement	8,000	6,049.46	4,957.41	2,266.32	407.95	75.62%
6970-01	State - CA Foundation Funds	88,450	8.77	0.00	0.00	0.00	0.01%
6970-02	State - CA Literacy Campaign	8,800	0.00	8,872.00	0.00	8,872.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	0	1,988.16	2,189.00	0.00	948.00	
6970-05	State - Project Grants	0	16,669.35	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	105,250	24,715.74	16,018.41	2,266.32	10,227.95	23.48%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	22,500	14,152.87	11,512.88	1,672.75	2,432.80	62.90%
7670-01	Local Revenue -- Passport	45,000	19,534.65	1,833.12	1,998.25	1,563.12	43.41%
7670-02	Local Revenue -- Non-Gov'l. Grants & Gifts	14,698	15,763.00	0.00	0.00	0.00	107.25%
	TOTAL LOCAL REVENUE	82,198	49,451	13,346	3,671.00	3,995.92	60.16%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	79.68	223.93	0.00	220.47	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,194,528	661,130.08	558,896.69	126,883.91	99,249.01	55.35%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
February 17, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JAN 2000	FY1998-1999 JAN 1999	FY1999-2000 % EXP BUD
0100	Salaries & Wages	537,045	318,839.00	301,082.00	60,042.00	37,760.00	59.37%
0200	Retirement (Social Security & Pension Contribution)	75,695	53,526.45	23,119.00	4,518.00	2,890.00	70.71%
	Health Insurance/Blue Shield CA	32,880	17,019.00	11,932.04	4,987.12	1,340.02	51.76%
	Long Term Disability/CNA	2,690	1,111.71	1,387.58	184.26	173.17	41.32%
	Vision Service Plan/VSP	2,225	1,372.91	1,034.20	196.13	0.00	61.72%
	Dental/Ameritas	5,205	3,237.50	3,302.79	462.50	300.40	62.20%
0300	Total Employee Insurance	43,000	22,741.12	17,656.61	5,830.01	1,813.59	52.89%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,400	1,836.00	2,568.00	918.00	0.00	34.00%
	TOTAL SALARIES & EMPLOYEE BENEFITS	661,140	396,942.57	344,425.61	71,308.01	42,463.59	60.04%
0700-00	Communications - Telephone	2,600	1,270.16	1,130.45	160.04	0.00	48.85%
0700-01	Communications - Modem/Fax	4,400	2,545.87	1,803.61	828.09	0.00	57.86%
0700-02	Communications - Internet/Database	5,000	5,055.92	2,796.38	843.01	550.63	101.12%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	1,571.46	3,107.58	278.46	423.82	30.45%
0700-07	Communications - 321 Grant	0	0.00	360.01	0.00	0.00	
0700-08	Communications - Adult Literacy	800	203.17	241.69	0.00	68.16	25.40%
	Total Communications	17,960	10,646.58	9,439.72	2,109.60	1,042.61	59.28%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	0.00%
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	
0900-09	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	0.00	0.00	0.00	
1000-00	Household Expense	3,750	2,993.78	2,070.13	1,118.65	265.18	79.83%
1100-00	Insurance - Liability	7,000	6,820.51	10,124.25	0.00	0.00	97.44%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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February 17, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JAN 2000	FY1998-1999 JAN 1999	FY1999-2000 % EXP BUD
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,000	1,538.27	2,102.53	694.54	103.85	51.28%
1300-01	Maintenance of Equipment - General Fund (Computer)	12,000	8,779.13	0.00	0.00	0.00	73.16%
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	
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	15,000	10,317.40	2,102.53	694.54	103.85	68.78%
	HVAC	5,500	1,987.23	1,630.69	117.42	0.00	36.13%
	Carpet Cleaning	500	1,741.00	0.00	0.00	0.00	348.20%
	Groundskeeping, City of Placentia	28,000	23,425.73	12,018.41	4,178.98	2,485.22	83.66%
	Plumbing	1,200	807.01	62.00	0.00	0.00	67.25%
	Electrical	4,500	6,885.11	2,280.00	5,662.82	0.00	153.00%
	Cleaning Service	11,700	6,650.00	6,650.00	950.00	950.00	56.84%
	Locksmith	200	204.14	73.72	145.48	0.00	102.07%
	Other (Includes Fire Alarm & Seismic Retrofit Project)	11,000	462.50	910.66	243.00	678.00	4.20%
1400-00	Total Maintenance of Building & Grounds	62,600	42,162.72	23,625.48	11,297.70	4,113.22	67.35%
1600-00	Memberships - General Fund	2,750	2,607.00	1,958.00	1,730.00	490.00	94.80%
1600-07	Memberships - 321 Grant	0	0.00	100.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	475	0.00	240.00	0.00	0.00	
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,225	2,607.00	2,298.00	1,730.00	490.00	80.84%
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
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February 17, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JAN 2000	FY1998-1999 JAN 1999	FY1999-2000 % EXP BUD
1800-00	Library Supplies	7,000	3,828.46	4,070.72	315.78	1,611.02	54.69%
	Printing	9,300	3,405.74	2,478.79	394.36	117.88	36.62%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,000	188.46	729.86	85.00	75.99	18.85%
	Paper	1,200	739.50	273.75	57.54	0.00	61.63%
	Drinking Water Service	300	125.00	174.65	25.00	0.00	41.67%
	Other Office Supplies	4,000	5,933.17	2,691.77	589.07	71.24	148.33%
	Total Office Supply Expense - General Fund	22,800	14,220.33	10,419.54	1,466.75	1,876.13	62.37%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0	0.00	1,858.76	0.00	10.00	
	Printing	2,625	703.23	1,044.96	0.00	0.00	
	Publications	0	874.00	0.00	0.00	0.00	
	Paper	50	50.74	0.00	0.00	0.00	
	Other Office Supplies	550	0.00	514.31	0.00	0.00	
	Total Adult Literacy Office Supply Expense	3,225	1,627.97	1,559.27	0.00	0.00	50.48%
1800-09	LSCA Grant Supply Expense	0	0.00	0.00	0.00	0.00	
	Total Office Expense	26,025	15,848.30	13,837.57	1,466.75	1,886.13	60.90%
1803-00	Postage Expense - General Fund	4,700	2,378.05	508.66	343.27	0.00	50.60%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	100	0.00	64.00	0.00	0.00	0.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Postage Expense	4,800	2,378.05	572.66	343.27	0.00	49.54%

PLACENTIA LIBRARY DISTRICT
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OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JAN 2000	FY1998-1999 JAN 1999	FY1999-2000 % EXP BUD
	Care Resources (Employee Assistance)	420	210.00	210.00	70.00	35.00	50.00%
	Pension Contribution & Operating Expenses	7,500	4,205.57	1,750.00	29,280.45	0.00	56.07%
	Anaheim Consortium Automated Library System	40,000	0.00	0.00	0.00	0.00	0.00%
	Anaheim Consortium Computer Technical & Consulting Services	4,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	208.26	208.26	34.71	34.71	49.59%
	Interest Allocation & Tax Collection Charges	350	1,162.58	95.09	718.97	13.27	332.17%
	Advertising (Including WEB Site)	4,000	1,200.00	733.74	1,200.00	0.00	30.00%
	Medical Exams	500	105.00	367.50	0.00	52.50	21.00%
	Collection Services - Accounts Receivable	2,400	1,094.43	86.62	0.00	0.00	45.60%
	Audit & Accounting Services	4,500	3,775.00	3,880.00	0.00	180.00	83.89%
	Payroll Preparation	2,500	1,430.22	1,268.00	174.35	0.00	57.21%
	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 (Includes Contract Storyteller)	5,000	9,206.38	1,351.16	4,717.50	0.00	184.13%
1900-00	Total Specialized Services - General Fund	71,590	22,597.44	9,950.37	36,195.98	315.48	31.57%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	0	0.00	0.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	1,000	80.00	80.00	80.00	0.00	8.00%
1900-09	Specialized Services - LSCA Grant	0	0.00	0.00	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,400	265.99	1,209.14	0.00	178.52	11.08%
	Total Specialized Services	74,990	22,943.43	11,239.51	36,275.98	494.00	30.60%
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	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
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February 17, 2000

OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JAN 2000	FY1998-1999 JAN 1999	FY1999-2000 % EXP BUD
2200-00	Semi-Annual Bond Payment	74,175	35,900.00	33,950.61	0.00	0.00	48.40%
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	133,450	31,530.38	4,577.64	6,096.54	3,704.09	23.63%
2400-02	Special Department Expense - Video	0	1,006.05	0.00	0.00	0.00	
2400-03	Special Department Expense - Electronic	0	14,109.49	5,230.00	0.00	0.00	
2400-04	Special Department Expense - Periodicals	0	19,810.48	4,164.52	0.00	50.13	
2400-05	Special Department Expense - Audio	0	2,132.25	287.80	0.00	0.00	
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	2,054.34	1,367.02	0.00	0.00	136.96%
2400-09	Special Department Expense - Family Literacy	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	134,950	70,642.99	15,626.98	6,096.54	3,754.22	52.35%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,500	1,222.99	348.92	438.99	0.00	81.53%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	1,091.50	315.73	14.57	0.00	54.58%
2700-02	Transportation/Travel - Meetings, Board Out of Town	1,000	124.00	150.00	223.76	0.00	12.40%
2700-03	Transportation/Travel - Meetings, Board Local	600	202.33	156.00	146.33	0.00	33.72%
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	0	0.00	906.66	0.00	0.00	
2700-08	Transportation/Travel - Meetings - Adult Literacy	1,000	324.15	0.00	7.75	0.00	32.42%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,100	2,964.97	1,877.31	831.40	0.00	48.61%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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OBJECT CODE	DESCRIPTION	FY1999-2000 BUDGETED	FY1999-2000 YTD	FY1998-1999 YTD	FY1999-2000 JAN 2000	FY1998-1999 JAN 1999	FY1999-2000 % EXP BUD
2800-00	Electricity	43,000	28,601.32	28,492.90	0.00	43.47	66.51%
	Gas	6,500	1,451.23	2,228.88	212.37	0.00	22.33%
	Water	3,000	2,299.74	1,371.09	202.03	0.00	76.66%
	Total Utilities	52,500	32,352.29	32,092.87	414.40	43.47	61.62%
	TOTAL SUPPLIES & SERVICES	483,725	258,578.02	158,857.62	62,378.83	12,192.68	53.46%
3700-00	Taxes, Assessments (Sales Tax)	1,100	1,927.24	0.00	0.00	0.00	175.20%
4000-00	Equipment - General Fund	32,865	10,321.75	6,763.52	2,795.04	2,478.75	31.41%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	0.00%
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	0.00%
4000-09	Equipment - Gates Foundation Grant	14,698	0.00	0.00	0.00	0.00	0.00%
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	0.00%
	Total Equipment	48,563	10,321.75	6,763.52	2,795.04	2,478.75	21.25%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	48,563	10,321.75	6,763.52	2,795.04	2,478.75	21.25%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,194,528	667,769.58	510,046.75	136,481.88	57,135.02	55.90%

Placentia Library District
Balance Sheet
 As of January 31, 2000

	Jan 31, '00
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	3,718.35
County Exempt - Savings	2,787.87
General Fund - Checking	6,055.10
General Fund - Savings	18,500.56
Literacy Fund - Savings	5,157.94
Payroll Checking	30,583.88
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
174448482	2,500.00
174448483	2,500.00
Total Payroll Checking (CDs)	32,500.00
Payroll Savings (Fees)	2,346.86
Payroll Savings (Int CDs)	3,145.07
Total Checking/Savings	104,795.63
Total Current Assets	104,795.63
TOTAL ASSETS	104,795.63
LIABILITIES & EQUITY	
Equity	
Retained Earnings	12,038.73
Net Income	25,534.53
Total Capital	67,222.37
Total Equity	104,795.63
TOTAL LIABILITIES & EQUITY	104,795.63

Placentia Library District
Profit and Loss by Class

02/08/00

January 2000

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Cash Register - Audio Visual	0.00	20.00	0.00	0.00	20.00
Cash Register - Copy Cards	463.55	0.00	0.00	0.00	463.55
Cash Register - Fines	0.00	2,412.22	0.00	0.00	2,412.22
Cash Register - Lost Items	0.00	246.68	0.00	0.00	246.68
Cash Register - Misc.	0.00	0.50	0.00	0.00	0.50
Cash Register - Reserves	0.00	111.50	0.00	0.00	111.50
Coffee Service Income	5.00	0.00	0.00	0.00	5.00
County Reimbursements	0.00	1,337.62	0.00	0.00	1,337.62
Debit Card Income	210.40	129.00	0.00	0.00	339.40
Donations to Literacy	0.00	0.00	1,000.00	0.00	1,000.00
Interest Inc - Savings	5.23	20.37	7.48	0.00	33.08
Meeting Room Income	190.00	0.00	0.00	0.00	190.00
Miscellaneous Income	172.92	0.00	0.00	0.00	172.92
Passport Check Reimbursement	734.75	0.00	0.00	0.00	734.75
Passport Revenue	0.00	4,484.00	0.00	0.00	4,484.00
Special Event Retirement	80.00	0.00	0.00	0.00	80.00
Staff Appreciation Reimbursment	40.00	0.00	0.00	0.00	40.00
State Library Grants	0.00	10,390.00	0.00	0.00	10,390.00
Telephone Income	0.00	7.60	0.00	0.00	7.60
Transfers from County	0.00	0.00	0.00	43,040.00	43,040.00
Tutor Training Income	0.00	0.00	30.00	0.00	30.00
Total Income	1,901.85	19,159.49	1,037.48	43,040.00	65,138.82
Expense					
Advertising Expense	0.00	33.00	0.00	0.00	33.00
Children's Other	54.17	0.00	0.00	0.00	54.17
Copier Lease Payments	446.34	0.00	0.00	0.00	446.34
Copier Maintenance Contract	229.65	0.00	0.00	0.00	229.65
Debit Cards	15.00	0.00	0.00	0.00	15.00
Employee Benefits	0.00	0.00	0.00	2,085.12	2,085.12
Employee Insurance	0.00	0.00	0.00	787.72	787.72
Employer Payroll Taxes	0.00	0.00	0.00	14,865.30	14,865.30
Friend's Director's Fund	37.72	0.00	0.00	0.00	37.72
Household Expenses	0.00	45.00	0.00	0.00	45.00
Memberships	0.00	50.00	0.00	0.00	50.00
Office Expense	0.00	91.10	0.00	0.00	91.10
Passport Expenses	968.50	0.00	0.00	0.00	968.50
Salaries	0.00	0.00	0.00	29,555.16	29,555.16
Taxes & Fees (370)	0.00	1,725.00	0.00	0.00	1,725.00
Transfers to County	0.00	5,937.32	0.00	0.00	5,937.32
Transportation & Travel	0.00	219.00	0.00	0.00	219.00
Total Expense	1,751.38	8,100.42	0.00	47,293.30	57,145.10
Net Income	150.47	11,059.07	1,037.48	-4,253.30	7,993.72

Placentia Library District
Profit and Loss by Class
July 1999 through January 2000

02/08/00

	County Exempt Fund	General Fund	Literacy Fund	Payroll Fund	TOTAL
Income					
Account Interest (IEC)	0.00	2,842.27	0.00	0.00	2,842.27
Bankcard Deposit	0.00	420.65	0.00	0.00	420.65
Camp Library (Friends)	44.00	0.00	0.00	0.00	44.00
Cash Register - Audio Visual	0.00	28.00	0.00	0.00	28.00
Cash Register - Copy Cards	2,396.54	0.00	0.00	0.00	2,396.54
Cash Register - Fines	0.00	11,715.68	0.00	0.00	11,715.68
Cash Register - Lost Items	0.00	1,553.12	0.00	0.00	1,553.12
Cash Register - Misc.	0.00	199.20	0.00	0.00	199.20
Cash Register - Reserves	0.00	661.78	0.00	0.00	661.78
Coffee Service Income	22.00	0.00	0.00	0.00	22.00
County Reimbursements	0.00	4,972.53	0.00	0.00	4,972.53
Debit Card Income	210.40	882.20	0.00	0.00	1,092.60
Directors Fund (Friends)	1,608.03	0.00	0.00	0.00	1,608.03
Donations to Literacy	0.00	0.00	1,000.00	0.00	1,000.00
Equipment (400) Reimbursement	0.00	2,000.00	0.00	0.00	2,000.00
Gates Grant	0.00	15,763.00	0.00	0.00	15,763.00
Interest Inc - CD's	0.00	0.00	0.00	904.18	904.18
Interest Inc - Savings	40.65	119.82	67.41	0.00	227.88
Meeting Room Income	2,258.05	0.00	0.00	0.00	2,258.05
Miscellaneous Income	172.92	922.10	0.00	0.00	1,095.02
Non Government Grant	0.00	6,669.35	0.00	0.00	6,669.35
Passport Check Reimbursement	3,701.25	16.00	0.00	0.00	3,717.25
Passport Revenue	45.00	19,599.55	0.00	0.00	19,644.55
Special Event Retirement	2,825.00	0.00	0.00	0.00	2,825.00
Staff Appreciation Reimbursement	439.25	0.00	0.00	0.00	439.25
State Library Grants	0.00	20,390.00	0.00	0.00	20,390.00
State Library Reimbursements	0.00	5,174.46	0.00	0.00	5,174.46
Telephone Income	0.00	107.21	0.00	0.00	107.21
Test Proctoring Income	40.00	0.00	0.00	0.00	40.00
Transfers from County	0.00	21,520.00	0.00	321,565.00	343,085.00
Tutor Training Income	0.00	0.00	60.00	0.00	60.00
Typewriter Income	0.00	37.76	0.00	0.00	37.76
Total Income	13,803.09	115,594.66	1,127.41	322,469.18	452,994.34
Expense					
Advertising Expense	0.00	33.00	0.00	0.00	33.00
Bank Fees	61.50	0.00	0.00	0.00	61.50
Children's Camp Library	374.48	0.00	0.00	0.00	374.48
Children's Other	145.41	0.00	0.00	0.00	145.41
Children's Storytime (Friends)	180.00	0.00	0.00	0.00	180.00
Children's Summer Reading Prgm	854.83	0.00	0.00	0.00	854.83
Coffee Service	381.64	0.00	0.00	0.00	381.64
Copier Lease Payments	3,124.38	0.00	0.00	0.00	3,124.38
Copier Maintenance Contract	1,607.55	0.00	0.00	0.00	1,607.55
Debit Cards	15.00	113.52	0.00	0.00	128.52
Employee Benefits	0.00	0.00	0.00	18,568.54	18,568.54
Employee Insurance	0.00	155.00	0.00	5,732.40	5,887.40
Employer Payroll Taxes	0.00	0.00	0.00	95,776.71	95,776.71
Food	0.00	113.82	0.00	0.00	113.82
Friend's Director's Fund	1,817.77	0.00	0.00	0.00	1,817.77
Household Expenses	0.00	289.35	0.00	0.00	289.35
Library Board Expenses	250.16	0.00	0.00	0.00	250.16
LVA Expenses	0.00	80.00	0.00	0.00	80.00
Meeting Room Upkeep Expense	60.00	0.00	0.00	0.00	60.00
Memberships	0.00	680.00	0.00	0.00	680.00
Miscellaneous	0.00	62.50	0.00	0.00	62.50
Office Expense	0.00	694.96	0.00	0.00	694.96
Passport Expenses	5,212.25	398.95	0.00	0.00	5,611.20
Petty Cash Reimbursement	0.00	58.52	0.00	0.00	58.52
Postage	0.00	274.58	0.00	0.00	274.58
Printing	0.00	626.86	0.00	0.00	626.86
Prof & Spec Services	0.00	140.00	0.00	0.00	140.00
Refreshments	26.94	0.00	0.00	0.00	26.94
Retirement Fund	2,804.80	0.00	0.00	0.00	2,804.80
Return Check Item & Fees	0.00	78.30	0.00	0.00	78.30
Salaries	0.00	0.00	0.00	203,753.65	203,753.65
Staff Appreciation	684.50	0.00	0.00	0.00	684.50
Taxes & Fees (370)	0.00	1,725.00	0.00	0.00	1,725.00
Transfers to County	0.00	78,600.81	0.00	0.00	78,600.81
Transportation & Travel	0.00	1,902.13	0.00	0.00	1,902.13
Total Expense	17,801.21	86,027.30	0.00	323,831.30	427,459.81
Net Income	-3,798.12	29,567.36	1,127.41	-1,362.12	25,534.53

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 01/31/2000

Cleared Transactions

Previous Balance		4,306.97
Cleared Checks and Payments	16 Items	-1,426.29
Cleared Deposits and Other Credits	10 Items	1,032.67
Cleared Balance		3,913.35

Uncleared Transactions

Uncleared Checks and Payments	5 Items	-240.00
Uncleared Deposits and Other Credits	1 Items	45.00

New Transactions

Account Balance as of 01/31/2000 (statement closing date)		3,718.1
New Checks and Payments	9 Items	-690.00
New Deposits and Other Credits	6 Items	3,245.00
Ending Account Balance		6,273.35

Register

County Exempt - Checking Register through 01/31/2000:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
01/03/2000			-split-	Deposit	80.00	X	3,781.07
01/04/2000	2142	Passport Services	Passport Expenses	James Devan...	-91.75	X	3,689.32
01/04/2000	1241	Passport Services	Passport Expenses	Byron Grabi...	-5.00	X	3,684.32
01/05/2000			Passport Check Reimb...	Deposit	228.75	X	3,913.07
01/05/2000	2143	Passport Services	Passport Expenses	Carole Solar...	-60.00	X	3,853.07
01/05/2000	2144	Passport Services	Passport Expenses	Antonio Jaur...	-45.00	X	3,808.07
01/05/2000	2145	Passport Services	Passport Expenses	Danial Josep...	-91.75	X	3,716.32
01/06/2000	2146	Passport Services	Passport Expenses	Gloria Quizo...	-80.00	X	3,636.32
01/09/2000	2147	Passport Services	Passport Expenses	Kelly Anne ...	-25.00	X	3,611.32
01/10/2000			Passport Check Reimb...	Deposit	25.00	X	3,636.32
01/11/2000			-split-	Deposit	103.00	X	3,739.32
01/11/2000			-split-	Deposit	172.92	X	3,912.24
01/11/2000	2148	Passport Services	Passport Expenses	David Arthur...	-70.00	X	3,842.24
01/13/2000	2150	Von's	Children's Other	SLS Meeting...	-54.17	X	3,788.07
01/13/2000	1243	Passport Services	Passport Expenses	Richard Alle...	-45.00	X	3,743.07
01/19/2000	1242	Passport Services	Passport Expenses	Jason Roy Be...	-80.00	X	3,663.07
01/20/2000			Passport Check Reimb...	Deposit	45.00	X	3,708.07
01/20/2000	2151	Passport Services	Passport Expenses	Bernard R M...	-45.00	X	3,663.07
01/20/2000	2152	Christopher's Flo...	Friend's Director's Fund	Esther Guzman	-37.72	X	3,625.35
01/24/2000			General Fund - Checki...		45.00	X	3,670.35
01/24/2000	2153	Passport Services	Passport Expenses	Kim Martin ...	-45.00	X	3,625.35
01/25/2000			Passport Check Reimb...	Deposit	45.00		3,670.35
01/25/2000	2156	Passport Services	Passport Expenses	Richard G. S...	-45.00	X	3,625.35
01/26/2000			-split-	Deposit	93.00	X	3,718.35
01/26/2000	2157	Passport Services	Passport Expenses	Leonard Alle...	-45.00		3,673.35
01/27/2000	2158	Passport Services	Passport Expenses	Gregorio Lop...	-80.00		3,593.35
01/27/2000			Passport Check Reimb...	Deposit	155.00	X	3,748.35
01/31/2000	2159	Passport Services	Passport Expenses	William Alb...	-45.00		3,703.35
01/31/2000			-split-	Deposit	85.00	X	3,788.35
01/31/2000	2160	Passport Services	Passport Expenses	Robert Antho...	-45.00		3,743.35
01/31/2000	2161	Passport Services	Passport Expenses	Allison Paige...	-25.00		3,718.35

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 01/31/2000

Cleared Transactions

Previous Balance		2,805.08
Cleared Checks and Payments	2 Items	-675.99
Cleared Deposits and Other Credits	23 Items	658.78
Cleared Balance		2,787.87

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/2000 (statement closing date)		2,787.87
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	6 Items	264.15
Ending Account Balance		3,052.02

Register

County Exempt - Savings Register through 01/31/2000:

Date	No./Ref.	Name	Account	Memo	Amount	C	Balance
01/03/2000			Cash Register - Copy ...	Deposit	21.00	X	2,826.08
01/03/2000			Cash Register - Copy ...	Deposit	19.00	X	2,845.08
01/04/2000			Cash Register - Copy ...	Deposit	0.60	X	2,845.68
01/05/2000			Cash Register - Copy ...	Deposit	23.95	X	2,869.63
01/06/2000			-split-	Deposit	97.55	X	2,967.18
01/10/2000			Cash Register - Copy ...	Deposit	3.15	X	2,970.33
01/10/2000			Cash Register - Copy ...	Deposit	47.95	X	3,018.28
01/11/2000			Cash Register - Copy ...	Deposit	2.80	X	3,021.08
01/12/2000			Cash Register - Copy ...	Deposit	17.05	X	3,038.13
01/13/2000			-split-	Deposit	30.60	X	3,068.73
01/18/2000			Cash Register - Copy ...	Deposit	4.55	X	3,073.28
01/18/2000			Cash Register - Copy ...	Deposit	89.10	X	3,162.38
01/18/2000			Cash Register - Copy ...	Deposit	10.60	X	3,172.98
01/19/2000	1083	IKON	Copier Maintenance C...	Inv 2120697...	-229.65	X	2,943.33
01/19/2000	1084	Sharp Electronics	Copier Lease Payments	26965502 dt...	-446.34	X	2,496.99
01/20/2000			Cash Register - Copy ...	Deposit	18.45	X	2,515.44
01/20/2000			-split-	Deposit	66.75	X	2,582.19
01/23/2000			-split-	Deposit	72.60	X	2,654.79
01/24/2000			Cash Register - Copy ...	Deposit	4.45	X	2,659.24
01/25/2000			Cash Register - Copy ...	Deposit	37.85	X	2,697.09
01/26/2000			Cash Register - Copy ...	Deposit	3.45	X	2,700.54
01/27/2000			-split-	Deposit	77.15	X	2,777.69
01/31/2000			Cash Register - Copy ...	Deposit	1.50	X	2,779.19
01/31/2000			Cash Register - Copy ...	Deposit	3.45	X	2,782.64
01/31/2000			Interest Inc - Savings	Interest	5.23	X	2,787.87

Reconciliation Report

General Fund - Checking account reconciled for the period ending 01/31/2000

Cleared Transactions

Previous Balance		6,817.04
Cleared Checks and Payments	12 Items	-2,364.97
Cleared Deposits and Other Credits	7 Items	1,677.02
Cleared Balance		6,129.09

Uncleared Transactions

Uncleared Checks and Payments	2 Items	-73.99
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 01/31/2000 (statement closing date)		6,055.11
New Checks and Payments	6 Items	-229.49
New Deposits and Other Credits	2 Items	1,075.25
Ending Account Balance		6,900.86

Register

General Fund - Checking Register through 01/31/2000:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
01/04/2000		Sanwa Bank	Debit Cards	credit card b...	-15.00	X	6,728.05
01/06/2000			County Reimbursements	Deposit	1,337.62	X	8,065.67
01/06/2000			Debit Card Income	Deposit	9.50	X	8,075.17
01/07/2000			Debit Card Income	Deposit	119.50	X	8,194.67
01/11/2000			Debit Card Income	Deposit	15.00	X	8,209.67
01/12/2000	4139	Nonprofit Resour...	Office Expense	2000 Guide ...	-65.00	X	8,144.67
01/12/2000	4140	Travel In Style	Transportation & Travel	2700-00 (Eli...	-189.00	X	7,955.67
01/18/2000			Debit Card Income	Deposit	61.00	X	8,016.67
01/19/2000	4141	State Board of E...	Taxes & Fees (370)	State, Local, ...	-1,725.00	X	6,291.67
01/20/2000	4142	State of Californi...	Employer Payroll Taxes	State Employ...	-19.52	X	6,272.15
01/20/2000	4143	Smart & Final	Office Expense	(1800-00)	-26.10	X	6,246.05
01/20/2000			Debit Card Income	Deposit	126.00	X	6,372.05
01/24/2000	4144	CarolAnn Tassios	Advertising Expense	Reimbursme...	-33.00	X	6,339.05
01/24/2000			General Fund - Savings	Funds Transf...	-122.35	X	6,216.70
01/24/2000			County Exempt - Chec...	Funds Transf...	-45.00	X	6,171.70
01/26/2000			Debit Card Income	Deposit	8.40	X	6,180.10
01/27/2000	4145	Placentia Chamb...	Transportation & Travel	Elizabeth Mi...	-30.00	X	6,150.10
01/27/2000	4146	Home Depot	Household Expenses	Visquine & s...	-45.00	X	6,105.10
01/27/2000	4148	American Librar...	Memberships	PLA dues - J...	-50.00	X	6,055.10

Reconciliation Report

General Fund - Savings account reconciled for the period ending 01/31/2000

Cleared Transactions

Previous Balance		6,622.66
Cleared Checks and Payments	1 Items	-5,937.32
Cleared Deposits and Other Credits	29 Items	17,815.22
Cleared Balance		18,500.56

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/2000 (statement closing date)		18,500.56
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	6 Items	1,876.49
Ending Account Balance		20,377.05

Register

General Fund - Savings Register through 01/31/2000:

<u>Date</u>	<u>No./Ref.</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Amount</u>	<u>C</u>	<u>Balance</u>
01/03/2000			-split-	Deposit	120.70	X	6,743.36
01/03/2000			-split-	Deposit	97.55	X	6,840.91
01/04/2000			-split-	Deposit	372.50	X	7,213.41
01/05/2000			-split-	Deposit	330.40	X	7,543.81
01/06/2000			-split-	Deposit	289.05	X	7,832.86
01/06/2000			Telephone Income	Deposit	7.60	X	7,840.46
01/10/2000			-split-	Deposit	277.05	X	8,117.51
01/10/2000			-split-	Deposit	446.00	X	8,563.51
01/10/2000			-split-	Deposit	46.80	X	8,610.31
01/11/2000			-split-	Deposit	435.34	X	9,045.65
01/12/2000			-split-	Deposit	309.60	X	9,355.25
01/12/2000	1074	Orange County A...	Transfers to County	local revenue...	-5,937.32	X	3,417.93
01/13/2000			-split-	Deposit	376.63	X	3,794.56
01/18/2000			-split-	Deposit	259.54	X	4,054.10
01/18/2000			-split-	Deposit	405.00	X	4,459.10
01/18/2000			-split-	Deposit	130.95	X	4,590.05
01/18/2000			-split-	Deposit	90.60	X	4,680.65
01/18/2000			State Library Grants	Deposit	10,390.00	X	15,070.65
01/20/2000			-split-	Deposit	556.44	X	15,627.09
1/20/2000			-split-	Deposit	383.95	X	16,011.04
01/24/2000			-split-	Deposit	249.30	X	16,260.34
01/24/2000			-split-	Deposit	486.70	X	16,747.04
01/24/2000			-split-	Deposit	113.35	X	16,860.39
01/24/2000			General Fund - Checki...		122.35	X	16,982.74
01/25/2000			-split-	Deposit	383.30	X	17,366.04
01/26/2000			-split-	Deposit	227.80	X	17,593.84
01/27/2000			-split-	Deposit	210.45	X	17,804.29
01/31/2000			-split-	Deposit	281.95	X	18,086.24
01/31/2000			-split-	Deposit	393.95	X	18,480.19
01/31/2000			Interest Inc - Savings	Interest	20.37	X	18,500.56

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 01/31/2000

Cleared Transactions

Previous Balance		4,120.46
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	3 Items	1,037.48
Cleared Balance		5,157.94

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/2000 (statement closing date)		5,157.94
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		5,157.94

Reconciliation Report

Payroll Checking account reconciled for the period ending 01/31/2000

Cleared Transactions

Previous Balance		36,213.33
Cleared Checks and Payments	35 Items	-47,932.57
Cleared Deposits and Other Credits	2 Items	43,040.00
Cleared Balance		31,320.76

Uncleared Transactions

Uncleared Checks and Payments	3 Items	-736.88
Uncleared Deposits and Other Credits	0 Items	0.00

New Transactions

Account Balance as of 01/31/2000 (statement closing date)		30,583.88
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		30,583.88

Reconciliation Report

Payroll Savings (Int CDs) account reconciled for the period ending 01/31/2000

Cleared Transactions

Previous Balance		3,145.07
Cleared Checks and Payments	0 Items	0.00
Cleared Deposits and Other Credits	1 Items	411.13
Cleared Balance		3,556.20

Uncleared Transactions

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

New Transactions

Account Balance as of 01/31/2000 (statement closing date)		3,556.20
New Checks and Payments	0 Items	0.00
New Deposits and Other Credits	0 Items	0.00
Ending Account Balance		3,556.20

ACQUISITIONS REPORT FOR THE MONTH OF JANUARY 2000
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	773.56	44	0.00	0	773.56	44	309.85	15	1,083.41	59
Adult Circulating Non-Fiction	2,120.10	92	0.00	0	2,120.10	92	885.75	42	3,005.85	134
Adult Reference	477.70	10	0.00	0	477.70	10	973.00	52	1,450.70	62
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	2,597.80	102	0.00	0	2,597.80	102	1,858.75	94	4,456.55	196
TOTAL ADULT PRINT MATERIALS	3,371.36	146	0.00	0	3,371.36	146	2,168.60	109	5,539.96	255
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	75.00	3	75.00	3
Total Adult Video	0.00	0	0.00	0	0.00	0	75.00	3	75.00	3
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	75.00	3	75.00	3
TOTAL ADULT MATERIALS	3,371.36	146	0.00	0	3,371.36	146	2,243.60	112	5,614.96	258
Juvenile Fiction	330.34	72	0.00	0	330.34	72	21.00	3	351.34	75
Juvenile Circulating Non-Fiction	3,405.88	192	0.00	0	3,405.88	192	60.00	4	3,465.88	196
Juvenile Reference	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	3,405.88	192	0.00	0	3,405.88	192	60.00	4	3,465.88	196
Young Adult Grant (Print & Non-Print)	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE PRINT MATERIALS	3,736.22	264	0.00	0	3,736.22	264	81.00	7	3,817.22	271
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	3,736.22	264	0.00	0	3,736.22	264	81.00	7	3,817.22	271
Total Fiction	1,103.90	116	0.00	0	1,103.90	116	330.85	18	1,434.75	134
Total Non-Fiction	6,003.68	294	0.00	0	6,003.68	294	1,918.75	98	7,922.43	392
Total Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Video	0.00	0	0.00	0	0.00	0	75.00	3	75.00	3
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	7,107.58	410	0.00	0	7,107.58	410	2,324.60	119	9,432.18	529

OUTSTANDING ORDERS AS OF JANUARY 31, 2000

General Fund Amount	\$1,885.96
Adopt-A-Book Amount	\$1,788.22
TOTAL Amount	\$15,674.18

ACQUISITIONS REPORT FOR FISCAL YEAR 1999-2000 THROUGH THE MONTH OF JANUARY 2000
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	5,743.84	346	336	844.83	46	44	6,588.67	392	380	2,748.35	129	126	9,337.02	521	506
Adult Circulating Non-Fiction	4,655.67	330	329	5,356.10	206	199	10,011.77	536	528	9,959.55	513	459	19,971.32	1,049	987
Adult Reference	10,278.37	80	41	195.40	2	2	10,473.77	82	43	2,000.90	81	30	12,474.67	163	73
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	14,109.49	5	5	0.00	0	0	14,109.49	5	5	0.00	0	0	14,109.49	5	5
Total Adult Non-Fiction	29,043.53	415	375	5,551.50	208	201	34,595.03	623	576	11,960.45	594	489	46,555.48	1,217	1,065
TOTAL ADULT PRINT MATERIALS	34,787.37	761	761	6,396.33	254	245	41,183.70	1,015	956	14,708.80	723	615	55,892.50	1,738	1,571
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	110.24	0	0	0.00	0	0	110.24	0	0	0.00	0	0	110.24	0	0
Total Adult Audio	110.24	0	0	0.00	0	0	110.24	0	0	0.00	0	0	110.24	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	125.00	7	7	125.00	7	7
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	275.00	13	13	275.00	13	13
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	400.00	20	20	400.00	20	20
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	110.24	0	0	0.00	0	0	110.24	0	0	400.00	20	20	510.24	20	20
TOTAL ADULT MATERIALS	34,897.61	761	761	6,396.33	254	245	41,293.94	1,015	956	15,108.80	743	635	56,402.74	1,758	1,591
Juvenile Fiction	2,120.07	484	254	88.09	4	4	2,208.16	488	258	1,222.15	122	109	3,430.31	610	367
Juvenile Circulating Non-Fiction	4,031.52	243	169	832.51	36	34	4,864.03	279	203	648.94	49	46	5,512.97	328	249
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	30.00	1	1	30.00	1	1
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	4,031.52	243	169	832.51	36	34	4,864.03	279	203	678.94	50	47	5,542.97	329	250
Young Adult Grant (Print & Non-Print)	11,030.35	762	573	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE PRINT MATERIALS	17,181.94	1,489	996	920.60	40	38	7,072.19	767	461	1,901.09	172	156	8,973.28	939	617
Juvenile Audio/Music	0.00	0	0	92.21	11	9	92.21	11	9	0.00	0	0	92.21	11	9
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	92.21	11	9	92.21	11	9	0.00	0	0	92.21	11	9
Juvenile Video Educational	580.08	24	24	362.25	20	20	942.33	44	44	10.00	1	1	952.33	45	45
Juvenile Video Entertainment	369.77	15	15	0.00	0	0	369.77	15	15	0.00	0	0	369.77	15	15
Total Juvenile Video	949.85	39	39	362.25	20	20	1,312.10	59	59	10.00	1	1	1,322.10	60	60
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	949.85	39	39	454.46	31	29	1,404.31	70	68	10.00	1	1	1,414.31	71	69
TOTAL JUVENILE MATERIALS	18,131.79	1,528	1,035	1,375.06	71	67	8,476.50	837	529	1,911.09	173	157	10,387.59	1,010	686
Total Fiction	7,863.91	830	590	932.92	50	48	8,796.83	880	638	3,970.50	251	235	12,767.33	1,131	873
Total Non-Fiction	33,075.05	658	544	6,384.01	244	235	39,459.06	902	779	12,639.39	644	536	52,096.45	1,546	1,315
Total Audio	110.24	0	0	92.21	11	9	202.45	11	9	0.00	0	0	202.45	11	9
Total Video	949.85	39	39	362.25	20	20	1,312.10	59	59	410.00	21	21	1,722.10	80	80
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	41,999.05	1,527	1,173	7,771.39	325	312	49,770.44	1,852	1,485	17,019.89	916	792	66,790.33	2,768	2,277

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy D. Burkich, Circulation Supervisor *PDB*
 DATE: February 17, 2000
 SUBJECT: Unique Management Services, Inc. Report for Month of January

This report was received from Unique Management on February 10, 2000.
 Attachment A is enclosed.

A summary of the current status is as follows:

	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
FY 1998-99					
July	0	69	10	292.01	20
August	28	57	3	116.85	10
September	12	79	4	319.65	15
October	32	92	9	532.75	11
November	4	99	7	412.49	4
December	10	109	7	413.30	4
January	16	116	3	154.60	8
February					
March					
April					
May					
June					
TOTAL YTD	102	621	43	2,241.65	72

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: February 17, 2000
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT JANUARY, 2000**

SUMMARY OF PRINTER/COPIER ACCOUNTS JANUARY, 1999

Beginning Balance 12/31/99 (\$3,595.32)

	<u>Income</u>	<u>Expend.</u>
Total Deposits in	463.55	
Total Loans from Literacy Fund	0.00	
Total Materials & Supplies		0.00
Total Repairs		0.00
Total Copier Paper Expense		0.00
Total Copier Lease Payments in January		446.34
Total Copier Maintenance Payment in January		229.65
Debit Card System Loan Payback		0.00
	<u>463.55</u>	<u>675.99</u>

Ending Balance 01/31/00 (\$3,807.76)

January payment \$ 0.00

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

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 1/31/00	(8,565.48)
Loan Amount as of 1/31/00 (Literacy Fund)	7,700.00
January Payment (Fund 702)	0.00
January Payment (Literacy Fund)	0.00
Balance 1/31/00	<u>\$ 15,694.02</u>

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
DATE: February 17, 2000
SUBJECT: **GIFT REPORT**

The following gifts were received from Jan 1, 1999 through January 31, 2000

No recorded donations for the month of January, 2000.


TOTAL AAB DONATIONS \$0.00

TOTAL BE DONATIONS \$0.00

TOTAL ALL DONATIONS \$0.00

Prepared by : Wendy Goodson

TO: Library Board of Trustees


FROM: Elizabeth D. Minter, Library Director 

DATE: February 17, 2000

SUBJECT: BUILDING MAINTENANCE REPORT FOR JANUARY, 2000

1. **Air Conditioning** – Regular maintenance of HVAC system by Bear State. Independent Energy Consulting conducted final walkthrough inspection of retrofitted HVAC System on January 27, 2000 with Mike Rogers, Nancy Rorabaugh, and Elizabeth Minter. Minor adjustments were made to temperature.
2. **Electrical** – Causey Electric Co. installed ten dedicated circuits throughout the Library on January 7, 2000. These circuits are for the Gates Library Initiative Project.
3. **Lighting** - Christensen Lighting relamped lights and replaced light covers throughout the Library.
4. **History Room Project** – Packing started in January to remove all books and supplies from Storage Room to facilitate the expansion of the History Room sponsored by the City of Placentia. The storage area is to be cleared out completely by February 24, 2000.

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director 
DATE: February 17, 2000
SUBJECT: **PERSONNEL REPORT FOR JANUARY, 2000**

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of January 2000

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY99/00 January	FY99/00 YTD	Starting	Cumulative
Andrade, Linda	8.50	45.00	9/95	405.25
Backes, Theresa	3.50	27.00	6/98	131.75
Brown, Bill	0.00	4.00	8/99	4.00
Clugston, Patricia	6.50	36.50	6/98	91.50
Cravotta, Leo	7.75	28.50	5/99	29.50
Dell, Lyla	32.75	73.25	8/98	325.75
Farkas, Ted	0.00	6.50	10/98	25.50
Fioroni, Pete	0.00	17.00	3/97	165.00
Fioroni, Ruth	0.00	4.00	3/97	152.00
Fitzgerald, Joan	15.00	71.75	10/93	1,755.25
Godwin, Nita	6.00	44.00	2/96	191.25
Hemmerling, Barbara	3.00	21.25	10/95	314.50
Hochman, Sue	6.25	53.50	1/98	172.00
Horrocks, Marjorie	4.00	20.00	10/95	217.00
Hyams, Rose	12.00	79.00	7/98	303.00
Irot, Pat	27.50	125.75	2/96	1,164.75
Jertberg, Pat	11.50	50.50	4/98	186.75
Livezey, Jane	8.50	50.00	4/96	399.50
McGuire, Gloria	0.00	2.50	9/99	2.50
Mignot, John	0.00	23.25	6/98	58.75
Mignot, Shirley	2.00	53.25	9/95	390.50
Myers, Claire	15.50	100.00	10/95	763.00
Olson, Bob	6.25	27.00	9/95	267.25
Pence, Thomas	8.00	49.25	1/99	78.75
Project Independence	11.00	156.25		382.00
Robb, Barbara	0.00	6.50	7/98	38.00
Robbins, Kate	0.00	43.00	11/99	584.50
Schlichter, Allan	12.00	55.00	10/93	596.50
Schmidt, Marie	5.50	58.50	4/98	138.25
Schwartzkopf, Jan	0.00	10.50	6/99	22.25
Shaw, Dixie	2.00	10.00	5/94	154.00
Stark, Allan	1.50	4.00	4/97	36.00
Stark, Sandra	1.50	12.00		190.75
Vaughn, Judy	7.75	41.75	8/99	41.75
Walker, Jim	0.00	4.50	9/99	4.50
Walker, Virginia	0.00	4.50	3/99	111.50
Wymer, Betty	13.50	78.75	1/96	530.25
J.T.P.A. / Job Training Partnership Act	0.00	120.00		1,170.50
S.T.E.P. / Senior Training & Employment Program	80.00	760.00		6,313.75
TOTAL	319.25	2,371.00		17,495.00

TEMPORARAY VOLUNTEERS

	FY99/00		FY99/00		
	January	YTD	January	YTD	
Aiam, Antara	0.00	3.50	Le, Stephanie	0.00	31.75
Alpert, David	0.00	1.00	Lee, Paihan	0.00	18.00
Baek, Jisco	0.00	6.50	Levreault, Michelle	0.00	2.00
Bone, Shawnda	8.50	36.75	Lim, Esther	0.00	4.50
Brudenbaker	0.00	2.25	Lopez, Julio	5.50	5.50
Burke, Marsha	0.00	10.25	Luna, Laura	8.25	12.25
Bui, Jennifer	0.00	32.00	Margary, Gale	0.00	9.00
Cai, Quynhvy	0.00	40.00	Marghard, Yvonne	0.00	6.00
Cai, Hoangvy	0.00	31.00	Martinez, Josh	0.00	39.00
Canseco, Demetri	0.00	3.00	Matta, Manuel	8.50	40.75
Castro, Miguel	8.25	17.50	Molina, Enio	3.00	7.00
Chavez, Alfredo	0.00	8.25	Nguyen, Cindy	0.00	20.00
Cheam, Makyka	0.00	16.00	Nguyen, Don	0.00	41.00
Cho, Soorj	0.00	13.00	Nguyen, Trung	0.00	10.00
Chopra, Kunal	0.00	28.00	Nogales, Jenny	0.00	14.00
Chu, Tim	0.00	3.50	Oakins, Cindy	0.00	3.00
Cooper, Hamilton	0.00	30.25	Padilla, Erica	0.00	4.50
De Carlo, Joey	2.50	5.50	Patel, Krunal	5.75	13.75
Delcon, Noel	0.00	3.00	Peck, Jean	0.00	3.00
DeVillez, Jennifer	0.00	36.50	Perry, Maria	0.00	4.50
Diaz, Jeannie	0.00	19.00	Piha, Richard	0.00	13.00
Falcon, Maria	0.00	17.75	Pina, Christina	0.00	4.50
Fluss, Michelle	0.00	3.00	Reed, Renee	0.00	3.00
Garry, Kevin	0.00	61.00	Robertson, Jessica	0.00	10.00
Gomez, Jessica	0.00	10.00	Rorex, Jamie	3.00	15.00
Grim, Cindy	0.00	6.00	Ruyan, Beth	6.00	6.00
Grim, Lisa	0.00	6.00	Sabandith, Kane	0.00	4.00
Guzzi, Rebecca	0.00	4.50	Shah, Janki	0.00	60.25
Hanizavareh, Sheri	0.00	21.00	Sung, (Alice) Chi	0.00	21.00
Hasirauni, Loyal	0.00	10.25	Tran, David	0.00	64.00
Hamett, Tom	0.00	13.25	Ulloa, Fabiola	0.00	6.50
Hernandez, A. J.	18.00	18.00	Valadez, Violette	0.00	36.25
Hernandez, Mia	0.00	3.00	Vasquez, Joel	0.00	6.00
Hibino, Satoko	0.00	9.50	Vidhyarkom, Tammy	0.00	4.50
Ho, Irene	0.00	3.50	Villanoeva, Jorge	0.00	20.25
Jucker, Krister	0.00	6.00	Walcek, Angela	0.00	4.50
Keyuravong, Francis	0.00	12.00	Wang, Grace	0.00	12.00
Kim, Jessica	0.00	4.50	Wang, Shuan	0.00	16.50
			Whalen, Mark	0.00	3.00
			Yada, Julie	0.00	7.00
TOTAL	37.75	550.75	TOTAL	45.50	616.25

LVA VOLUNTEERS

Literacy Volunteer Hours 142.00

TOTAL VOLUNTEERS HOURS

539.00

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			Literacy Volunteers		
	FY97/98	FY98/99	FY99/00	FY97/98	FY98/99	FY99/00
July	898.50	929.00	601.25	818.00	449.00	222.00
August	864.25	919.25	885.00	405.00	427.00	202.00
September	433.00	531.75	471.25	376.00	261.00	220.00
October	486.00	497.00	490.00	435.00	332.00	458.50
November	492.75	443.75	368.00	369.00	345.00	425.00
December	556.00	312.25	330.50	273.00	179.00	178.00
January	558.25	413.75	397.00	301.00	242.00	142.00
February	533.50	372.00		450.00	504.00	
March	687.00	478.75		398.00	347.00	
April	594.00	601.75		383.00	265.00	
May	453.50	423.25		480.00	346.00	
June	805.25	543.25		317.00	283.00	

Placentia Library District
Circulation Report
FEBRUARY 17, 2000

	FY99-00 YTD	FY98-99 YTD	% CHANGE FY99 TO FY00	FY99-00 JANUARY 00	FY98-99 JANUARY 99
1st Time Checkouts	80,450	81,019	-0.70%	14,472	13,276
Phone Renewals	11,666	9,367	24.54%	2,018	1,755
In-Building Renewals	2,308	4,738	-51.29%	361	409
Total Renewals	13,974	14,105	-0.93%	2,379	2,033
TOTAL CHECKOUTS	94,424	95,124	-0.74%	16,851	15,309
On-Time Checkins	77,604	76,731	1.14%	12,405	9,617
Late Checkins	13,821	15,866	-12.89%	2,573	2,334
TOTAL CHECKINS	91,425	92,597	-1.27%	14,978	11,951
Holds Placed	1,912	1,907	0.26%	299	307
Holds Cancelled	383	414	-7.49%	63	58
Holds Filled	1,781	1,816	-1.93%	264	278
Holds Expired	12	16	-25.00%	4	2
Overdue Items	5,316	5,671	-6.26%	525	492
Overdue Notices	2,364	2,357	0.30%	264	197
Billing Notices	2,732	2,924	-6.57%	512	420
Patrons Registered	2,001	1,830	9.34%	266	286
Titles Added	5,909	4,722	25.14%	1,001	585
Volumes Added	11,305	5,413	108.85%	1,511	906
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	42,528	43,011	-1.12%	6,953	6,823
Juvenile Print	45,442	45,307	0.30%	8,512	7,586
Total Print	87,970	88,318	-0.39%	15,465	14,403
Audio	3,481	3,147	10.61%	558	403
Visual	4,117	4,404	-6.52%	575	628
Equipment	0	0	0.00%	0	0
Total Audio Visual	7,598	7,551	0.62%	1,133	1,031
TOTAL CIRCULATION	94,424	95,124	-0.74%	16,851	15,306
Placentia Circulation	59,868	58,297	2.69%	10,674	9,411
% Placentia Circulation	62.65%	60.81%	3.03%	64.31%	60.95%
Anaheim/Yorba Linda Circulation	17,746	18,653	-4.86%	3,080	3,008
% Anaheim/Yorba Linda Circulation	18.57%	19.48%	-4.67%	18.56%	19.48%
TYPES OF ACTIVE BORROWERS					
Adult	62,901	63,684	-1.23%	10,950	10,337
Young Adult	2,563	2,533	1.18%	535	337
Juvenile	22,474	23,421	-4.04%	4,439	3,852
New Borrower	7,632	6,232	22.46%	927	914
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	95,570	96,870	-1.34%	16,851	15,440
TOTAL REGISTERED BORROWERS	21,570	26,673	-19.13%	21,570	26,673
ATTENDANCE	249,647	169,003	47.72%	30,714	26,122
Adult Reference - In Building	6,079	7,234	-15.97%	1,108	1,060
Adult Reference - Telephone	1,370	1,830	-25.14%	204	258
Children's Reference - In Building	4,059	3,680	10.30%	661	535
Children's Reference - Telephone	209	210	-0.48%	28	36
Total Adult Reference	7,449	9,064	-17.82%	1,312	1,318
Total Children's Reference	4,268	3,890	9.72%	689	571
Total In Building Reference	10,138	10,914	-7.11%	1,769	1,595
Total Telephone Reference	1,579	2,040	-22.60%	232	294
TOTAL REFERENCE	11,717	12,954	-9.55%	2,001	1,889

Agenda Item 24
Page 1 of 4

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

**Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - January 4, 2000**

ISDOC Executive Committee Members Present:

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

Mary A. Matheis
1st Vice President
73 Nighthawk
Irvine, Ca. 92714-3683
TEL: (949) 476-4488
FAX: (949) 476-2878
Email: matheis1@aol.com

Larry D. Dick (absent)
3rd Vice President
18021 E. Lincoln Street
Villa Park, Ca. 92861
TEL: (714) 538-0079
FAX: (714) 538-5279

Arlene Schafer
2nd Vice President
292 Bucknell
Costa Mesa, Ca. 92626
TEL: (714) 546-1429
FAX: (714) 432-1436

Ron Kennedy
Secretary
24151 Adonis Street
Mission Viejo, Ca. 92691
TEL: (949) 837-7050
FAX: (949) 837-7092

Joan Finnegan
Treasurer
258 Sherwood Street
Costa Mesa, Ca. 92627
TEL: (949) 548-3690
FAX: (949) 646-1685

Robert Hanson
Past President
23301 Ridge Route Drive, #219
Laguna Hills, Ca. 92653
TEL: (949) 770-0736
FAX: (949) 770-1720
Email: bobh30@aol.com

cc: LAFCO Representatives (*Attended)
John B. Withers Email: jwithers@lewisop.com
*Russell Paris Email: rcparis6@gte.net
*Bill Goodwin Email: wgoodwin@psomas.com
*Trudy Ohlig Email: pruehs@earthnet.com
*Ed LaBahn Email: ealabahn@worldnet.att.net
Ted Martin Email: tfmlee@msn.com
Russ Behrens -McCormick, Kidman & Behrens
Tom Blaylock Email: tblay@msn.com
Don Roberson

Ken Petersen
*Phillip L. Anthony
*Jim Reed
*Ed Royce
John Schatz
Dana Smith -LAFCO
Tom Woodruff
Mike Dunbar
Janet Morningstar

Call to Order

1. Preliminaries

Called to Order at 7:35 A.M. by Keith Coolidge.

2. Review Minutes of December 7, 1999 Executive Committee Meeting.

Minutes of December 7, 1999 meeting approved as presented.

3. Financial Report

Financial report presented by Joan Finnegan indicating cash on hand to be \$3,608.75 as of 1-3-00; Joan reported that invoices for annual dues were recently mailed.

Action Items

4. January 27th Luncheon Meeting

This non-agenda item was discussed with the Committee deciding that there **would not be a luncheon meeting on January 27, 2000**; the next luncheon meeting will be on March 30, 2000.

Information Items

5. LAFCO Matters

Bill Goodwin reported that it was a slow month at LAFCO given the holidays, etc. Meeting dates in January will be 1/21 (Strategic Planning) and 1/26 (Tri-Cities-Coastal Consolidation). Bill reported that the consolidation was scheduled to be complete by the end of February but that some issues still remain regarding water rate changes and collection of tax revenue by SDCWA with transfer of the tax revenue to Orange County. Stay tuned.

7. CSDA Report -

Russell Paris reported that the CSDA Board of Directors have recommended an **OPPOSE** position on Propositions 30 and 31.

8. Legislative Update

Keith Coolidge reported that the legislature was back in session as of January 3, 2000.

9. **Orange County Council of Government**

Phil Anthony reported that Orange County Council of Government will prioritize water issues during the next year despite some recent shuffling of representatives. He referred to a recently distributed brochure advocating water conservation; Keith Coolidge will attain copies for committee members.

Phil reminded the Committee of the combined region meeting of ACWA planned for February 10, 2000 at MWD Headquarters in Los Angeles.

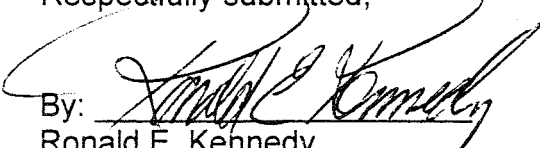
9. **Adjourn**

The meeting was adjourned at 8:45 A.M.

#

Dated January 4, 2000

Respectfully submitted,

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF DECEMBER 6, 1999: \$ 3,608.75

RECEIPTS:

None

EXPENSES:

None

BALANCE ON HAND AS OF JANUARY 3, 2000: \$ 3,608.75

Respectfully submitted,

Joan C. Finnegan
Joan C. Finnegan
ISDOC Treasurer

CITY OF PLACENTIA INVOICES

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

PERIOD COVERED FY1999-2000	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR SEISMIC	CIV CTR BONDS	TOTAL
Jul-99	9/1/99	4,991.68	818.37	864.99	107.50			6,782.54
Aug-99	10/7/99	4,956.38	818.37	870.23	107.50			6,752.48
Sep-99	10/27/99	4,392.31	818.37	863.76	107.50			6,181.94
Oct-99	12/7/99		818.37	829.49	107.50			1,755.36
Nov-99	1/11/00	6,410.86	818.37	831.73	314.56			8,375.52
Dec-99	2/3/00	2,340.88	969.36	1,030.18	107.50			4,447.92
Jan-00								0.00
Feb-00								0.00
Mar-00								0.00
Apr-00								0.00
May-00								0.00
Jun-00								0.00
TOTAL		23,092.11	5,061.21	5,290.38	852.06	0.00	0.00	34,295.76
AVG		3,848.69	843.54	881.73	142.01			5,715.96

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

TOTAL DOLLARS SPENT

FY1999-2000	LABOR	EQUIPMENT	MATERIAL	TOTAL	50% LIBRARY
Jul-99	1,440.04	279.00	10.94	1,729.98	864.99
Aug-99	1,440.04	281.00	19.41	1,740.45	870.23
Sep-99	1,440.04	281.00	6.48	1,727.52	863.76
Oct-99	1,440.04	206.00	12.94	1,658.98	829.49
Nov-99	1,440.04	204.00	19.41	1,663.45	831.73
Dec-99	1,723.42	324.00	12.94	2,060.36	1,030.18
Jan-00				0.00	0.00
Feb-00				0.00	0.00
Mar-00				0.00	0.00
Apr-00				0.00	0.00
May-00				0.00	0.00
Jun-00				0.00	0.00
TOTAL	8,923.62	1,575.00	82.12	10,580.74	5,290.37
AVG	1,487.27	262.50	13.69	1,763.46	881.73

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

DOLLARS BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Aug-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Sep-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Oct-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Nov-99	298.24	300.10	56.90	0.00	784.80	1,440.04
Dec-99	310.16	374.52	59.18		979.50	1,723.36
Jan-00						0.00
Feb-00						0.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	1,801.36	1,875.02	343.68	0.00	4,903.50	8,923.56
AVG	300.23	312.50	57.28	0.00	817.25	1,487.26

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
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		TOTAL
				TRIMMER	MAINT WORK	
Jul-98	8.00	10.00	2.00	0.00	30.00	50.00
Aug-98	8.00	10.00	2.00	0.00	30.00	50.00
Sep-98	8.00	10.00	2.00	0.00	30.00	50.00
Oct-98	8.00	10.00	2.00	0.00	30.00	50.00
Nov-98	8.00	10.00	2.00	2.00	30.00	52.00
Dec-98	8.00	10.00	2.00	0.00	30.00	50.00
Jan-99	8.00	10.00	0.00	0.00	30.00	48.00
Feb-99	8.00	10.00	2.00	0.00	30.00	50.00
Mar-99	8.00	10.00	2.00	0.00	30.00	50.00
Apr-99	8.00	10.00	2.00	0.00	30.00	50.00
May-99	8.00	10.00	2.00	0.00	30.00	50.00
Jun-99	8.00	10.00	2.00	0.00	30.00	50.00
TOTAL	96.00	120.00	22.00	2.00	360.00	600.00
AVG	8.00	10.00	1.83	0.17	30.00	50.00

TIME BY TYPE OF WORKER

FY1999-2000	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-99	8.00	10.00	2.00	0.00	30.00	50.00
Aug-99	8.00	10.00	2.00	0.00	30.00	50.00
Sep-99	8.00	10.00	2.00	0.00	30.00	50.00
Oct-99	8.00	10.00	2.00	0.00	30.00	50.00
Nov-99	8.00	10.00	2.00	0.00	30.00	50.00
Dec-99	8.00	12.00	2.00	0.00	36.00	58.00
Jan-00						0.00
Feb-00						0.00
Mar-00						0.00
Apr-00						0.00
May-00						0.00
Jun-00						0.00
TOTAL	48.00	62.00	12.00	0.00	186.00	308.00
AVG	8.00	10.33	2.00	0.00	31.00	51.33

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
SUBJECT: Status Report on the Placentia History Room project with the City of Placentia
DATE: February 17, 2000

Library Director Minter and Public Services Manager Roberts met with the History Room Committee and Chief City Building Official Robert Chang on February 1 and 8. City Public Work Director Chris Becker attended the meeting on February 9.

Library Staff made the commitment of having the History Room and Storage Room empty and ready for construction work by February 24. Movers and packers were here on February 1 and 9 and will return on February 17. Books and other items are being moved to a rented storage container in the Civic Center Parking Lot. File cabinets and other furniture have been relocated in the Library. Some of the wooden shelving has been relocated to other areas of the Library.

The History Room Committee is meeting at 9:30 A.M. on Tuesdays and again at 7:00 P.M. on Wednesdays. Each week they are addressing a different element of the planning process. The first week they finalized the dimensions of the shell of the space and the second week they finalized the allocation of space between the public area and work area of the space. This week they are working on space allocation and furniture for the work room. Based on the discussions Robert Chang has prepared the initial construction documents, Attachment A.

Several months ago Marie Schmidt was able to acquire one of the lighting fixtures from the Library on Bradford. It had been hanging outside a private residence in Placentia for a number of years. Fred Minter has agreed to assist with coordinating the restoration of the metal and City Staff will devise a plan to include the fixture in the History Room.



PLACENTIA HISTORICAL COMMITTEE

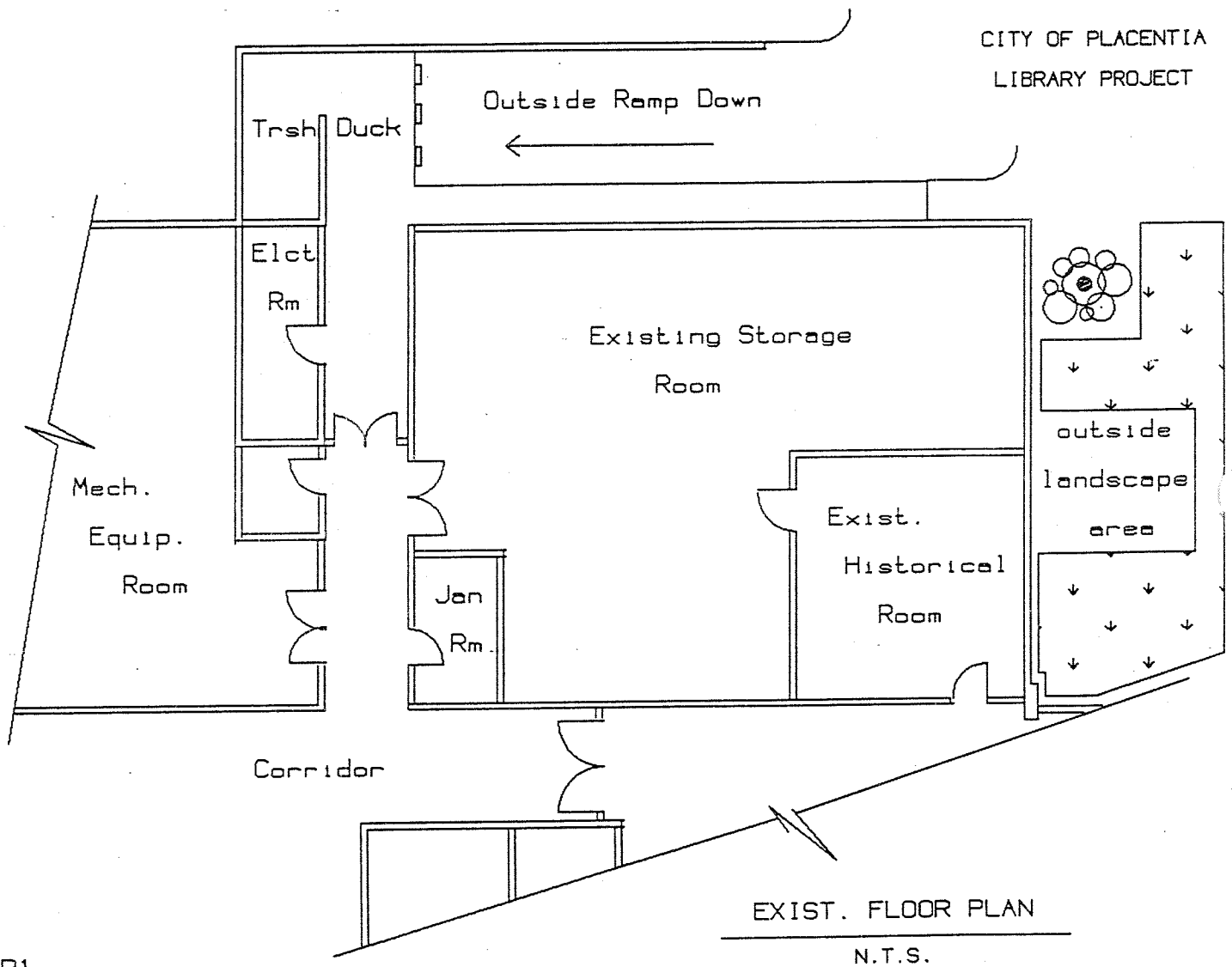
CITY OF PLACENTIA
LIBRARY PROJECT

PAGE INDEX TABLE	
Sheet No.	Title
P1	Exist. Floor Plan
P2	Demolition Plan
P3	Proposed T.I. Plan
P4	Wall Sectional Plan
P5	Door Detail and Schedule
P6	General Notes and Specs.

Prepared by: _____
Dev. Ser. Dept.

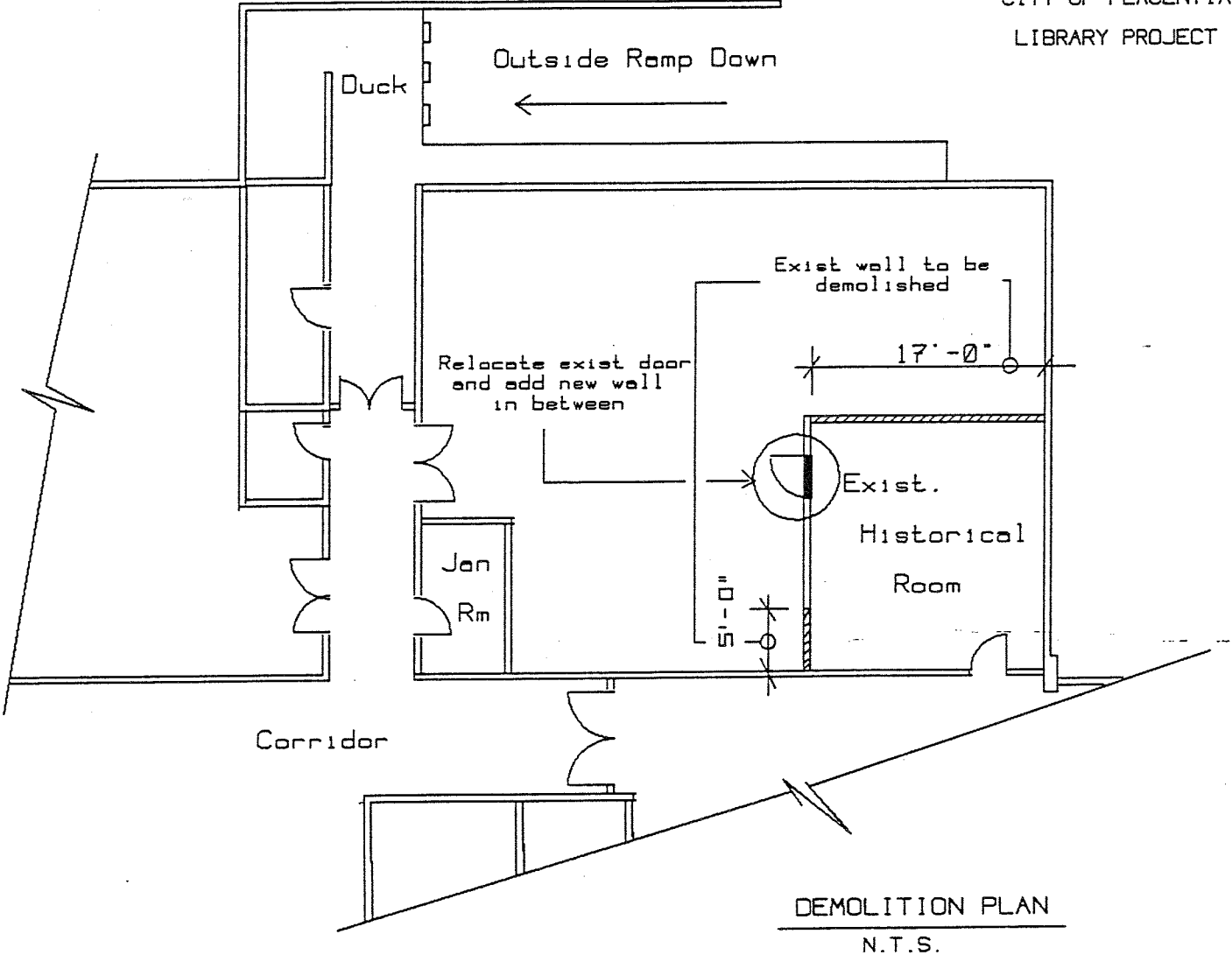
Pbl. Wks. Dept.

CITY OF PLACENTIA
LIBRARY PROJECT



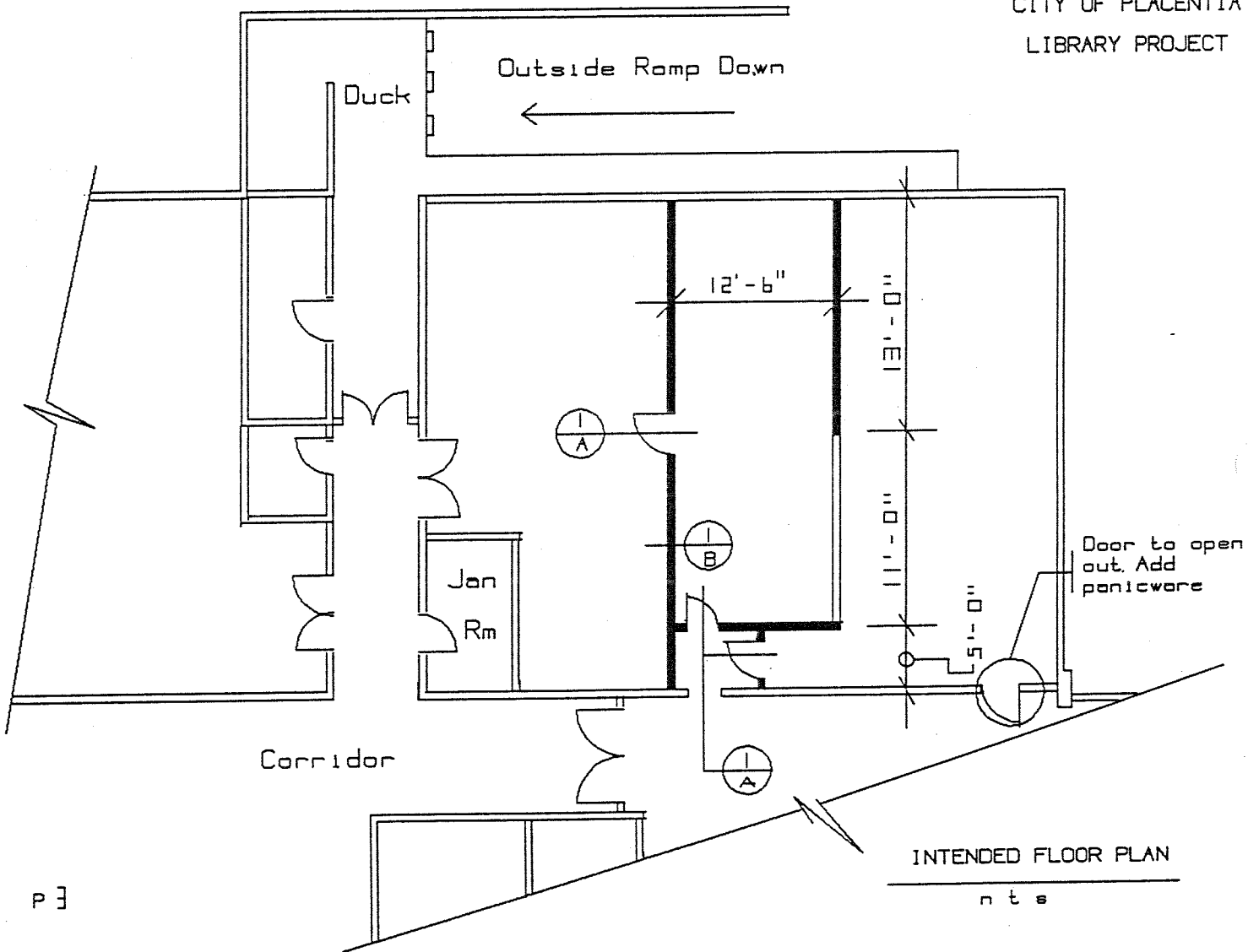
P1

CITY OF PLACENTIA
LIBRARY PROJECT



P2

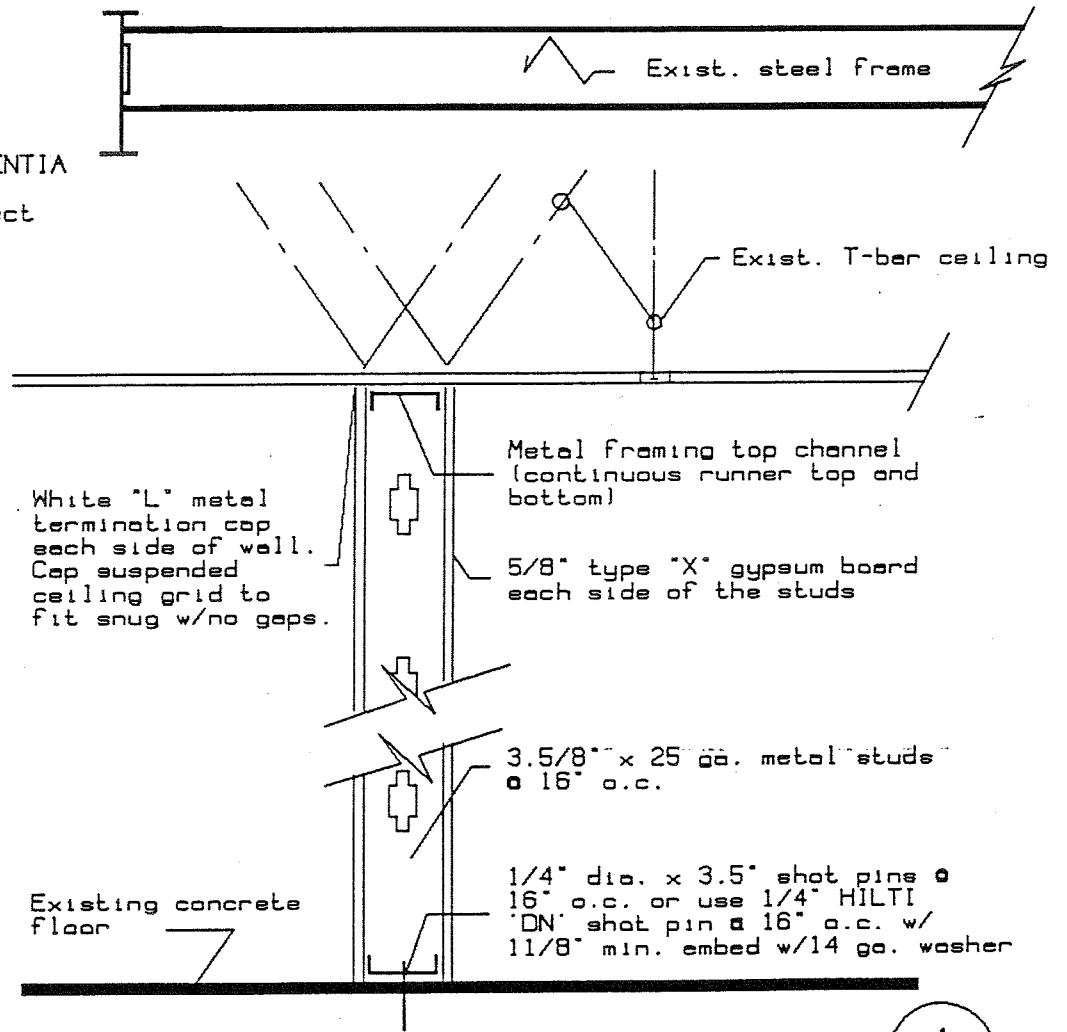
CITY OF PLACENTIA
LIBRARY PROJECT



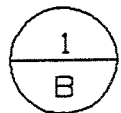
P 3

CITY OF PLACENTIA
Library project

TYPE 1
Construction



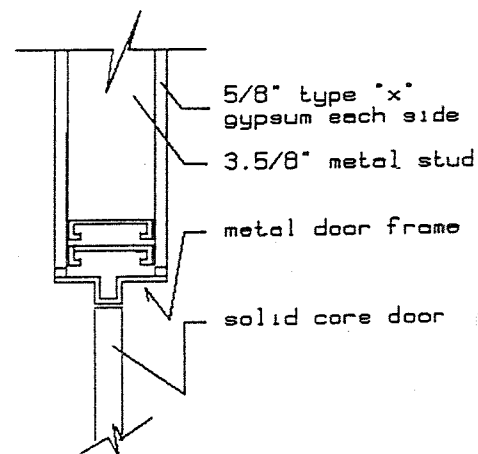
NON-BEARING PARTITION WALL (N.T.S.)



CITY OF PLACENTIA
 Library Project

DOOR SCHEDULE

dimension			door		frame
width	height	thick	type	mat.	mat.
3'-6"	7'-0"	1 3/4"	S.C.	wood	Metal



INTERIOR
 DOOR DETAIL 1
A
 n.t.s.

General Notes

1. All new and demolition work shall be in compliance with the latest code requirements of the City of Placentia.
2. All existing walls to be demolished and new interior partition walls are non-bearing walls.
3. Contractor shall coordinate project with the city's electrical and mechanical contractors. All electrical and mechanical work shall be by the City.
4. All lighting fixtures, switches, receptacles, thermostats, etc. shall comply with the Title 24 Energy Regulations and shall match to existing.
5. Where existing walls and ceilings are damaged, they shall be repaired to match existing in order to receive new paint.
6. Conduit and wiring in all demolished walls shall be terminated or re-circuited as required and shall comply with the latest electrical code requirements (1996 NEC).
7. Replace all damaged or missing T-bar ceiling tile as required. The newly replaced, shall be matching to existing.
8. Contractor or subcontractor covering any or all trades shall notify the City of Placentia of any conflict between contract drawings and the Scope of Work prior to commencing work.
9. No deviations from contract drawings or specifications shall be made without written approval from the City of Placentia.
10. Materials to be used shall be of first quality. The work shall be performed by skilled mechanics in a workmanlike manner.
11. Clean, patch and/or repair all surfaces damaged by demolition or alteration work as required.
12. The contractor shall be responsible for the removal of all debris from the building premises. Building trash receptacles are not to be used for construction debris.
13. Contractor to verify all dimensions at job site. Discrepancies and variations shall be reported.
14. All dimensions are to face of stud and face of concrete or masonry unless otherwise specified.
15. All finish hardware shall be furnished and installed by the finish carpentry contractor.
16. Entry exit door shall have a durable sign in 1" high letters stating: "This door to remain unlocked during business hours."
17. All other exit doors shall be openable from the inside without the use of a key or any special knowledge or effort.
18. Switches and controls for lights, ventilation, fire alarms, etc. must be placed 36"- 48" a.f.f. outlets must be not less than 12" a.f.f.
19. All contractors and subcontractors must obtain a business license from the City of Placentia, and provide proof of workmen's compensation insurance.
20. Remove /Relocate existing shelving per Library Director.

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Pubic Services Manager and Julie Shook, Technical Services Manager

DATE: Feb 16, 2000

SUBJECT: Gates Library Initiative status report for the month of January

Building preparation. Additional electric wiring, as well as data cabling, has been installed. Three reference bookshelves and the business table were relocated and two double carrels were moved to the column located in the northeast portion of the library to house the Gates computers.

Installation of equipment. All equipment has arrived and will be unpacked on Sunday, February 13. Gates will install the equipment on Monday morning, February 14, and train staff from 1-4 PM Monday and 9 AM-12 noon on Tuesday.

Ribbon cutting ceremony. The ribbon cutting ceremony is scheduled for 4:30 PM on Monday, February 14, with an open house following until 5:30 PM. Gates representatives will be available to demonstrate the new computers and to answer questions. The Friends of the Placentia Library will provide refreshments. An article on the ribbon cutting ceremony appeared in the February 10th edition of the Placentia News Times.

Heim, Noack, Kelly**TRANSMITTED VIA FACSIMILE** 1 Page

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

February 4, 2000**9:15 a.m. (PST)**

TO: CSDA Legislative Committee

Ro Aguilar	510-569-1417 (145)
Dewey Ausmus	760-745-5827 (145)
Ed Brittain	909-867-2828 (145)
Kit Carter	805-227-6231 (145)
Kathleen Cole	916-444-6887 (145)
Ron Davis	916-448-8499 (145)
Harry Ehrlich	760-753-1638 (145)
Glenn Farrel/Randy Kanouse	916-444-2829 (145)
Joan Gallegos	510-526-1028 (145)
David Lesser	909-381-9515 (145)
Elizabeth Minter	714-528-8236 (145)
Joseph Raden	909-875-7284 (145)
Chuck Rose	916-725-0345 (145)
Catherine Smith	916-442-7889 (145)
Sherry Sterrett	925-671-7591 (145)
Arden Wallum	760-375-0167 (145)
cc: David McMurchie	916-443-0869 (145)

FROM: Ralph A. Heim**RE: Legislative Analyst's Property Tax Report
on Tax Allocation System**

Last year the Legislature passed and Governor Davis signed Assembly Bill 676 (Brewer) that directed the Legislative Analyst to provide the Legislature with alternatives to the existing property tax allocation system (commonly referred to as AB 8).

Copies located in the publications section of Board member books.

The Analyst released her report yesterday, February 3, which is titled: "Reconsidering AB 8: Exploring Alternative Ways to Allocate Property Taxes." Given the expected legislative discussion this year on local government structure/financing, I highly recommend you familiarize yourself with this report.

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

The report is available on the Analyst's Internet site at: www.lao.ca.gov.
 Alternatively, you may request a copy of the report by calling: (916) 445-2375.



SUMMARY FOR THE 1999-2000 LEGISLATIVE SESSION
California Library Association
(Second Half of the Two Year Session)

January 7, 2000

SB 3-RAINEY/BURTON
ALPERT
Support

As introduced would provide \$1 billion in general obligation bonds for the California Library Construction and Renovation Bond Act to be placed on the November 2000 ballot. Negotiations with legislative leaders and the Governor reduced the dollar amount to \$350 million and, per the agreement, the bond will be placed on the March ballot. The bond also contains provisions for the funding of joint-use library projects.

Chapter 726,
Statutes of 1999

SB 48-SHER & SPEIER
Watch Close

Would establish a new appeal procedure for an agency's denial of a written request or an agency's failure to respond to a written request. The bill would establish penalties of up to \$100 per day for the refusal to provide the information after the Attorney General has opined or the court has ruled the information should have been disclosed.

Vetoed by
Governor

SB 165-RAINEY
Support

As introduced, would provide a return of 10% of the property tax base each year, over the next 10 years to cities, counties, and special districts, and cap the shift amount. Recently amended January 4, 2000 to pertain to the local government relief court decision (*County of Sonoma v. Commission on State Mandates*)

Senate Appropriations

SB 238-BACA
Strongly Oppose

Would require every public library that provides access to the Internet to purchase, install and maintain computer software which will prohibit access to obscene material on all computers used by children. As amended in Senate Judiciary Committee 4/20, would require an adult to provide supervision to a child using the Internet, or provide

Senate Public Safety
Failed Passage
Reconsideration
Granted

them with the option of using a filtered terminal, or signing a parental consent release.

SB 571-ALARCON

Watch

Expands the Families for Literacy Program (which provides funding for eligible public libraries with the purpose of providing literacy, and coordinating literacy efforts) to also provide training to parents who are not reading skilled.

Vetoed by
Governor

SB 639-McPHERSON

Support

As introduced, would include a "library" in the definition of an organization that performs beneficial or charitable works, for the purpose of allowing a raffle to be conducted on its behalf. It is considered a "raffle" and not a prohibited lottery if all of the funds raised are used solely for the benefit of the library. Later amended to specify that these organizations must also obtain a registration or permit from the California Gambling Control Commission.

Assy Appropriations
Suspense File

SB 921-VASCONCELLOS

Support

Would appropriate \$40 million to create the Faculty, Counselor and Librarian employment Fund for the purpose of increasing the number of full-time faculty, counselor, and library positions in the California Community Colleges by 2000 persons over a 5 year period.

Senate Appropriations
Suspense File

SB 927-McPHERSON

Support

Would appropriate \$1.2 million from the General Fund to the State Librarian for allocation to the California Newspaper Project from the 2000-01 fiscal year to 2003-04 inclusive to preserve valuable newspaper collections on microfilm.

Vetoed by
Governor

SB 992-KNIGHT

Oppose

Would require every computer at a public elementary or secondary school that has access to the Internet to install blocking software programs.

Senate Education
Failed Passage
Reconsideration
Granted.

SCA 9-PEACE

Watch Close

As introduced, would have required that 1/4 of the state sales tax would be appropriated for capital improvements

Assembly
Appropriations
"Suspense File"

included in a state capital expenditure plan.
As amended, requires the Governor to submit
a capital expenditure plan to the legislature in
conjunction with the Budget by the year 2001.

SCR 30-RAINEY
Support

Declares the week of April 11 through April 17, Resol. Chapter 16,
1999, California Library Week. Statutes of 1999

AB 24-RUNNER
Support Concept

Local Fiscal Relief: property tax revenue.
Would cap the shift of property taxes from
cities, counties, and special districts to
the ERAF fund in each county at 1998-99
levels.

Assy Appropriations.
Held on Suspense File
by Committee

AB 185-HERTZBERG
Watch Close

As introduced, would create the Local
Government Report Card Act, for local
government performance measures.
As amended January 5, 2000, would
reorganize and recast provisions of
Cortese-Knox Local Government
Reorganization Act of 1985.

Re-referred to Assy
Local Government

AB 187-HERTZBERG
Watch Close

Would establish the Grant Information Act
of 1999, to require state agencies to make
available on their Internet websites, on or
before July 1, 2000 a listing of all grants
administered by that agency. State agencies
would also advise individuals that many
public libraries provide Internet access.

Chapter 405,
Statutes of 1999

AB 304-WILDMAN
Support

Reduces the ERAF shift by a schedule of
unspecified percentages over an
unspecified number of years.

Assy Budget
Committee

AB 424-WILDMAN
Support

As introduced, establishes a program to
award planning and operational grants to
school districts and local government
entities for the joint-use of libraries. As
amended January 2000, pertains now to
design-build contract agreements for K-12
schools only.

Assy Appropriations.

<u>AB 494-DAVIS</u> Support	Allows the County of San Diego and the San Diego County Free Library to authorize a permanent shift of property taxes from the county to the library.	Chapter 824, Statutes of 1999
<u>AB 1194-LEONARD</u> Watch Close	The Assembly Local Government Caucus alternate vehicle for an ERAF solution.	Assy Local Government
<u>AB 1195-LONGVILLE & RAINEY</u> Support	The Assembly Local Government Caucus vehicle for ERAF. Would provide for a return of 10% of the property tax base each year, over the next 10 years to cities, counties, and special districts, and cap the shift amount.	Senate Local Government
<u>AB 1289-BAUGH</u> Drop as amended	As introduced, established the California School Library Media Teacher Expansion Program administered by the State Department of Education, to serve as an incentive program to encourage school districts to hire professional library personnel in every public school. Bill was gutted and amended to conform state tax law to the federal self-employed health insurance deduction percentages.	Chapter 117, Statutes of 1999.
<u>ACA 11-BRIGGS</u> Watch Close	Caps, in the State Constitution, the property tax shifts from cities, counties, and special districts to the ERAF fund in each county.	Assy Elections, Reapportionment & Constit. Amendments

* The "suspense file" in the Appropriations Committee is a method by which fiscal bills costing greater than \$150,000 are held together and are later prioritized by the chairs and leadership. Those given priority "come off suspense" and continue to move through the process, while others remain on "suspense" indefinitely.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Fiscal Year 1998-1999 Annual Report for Placentia Library District as submitted to the California State Library
DATE: February 17, 2000

BACKGROUND:

Attached is a copy of the Library's annual report to the State Library of California for Fiscal Year 1999-1999.

Report forms were distributed late by the State Library so the filing date was extended.

Completion of this report is required to remain eligible to receive Public Library Foundation Funds and reimbursements from the State Library of California.

RECOMMENDATION:

Receive & File

PLEASE DO NOT
FOLD OR STAPLE

C

Federal-State Cooperative System fo

CALIFORNIA PUBLIC LIBRARY REPORT 1998/99

REPORT YEAR equals Fiscal Year 1998-99 ending June 30, 1999	Library Development Services PO Box 942837 Sacramento, CA 94237-0001 Martha Ortiz (916) 653-5772	Due January 31, 2000 M692 DCR_BASE Placentia Dist Code: P Table: 5
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Type or Handwrite Changes on this page.

DIRECTORY UPDATE

1. Library. <i>Placentia Library District</i>	
2. Director. <i>Elizabeth D. Minter</i>	<i>Director</i>
3. Street Address. <i>411 E. Chapman Ave. Placentia</i>	4. Mailing Address. <i>411 E. Chapman Ave. Placentia</i>
<i>92670-6198</i>	<i>92670-6198</i>
5. Public Phone. <i>(714) 528-1906</i>	6. Reference Phone. <i>(714) 528-1906</i>
7. Library Director's INTERNET e-mail Address. <i>eminter@placentialibrary.org eminter@cosmoslink.net</i>	7.a. Library's INTERNET e-mail Address. <i>plalibd@placentialibrary.org plalibd@cosmoslink.net</i>
8. Library's Website Address. <i>www.placentialibrary.org</i>	
9. FAX Phone. <i>(714) 528-8236</i>	10. TDD for Deaf.
11. Size Sq. Miles. <i>7.10</i>	12. House Dist. <i>39</i>
13. State Senate. <i>31</i>	14. Assembly. <i>64</i>
15. Affiliations. (NOT CLSA System nor LoC Regional Network) <i>ALA, LVA, CSDA, CLC, ISDOC, PLACSD, OCLN, SCLLN, NSFRE</i>	
16. ILL Period: # Weeks. <i>3</i>	17. ILL Photocopy free up to 10 pages? <i>N</i>
18. Copy fee. ONLY if answer to #17 is No; otherwise, leave blank. <i>.15/page.</i>	
19. Schedule of Main Library Service Hours. <i>M-W 12-9; Th 10-6; Sun 1-5.</i>	

Wendy Goodson, Administrative Assistant

714-528-1925x.202

NAME OF CONTACT FOR QUESTIONS REGARDING REPORT DATA (Type or Print)

Phone # of Contact

Signature of Library Director. *E. Minter*

Date. *Jan 24, 2000*

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

**Response for
FY 1997-98**

**Type Response for
1998-99 in box below.**

POPULATION and OUTLETS

100. 692	100. 692
201. 2,943	201. 3,068
203. 4,509	203. 5,955
205. 28,789	205. 27,895
206. 2,710	206. 2,650
207. 1	207. 1
208. 0	208. 0
209. 0	209. 0
210. 0	210. 0
211. 0	211. 0
212. 39.00	212. 39.00

LIBRARY STAFF

251. Total count of persons employed. full and part time. (PERSONS NOT FTE)	251. 22	251. 18
252. ALA Librarians.(Full Time Equivalent) who have accredited ALA Masters.	252. 3.00	252. 5.00
253. FTE Total Librarians (ALA or other.)	253. 4.00	253. 2.50
254. FTE Special Professionals	254. 1.00	254. 0
255. FTE Lib. Tech. Assistants.	255. 3.50	255. 0
256. FTE other.	256. 5.00	256. 5.50
257. FTE Volunteers, Average FTE per week (not hours)	257. 3.43	257. 4.57

CALIFORNIA PUBLIC LIBRARY REPORT

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	100. 692		100. 692
INCOME - for OPERATIONAL EXPENSES Report whole dollars only, omit cents. Enter funds for OPERATIONAL EXPENSES. Exclude capital outlay income.			
301. Local Government: taxes and allocations. (includes \$'s from 305. & 307.)	301. 834,626		301. 912,296
302. State funds: CLSA and PLF.	302. 56,040		302. 78,601
303. Federal funds: LSCA or other.	303. 0		303. 0
304. Other Income. (includes \$'s detailed in 306, below.)	304. 44,122		304. 51,545
305. Special District Augmentation funds for counties and districts.	305. 0		305. 0
306. Gifts, Fines, Fees and local fund raising.	306. 23,454		306. 41,587
307. Contract Payments. from another jurisdiction.	307. 0		307. 0
 INCOME - for CAPITAL OUTLAY Report whole dollars only, omit cents. Enter funds for CAPITAL OUTLAY ONLY. Exclude income for Operational Expenses.			
311. Local Government: taxes and allocations. (includes \$'s from SDAF, Contract Payments, etc, as appropriate.)	311.		311.
312. State funds: CLSA and PLF.	312.		312.
313. Federal funds: LSCA or other.	313.		313.
314. Other Income. (includes capital outlay dollars from any other income source, such as Gifts, Fines, & Fees, etc, as appropriate.)	314.		314.

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
 FY 1997-98

Type Response for
 1998-99 in box below.

STANDARD OPERATING EXPENDITURES

Local, State and Federal funds.

- 401. Salaries.
- 402. Benefits.
 If paid by Library.
- 403. Print Materials.
- 404. Current Serial Subscriptions.
- 405. Microforms.
- 406. Audiovisual materials.
- 407. Library Materials in Electronic Formats
- 408. Other materials.
- 409. Operating Expenditures for Electronic Access
- 410. All other Operating Expenditures.
- 411. Capital outlay.
 Include sites, buildings,
 vehicles, original equipment.

100.	692	
401.	472,750	
402.	100,131	
403.	16,608	
404.	4,040	
405.	0	
406.	844	
407.	25,293	
408.	0	
409.	58,272	
410.	270,507	
411.	0	

100.	692	
401.	494,352	
402.	104,111	
403.	86,254	
404.	4,228	
405.	0	
406.	3,747	
407.	5,230	
408.	0	
409.	19,759	
410.	310,983	
411.	0	

CALIFORNIA PUBLIC LIBRARY REPORT

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FY 1997-98**

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1998-99 in box below.**

EXPENDITURES - Detail

501. Postage and Delivery.	501.	1,918	501.	2,510
502. Telephone and Other Telecommunications.	502.	15,643	502.	14,973
503. Contracted Computer Services.	503.	0	503.	0
504. Online Database Searching.	504.	0	504.	0
505. Preservation.	505.	0	505.	0
506. Expenditure for Children's Materials.	506.	1,326	506.	13,831
507. Adult Literacy Program.	507.	45,665	507.	47,971
508. Transfer to City/County divisions for services: maint, accounting, etc.	508.	2,299	508.	2,407
509. Payments for Contract Service to another jurisdiction.	509.	39,207	509.	39,295
510. Estimate of Services & Supplies benefiting the library that were paid for by other City/County Division for report year.	510.	0	510.	0

PUBLIC LIBRARY FUND

511. Amount of PLF funds included in Total Operating Expenditure.	511.	28,313	511.	59,146
512. PLF expended for Library Materials.	512.	28,313	512.	59,146
513. PLF expended for Personnel.	513.	0	513.	0
514. Hours of service provided by PLF-paid Personnel.	514.	0.00	514.	0
515. PLF expended on General Operating budget.	515.	0	515.	0
516. PLF expended on Special Projects.	516.	0	516.	0
517. PLF difference from Allocation.	517.	0	517.	0

CALIFORNIA PUBLIC LIBRARY REPORT

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**Response for
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COLLECTIONS.

All entries are annual for fiscal year,
and are in units or items.

	100. 692	100. 692
601. Books Added Cataloged.	601. 5,143	601. 7,597
602. Books Adult/YA Added Cataloged.	602. 4,077	602. 5,905
603. Books Added Uncataloged.	603. 2,315	603. 1,602
604. Children's Books. Added, Cataloged.	604. 1,066	604. 1,692
605. Children's Books. Added, Uncataloged.	605. 584	605. 328
606. Books Total Held as of June 30.	606. 147,463	606. 151,023
607. Books Children Held as of June 30.	607. 42,223	607. 41,719
608. Books Adult/YA Held as of June 30.	608. 107,240	608. 109,304
609. Leased Books. Inventory on hand.	609. 0	609. 0
610. Government Documents in separate collections.	610. 83	610. 83
611. Microfilm (reels).	611. 922	611. 922
612. Microforms (not microfilm).	612. 873	612. 873
613. Children's Audio Materials held as of June 30.	613. 124	613. 184
614. Total Audio Materials.	614. 9,145	614. 9,277
615. Films.	615. 0	615. 0
616. Children's Video Materials held as of June 30.	616. 304	616. 310
617. Total Video Materials.	617. 1,822	617. 1,994
618. Number of Current Periodical and Serial Subscriptions.	618. 80	618. 129
619. Book Titles Added (Cataloged)	619. 3,487	619. 4,974
620. CD-ROMS Data disks only, not Audio/Video or public catalog.	620. 102	620. 112
621. Other (non CD-ROM) Library Materials in Electronic Formats.	621. 0	621. 0
622. Serial Volumes held as of June 30.	622. 385	622. 385

CALIFORNIA PUBLIC LIBRARY REPORT

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Response for
FY 1997-98

Type Response for
1998-99 in box below.

NON-ENGLISH LANGUAGES

Print Materials ADDED as of June 30.

- 701. Armenian
- 702. Chinese
- 703. French
- 704. German
- 705. Hmong
- 706. Italian
- 707. Japanese
- 708. Korean
- 709. Laotian
- 710. Russian
- 711. Spanish
- 712. Vietnamese

100. 692

100. 692

701.	0
702.	0
703.	0
704.	0
705.	0
706.	0
707.	0
708.	0
709.	0
710.	0
711.	54
712.	4

701.	0
702.	0
703.	0
704.	0
705.	0
706.	0
707.	0
708.	0
709.	0
710.	0
711.	37
712.	23

Print Materials HELD as of June 30.

- 751. Armenian
- 752. Chinese
- 753. French
- 754. German
- 755. Hmong
- 756. Italian
- 757. Japanese
- 758. Korean
- 759. Laotian
- 760. Russian
- 761. Spanish
- 762. Vietnamese

751.	0
752.	3
753.	0
754.	0
755.	0
756.	0
757.	0
758.	0
759.	0
760.	0
761.	819
762.	1,377

751.	0
752.	0
753.	0
754.	0
755.	0
756.	0
757.	0
758.	0
759.	0
760.	0
761.	824
762.	1,384

CALIFORNIA PUBLIC LIBRARY REPORT

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Placentia Dist

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**Response for
 FY 1997-98**

**Type Response for
 1998-99 in box below.**

LIBRARY SERVICES, ANNUAL.

100. 692		100. 692
801. Total Public Service Hours.	801. 1,912	801. 1,912
802. Attendance in Library.	802. 317,386	802. 309,822
803. Reference Questions. Omit Directional.	803. 15,200	803. 22,932
804. Online Database Searches.	804. 3,743	804. 5,252
805. Circulation of Children's Materials.	805. 92,662	805. 78,522
806. Circulation Non-English.	806. 3,587	806. 2,176
807. Circulation Non-Book.	807. 15,082	807. 12,724
808. Total Circulation.	808. 189,919	808. 165,309
809. This data element is no longer collected.		
810. In-Library use of Materials.	810. 67,265	810. 62,553
811. ILL loans to others.	811. 2,932	811. 3,227
812. ILL loans received.	812. 2,576	812. 2,632
813. Pre-School Programs. Number.	813. 95	813. 58
814. Pre-School Programs. Attendance.	814. 1,559	814. 1,254
815. School Age Programs. Number.	815. 65	815. 115
816. School Age Programs. Attendance.	816. 7,271	816. 8,303
817. Adult Programs. Number.	817. 9	817. 1
818. Adult Programs. Attendance.	818. 322	818. 65
819. Total Programs. Number.	819. 169	819. 174
820. Total Programs. Attendance.	820. 9,152	820. 9,622

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

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Response for
FY 1997-98

Type Response for
1998-99 in box below.

SALARY SURVEY.

Survey is of monthly ranges
for selected classifications.
Leave sections blank if inappropriate.
But do not divide sections or
add new ones. List monthly ranges,
whole dollars only, omit cents.

901. Director (monthly rate)	Begin	100. 692	901. 6,435	901. 6,564
902. Director (monthly rate)	Final		902. 6,435	902. 6,564
903. Assistant Dir.	Begin		903.	903.
904. Assistant Dir.	Final		904.	904.
905. Chief Lib. Div.	Begin		905. 4,098	905. 4,179
906. Chief Lib. Div.	Final		906. 5,244	906. 5,348
907. Branch Libn.	Begin		907.	907.
908. Branch Libn.	Final		908.	908.
909. Librarian	Begin		909. 2,567	909. 2,618
910. Librarian	Final		910. 3,285	910. 3,350
911. Lib. Tech. Asst.	Begin		911. 2,171	911. 2,215
912. Lib. Tech. Asst.	Final		912. 2,778	912. 2,832
913. Clerk Non-Pro. (Beginning) (general clerical; no library skills requirement)	Begin		913. 1,616	913. 1,648
914. Clerk Non-Pro. (Beginning)	Final		914. 2,067	914. 2,108
915. Mgr. of Spec. Service. (non-MLS) (e.g. Literacy, A-V, or I&R Specialist)	Begin		915. 2,483	915. 2,532
916. Mgr. of Spec. Service. (non-MLS)	Final		916. 3,174	916. 3,237

CALIFORNIA PUBLIC LIBRARY REPORT

M692

Placentia Dist

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY,
Avoid other marks/comments on page.

Response for
FY 1997-98

Type Response for
FY 1998-99 in box below

ELECTRONIC SERVICES

INTERNET ACCESS FOR YOUR LIBRARY

851. Library has access to the Internet for
electronic mail? (0 = No; 1 = Yes)

100. 692

851. 1

100. 692

851. 1

852. Library has access for other Internet
services other than e-mail? (e.g. Telnet,
gopher, ftp, WWW, etc.) (0 = No; 1 = Yes)

852. 1

852. 1

INTERNET AVAILABILITY

(Answer 853. only if your answer to 852 is 1 (Yes))

853. Under what circumstances is Internet access
available?
...if ONLY to library staff (no patron access), type 1.
...if patrons have access but ONLY through
staff, type 2.
...if patrons can have their own direct use
or can access through staff intermediary,
at their own option, type 3.

853. 3

853. 3

854. Number of Internet terminals used
by STAFF ONLY.

854.

854. 3

*****NOTE: NEW DATA ELEMENT IN 1998/99*****

855. Number of Internet terminals used
by the GENERAL PUBLIC.

855.

855. 7

*****NOTE: NEW DATA ELEMENT IN 1998/99*****

OTHER ELECTRONIC SERVICES

856. Is direct patron access to other electronic
services available? (e.g. bibliographic
& full text databases; multi-media products)
(0 = No; 1 = Yes)

856. 1

856. 1

CALIFORNIA PUBLIC LIBRARY REPORT FOR : M692

Placentia Dist

NEW MOBILE LIBRARIES.

Report Year	FY 1998-99
FILE DCR_BKMB	

Use this page to report NEW vehicles.
Photocopy this page if several new vehicles.
Type or Handwrite Responses on this page.

N/A

Bookmobile's Housing Address - Street:		
City:	Zip + 4:	Phone:

Type: (B)ookmobile (T)railer (V)an :	
---	--

Description:

Make.	
Model.	
Year.	
Chassis Manufacturer.	
Length.	
Book Capacity in Volumes.	
Total miles traveled per year.	
Number of individual Stops.	
Total hours per month in public service. (omit travel time)	

Staffing in full-time equivalent:

Librarians on vehicle. FTE.	
Driver/clerks on vehicle. FTE.	
Support Staff off vehicle. FTE.	
Total materials circulation per year.	
Yearly operating and maintenance cost. (fuel, maintenance, repair, labor and parts)	

Has adult or children's programming been conducted from bookmobile? (Y/N)

Cite example.

California State Library
Federal-State Cooperative System for Public Library Data

CALIFORNIA LIBRARY OUTLETS SURVEY 1998/99

<p>Outlets Survey Due January 31, 2000</p> <p>Mail to:</p>	<p>Library Development Services PO Box 942837 Sacramento, CA 94237-0001 Martha Ortiz (916) 653-5772</p>	<p>Placentia Dist. M692 CA0096.001</p>
--	---	--

1. Outlet: *Placentia Library*

2. Director: *Elizabeth D. Minter*

3. Title: *Library Director*

4. Street Address: *411 E. Chapman Ave.*

5. Mail Address:

6. City: *Placentia*

7. Mail City:

8. Zip: *92870-6198* 9. Mail Zip:

10. FAX Phone: *(714) 528-8236*

11. Public Phone: *(714) 528-1906* Ext:

12. Outlet's Website: *www.placentialibrary.org*

13. Type of Outlet: CE

BR = Branch; ST = Station; CE = Central Library; OT = Other Outlet

14. This Facility is Owned by: SPDT

*City = CITY *County = CNTY *Special District = SPDT *Public School = PSCH
 *Other Public Agency = PUAG *Private Agency/Person/etc. = PRIV *Multiple = MULT

15. This Facility is in need of: RMDL

*Remodeling = RMDL *Expansion = EXPN *Remodel & Exp = RMEX *Replacement = RPLC

<p>16. State Senate District: 33</p> <p>17. State Assembly District: 72</p>	<p>18. U.S. House District:</p>
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CALIFORNIA LIBRARY OUTLETS SURVEY 1998

M692

Placentia Dist.

Outlet Name: Placentia Library

For OCR Scanning: Please Avoid Folding
Type Responses in indicated area ONLY.
**WHERE THE DATA ON FILE IS CORRECT,
YOU MAY LEAVE THE UPDATE/
CORRECTIONS COLUMN BLANK.**

	Data Currently On File	Update/Corrections For 1998-99
	100. 692	100. 692
	120. 0096.001	120. 0096.001
285. Population Served By Outlet.	285. 50,330	285. 52,500
286. Total Outlet Staff, in FTE.	286. 13.00	286.
287. Hours Open, Weekly.	287. 39	287.
288. Hours Open, Annually.	288. 1,912	288.
289. Total Number of Volumes Held by Outlet.	289. 147,463	289. 151,023
290. Total Annual Circulation by Outlet.	290. 189,919	290. 165,309
291. Total Outlet Operating Expenditure.	291. 948,373	291. 1,028,664
292. Year in which Outlet was Originally Built.	292. 1974	292.
293. Year in which Outlet was Remodeled.	293.	293.
294. Size of Outlet, in sq. ft.	294. 28,800	294.
295. Number of Reader Seats in Outlet.	295. 138	295.
296. Days per week outlet is open to the public.	296. 5	296.
297. Staffed when open to public by at least 1 paid librarian & 1 paid clerical? (0 = No; 1 = Yes)	297. 1	297.
298. Housed in separate quarters? (0 = No; 1 = Yes)	298. 0	298.
299. Established schedule of hours for public service? (0 = No; 1 = Yes)	299. 1	299.
300. MSA (Metropolitan Statistical Area) Status: (0 = Not in MSA; 1 = In city limits of the central city of an MSA; 2 = In an MSA, but not in the central city limits.)	300. 2	300.
301. Degree of Adequacy of this Facility. (Scale: 1 = Poor to 10 = Excellent.)	301. 8	301.

Type, above, ONLY
data that is different from
previous year's value.
If unchanged, you do not
need to type data for that
element, above.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: California Library Literacy Services 2nd Quarter Report for Fiscal Year 1999-2000, as submitted to the State Library of California

DATE: February 17, 1999

BACKGROUND:

Attached is a copy of the District's Mid-Year Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1999-2000.

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

RECOMMENDATION:

Receive and File

CALIFORNIA LIBRARY LITERACY SERVICE

Semi-annual Narrative Report

Fiscal Year: 1999-2000

Placentia Library District
Name of Library

Mid-year Report
(July-December)

Final Report
(January-June)

Instructions:

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

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

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

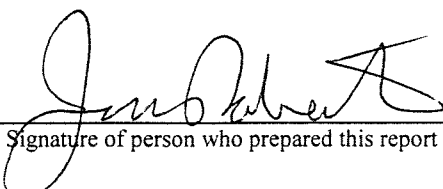
Describe the significant successes you have had in your literacy services this filing period. Examples are public communications activities; new instructional approaches/materials/techniques; tutor training or other staff development activities; new reader involvement in literacy activities; and other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

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

The Placentia Library Literacy Services conducted a tutor training workshop in the summer of 1999 and a total of eighteen (18) volunteers completed the workshop. All are actively tutoring in the Placentia Literacy Program. One of our goals for the rest of the fiscal year is to increase the number of tutor training workshops that we offer to at least two a quarter which will double what we offer now.

During the past reporting period, the Literacy Coordinator, Katie Matas, made a presentation to Altrusa International, a women's community service organization, and provided information about the Placentia Library Literacy Program and encouraged members to volunteer. We plan to make a concerted effort to make presentations at additional community service organizations this fiscal year.

The Placentia Library District was reorganized in October, and in December, Jim Roberts (previously the LAMP Literacy Program Administrator in Monterey Park) was offered and accepted the position of Public Services Manager and Literacy Coordinator. Katie Matas has happily moved back to her love—reference. Jim's first official day at the Placentia Library was January 2, 2000.


Signature of person who prepared this report

Check here if you would like this information shared with others

Jim Roberts
Printed name

(714) 524-8408 Ext 213
Telephone / email

CALIFORNIA LIBRARY LITERACY SERVICE

Financial Report (Fiscal Year 99-00)

Placentia Library District

Name Of Library

Instructions:

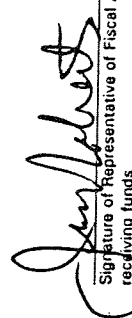
1. Submit one original plus one copy.
2. Send to: Budget Office - Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001

Mid-year Report (July-December)
 Final Report (January-June)

BUDGET PERIOD

BUDGET CATEGORIES	BUDGET			EXPENDITURE FOR FILING PERIOD			EXPENDITURES/ENCUMBRANCES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES/ENCUMBRANCES (f+g)	
1. Personnel	3,000	35,417	38,417	3,000	12,847	3,000	12,847	15,847	
2. Library Materials	-0-	1,000	1,000	-0-	900	-0-	900	900	
3. Operations	7,090	9,015	16,105	3,668	-0-	3,668	-0-	3,668	
4. Equipment	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	
5. Indirect	300	-0-	300	-0-	-0-	-0-	-0-	-0-	
6. Total	10,390	45,432	55,822	6,668	13,747	6,668	13,747	20,415	

Operations Detail	BUDGET			EXPENDITURE FOR FILING PERIOD			EXPENDITURES/ENCUMBRANCES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures/ Encumbrances (f+g)	
3a. Contract Services	-0-	1,500	1,500	-0-	-0-	-0-	-0-	-0-	
3b. Travel	300	700	1,000	295	-0-	295	-0-	295	
3c. Office Supplies	2,000	1,125	3,125	235	-0-	235	-0-	235	
3d. Printing	2,500	1,900	4,400	1,376	-0-	1,376	-0-	1,376	
3e. Instr. Resources	1,000	1,790	2,790	938	-0-	938	-0-	938	
3f. Communications	1,290	2,000	3,290	824	-0-	824	-0-	824	
3g. Other	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	
TOTAL	7,090	9,015	16,105	3,668	-0-	3,668	-0-	3,668	


 Signature of Representative of Fiscal Agent or of Library receiving funds

Public Svcs Mgr Jan 26, 2000
 Title Date
 Jim Roberts
 Contact Person
 Public Svcs Mgr. 714 600 4000
 Title Phone

CALIFORNIA LIBRARY LITERACY SERVICE
In-kind Resource Development (Fiscal Year 1999-2000)

Placentia Library District _____
 Name of Library

Instructions:

1. Submit one original plus one copy.
2. Send to: Budget Office-Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001

Mid-year Report
 (July-December)

Final Report
 (January-June)

1. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	FOR THIS FILING PERIOD	TOTAL YEAR-TO- DATE	This Year's Goals	
									\$300	\$600
a) Space				\$300			\$300	\$300	\$600	
b) Materials										
c) Equipment										
d) Printing				\$200			\$200	\$200	\$400	
e) Professional Services			\$375				\$375	\$375	\$750	
f) Other										
COLUMN TOTALS FOR FILING PERIOD			\$375	\$500			\$875			
COLUMN TOTALS FOR YTD			\$375	\$500				\$875		

COMMENTS:

2. VOLUNTEER HOURS	THIS FILING PERIOD	YTD	GOALS
a) Literacy Instruction	1,698	1,698	3,000
b) Talent/Support Services	480	480	800

Jim Roberts
 Contact Person
 Literacy Coordinator
 Title
 Signature of Person Submitting Report
 (714) 524-8408 Ext 213
 Telephone
 Same as above
 Title
 01-25-00
 Date

CALIFORNIA LIBRARY LITERACY SERVICE

Adult Learner Activity Report - Fiscal Year: 1999-2000

Placentia Library District
Name of Library

Mid-year Report
(July-December)

Final
(January-June)

Instructions

1. Submit one original plus one copy.
2. Send to: **Budget Office-Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001**

SEMI-ANNUAL SUMMARY				Total
1. Continuing Adult Learners from previous filing period (Same as #8 from last AL report)			1.	49
2. Adult Learners who began during this filing period :			2.	21
3. Adult Learners who left during this filing period :				
a. Learners who met goal :	3a.	0		
b. Learners who became physically inaccessible this filing period	3b.	0		
c. Learners who left program for other reasons				
i. Learners whose status was "Left for Other Reasons" i.	0			
ii. Learners who have a status other than "Active" or "Left" at the end of the period. ii.	24			
c. SUBTOTAL (Sum of items #3c: i thru ii)			3c.	24
d. Learners who left program WITHOUT notification			3d.	0
e. TOTAL (Sum of items #3a thru #3d)			3e.	24
4. Adult Learners who received instruction during this filing period: (#1 plus #2 minus #3d)			4.	70
5. Adult Learners referred to other programs (never instructed) this filing period			5.	0

CUMULATIVE SUMMARY			Total	
6. Cumulative total adult learners who received instruction this fiscal year-to-date (Mid-year = #4 above) (Final report = #2 above plus #6 from Mid-year report)			6.	70
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (Mid-year = #5 above) (Final report = #5 above plus #7 from Mid-year report)			7.	0

END OF PERIOD STATUS			Total	
x. Learners received and ended instruction on the last day of the reporting period. (These people will not be counted under Q1 for the next reporting period)			x.	0
8. Adult Learners receiving instruction at the end of the period (#1 plus #2 minus #3e minus #x)			8.	46
9. Prospective Adult Learners awaiting instruction at end of the period			9.	0

Characteristics of Adult Learners receiving instruction at the end of this filing period.

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

10.	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	17	1	23	0	0	4	0	1	46

11.	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	1	7	18	11	2	2	4	1	46

12.	Male	Female	Not Specified	TOTAL
	15	31	0	46

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

Placentia Library District

Name of Library

Signature of person submitting this report

Jim Roberts

Submitter's Printed Name

Literacy Coordinator

01/25/2000

Title

Date

Same as above

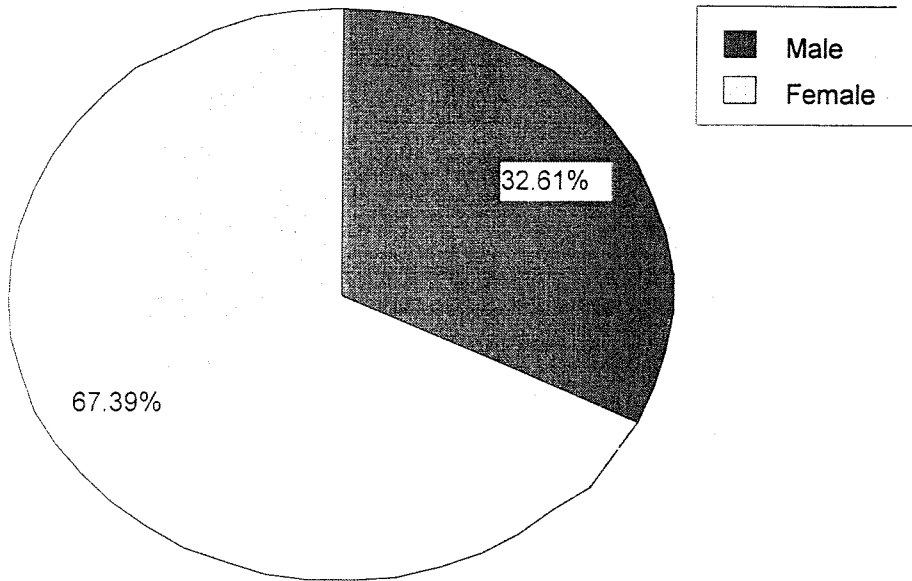
Contact Person:

Same as above (714) 524-8408 Ext 213

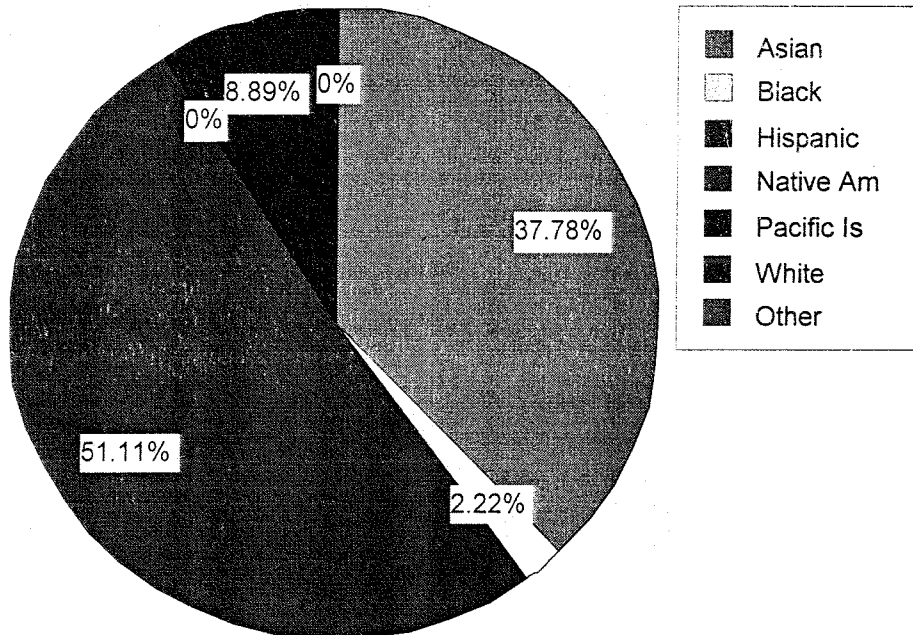
Title

Phone:

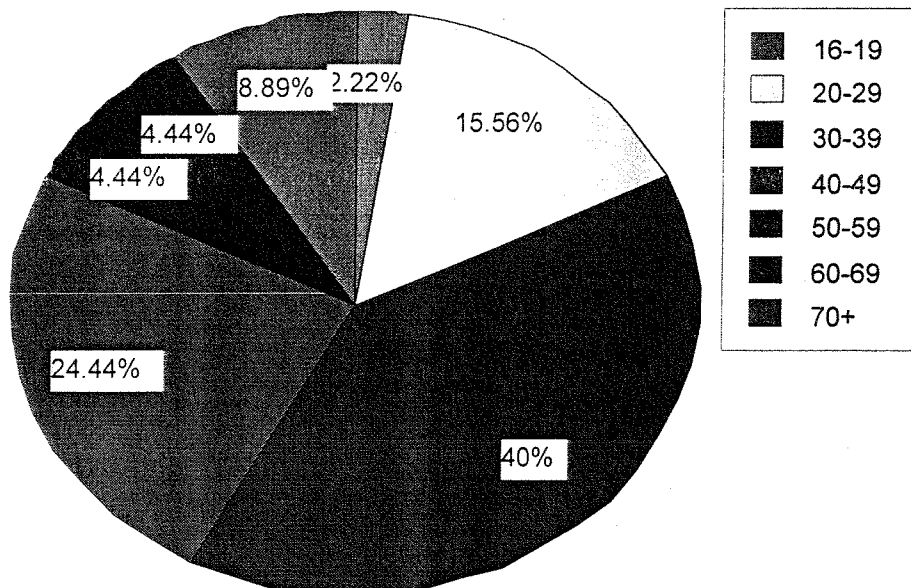
Gender Graph



Ethnicity Graph



Age Graph



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Distribution of Form 700 Statement of Economic Interests for the Fair Political Practices Commission (FPPC) to Library Trustees, Library Director, Manager of Public Services and Manager of Technical Services, to be returned to the Administrative Assistant no later than March 16, 2000**
DATE: February 17, 2000

BACKGROUND:

Enclosed in the rear pocket of each Trustee's Board Packet are the Statement of Economic Interest forms and instruction sheet.

A copy of the 1998 Report is available for review in the Administrative Assistant's Office.

Please complete and return all necessary forms to Administrative Assistant Wendy Goodson by the Library Board Meeting on March 16, 2000.

If you have any questions please call Wendy Goodson at Extension 202.

RECOMMENDATION:

Receive & File and Submit Report by March 16, 2000

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Final distribution of Net Litigation Proceeds and Additional funds to the Orange County Investment Pool Participants from the Bankruptcy of Orange County, and authorization for the Library Director to pick-up the settlement checks on February 24, 2000**

DATE: February 17, 2000

BACKGROUND

The Litigation Proceeds for the Orange County Investment Pool resulting from the Orange County Bankruptcy are ready to be distributed. A report from OCIP Attorney Patrick Shea is Attachment A.

A draft summary of Placentia Library's settlement is Attachment B. The recovery was approximately 94.5% of the funds lost by the Orange County Treasurer.

In order for the settlement funds to be released the District Board of Directors is required to approve and sign the Settlement Agreement and Limited Release, Attachment C.

Resolution 99-12, Attachment D, authorizes Library Director Minter to pick-up the settlement checks on February 24, 2000.

RECOMMENDATIONS

1. Approve Settlement Agreement and Limited Release and authorize signature by Library Board President Al Shkoler
2. Read Resolution 99-12 by title only
3. Adopt Resolution 99-12

Pillsbury



**Madison &
Sutro LLP**

ATTORNEYS AT LAW
101 W. BROADWAY, SUITE 1800
SAN DIEGO, CALIFORNIA 92101-8219
TELEPHONE: (619) 234-5000 FAX: (619) 236-1995
Internet: pillsburylaw.com

Writer's direct dial number / email:
(619) 544-3177
shea_pc@pillsburylaw.com

TO : ORANGE COUNTY INVESTMENT POOL PARTICIPANTS

Re: Bankruptcy of Orange County
Distribution of Net Litigation Proceeds and Additional Funds

**IT IS IMPORTANT THAT YOU READ AND FOLLOW THE INSTRUCTIONS
IN THIS LETTER CAREFULLY TO RECEIVE YOUR DISTRIBUTIONS.**

Dear Orange County Pool Participant:

You should have received in the mail approximately one week ago several court filings from Hennigan Mercer & Bennett, litigation counsel for the Representative and bankruptcy counsel for the County of Orange. This letter concerns two of those court filings: (1) the motion filed by the Representative for approval of his "final report" and other relief, including approval of the distribution of at least \$850 million in litigation proceeds to Pool Participants and the County¹ (the "Final Report Motion"); and (2) a joint motion by the Pool Committee and the County for approval of an agreement to split and distribute \$17.88 million in "Additional Funds"² (the "Additional Funds Motion"). The purpose of this letter is to provide you with important information regarding the Final Report Motion and the Additional Funds Motion (collectively, the "Motions") and the process by which the Litigation Proceeds and Additional Funds will be distributed to Pool Participants.

¹ The full title of this motion is: "Notice of Motion and Motion of the Representative for Order Approving (1) Distribution of Net Litigation Proceeds; (2) Distribution in Respect of Assigned Excluded Claims; (3) The Representative's Fee; (4) Certain Other Actions of the Representative; and (5) The Representative's Final Report".

² The full title of this motion is: "Notice of Motion and Joint Motion for Order Approving Compromise Regarding Additional Funds and Reclassification of Claims".

As you know, the Orange County Investment Pool Committee ("OCIP" or "Pool Committee") was appointed by the Bankruptcy Court to represent the collective interests of Non-County Pool Participants. While the Pool Committee's counsel and accountants have reviewed the Motions, and filed appropriate comment with the Bankruptcy Court, the Pool Committee does not represent the interests of any individual Pool Participant. Accordingly, each Pool Participant should review each of the Motions and appended schedules carefully with the assistance of its own attorneys, accountants and other professionals, and take any action in the Bankruptcy Court necessary to protect the Pool Participant's interests.

The Final Report Motion.

You will recall that the Representative, Mr. Thomas Hayes, was appointed pursuant to the County's confirmed second amended plan of adjustment ("Plan") to manage the litigation of "Pool-Related Claims". These claims are generally described as claims against securities dealers, financial advisers, lawyers, accountants and others for damages sustained by the County and the Pool Participants upon the collapse of the Orange County Investment Pools. The Representative has now completed litigating these Pool Related Claims. He has filed his "Final Report" to, among other things, report the results of the litigation, describe the expenses which the Representative has and will pay from the proceeds of the litigation, collect his final fee, and seek his discharge from his duties and obligations as Representative. We recommend that you and your counsel carefully review the Final Report and Final Report Motion, which comprise over 100 pages, because of the significant amount of money involved and because it is not possible to fully describe the Final Report and Final Report Motion here.

By way of the Final Report Motion, the Representative seeks Bankruptcy Court permission to distribute at least \$850 million in Litigation Proceeds. Each Pool Participant should check Exhibits 5 and 6 to the Final Report Motion to make sure that the proposed distribution and percentage of any additional distribution to your agency is correct.

In reviewing the Exhibits to the Final Report Motion, you may note that some Pool Participants will receive a slightly greater overall distribution on account of their claims. This is not an error. You will recall there were three Orange County Investment Pools. Some of the investment pools yielded higher returns on liquidation, and Pool Participants whose funds were invested in those pools received a greater overall recovery. The Exhibits attached to the Final Report Motion are consistent with the distribution schedules utilized in the County's confirmed Plan. In any event, each Pool Participant's Settlement Secured Claim will receive the same percentage distribution as every other

Settlement Secured Claim, and each Pool Participant's Repayment Claim will receive the same percentage distribution as every other Repayment Claim.

The Final Report Motion also seeks Bankruptcy Court approval of a distribution of the remaining OCIP Professional Fee Reserve. As discussed in the Final Report Motion, the Professional Fee Reserve was created to pay the fees of the professionals retained by the Pool Committee and its Subcommittees. The Pool Committee and its Subcommittees will be dissolved pursuant to the Plan thirty days after the Representative's Final Report is "rendered". The Pool Committee anticipates it will be dissolved on approximately April 20, 2000. The Professional Fee Reserve currently comprises approximately \$5.5 million. The Representative has agreed to distribute the balance of the Professional Fee Reserve, less a reserve for payment of professional fees through the anticipated April 20, 2000 dissolution of the Pool Committee and its Subcommittees.

The Additional Funds Motion.

The Additional Funds Motion concerns the distribution of approximately \$17.88 million, including interest, of previously undisclosed funds (the "Additional Funds"). The Additional Funds were located in various County administered accounts not belonging to Pool Participants, but the source of the funds is uncertain. Approximately \$10.3 million of the funds was disclosed to the Pool Committee by the County in 1997. The Pool Committee's accountants, PricewaterhouseCoopers LLP ("PWC"), attempted to identify the source of the funds, but was unable to reach a conclusive determination. Another \$4.5 million was disclosed to the Pool Committee by the County in December 1999.³ The Pool Committee negotiated an agreement with the County whereby the County and the Option A Pool Participants⁴ would evenly split the Additional Funds.

This compromise is consistent with previous divisions of such funds and avoids litigation. In addition, because the Pool Committee will soon be dissolved under the Plan, there will be no entity left to negotiate and/or litigate with the County regarding these Additional Funds.

The Pool Committee has no way of knowing if there are any more undisclosed funds. However, the prospect of locating any more undisclosed funds is diminishing given that approximately five years have elapsed since the investment pools were

³ The excess of the amount of Additional Funds over the \$10.3 million and the \$4.5 million is interest on the \$14.8 million.

⁴ Option B Pool Participants have settled their claims with the County and withdrew from the Pool Committee in May 1996.

liquidated. The Pool Committee does not support modifying the Plan to maintain the Pool Committee's existence indefinitely based on the prospect that there might be more undisclosed funds, or that a more favorable settlement concerning the Additional Funds might be negotiated or litigated.

Each Pool Participant should review the Additional Funds Motion to ensure the exhibits correctly specify the Pool Participant's ratable share of distributions to Option A Pool Participants.

Interest.

Several Pool Participants have questioned whether the Representative's Final Report Motion shows all interest accruals on the Settlement Proceeds. The Final Report Motion shows that the Settlement Proceeds earned \$55,401,080.61 interest through December 31, 1999 (\$33,752,498.20 prior to delivery to the Representative plus \$21,648,582.41 thereafter to December 31), and that \$6,400,000 in interest accruals are projected through February 24, 2000. PWC has informed us that the interest accruals shown in the Representative's Final Report are net of certain litigation expenses incurred or reserved for, and therefore does not reflect total interest earned and accrued on the Settlement Proceeds. The total interest accruals through February 24, 2000 should be shown as approximately \$68,377,000. However, PWC has assured us the Representative's error is in his presentation of the amount, and that there has been no failure to earn interest on the Settlement Proceeds or make those funds available for distribution to Pool Participants.

Interest will accrue to the date of distribution on all Settlement Proceeds, Excluded Claims and the Professional Fee Reserve. Interest on the Additional Funds will accrue to the date preceding the distribution. (The County would not agree to pay interest to the date of the distribution.) Interest earnings on the Litigation Proceeds and the Professional Fee Reserve will equal actual interest accruals. As to the Additional Funds and Excluded Claims, the Pool Committee agreed to interest accrual rates of 5.2% and 5.4%, respectively, to minimize the administrative burden of recalculating all Pool Participants' distributions immediately prior to delivering them. The Pool Committee believes the administrative expense savings from having all distributions handled by the Representative, who is not charging any fund management or other fees for making the distribution, justifies fixing the interest accruals.

Distribution Summary.

At our request, PWC has prepared a Distribution Summary for each Pool Participant. A Distribution Summary itemizing your anticipated recovery of Litigation

Proceeds, Additional Funds, Professional Fee Reserve and Excluded Claims, if applicable, is enclosed.

You may notice in reviewing the Distribution Summary that the amounts which it states you will receive may not be exactly equal to the amounts set forth in the Final Report Motion or the Additional Funds Motion. Since the Motions were filed, the Representative, the Pool Committee and its Subcommittees and their professionals have been reviewing and rechecking the schedules attached to the Motions. We have discovered some small errors which have been corrected. (None of the errors affected any Pool Participant's total distribution by more than \$300, and most Pool Participants' distributions were affected by less than a few dollars.) The enclosed distribution schedule sets forth the corrected amounts for the distributions.

Distribution Procedures.

The Representative plans to distribute the Litigation Proceeds and proceeds of Excluded Claims on February 24, 2000. The Representative will also distribute the Professional Fee Reserve funds and the Additional Funds at the same time. The Pool Committee asked the Representative to deliver the Professional Fee Reserve funds and Additional Funds because he will have a distribution mechanism in place. The Representative has agreed not to receive any compensation for delivering the remaining Professional Fee Reserve funds and Additional Funds to the Pool Participants.

School Pool Participants will receive their distributions via fund transfer from the County. The Representative will deliver the Litigation Proceeds, Excluded Claim proceeds and Additional Funds to the County on February 24. The Pool Committee will deliver the Professional Fee Reserve to the County on or slightly before February 24. The County as agreed to make separate fund transfers for each type of distribution to each School Pool Participant. Thus, each School Pool Participant will receive three or four separate fund transfers from the County on February 24. The Representative will provide each School Pool Participant with a statement showing the transfers which the Pool Participant should have received from the County.

Counsel for the School Pool Participants will be contacting them separately to describe the procedures they will need to follow to receive their distributions.

Non-School Pool Participants must pick up their distributions at the Hyatt Regency Hotel in Irvine, California. While distributions will be delivered all day, delivery times will be staged with certain Pool Participants entitled to priority during different times of the day. We will provide you with precise scheduling information later.

All Non-School Pool Participants should send to the undersigned as soon as possible a fax confirming your entity's exact legal name, the identity of a contact person in your agency, and the contact person's current fax and telephone number. It is essential we have this information within a few days so that we may apprise you well in advance of any details regarding the distribution which are not described herein.

Each Non-School Pool Participant must, to obtain its distribution, appoint a person who will receive the distributions. That person must deliver to the Representative on February 24 the following to obtain the Pool Participant's distribution: (1) a **duly-executed, original** certificate of adoption of authorizing resolution substantially in the form enclosed herewith **and a copy**; (2) a **duly-executed, original** Release and Settlement Agreement in the form enclosed herewith **and a copy**; and (3) a California driver's license or United States passport for identification **and a copy**. **Do not deliver any documents to the undersigned. Non-School Pool Participants should bring the original documents and identification and copies of same to the Hyatt Regency in Irvine, California on February 24 to receive their distributions.**

The County conditioned the Additional Funds distribution agreement on obtaining a signed Release and Settlement Agreement from each Pool Participant receiving a distribution of Additional Funds. The Pool Committee agreed to sign the Settlement Agreement and Release. **Each Pool Participant should carefully review the Settlement Agreement and Release and seek the advice of its attorneys and other professionals regarding the document. The Settlement Agreement and Release provides, among other things, for a broad release of certain claims against the County. Pool Participants should obtain any necessary resolutions, consents or approvals of the Pool Participant's governing body prior to the February 24, 2000 distribution. Any Pool Participant who fails to deliver a duly executed Settlement Agreement and Release will not receive a distribution of Additional Funds on that date, and could be precluded from receiving any distribution of Additional Funds.**

The recoveries obtained by the Representative and distributed pursuant to the Plan, and the distribution of Additional Funds and return of the Professional Fee Reserve, will result in an approximate 97+% recovery to School Pool Participants, and an approximate 94+% recovery to Non-School Pool Participants. The total professional fees paid by Pool Participants to the professionals employed by the Pool Committee and its Subcommittees' is less than ¼ of 1% of the total recoveries. No bonuses were paid to any professional providing services to the OCIP or its Subcommittees.

If you are a Non-School Pool Participant, please send us the requested fax with your contact information as soon as practicable. If you have any questions regarding

these matters, please do not hesitate to contact the undersigned or your respective Subcommittee professionals.

Thank you for your continued support for the OCIP Committee.

Very truly yours,

A handwritten signature in black ink, appearing to read "Patrick C. Shea". The signature is written in a cursive style with a large, circular initial.

Patrick C. Shea

cc: OCIP Committee and Counsel

Placentia Library

	Cash Value	Recovery Notes	Settlement Secured Claims	Repayment Claims	Total
Total Cash and Claims:	\$ 447,208.07	\$ 21,200.65	\$ 55,849.36	\$ 61,252.82	\$ 585,510.90
Cash Received					
Interim Distributions	41,887.00				41,887.00
Paid to Professional Fee Reserve	1,759.27				1,759.27
Fannie Mae Escrow	-				-
Distribution in May 1995	395,623.17				395,623.17
Recovery Notes		21,200.65			21,200.65
Withheld Proceeds (1)	2,774.02			222.12	2,996.14
Additional Recoveries				2,286.56	2,286.56
Withheld Proceeds (1)	5,164.61			594.27	5,758.88
Additional Funds (2)				1,269.86	1,269.86
Net Litigation Proceeds (3)					
Net Litigation Proceeds (4)			55,849.36		55,849.36
Net Litigation Proceeds (5)				23,233.09	23,233.09
Increase to Net Litigation Proceeds (6)				1,172.75	1,172.75
Total Cash Received	\$ 447,208.07	\$ 21,200.65	\$ 55,849.36	\$ 28,778.65	\$ 553,036.73
Recovery Percentage					<u>94.4537%</u>

- (1) - Interest paid with Withheld Proceeds was recovered against Tranche IV Repayment Claims.
- (2) - See motion regarding Compromise of Additional Funds, Schedule D. Amounts were recovered against Tranche IV Repayment Claims.
- (3) - See Tom Hayes' Final Report Exhibit 3 for Tranche I Repayment Claims.
- (4) - See Tom Hayes' Final Report Exhibit 4 for Tranche II Settlement Secured Claims.
- (5) - See Tom Hayes' Final Report Exhibit 5 for Tranche IV Repayment Claims.
- (6) - The Additional Funds Reserve is expected to be reduced by approximately \$13.5 million prior to the distribution of the Net Litigation Proceeds. This additional reduction will increase the recovery of the Tranche IV Repayment Claims. The actual number may be slightly different than the estimated \$13.5 million used at this time.

Settlement Agreement and Limited Release

This Settlement and Agreement and Limited Release (this "Settlement Agreement") is made this ____ day of January, 2000, between the County of Orange (the "County"), the Chapter 9 debtor herein, the Official Committee of Investment Pool Participants (the "Pool Committee") and each Option A Pool Participant who has executed a signature page to this Settlement Agreement.

This Settlement Agreement is entered into with reference to the following:

A. On December 6, 1994 (the "Petition Date"), the County filed its voluntary petition under Chapter 9 of the Bankruptcy Code, 11 U.S.C. section 101, et seq. On May 16, 1996, the Bankruptcy Court confirmed the County's Modified Second Amended Plan of Adjustment (the "Plan"). Capitalized terms not defined herein are intended to have the meanings ascribed to them in the Plan.

B. During the County Chapter 9 Case, several agreements were reached concerning the interest and rights of the Option A Pool Participants in and to the funds in the Orange County Investment Pool (the "pool"). First, on May 2, 1995, the Bankruptcy Court approved the Comprehensive Settlement Agreement (the "CSA"), which provided for, among other things, a distribution from the Pool of a certain portion of each Option A Pool Participants' investment balances as of the Petition Date.

C. In addition, on July 18, 1995, the County, the Pool Committee and each of the Option A Pool Participants entered into the July 18, 1995 letter agreement (the "Pool Funds Release Agreement"). A copy of the Pool Funds Release Agreement is attached hereto as Exhibit B.

D. On April 23, 1996, the County and the Option A Pool Participants also agreed that any funds relating to the liquidation of the pools determined later to exist would be distributed one-half to the County and one-half to the Option A Pool Participants, and such distribution would decrease the Option A Pool Participant' claims under the Plan accordingly. A copy of the April 23, 1996 letter agreement is attached hereto as Exhibit C.

E. Approximately \$10.3 million in funds in now held in County Fund 695, and approximately \$4.5 million in funds in now held in County Funds 692 and 694. Together with all interest thereon as calculated and determined by this Settlement Agreement, the aggregate amount of such funds is agreed to \$17,884,999.53, as of February 23, 2000, and is defined herein as the "Additional Funds."

F. Approximately \$1.8 million is now held in Fund 693, not including interest, and is defined herein as "Unapportioned Interest."

G. The County believes that the Pool Funds Release Agreement controls the disposition of the Additional Funds, and that the Option A Pool Participant have released any claim they might have had to the Additional Funds. The Pool Committee contends, among other things, that the April 23, 1996 letter agreement controls the disposition of the Additional Funds, and that the Additional Funds should be divided equally between the County and the Option A Pool Participants.

H. Both the County and Option A Pool Participants agree that the distribution of the Additional Funds pursuant to this Settlement Agreement would avoid the expenditure of resources otherwise needed to litigate the issues.

I. Accordingly, the County and the Pool Committee have agreed to treat the Additional Funds as if they were subject to the April 1996 letter agreement, and to treat the Unapportioned Interest in the manner consistent with applicable non-bankruptcy law, as specified herein.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, each of the parties hereto acknowledges and agrees as follows:

1. The parties agree that the amount of Additional Funds to be distributed shall be \$17,884,999.53, which includes all interest and all other claims to such funds, and shall be deemed to be the amount to be distributed, irrespective of the actual amount of interest earned on such funds; provided, however, that if distribution of the Additional Fund is not made on February 24, 2000, interest shall accrue from February 24, 2000, until paid, calculated using simple interest at 5.2% per annum to the date immediately preceding the date of distribution.

2. One-half of the Additional Funds shall be distributed to the County, free and clear of claims, liens or encumbrances.

3. One-half of the Additional Funds shall be distributed to Option A Pool Participants in respect of their Allowed Repayment Claims (Class A-19, C-1, A-20 and C-2) pursuant to the schedule attached hereto as Exhibit D. If the distribution of Additional Funds is made on February 24, 2000 as anticipated, the amounts specified in Column C of Exhibit D will be distributed in accordance therewith. If the distribution is made on a later date, then the distribution will be made based on the percentages specified in Column B of Exhibit D. In all events, the Allowed Repayment Claims of such Pool Participants shall be reduced dollar for dollar in the amount of Additional Funds and further interest after February 23, 2000, if any, distributed to each such Option A Pool Participant pursuant to this Settlement Agreement.

4. The Additional Funds distributed to the Option A Pool Participants will not be considered Litigation Proceeds as that term is defined in the Plan. Accordingly, the Representative (who has agreed to distribute the funds at the same time as Litigation

Proceeds) shall not be entitled to compensation based on the distribution of Additional Funds.

5. The Unapportioned Interest plus accrued interest thereon will be distributed based upon the County's 1995-1996 Property Tax Unapportioned Interest allocation.

6. The parties' obligations under this Settlement Agreement are contingent upon the Bankruptcy Court's approval of the motion to approve the Settlement Agreement and all relief sought therein by an order that shall have become a Final Order no later than February 24, 2000, or such later date as the County and the Pool Committee may agree in writing.

7. As a condition to receiving its distribution of Additional Funds, each of Option A Pool Participants who receives a distribution of Additional Funds shall execute this Settlement Agreement and thereby shall release any claims to the claims, whether secured, unsecured, priority, administrative or otherwise, demands, obligations, liabilities, indebtedness, responsibilities, disputes, breaches of contract, breaches of duty or any relationship, acts omissions, misfeasance, malfeasance, cause or causes of action (whether at law or in equity), debts, sums of money, accounts, losses and expenses, of every type, kind, nature, description or character, known and unknown, whensoever arising occurring at any time up to and through the date hereof, matured or unmatured, fixed or contingent, including but not limited to principal, interest, charges, fees, minimum commissions and other obligation, rights and remedies which in any way relate to the Additional Funds, including without limitation the calculation of principal and interest thereon. Release Claims do not include any claims that do not in any way relate to the Additional Funds.

8. Each Option A Pool Participant and the Pool Committee and each of their predecessors, successors and assigns (each, a "Releasing Party"), hereby fully, finally, irrevocably, forever and unconditionally release, discharge and acquite the County and every other Option A Pool Participant who receives a portion of the Additional Funds under the Settlement Agreement of and from all Released Claims, except for the rights and obligation under the Settlement Agreement.

9. Waiver of Statutory Benefits. The parties intend that the foregoing releases shall be effective as a full and final accord and satisfaction of Released Claims, and each of the parties hereby agrees, represents and warrants that the matters release herein are not limited to matters which are known or disclosed. In this connection, each Releasing Party hereby agrees, represents and warrants that it realizes and acknowledges that (a) factual matters now existing and unknown to it may have given or may thereafter give rise to Released Claims which are presently unknown, unsuspected, unliquidated, unmaturing and/or contingent, (b) such Released Claims may be unknown, unsuspected, unliquidated, unmaturing and/or contingent due to ignorance, oversight, error, negligence or otherwise, and (c) if such Released Claims had been known, suspected, liquidated, matured and/or unconditional, such party's decision to enter into this release may have

been materially affected. Each Releasing Party further agrees, represents and warrants that this release has been negotiated and agreed upon in view of these realizations. Nevertheless, each Releasing Party hereby intends to release, discharge, and acquit the County of and from any such unknown, unsuspected, unliquidated, unmatured and/or contingent Released Claims which are in any way set forth in or related the matters identified hereinabove. EACH RELEASING PARTY HEREBY EXPLICITLY WAIVES ALL RIGHTS UNDER AND ANY BENEFITS OF ANY COMMON LAW OR STATUTORY RULE OR PRINCIPLE WITH RESPECT TO THE RELEASE OF SUCH CLAIMS, INCLUDING, WITHOUT LIMITATION, SECTION 1542 OF THE CALIFORNIA CIVIL CODE, WHICH PROVIDES AS FOLLOWS:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH A CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM, MUST HAVE MATERIALLY AFFECTED SETTLEMENT WITH THE DEBTOR.

EACH RELEASING PARTY AGREES THAT NO SUCH COMMON LAW OR STATUTORY RULE OR PRINCIPLE, INCLUDING SECTION 1542 OF THE CALIFORNIA CIVIL CODE, SHALL AFFECT THE VALIDITY OR SCOPE OR ANY OTHER ASPECT OF THIS RELEASE.

10. Further Assurances. From time to time, at the request of any party hereto and without further consideration, the other parties will execute and deliver to such requesting party such documents and take such other action as such requesting party may reasonably request in order to consummate more effectively the releases contemplated hereby.

11. No Assignment. Each Releasing Party agrees, represents, and warrants that it has not voluntarily, by operation of law or otherwise, assigned, conveyed, transferred or encumbered, either directly or indirectly, in whole or in part, any right to or interest in any of the Released Claims.

12. Choice of Law; Severability. This Settlement Agreement shall be governed by and construed in accordance with the laws of the State of California as applied to agreements among parties resident therein. Whenever possible, each provision of this Settlement Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Settlement Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Settlement Agreement.

13. Advice of Counsel. Each party has had advice of independent counsel of its own choosing in negotiations for and the preparation of this Settlement Agreement, has read this Settlement Agreement in full and final form, and has had the Settlement Agreement fully explained to it to its satisfaction.

14. No Third Party Beneficiaries. This Settlement Agreement is executed for the benefit of the parties hereto, and no other person, corporation, partnership, individual or other entity not a party to this Settlement Agreement shall have any rights herein as a third party beneficiary or otherwise, except to the extent expressly and specifically provided herein.

15. Counterparts. This Settlement Agreement may be executed in duplicates and counterparts, which, taken together, will be deemed and serve as an original. In addition, the parties agree that their authorized representative may bind them to the terms of this Settlement Agreement with signatures exchanged by fax, and each duplicated faxed signature copy shall be deemed to be an original of this Settlement Agreement.

16. Entire Agreement. This is the entire Settlement Agreement between the parties with respect to this matter. There are no other agreements or understandings, written or oral, express or implied.

IN WITNESS WHEREOF, the parties have caused this Settlement Agreement to be executed and delivered by their duly authorized representatives.

Dated: January ___, 2000

PILLSBURY, MADISON & SUTRO

By: _____
Patrick C. Shea
Attorneys for Official Committee of
Investment Pool Participants

Dated: January ___, 2000

OFFICIAL COMMITTEE OF
INVESTMENT POOL PARTICIPANTS

By: _____
Name: _____
Its: _____

Dated: January ___, 2000

HENNIGAN, MERCER & BENNETT

By: _____
John L. Amsden
Reorganization Counsel for the County

Dated: January ___, 2000

THE COUNTY OF ORANGE

By: _____

Name: _____

Its: _____

Agreed and Acknowledged:

February 17, 2000

OPTION A POOL PARTICIPANT

Name: _____

By: _____

Its: _____

RESOLUTION 99-12

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT
AUTHORIZING RESOLUTION OF INVESTMENT POOL PARTICIPANTS REGARDING
ORANGE COUNTY BANKRUPTCY PROCEEDINGS FOR THE FISCAL YEAR 1999-2000

The undersigned is the duly appointed Library Director of Placentia Library District of Orange County. At a duly held meeting of the Placentia Library Board of Trustees of the foregoing Option A Pool Participant held on February 17, 2000, the following resolutions were duly adopted.

WHEREAS, Placentia Library District of Orange County is an Option A Pool Participant, as that term is defined in the Second Amended Plan of Adjustment ("Plan") for the County of Orange;

WHEREAS, the Representative, as that term is used in the Plan, has served a Notice of Motion and Motion of the Representative, for Order approving (1) Distribution of Net Litigation Proceeds; (2) Distribution in Respect of Assigned Excluded Claims; (3) The Representative's Fee; (4) Certain Other Actions of the Representative; and (5) The Representative's Final Report ("Final Report Motion");

WHEREAS, the Pool Committee and the County have served a Notice of Motion and Joint Motion for Order Approving Compromise Regarding Additional Funds and Reclassification of Claims ("Additional Funds Motion"), which motion describes the proposed division of certain "Additional Funds"; and

WHEREAS, Placentia Library District of Orange County is entitled to a distribution of Net Litigation Proceeds, Additional Funds and other funds as described in the Final Report Motion and the Additional Funds Motion

NOW THEREFORE,

BE IT RESOLVED: Elizabeth D. Minter is hereby designated to received all distributions made pursuant to (I) the Final Report Motion or any order of the Bankruptcy Court relating thereto; and/or (ii) the Additional Funds Motion or any order of the Bankruptcy Court relating thereto.

RESOLVED FURTHER that all distributions to which Placentia Library District of Orange County is entitled under or pursuant to the Final Report Motion and/or the Additional Funds Motion should be delivered to Elizabeth D. Minter.

RESOLVED FURTHER that the form of the Release and Settlement Agreement which is attached to the Additional Funds Motion be and hereby is approved, and that Elizabeth D. Minter is hereby authorized and directed to execute and deliver the Release and Settlement Agreement on behalf of Placentia Library District of Orange County.

Executed this 17th day of February 2000.

By: _____

Al Shkoler
President, Board of Trustees
Placentia Library District of Orange County

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Replacement of Meeting Room and Board Room window coverings
DATE: February 17, 2000

BACKGROUND

The window coverings in the Meeting Room and Board Room are in bad condition and need to be replaced.

The Foundation Major Gifts Committee has talked with several individuals about sponsoring this project but has not found a donor at this time.


One of the District's monthly renters makes slide presentations at most of its meetings and they have been complaining about the inability to sufficiently darken the room because of the poor condition of the blinds.

RECOMMENDATIONS

Authorize the Library Director to replace the window coverings in the Meeting Room and Board Room at a cost not to exceed \$2,000 to be paid by the Meeting Room Expense Account in the County Exempt Fund.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: **Travel/training authorizations for the Public Library Association Conference, a State Library Workshop on Applications for Tobacco Grant Funds, and the California Special Districts Association Workshop**

DATE: February 17, 2000

BACKGROUND

1. The Public Library Association (PLA), a Division of the American Library Association, will be holding its biennial conference in Charlotte, NC from March 27 through April 1. This is a good opportunity for the Public Services Manager and Technical Services Manager to catch up on public library service trends and to spend time with the exhibitors. By staying over on until Sunday, April 2 the savings in airfare is approximately \$700. The last time Placentia staff attended a PLA Conference was in 1996 in Portland. The Travel Estimate for the PLA Conference is Attachment A.

The Library Director is recommending that Jim Roberts and Julie Shook attend the PLA Conference with Jim's expenses paid by the California Literacy Campaign (CLC) Grant and Julie's expenses paid by the District's staff training account at Santiago Library System.

2. Public Services Manager Jim Roberts has been invited to an orientation program at the State Library in Sacramento on February 24 for agencies planning to apply for Tobacco Settlement Funds. The cost of travel will be \$187 air fare and \$60 local travel and meal expenses.

The Library is recommending that Jim Roberts attend this meeting with the expenses paid from the CLC Grant.

3. Library Director Minter will be attending the Public Library Directors Forum in Santa Barbara March 23 and 24. All expenses are paid by the State Library.
4. The annual California Special Districts Association workshop for trustees and management staff will be held at the Mission Inn, Riverside on March 2-3. A description of the program is Attachment B. The cost of the Workshop is \$160 plus mileage.

The Library Director recommends that at least one trustee attend the CSDA Workshop.

*Second floor
Jim to be paid by [initials]*

RECOMMENDATIONS

1. Approve travel to the Public Library Association Conference in Charlotte, NC from March 27 through April 2 for Jim Roberts and Julie Shook, at a cost not to exceed \$3,882, with Robert's expenses being paid by the California Literacy Campaign Grant and Shook's expenses being paid by the District's staff training account at Santiago Library System.
2. Approve travel to the State Library in Sacramento on February 24 for Jim Roberts at a cost not to exceed \$247 to be paid from the California Literacy Campaign Grant.
3. Determine who will attend the California Special Districts Association Workshop in Riverside on March 2-3 and approve expenses not to exceed \$225 per person to be paid from the local travel account for trustees or staff.

Carroll/Roberts

Placentia Library District
Travel Estimate

Name: James Roberts
Event: Public Library Association
Location: Charlotte, NC

Date	3/27	3/28	3/29	3/30	3/31	4/1	4/2	TOTAL
Registration	366.00							366.00
Hotel	106.88	106.88	106.88	106.88	106.88	106.88		641.28
Breakfast	0.00	15.00	15.00	15.00	15.00	15.00	15.00	90.00
Lunch	0.00	0.00	15.00	0.00	0.00	15.00		30.00
Dinner	25.00	25.00	25.00	25.00	25.00	25.00		150.00
Air/Train	351.00							351.00
Local Trans.	275.00							275.00
Mileage @ \$.31	50.00							50.00
Parking/Tolls	10.00	10.00	10.00	10.00	10.00	10.00	10.00	70.00
Telephone								0.00
Misc.	10.00	10.00	10.00	10.00	10.00	10.00		60.00
TOTAL	1,193.88	166.88	181.88	166.88	166.88	181.88	25.00	2,083.28

Name: Julie Shook
Event: Public Library Association
Location: Charlotte, NC

Date	3/27	3/28	3/29	3/30	3/31	4/1	4/2	TOTAL
Registration	426.00							426.00
Hotel	106.88	106.88	106.88	106.88	106.88	106.88		641.28
Breakfast	0.00	15.00	15.00	15.00	15.00	15.00	15.00	90.00
Lunch	0.00	0.00	15.00	0.00	0.00	15.00		30.00
Dinner	25.00	25.00	25.00	25.00	25.00	25.00		150.00
Air/Train	351.00							351.00
Local Trans.								0.00
Mileage @ \$.31	50.00							50.00
Parking/Tolls								0.00
Telephone								0.00
Misc.	10.00	10.00	10.00	10.00	10.00	10.00		60.00
TOTAL	968.88	156.88	171.88	156.88	156.88	171.88	15.00	1,798.28

TOTAL \$3,881.56

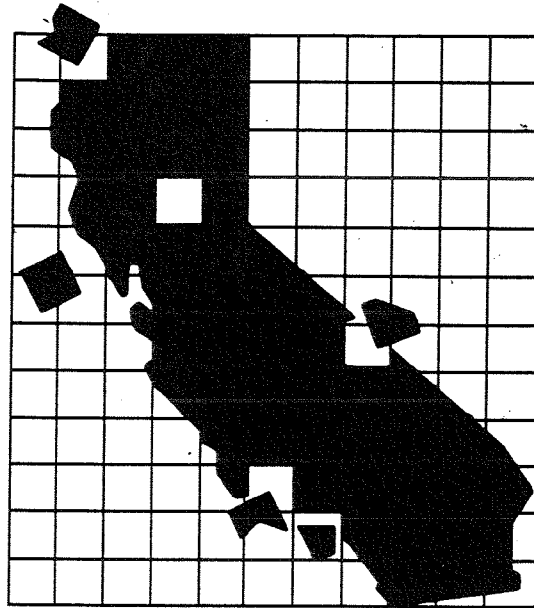
RECOMMENDATIONS

1. Approve travel to the Public Library Association Conference in Charlotte, NC from March 27 through April 2 for Jim Roberts and Julie Shook, at a cost not to exceed \$3,882, with Robert's expenses being paid by the California Literacy Campaign Grant and Shook's expenses being paid by the District's staff training account at Santiago Library System.
2. Approve travel to the State Library in Sacramento on February 24 for Jim Roberts at a cost not to exceed \$247 to be paid from the California Literacy Campaign Grant.
3. Determine who will attend the California Special Districts Association Workshop in Riverside on March 2-3 and approve expenses not to exceed \$225 per person to be paid from the local travel account for trustees or staff.

WORKSHOPS

THE

OFF



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

PRESENTS

“Practicalities of District Management and Governance”

MISSION INN, RIVERSIDE
MARCH 2-3, 2000

HOLIDAY INN, SACRAMENTO
MARCH 9-10, 2000

PURPOSE

"Practicalities of District Management and Governance" is a comprehensive "nuts and bolts" educational training workshop designed to provide a basic foundation for understanding, not only the general responsibilities of board members and managers, but also techniques for improving personnel and finance management. This intensive seminar will also assist staff and directors in developing sound district policy and effective public relations.

OBJECTIVES

Participants will:

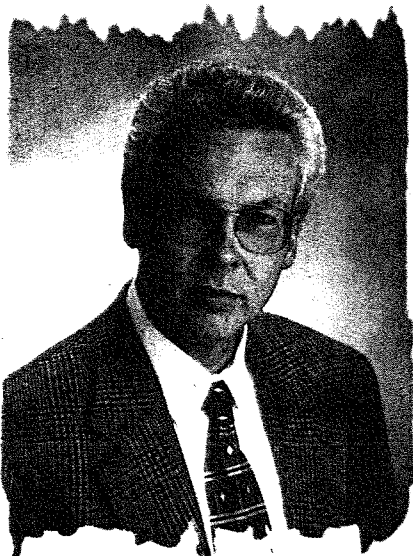
- ✓ Learn how to comply with the Brown Act, and how to identify conflicts of interest;
- ✓ Learn current legal requirements for preventing and investigating sexual harassment, drug testing policies, ADA and more;
- ✓ Learn how to manage conflicts, and improve the relationship between the Board of Directors and district staff;
- ✓ Acquire skills on effective supervision, discipline techniques and the "how to's" of employee performance;
- ✓ Review current policies on financial, personnel, and board management;
- ✓ Improve public relations skills of both staff and directors to enhance the district's image;
- ✓ Learn effective customer service techniques.

Who Should Attend

Board members, general managers, assistant managers, consultants, administrative assistants, personnel directors, office managers, legal counsel, and anyone who needs to have a better understanding of the process by which policies are written, adopted and implemented in special districts and is involved with the activities between the board, staff, and community.

Workshop Format

Through presentations, case studies, sample policies, and question and answer sessions, you will acquire the resources, techniques and skills for effectively running your district in today's fiscally and politically challenging environment.



Workshop Leader

Michael Glaze is a frequent speaker at seminars, workshops, and conferences throughout California. He specializes in local agency governance and management, with a focus on special districts. He began teaching public administration courses in 1988 as an instructor at California State University, Chico (CSUC).

Michael has managed special districts since 1982 and is presently General Manager of Oroville-Wyandotte Irrigation District in Oroville, California. He earned a Master of Public Administration degree from CSUC, with undergraduate work there in civil engineering. Glaze is a past President and current board member of the California Special Districts Association. He has also served as an elected special district director and LAFCO commissioner.

Workshop Locations

Please note deadlines for hotel accommodations

Workshop #1 will be held at the Mission Inn, 3649 Mission Inn Avenue, in Riverside. The historic Mission Inn occupies an entire city block in the heart of downtown Riverside. The Inn began as the Glenwood, a two-story, 12-room adobe boarding house, built in 1876 by Christopher Columbus Miller. It is an artful and architectural tribute to eclecticism and eccentricity, and deserves to be experienced and appreciated by all who happen upon it. A special room rate of \$84 has been set for CSDA participants, and the **room block deadline is February 9, 2000**. Please make reservations as soon as possible to guarantee the room rate. If you call after the room block deadline, the special rate will **only** be given upon room availability. *For hotel accommodations, call (909) 784-0300.* There will be ample free on-site parking.

Workshop #2 will be held at the Holiday Inn, 300 J Street, in Sacramento. The Holiday Inn Capitol Plaza is conveniently located off I-5 at the J Street exit in the heart of downtown Sacramento; just steps away from the Old Sacramento Historic District. The adjacent Downtown Plaza has nearly 100 stores and specialty shops from which to choose. A special room rate of \$109 has been set for CSDA participants, and the **room block deadline is February 17, 2000**. Please make reservations as soon as possible to guarantee the room rate. If you call after the room block deadline, the special rate will **only** be given upon room availability. *For hotel accommodations, call (916) 446-0100.* Parking is available for hotel guests and meeting attendees for a nominal fee. For guests, parking charges can be charged to your account.

CANCELLATION POLICY

Only cancellations received in writing no later than three days prior to the workshop will receive a full refund, less a \$25 processing fee. If you call to cancel or merely fail to attend, **YOU WILL BE BILLED. NO EXCEPTIONS.**

REGISTRATION INFORMATION *(check one)*

Register now by completing the registration form below and selecting your workshop location.

PLEASE REGISTER IMMEDIATELY TO GUARANTEE YOUR SEAT. Mail or fax registration to:

CSDA, 1121 L Street, Suite 508, Sacramento, CA 95814, (916) 442-7889. For questions, call (916) 442-7887.

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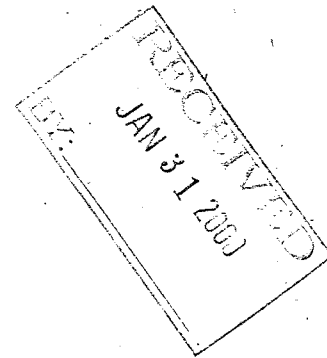
- Positive Public Relations
- Conflicts of Interest
- Director/Trustee Liability
- Strategic Planning
- Public Records
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Registration begins at 8:30 a.m. on Thursday. Session will adjourn Friday at 12:00 noon.



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*****0-00007 028
 ELIZABETH WINTER FAX 1
 PLACENTIA LIBRARY DIST TRAY 18
 411 S CHAPMAN AVE
 PLACENTIA CA 92879-610111 0026

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Response to the District's Public Record's Act Request from the Los Angeles Times for name/address information for all borrowers who have had overdue books since January 1, 1999**

DATE: February 17, 2000

BACKGROUND

On February 7, 2000 the District received a California Public Records Act request from the Los Angeles Times. The Request is Attachment A.

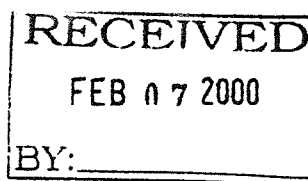
The Library Director consulted with the other public library directors in Orange County and also with Carol Tanenbaum, City Attorney for the City of Placentia. A copy of an e-mail message from Fullerton Library Director Al Milo is Attachment B.

The Library Director's response to the Los Angeles Times will be presented at the meeting.

RECOMMENDATION

Review and discuss response

Los Angeles Times



February 3, 2000

Elizabeth Minter, Library Director
City of Placentia Public Library
411 E. Chapman Avenue,
Placentia, California 92870

Dear Ms. Minter:

Pursuant to the California Public Records Act, Section 6250 et seq. of the Government Code, I am requesting immediate access to materials in the possession of your agency for the purpose of inspection and copying.

Specifically, I am asking for access to any and all records, memos, correspondence, reports, or lists generated since January 1, 1999 that would show:

- The total amounts of outstanding fines owed to your library system, as well as the individual fines with the name, address and any other available information identifying the person owing that fine; the book or materials for which that person owes the individual fine; and the due date of those overdue materials.
- The names, contract amounts, contract terms and actual payments made to any and all collection agencies or firms employed, hired or engaged by your library system during the last two years to collect overdue fines from problem borrowers, as well as copies materials given to these outside collection firms showing particulars about the fines to be collected and the individuals who owe them.
- Attempts by you or your library staff to get your city attorney to have either civil or criminal action taken against problem borrowers;
- Any and all recommendations your office has received from library branches, subordinates or library staffers about suggested steps to be taken involving individuals with overdue library fines; and
- Any or all compilations, catalogues, lists or inventories showing the total cost of volumes, books and/or materials that are currently considered lost or stolen; the names or titles of each volume, book and/or material known to be lost or stolen; the individual costs for each volume, book or material that is lost or stolen; and, if possible, the length of time the volume, book and/or material has been lost or stolen

This request reasonably describes identifiable records or information produced therefrom, and I believe that there exists no express provision of law exempting such records from disclosure. Although the CPRA does exempt from disclosure records kept for the purpose of identifying the borrower of items available in libraries, the law also states that "The exemption in this subdivision shall not apply to records of fines imposed on the borrowers."

By making this information public, the Legislature clearly intended to reinforce the public's right to know who is abusing its property, and to what extent. Accordingly, I ask that you make the records promptly available.

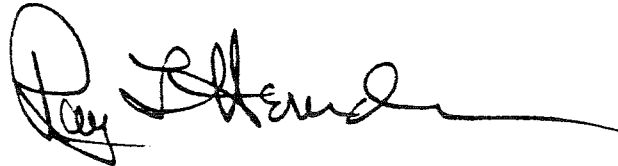
To the extent that a portion of the records in question is exempt by express provisions of law, the public records act additionally requires segregation and deletion of that material in order that the remainder of the information may be provided in satisfaction of my request.

In any case, if you determine that an express provision of law exists to exempt from disclosure all or a portion of the material I have requested, the public records act requires a determination and notification to me of the reasons therefor no later than 10 days from your receipt of this request. The act prohibits the use of the 10-day period, or any provision of the act, "to delay access for purposes of inspecting public records."

Although I suspect you will agree that the material requested is covered by and not exempt from the Public Records Act, I need not remind you that the Act is enforceable by court proceedings that, if they result in an order to disclose information that has been improperly withheld, involve the mandatory award of court costs and reasonable attorney's fees to the plaintiff pursuant to Government Code 6258 and 6259.

As I am making this request in the capacity of a journalist and this information is of timely value, I would appreciate your communicating with me by telephone (714)-966-7761, rather than by mail, if you have questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Herndon". The signature is fluid and cursive, with a long horizontal line extending to the right.

Ray F. Herndon
Staff Writer
Los Angeles Times

Julie Shook, 03:06 PM 2/9/00 -, Fw: LAT REPORTER

X-POR3-Rcpt: eminter@webserver1
Reply-To: "Julie Shook" <jshook@placentiallibrary.org>
From: "Julie Shook" <jshook@placentiallibrary.org>
To: <eminter@placentiallibrary.org>
Subject: Fw: LAT REPORTER
Date: Wed, 9 Feb 2000 15:06:02 -0800
X-MSMail-Priority: Normal
X-Mailer: Microsoft Outlook Express 4.71.1712.3
X-MimeOLE: Produced By Microsoft MimeOLE V4.71.1712.3

-----Original Message-----

From: Linda Katsouleas <lindak@buenapark.lib.ca.us>
To: Carol Stone <CStone@anaheim.net>
Cc: 'Al Milo' <AlM@ci.fullerton.ca.us>; 'Carol Ann Tassios' <tassios@deltanet.com>; 'John Adams' <jadams@ocpl.org>; 'Kienitz, La Donna' <lkienitz@city.newport-beach.ca.us>; 'Meyer, Valerie' <vmeyer@mission-vejo.com>; 'Minter, Elizabeth' <eminter@cosmoslink.net>; 'Stone, Carol' <carol@anaheim.lib.ca.us>; 'Wong, Eugenia' <ewong@cityoforange.org>
Date: Wednesday, February 09, 2000 12:17 PM
Subject: Re: LAT REPORTER

>As far as I can tell, we have not yet received a letter either. I thought
>we
>might have been missed because of our Special District status and a letter
>is
>floating around at city offices somewhere. They are unaware of one but....
>Linda K
>Buena Park
>
>Carol Stone wrote:
>
>> Has anyone else not received a letter? I'm trying to decide if I need to
>do
>> some internal tracking or whether selected libraries were chosen.
Thanks.

>> -----Original Message-----

>> From: Al Milo [mailto:AlM@ci.fullerton.ca.us]
>> Sent: Wednesday, February 09, 2000 10:00 AM
>> To: Carol Ann Tassios; John Adams; Katsouleas, Linda; Kienitz, La Donna;
>> Meyer, Valerie; Minter, Elizabeth; Stone, Carol; Wong, Eugenia
>> Cc: 'lgibson@library.ca.gov'; 'bcusten@mclsys.org'
>> Subject: LAT REPORTER

>> SLS Directors,

>>
>> FYI. This is the response I received from Mary Minow, who has an MLS and
>> a
>> law degree. She writes occasional articles for CLA's California
>> Libraries.
>>
>> Also, my City Attorney's Office is saying "yes" we do need to respond to
>> the
>> letter. Actually, they will write the letter to the reporter on the
>> library's behalf. They told me that if a document (e.g. a collection
>> agency
>> contract) already exists that it is something that we have to provide the
>> reporter with. However, if it doesn't exist and involves compilation
>> work

Julie Shook, 03:06 PM 2/9/00 -, Fw: LAT REPORTER

>> by staff, we don't have to provide it. Also, we can pass on the charge for
>> copying any documents to the requestor. This attorney has provided similar
>> advice to our City Clerk's Office, which got bombarded by similar "fishing
>> expeditions" a year ago. She also provides legal counseling to the Whittier
>> Public Library.
>>
>> I had a search done on the Los Angeles Times Newsbank database just to see
>> what other articles Ray F. Herndon had written. 10 articles came up
>> covering May, 1998 to Feb. 2000. (The database goes back to 1985.) He
>> hasn't written any other articles about libraries, but he does write stories
>> that involve government agencies, such as toll roads, pedestrian crossings,
>> traffic problems, freeways, guns on school campuses, police, and airports.
>>
>> Albert J. Milo, Library Director
>> Fullerton Public Library
>> 353 W. Commonwealth Ave.
>> Fullerton CA 92832-1796
>> (714) 738-6383 Voice
>> (714) 447-3280 Fax
>> alm@ci.fullerton.ca.us
>>

>>> -----
>>> From: minow@alumni.stanford.org[SMTP:minow@alumni.stanford.org]
>>> Sent: Wednesday, February 09, 2000 12:09 AM
>>> To: Al Milo
>>> Cc: minow@alumni.stanford.org
>>> Subject: library records
>>>

>>> Dear Al --

>>> Great to hear from you!

>>> Disclaimer: this does not establish a lawyer/client relationship nor does

>>> it constitute legal advice, and is offered in the spirit of sharing information and ideas.

>>> Al, you or your attorney might want to take a look at:

>>> -----
>>> California Statutes See Also California Library Laws,
>>> <http://www.library.ca.gov/laws/>

>>> Cal Education Code 19911 Willful detention of property [any person who willfully contains any book etc. for 30 days after notice is ready to return it is guilty of a misdemeanor]

>>> Cal Gov Code Sec. 6250 et seq. California Public Records Act esp.:
>>> Cal Gov Code Sec. 6252 Definitions (e) "Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency

>>> regardless of physical form or characteristics. ...

>>> (f) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any form of

>>> communication or representation, including letters, words, pictures,
>>> sound, or symbols, or combination thereof, and all papers, maps,
magnetic
>>> or paper tapes, photographic films and prints, magnetic or punched
cards,
>>> discs, drums, and other documents.
>>>
>>> Cal Gov Code Sec. 6254 Records exempt from disclosure include:
>>> (f) investigatory or security files by local agencies for
correctional,
>>> law enforcement, or licensing purposes Note: I'm not sure if this could
>>> apply to libraries, but if it does, it's worthwhile to note that it
>>> exempts disclosure of information that would endanger the successful
>>> completion of an investigation
>>> and
>>>
>>> Cal Gov Code Sec. 6254. Library records exempt from disclosure
>>> requirements.
>>> Except as provided in Sections 6254.7 and 6254.13, nothing in this
chapter
>>> shall be construed to require disclosure of records that are any of the
>>> following:
>>>
>>> (a) preliminary drafts, notes, or interagency or intra-agency memoranda
>>> that are not retained by the public agency in the ordinary course of
>>> business, provided that the public interest in withholding those
records
>>> clearly outweighs the public interest to disclosure
>>> **
>>> (b) records pertaining to pending litigation to which the public agency
is
>>> a party, or to claims made pursuant to Division 3.6 (commencing with
Sec.
>>> 810), until the pending litigation or claim has been finally
adjudicated
>>> or otherwise settled.
>>>
>>> **
>>> j) Library circulation records kept for the purpose of identifying the
>>> borrower of items available in libraries, and library and museum
materials
>>> made or acquired and presented solely for reference or exhibition
>>> purposes. The exemption in this subdivision shall not apply to records
of
>>> fines imposed on the borrowers.
>>> * *
>>> Cal Gov Code Sec. 6267. Registration and circulation records of
libraries
>>> supported by public funds.
>>> All registration and circulation records of any library which is in
whole
>>> or in part supported by public funds shall remain confidential and
shall
>>> not be disclosed to any person, local agency, or state agency except as
>>> follows:
>>> (a) By a person acting within the scope of his or her duties within the
>>> administration of the library.
>>> (b) By a person authorized, in writing, by the individual to whom the
>>> records pertain, to inspect the records.
>>> (c) By order of the appropriate superior court.
>>> As used in this section, the term "registration records" includes any
>>> information which a library requires a patron to provide in order to

>>> become eligible to borrow books and other materials, and the term
>>> "circulation records" includes any information which identifies the
>>> patrons borrowing particular books and other material.
>>> This section shall not apply to statistical reports of registration and
>>> circulation nor to records of fines collected by the library.
>>>
>>> Cal Gov Code 6255 "catchall" provision that allows agencies to withhold
>>> records under some circumstances Sec. 6255. Basis for withholding
records
>>> from inspection.
>>> The agency shall justify withholding any record by demonstrating that
the
>>> record in question is exempt under express provisions of this chapter
or
>>> that on the facts of the particular case the public interest served by
not
>>> making the record public clearly outweighs the public interest served
by
>>> disclosure of the record. [Emphasis added]
>>>
>>> California Case Law
>>>
>>> The People v. Cohen (1976), 59 Cal. App. 3d 241; cert. denied, Cohen v.
>>> California (1977), 429 U.S. 1045; in which the Los Angeles City Library
>>> has an investigator contact the Los Angeles police department who goes
to
>>> the defendant's motel, and gets the manager who asks the maid to turned
>>> over the defendant's trash, which contained library book covers from the
>>> library. The defendant was reselling the books to a bookstore in
>>> Hollywood. Although the central issues concern the police officer, the
>>> manager, and the maid, the last paragraph of the opinion notes that the
>>> defendant claimed that a computer printout, showing books loaned to
her,
>>> was not a proper business record and should not have been allowed in
>>> evidence. Further, some books introduced into evidence were not
overdue
>>> from the library, and the defendant claimed that this was not
sufficient
>>> evidence of an intent to permit only deprive the library of those
books.
>>> The court merely states "neither contention has merit."
>>>
>>> Rogers v. Superior Court (1993) 19 Cal App. 4th 469. The Public
Records
>>> Act was intended to safeguard the accountability of government to the
>>> public. However, a narrower but no less important interest is the
>>> privacy of individuals whose personal affairs are recorded in
government
>>> files.
>>>
>>> San Gabriel Tribune v. Superior Court (1983) 143 Cal App. 3d 762. The
>>> California Public Records Act, modeled after the 1967 federal Freedom
of
>>> Information Act, reflects the general policy of disclosure that can
only
>>> be accomplished by narrow construction of the statutory exemptions.
>>>
>>> Times Mirror Co. v. Superior Court (1991) 53 Cal 3rd 1325, 1338 "The
>>> California Public Records Act (the Act) is modeled after the federal
>>> Freedom of Information Act (FOIA). Because the two had a common
purpose,
>>> federal decisions under the FOIA may be used to construe the Act. "The

Julie Shook, 03:06 PM 2/9/00 -, Fw: LAT REPORTER

>>> legislative history and judicial construction of the FOIA does serve to
>>> illuminate the interpretation of its California counterpart."
>>>
>>> Wilson v. Superior Court of Los Angeles County, 51 Cal App. 4th 1136
>>> (1996) also states that the legislative history and judicial
construction
>>> of the FOIA may be used to construe the state act. This decision
examines
>>> the deliberative process privilege from disclosure of public records
>>> protects materials reflecting deliberative or decision-making
processes.
>>> The key question in every decision-making process is whether the
>>> disclosure of materials would expose an agency's decision-making
process
>>> in such a way as to discourage candid discussion within the agency and
>>> thereby undermine the agency's ability to perform its functions.
Further,
>>> the content of a document, even though purely factual, may be exempt
from
>>> disclosure if it is actually related to the process by which policies
are
>>> formulated or inextricably intertwined with policymaking processes.
>>>
>>>
>>> California Attorney General Opinions
>>>
>>> I am not aware of any on point.
>>>
>>>
>>> Federal Statutes
>>>
>>> The Freedom of Information Act (FOIA)
>>>
>>> Federal Case Law
>>> Whalen, 49 U.S. 589 (19??) -- in determining whether a constitutional
>>> right to privacy has been implicated based on an individual's right to
>>> disclosure, a court must weigh the "legitimate public interest" against
>>> the invasion of the individual's privacy. Any factor taken allowed is
not
>>> dispositive of the act, but is part of a balancing test.
>>> -----
>>>
>>>
>>> The letter asks for a number of things:
>>>
>>> 1. Total amount of outstanding fines, names and addresses, book
titles,
>>> due dates
>>>
>>> Here the requester is asking for two very different classes of
information
>>> -- i) general data which is not derived from circulation and
registration
>>> records and ii) personal names and addresses, derived from circulation
and
>>> registration records.
>>>
>>> i) I would wager that the newspaper has a strong argument that the
general
>>> data, essentially the losses of public property, is in the public
interest
>>> and is not protected.

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>>>
>>> ii) Interesting question -- as I emphasized in my voicemail message,
Sec.
>>> 6267 states "this section shall not apply to statistical reports of
>>> registration and circulation nor to records of fines collected by the
>>> library." It seems to me that one could read that sentence in two
ways.
>>> Read one way, only statistical reports of fines are not exempted. Read
>>> another way, the complete records of fines, including the name of the
>>> delinquent patron are subject to disclosure. Of course even in the
second
>>> reading, we know that patron addresses are not always part of the
>>> circulation records, but are kept in the registration records, and must
be
>>> retrieved as a second step. Of course, I do not know how your library
>>> links these records.
>>>
>>> Also to consider: many libraries already disclose delinquent patron
>>> information, including name, address, titles out, to collection
agencies.
>>> I think it would be hard to argue that this practice means this
>>> information is public record, although there must be some parallel in
the
>>> nonlibrary world that your attorney is familiar with -- deadbeat dads
etc.
>>> who have not yet gone through the courts. I emphasize, not yet gone
>>> through the courts, because the library has not tried and convicted the
>>> allegedly delinquent patrons. In fact, a perfectly innocent patron
could
>>> be at risk if her wallet is stolen, and she forgets to report it to the
>>> library (people report their credit cards right away, but often do
forget
>>> to report their library card until they need it.) I believe you are
>>> looking at a balancing act of public interest in disclosure v.
interest
>>> in privacy of the individuals. Certainly there is a public interest in
>>> retrieving the books. The newspaper could argue that publicizing the
>>> names of the individuals might embarrass them, or their neighbors might
>>> turn them in. One could counter that argument by stating the very real
>>> chilling effect that disclosure of readers names and the books they
choose
>>> can have, disproportionately affecting the poor. Although anyone of
any
>>> means may return books on time, once a book is lost, even accidentally,
>>> one's identity is up for grabs if one can't pay for the book.
>>>
>>> Finally, even if it is conceded that records of fines collected by the
>>> library includes identification of name, titles checked out, and
address,
>>> a strict construction of the wording might limit your disclosure. That
>>> is, the statute reads "records of fines collected by the library" --
not "
>>> records of fines outstanding"! One could read that to mean only the
>>> records of fines that have successfully been collected are subject to
>>> disclosure, and of course many libraries delete such files upon
successful
>>> closure.
>>>
>>>
>>> 2. Contracts with collection agencies and materials given to these
>>> agencies with particulars about fines and individuals
>>>

Julie Shook, 03:06 PM 2/9/00 -, Fw: LAT REPORTER

>>> Again, the requester is asking for two different classes of information.
>>> If Cal Gov Code 6254 applies to public library investigations, then the
>>> impact of the disclosure on the investigation becomes an issue. The
>>> newspaper could argue that it would not hamper the investigation, and may
>>> aid the investigation. One could counter that argument with professional
>>> investigative experience, if available, that shows that its effective,
>>> or
>>> more effective without public disclosure.
>>>
>>>
>>> 3. Attempts by library to get city attorney to take civil or criminal
>>> action against problem borrowers
>>>
>>> Cal Gov code Sec. 6254 (b) protects records pertaining to pending
>>> litigation. If the action has been settled, it is probably subject to
>>> disclosure.
>>>
>>> 4. Recommendations by library staff concerning individuals with
>>> overdue
>>> fines
>>>
>>> Cal Gov code Sec. 6254 (a) protects some memos if they are not
>>> ordinarily
>>> retained and if the public interest weighs in favor of nondisclosure.
>>> The
>>> test is whether or not disclosure would chill candid discussion within
>>> the
>>> library. (Wilson v. Superior Court of Los Angeles). The library could
>>> make a good argument to protect some memos, particularly those that
>>> identify patrons and staff.
>>>
>>> 5. Lists of titles considered lost or stolen, costs, length of time
>>> etc.
>>>
>>> This does not appear to implicate registration or circulation records
>>> with
>>> identification of patron names or addresses. The newspaper could argue
>>> that it is strongly in the public interest to identify missing
>>> government
>>> property. The only countervailing argument that I can draw on from my
>>> experience as a librarian is the negative association that people might
>>> take away from the disclosure of the content of the materials. For
>>> example, if the highest theft items are books and witchcraft, rock CDs,
>>> and automobile repair manuals, negative associations are sometimes
>>> drawn,
>>> and conclusions about certain groups of people are sometimes made.
>>> This
>>> may be too tenuous to hold up, considering the registration or
>>> circulation
>>> records are at play. The only legal justification that I see off hand
>>> is
>>> the catchall provision, Cal Gov code 6255, which allows nondisclosure
>>> of
>>> otherwise protected records if the public interest in withholding the
>>> information outweighs the public interest in disclosure. I don't know
>>> who
>>> has the burden of showing where the public interest lays, but the
>>> newspaper may need to show why the actual content of the material taken
>>> is

Julie Shook, 03:06 PM 2/9/00 -, Fw: LAT REPORTER

>>> necessary for disclosure vs. the dollar value, which is more clearly of
>>> public interest.
>>>
>>> Final note: even in the case that you may wish to comply with some or
all
>>> of these requests, you may consider refusing until ordered by a court.
>>> This is a way to ensure that there is a full hearing of the difficult
>>> balancing test -- the public interest in disclosure vs. the private
>>> interest in confidentiality. The library generally does not want to
take
>>> on the judicial role, and sometimes the safest route is to let it
progress
>>> to the courts. You might take a look at the related article at
>>> <http://www.librarylaw.com/publicrecords.html>
>>>
>>> GOOD LUCK!
>>>
>>> Inappropriate words may be (though not necessarily!) due to voice
>>> recognition software
>>>
>>>
>>> Mary Minow, Attorney at Law
>>> minow@alumni.stanford.org (permanent email address that finds me
>>> throughout cyberspace)
>>> <http://www.librarylaw.com>
>>>
>>>
>>> FindLaw - Free Case Law, Jobs, Library, Community
>>> <http://www.FindLaw.com>
>>> Get your FREE @JUSTICE.COM email!
>>> <http://mail.Justice.com>
>>>
>
>
>

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Election of Directors to Special District Workers Compensation Authority
DATE: February 17, 2000

BACKGROUND

The Special District Worker's Compensation Authority (SDWCA) letter dated February 7, 2000 arrived at Placentia Library on Monday, February 14, after the agenda for the Library Board meeting of February 17 had been published.

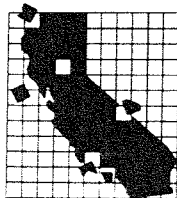
If the District is interested in nominating itself for the position available on the SDWCA Board of Directors the letter and resolution must be received at the administrative office of SDWCA on or before the close of business on Friday, March 17. Since the Library Board's next meeting is scheduled for the evening of Thursday, March 16, it is advisable for the Board to take immediate action on this item.

The motion to declare this item as urgent requires either a 2/3rds vote, or if 2/3rds of the members are not present, by the unanimous vote of those Board members present

RECOMMENDATIONS

- 1. Motion to declare the response to the Special District Worker's Compensation Authority letter of February 7, 2000 an urgent item; that the need to take action arose subsequent to posting on February 10, 2000 of the Agenda for the Library Board meeting of February 17, 2000; and that the item will be considered immediately.
- 2. Determine whether to nominate Placentia Library District as a candidate for the special election.
- 3. Read Resolution 99-13 by title only *Peggy/Gae*
- 4. Adopt Resolution 99-13 *Stark/Ann*

Stark/Wood
unanimous
ie/Start
passed



SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie
Administrator

February 7, 2000

Re: Election of Directors to SDWCA

Dear Member District:

You will recall that in June 1999 the Board of Directors of SDWCA conducted a mailed ballot election of the Authority's member districts to fill the lower one-third and the at-large positions on the Authority's Board of Directors pursuant to mail ballot as provided in Article II, Subsection (c), of the SDWCA Bylaws. A copy of Article II of the SDWCA Manual of Policies and Procedures regarding provisions for all-mail ballot is attached.

That election was conducted to fill positions for the lower one-third of districts in order of premium paid during the prior fiscal year and for one member district to be elected at-large without regard to the amount of premium paid.

At that election West San Bernardino County Water District was elected to the at-large position and they appointed Mr. Alan Dyer, as their representative to the Authority's Board of Directors. Mr. Dyer had previously served on the Authority's Board of Directors.

With respect to the position on the Board of Directors reserved for those districts in the lower one-third of districts in order of premium paid, no nominations were received. Therefore, there is a vacant seat on the Authority's Board of Directors which can only be filled from those member districts who occupy the lower one-third of districts listed in order of premium paid.

At its meeting of December 6, 1999, the SDWCA Board of Directors voted to conduct a repeat mail ballot among member districts to fill the position on the Board of Directors to be occupied by the appointee of a district that is in the lower one-third of districts listed in order of premium paid. The reason for conducting a repeat mail ballot is that the current SDWCA Bylaws do not allow the Board of Directors to appoint a district to fill this Board seat in the situation in which no nominations are received.

Re: Election of Director to SDWCA

This letter is to advise your district of the procedures to be followed in the election by mail ballot for the lower one-third position.

This election by mail ballot will occur on May 8, 2000. Your district has the right to nominate one district from the lower one-third of districts in terms of premium paid in the prior fiscal year to fill this office. In order to make such a nomination, you must file with the undersigned at least fifty (50) days prior to the date scheduled for the election:

1. A letter from your district making a nomination of your district or another member district for the lower one-third position; and
2. A copy of a resolution of the Board of Directors of the district being nominated accepting such nomination.

In order to be an effective nomination, both the letter and the resolution must be received by the undersigned at the administrative offices of SDWCA, 1030 15th Street, Suite 300, Sacramento, California 95814, on or before the close of business on Friday, March 17, 2000.

A form of mailed ballot containing all mailed nominations received for this office to be filled will be mailed to each participating member district no later than forty-five (45) days prior to the May 8, 2000, election date, or no later than March 24, 2000. Each mailed ballot shall be returned by certified mail, return receipt requested, to the principal business address of SDWCA at 1030 15th Street, Suite 300, Sacramento, California 95814. Only those ballots received prior to the close of business on May 8, 2000, will be considered valid and counted.

Each member district being nominated is permitted to submit to the Administrator together with the letter making the nomination and the resolution of the Board of Directors of the district accepting the nomination, a Statement of Qualifications, not to exceed one page in length, setting forth the qualifications of the district to select an individual to serve on the Authority's Board of Directors, and specifying the reasons why the district is interested in serving on the Board of Directors of the Authority. All such Statements of Qualifications received by the Administrator on or before March 17, 2000, will be mailed to each member district together with the form of mailed ballot.

SDWCA Member Districts
February 7, 2000
Page 3

Re: Election of Director to SDWCA

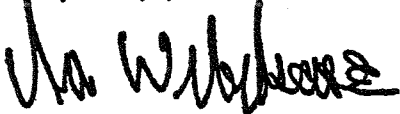
The submission of a Statement of Qualifications is voluntary.

Each member district will have one vote for the district to be elected. The district receiving the greatest number of votes in the category of lower one-third will be elected to the position and will designate an individual to represent the elected district on the Board of Directors.

Although all member districts of SDWCA are permitted to vote for positions on the Board of Directors, we encourage those districts in the lower one-third of districts in terms of premium paid for the last fiscal year as set forth on the attached list to nominate themselves and participate in the mail ballot process in order to promote the concept of a Board of Directors which is responsive to the needs of all of its member districts.

Should you have any questions regarding the foregoing, please do not hesitate to contact me directly.

Very truly yours,



DAVID W. McMURCHIE
Administrator

DMC/smr
Enclosure

ARTICLE II

BOARD OF DIRECTORS

C. Alternative Provisions for All-Mail Ballot for Election of Directors

The Board of Directors shall have the option to conduct the election of districts to serve on the Board of Directors by all-mail ballot. In the event the Board of Directors decides to conduct the election of districts to serve on the Board of Directors by all-mail ballot, the following provisions shall apply:

1. Written notice of the use of an all-mail ballot for election to the Board of Directors in any odd numbered year shall be sent by registered mail to each participating member district no later than ninety (90) days prior to the date scheduled for such election. Said notice shall (1) inform each participating member district of the positions to be filled on the Board of Directors at such election; and (2) inform each participating member district of its right to nominate districts for any office to be filled at the election by filing with the Board of Directors of SDWCA at least fifty (50) days prior to the date scheduled for such election a letter making such nomination together with a copy of the resolution of the Board of Directors of that district being nominated accepting such nomination. A participating member district can only accept a nomination to one position to be filled on the Board of Directors at each election, which Board position shall be specified in its resolution accepting such nomination. A form of mail ballot containing all mailed nominations accepted for any office to be filled at the election shall be mailed by certified mail, return receipt requested, to each participating member district no later than forty-five (45) days prior to the date scheduled for such election. Said mailed ballot shall indicate that each participating member district may return the ballot by certified mail to the principal business address of SDWCA and that only those ballots received prior to the close of business on the date designated for the election shall be considered valid and counted. All of the terms and conditions regarding election of districts to select directors to serve on the Board of Directors of SDWCA set forth in Section I-B hereof shall apply to any all-mail ballot for election to the Board of Directors.
2. Each member district being nominated is permitted to submit to the Administrator together with the letter making the nomination and the resolution of the Board of Directors of the district accepting the nomination, a Statement of Qualifications, not to exceed one page in length, setting forth the qualifications of the district to select an individual to serve on the Authority's Board of Directors, and specifying the reasons why the district is interested in serving on the Board of Directors of the Authority. All such Statements of Qualifications received by the Administrator on or before the date for submission of nominations will be mailed to each member district together with the form of mailed ballot. The submission of a Statement of Qualifications is voluntary.

LOWER ONE-THIRD

Alpine Springs County Water District
Elsinore Water District
Mendocino Solid Waste Management Authority
Placentia Library District
North Humboldt Recreation and Park District
Bighorn-Desert View District
Riverside County Citrus Pest Control District #2
Buena Park Library District
Santa Rosa Community Services District
Eastern Sierra Community Services District
Santa Nella County Water District
Marin City Community Services District
Lake Don Pedro Community Services District
Resource Conservation District of the Santa Monica Mountains
Jamestown Sanitary District
Weaverville Sanitary District
Special District Risk Management Authority
Gerber-Las Flores Community Services District
Bel Marin Keys Community Services District
Clear Creek Community Services District
Hilton Creek Community Services District

RESOLUTION 99-13

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY SUPPORTING THE
NOMINATION OF PLACENTIA LIBRARY DISTRICT FOR THE "LOWER ONE-THIRD"
POSITION ON THE BOARD OF DIRECTORS OF THE SPECIAL DISTRICTS WORKERS
COMPENSATION AUTHORITY

WHEREAS, Placentia Library District has executed the First Amended Joint Powers Agreement and is a participating member of the Special District Workers Compensation Authority; and

WHEREAS, Placentia Library District is in the membership category of "Lower One-Third" based upon its total premium actually paid to the Special District Workers Compensation Authority during the last fiscal year; and

WHEREAS, Placentia Library District is interested in the work of the Special District Workers Compensation Authority;

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees supports the nomination of Placentia Library District for the "Lower One-Third" Position on the Board of Directors of the Special District Workers Compensation Authority for a term beginning January 1, 2000.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:


State of California)
)ss.
County of Orange)



I, Robin J. Masters, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the seventeenth of February, 2000.


IN WITNESS THEREOF, I have hereunto set my hand and seal this seventeenth day of February, 2000.

Robin J. Masters, Secretary
Board of Trustees of the Placentia Library District
Of Orange County

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Pubic Services Manager 
 DATE: Feb 17, 2000
 SUBJECT: Program Committee Report for the month of January

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	0
<u>TYD Total</u>	1	146
<i>LITERACY SERVICES</i>		
LVA TUTOR TRAINING	0	0
TUTOR IN-SERVICE	0	0
PLS TUTOR TRAINING	1	8
TOTAL	0	0
YTD TOTAL	15	252
<i>CHILDREN'S SERVICES</i>		
CLASS VISITS TO THE LIB.	1	15
STORY TIMES THURS AM.	4	38
STORY TIMES THURS PM.	4	44
LAPSITS	4	74
OFFSITE STORYTIMES	4	30
COMMUNITY CENTER VISITS	2	44
MUSIC TIME	4	61
TOTAL	<u>27</u>	<u>306</u>
YTD TOTAL	<u>113</u>	<u>4,601</u>

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian 

Date: February 17, 2000

Subject: January Activities in the Children's Department


Programming- The winter programming session began in January. The attendance is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	4	74 children / 61 adults
3 - 6 year old storytimes (a.m.)	4	38 children / 24 adults
3 - 6 year old storytimes (p.m.)	4	44 children / 20 adults
MusicTime 3 - 6 year olds	4	61 children / 34 adults
TOTALS	16	217 children / 139 adults

School Visits- School visits have continued. One class visited during January. A total of 15 children participated in these visits. Twelve girl scouts came in one evening and were entertained by Pat Irot with an impromptu talk about the Placentia History Room.

Community Outreach- Visits to the Library by local community centers have continued. The Gomez Center and the Cathy Torrez Learning Center visited with a total of 44 children receiving free books and assistance in using the Library. The Storytimes at the community centers have also continued with 4 performances entertaining a total of 30 children.

Reading Incentive Programs- The In-N-Out reading program "Food for Thought" began in January. Children who read five library books will earn a free hamburger at In-N-Out. By the end of January approximately 91 children had signed up for the program. Approximately 22 had completed their first bookmark and earned their free hamburger. In-N-Out allows each child to complete up to three bookmarks.


TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager 
DATE: February 17, 2000
SUBJECT: **Placentia Library Literacy Services Report for the month of January**

Program Statistics

Active tutors: 51
Active students: 54
Students waiting to be matched: 7
Grade School Children waiting to be matched: 6
Patrons receiving U.S. Citizenship Application Assistance: 5
Percentage of tutors reporting (Jan hours): 92%
Tutoring hours reported: 140.2
Other volunteer hours reported: 10
Total volunteer hours: 150.2

Tutor Training. The January/February LVA tutor training workshop began on Monday, January 24, 2000 and will end on February 28. The Literacy Coordinator conducted his first tutor training workshop on Sunday, January 30, and eight (8) tutors were trained, six (6) of whom were high school and junior high school volunteers.

Other Networking Activities. Literacy Coordinator Jim Roberts represented PLLS at the Placentia Community Network Meeting on January 20.

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Pubic Services Manager 
DATE: Feb 17, 2000
SUBJECT: **Placentia Library Web Site Development Report for the month of January**

The Web Site has been updated to reflect current staffing in the library.

A quarterly Web Site review for design and set up, among others, will be scheduled for March.

In January, the Placentia Library District had 3,385 "hits" on the Web Site, an average of 117 a day. The following are the areas with the most "hits."

Borrowers:	186
Friends:	189
Information:	188
Foundation:	180
History Room:	186
Literacy/CLC logo:	291
Passport:	185

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: February 17, 2000
SUBJECT: **Publicity materials produced for January 2000**

Information on the Placentia Library cable channel #53:

The cable system has been experiencing technical difficulties. Ability to access the pages and change the information has not been available. Steve Pischel, Director of Human and Recreation Services has informed us that a new computer and modem from Comcast Cable will be delivered "anytime now".

Newspaper articles published:

1. New literacy coordinator beefs up library program.
2. Peggy Dinsmore – She's a bookworm and proud of it.
3. Elizabeth Minter – Placentia Library advocate backs up words with action.
4. Confusion outweighs celebration. Placentia City Hall closed – Library open.
5. George Key Ranch – Placentia's past still blooms.
6. Cypress Branch Library tunes up music index technology.
7. Decision on a joint Orange-RSC Library is postponed by the City Council.
8. Railway lowering grants approved.
9. Rancho Santa Margarita and Laguna Beach installed new computers.
10. Newport Beach Public Library is honored.

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Placentia News
Weekly JAN 27 2000

New literacy coordinator beefs up library program

By **Celine Garcia**

Placentia News-Times

The Placentia Library District is beefing up its literacy program and nobody is safe.

Jim Roberts, who was recently named as the public services manager and literacy coordinator, is reaching out to high school students, older adults and community

groups. He wants everyone to volunteer time to the program.

When Roberts left the Monterey Park Library, he had helped their literacy program grow to 150 volunteers and 300 students-per-month.

"In Orange County, 200,000 American-born adults can't function above a fifth-or sixth-grade (literacy) level," Roberts said.

"What compounds that is that the immigrants that come in — from Taiwan, South America, Vietnam, Mexico, China — they have needs and those are to communicate in English."

Illiteracy may not be as rampant in Placentia, but "there's always a segment of the population that fits into the category," said Roberts. "You're looking at five to six percent of the population."

Roberts is also in charge of the reference and children's

departments.

He praised Placentia's present literacy program but said it is not growing fast enough.

"We need to get youth involved with helping with the library ... (and) with other departments, too," said Roberts.

Last week, Roberts spoke to Valencia High School students and the Rotary Club about becoming more involved in library programs.

"We firmly believe, as public servants, it's important to get youth involved in community service at an early age," said Roberts, who spent 20 years in the United States Army.

In December, Roberts met with Esperanza and El Dorado High School students about becoming literacy tutors. On Sunday, students met at the library for their first tutor training session.

In February, members of the Explorer Post group, through Boy Scouts, will meet to discuss volunteer opportunities, Roberts said.

He said the literacy program was cut for lack of funds.

"Placentia had led the way for families and literacy for years, but when they had the problems with the county (bankruptcy), a lot of cuts were made," said Roberts.

His current position was cut from full-time to half-time.

Director Elizabeth Minter reinstated the full-time position this year.

Roberts, who received a master's degree in education from Pepperdine University, has also written two courses on improving writing and vocabulary skills. In Monterey Park, many city staffers took the class. He's hoping word will get out here, too.

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Placentia News
Weekly JAN - 6 2000

She's a bookworm and proud of it

Books have always held a special place in Peggy Dinsmore's heart. As a child, she received a book on every birthday. As a parent, she studied psychology books. As a student, she worked in the political science library at the University of California at Los Angeles.

If you've ever stopped by the Placentia Library District, you've probably seen her face smiling down at you from the wall. The former high school teacher has been active in the library for more than 20 years. In 1979, she was elected to the library's board of directors. For the past nine years, she served as the president.

She was recently awarded a certificate of appreciation by the California Association of Library Trustees and Commissioners. She is retiring from the CALTAC board after more than ten years of service. During her tenure at CALTAC, she served as the chair of the Literacy Committee, where she acted as the liaison between literacy programs throughout the state and the group. She helped obtain books, relayed success stories and helped out with contests.

Before she moved to Placentia, the former bank employee volunteered many hours in her church library in Whittier.



PEGGY
DINSMORE

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Placentia News
Weekly JAN - 6 2000

Library volunteers needed

The Placentia Library District needs volunteers to help in the book store and many other areas.

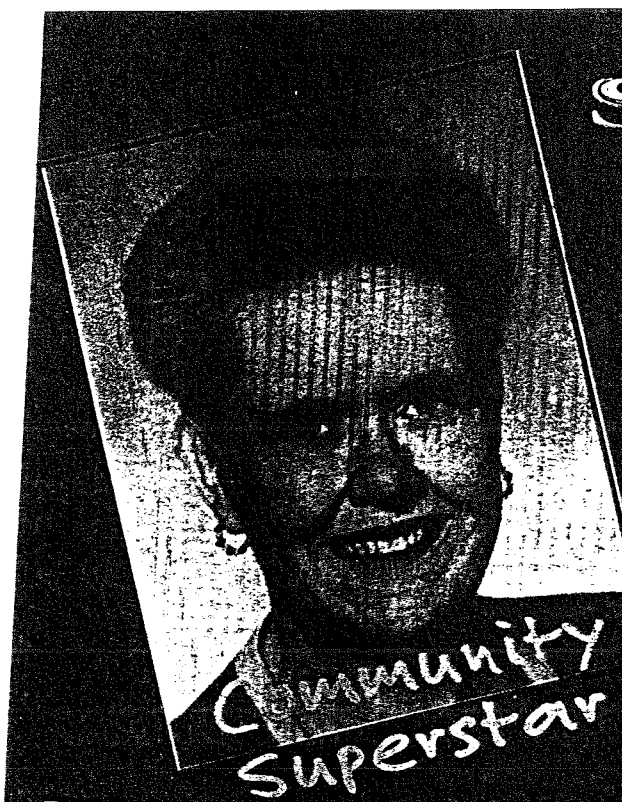
Volunteers of all ages are needed in the History Room, to create bulletin boards, to assist in the literacy program and to sort, repair, shelve and process books.

For more information, call Cheryl Willauer at (714) 528-1925 Ext. 201.

☆☆☆☆☆
SUPERSTARS
 WORKING TOGETHER FOR A BETTER COMMUNITY

**Placentia Library
 Advocate Backs up Words
 with Actions**

The Placentia Library District has no greater friend than its director, Elizabeth Minter. Since 1991, Minter has been an aggressive advocate for the Placentia library, working to involve the library and its staff in community affairs, literacy programs and unique programs such as the annual "Author's Luncheon" and "Adopt-a-Book" campaign. To compensate for cuts in funding, Elizabeth has set up partnerships with business and local agencies, promoted volunteerism in the community and established a Book Endowment Fund to help keep the library strong. Century 21 Superstars salutes Elizabeth Minter for her ongoing commitment to building a stronger, more secure future for Placentia and its library. (Nominated by Kathy Paddock, V.P. of relocation (800) 821-1411).



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Daily Pilot
 Daily

JAN 18 2000

**Confusion
 outweighs
 celebration**



**GORDON
 DILLOW**
 Register columnist

Monday was the Martin Luther King Jr. holiday. And as usual, across the county confusion reigned.

You could get your trash picked up, but not

your mail delivered. Most schools were closed, and some banks were open. All federal, state and county offices were closed, but 19 out of 33 local city halls were open. The Placentia City Hall was closed, but the Placentia city library was open, while county libraries were closed. Yorba Linda City Hall was open Monday, although it was closed the previous Monday — not for Martin Luther King's birthday, but for Richard Nixon's.

Well, I could go on, but I think you get the point: The checkered observance of Martin Luther King Jr. Day

Let's face it: In America today there are only six real holidays — if by "holidays" you mean days when every governmental office is closed and almost everybody is off work and even the most skinflinted employer pays holiday wages to those who have to be on the job. Those holidays are Christmas, New Year's, Memorial Day, the Fourth of July, Labor Day and Thanksgiving.

Then there are the secondary holidays, the ones that are holidays for some but not for others: King Day, Columbus Day, Veterans Day and "Presidents Day," which is a combination of Abraham Lincoln's and George Washington's birthdays.

(Without diminishing the accomplishments of Dr. King or Christopher Columbus, it's astonishing to me that they each get their own holiday while Lincoln and Washington — for my money, the two greatest Americans who ever lived — have to share one.)

Anyway, on those secondary holidays, as I said earlier, confusion is the order of the day. Last Veterans Day all federal, state, county and city offices were closed — except for the three city halls that stayed open. On Columbus Day, federal, state and county offices were closed, but all city halls in Orange County were open — except for Stanton, where city hall was closed but employees still had to come to work for what's known as a "records

February is an especially puzzling holiday month. Last year most government offices were closed for "Presidents Day," the third Monday in February, but county and state employees also got Lincoln's Birthday (Feb. 12) off from work, although most city employees didn't.

And so on. As I said, the holiday system is a study in inefficiency and confusion.

And instead of getting better, it may get even worse: Right now there's a move in the state Legislature to make farm-labor organizer Cesar Chavez's birthday (March 31) a mandatory holiday for state employees, although it wouldn't be for federal and local employees.

Of course, the holiday problem won't be easy to fix. A lot of these things are wrapped up in union contracts and racial and ethnic politics; passions can run hot.

Still, whatever holidays we decide to have, it'd be nice if there were more real ones and fewer half-hearted ones.

Until that happens, though, I guess those of us who routinely have to work on the secondary holidays should try to look at the bright side.

Sure, we have to work while many others don't.

But at least there's a lot less traffic on the way home.

Gordon Dillow may be reached at (714) 796-7953 or by e-mail at gldillow@aol.com.

Library tunes up music index technology

332
GRANTS: Cypress branch works on posting its extensive collection online.

By **OLIVIA HAWKINSON**
The Orange County Register
From Cypress

Hilary McAllister peered into refrigerator-size filing

cabinets full of sheet music, trying to decipher faded labels and scribbles.

A patron's request stumped the librarian.

"Who wrote 'When the Swallows Come Back to Capistrano?'" she wondered aloud. "I just can't find it."

She got nowhere with the erratic FoxPro computer program, circa 1992 — archaic by

NEWS FOCUS

► **MUSIC:** What the Cypress Library offers. **Local News 4**

library-database standards.

But searching for sheet music at the Cypress Library — with more than 5,000 books and 50,000 song titles — is about to get easier.

The library has the largest public collection of music scores in Orange County. The small branch — one of 28 in the Orange County Public Library System — hopes to boost its visibility and bring music scores to the masses this summer when catalogers finish posting the music index online.

"Our method of storing and

Please see **MUSIC Page 4**

MUSIC

FROM 1
retrieving the information is obsolete," McAllister said. "We're trying to nudge it into the 21st century."

The librarians fill requests — by fax, mail and in person — for more than 100 people a month, from stage hopefuls to anniversary celebrants looking for "our song."

And it's free, save a few cents in photocopy costs.

In September, the California State Library awarded Cypress a \$67,000 grant to organize the rare collection and make it accessible via the Internet and universal library databases. Catalogers started inputting data in October and plan to finish in August.

"We have this marvelous collection that few people can really get at," McAllister said. "We have marvelous songs that aren't cataloged, and there's only one person, Dorothy Wood, who really understands the system."

Wood, who has tended the music collection since its inception, works 10 of the 56 hours the library is open each week.

The collection's nearest counterparts are in the Glendale Public Library, the Los Angeles Public Library's Central Library and the University of California, Los Angeles, music libraries. The university limits access to students, staff and alumni, and Glendale and Los Angeles charge fees of up to \$5 for songs.

The Cypress music collection was born in 1978 at the Chapman branch library in Garden Grove with a donation of \$200 from the Women's Civic Club. In 1996, the county moved the collection to the larger Cypress branch.

The collection includes magazines such as Sheet Music and Piano Quarterly, and reference books from Girl Scout song books to Lutheran hymnals.

The collection is best-known by regulars such as Don Arwine for popular sheet music from the 1920s through the '40s.

On a recent afternoon, Arwine brushed his calloused fingers along rows of worn music books, Broadway musical scores and sheet music. His fingertips were creased from



MUSIC MAN: Seal Beach resident Don Arwine displays the musical score from 'Me and My Girl,' which he found in the Cypress Library's music collection. Arwine uses the library regularly to find sheet music for the guitar classes he teaches.

H. LORREN AU JR./The Orange County Register

SWEET MUSIC

The Cypress branch is at 5331 Orange Ave. For hours and information, call (714) 826-0350. Library cards are free, but faxing between branches costs 15 cents a page.

playing guitar, and he grinned as he perused the song titles.

Gershwin. Sinatra.

Metallica? No thanks.

"I really don't like to spend a lot of money on CDs and records," said Arwine, 73, who gives free guitar lessons to seniors. He spends hours scouring the Cypress shelves for free sheet music.

"I've been playing guitar a little over a year, and this library has everything I need," said Arwine, a retired elementary school teacher who worked in Hermosa Beach. "They have picking books, strumming books — even books on how the guitar is made."

Arwine said he doesn't like having the shelves to himself most days — it's much too quiet for a music library.

"They need to get this information out to all the music groups, teachers and students," he said. "Sheet music will continue to be important because, for some songs, that's the only place you're going to find it."

"When I die, they're going to get all my music."

After several searches, McAllister emerged trium-

phant from the stacks. She rattled off the answer to a question that had nagged her for days:

"Who wrote 'When the Swallows Come Back to Capistrano?'" Leon Rene!"

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Foothill Sentry
Monthly JAN 11 2000

Decision on a joint Orange-RSC Library is postponed by the City Council

³³²
The Orange City Library Board of Trustees has recommended the Orange City Council postpone a decision on a proposed joint use library to be funded jointly by the City and Rancho Santiago Community College.

The City Council approved the recommendation.

The Library Trustees told the council they "understand the value of joint-use but does not support joint-use at this time. The Board recommends that the City should put funding toward improvements to the three existing library facilities."

These are the Main Library and Branch Libraries in the El Modena and Taft areas.

Gary Wann, Director of Community and Library Services, told the Council the joint-use proposal "began as a vision around 1990 as a creative way for public agencies to interact and support each other."

An initial phase was agreed upon by both the city and the college in fiscal 1992-93 for a plan for a library on the college campus in East Orange that would meet the needs of both the community and the college.

The City approved \$100,000 to assist in conceptual planning and design of the facility. A joint task force was established, architects and consultants were hired and conceptual drawings were developed.

In 1995, the city library trustees voted 3-2 not to support the joint-use project.

Earlier, the city was experiencing economic recession in 1993 and the City Council voted on Aug. 10 of that year not to support the joint-use philosophy at that time.

Recently, the City Council asked the Library Board of Trustees to consider, perhaps for the last time, "whether a joint-use venture with the College makes sense in meeting the City Library's responsibility to the community, both financially as well as operationally," Wann said.

On Nov. 15, 1999, the Library Trustees voted 5-0 to not consider participating in any joint-use venture at this time.

The Trustees added that "should there be a time for the City to give future consideration to a joint-use project, the Board would be amenable to discuss it at that time."

Wann told the Council that "given the needs of our current library operation, the members of the Board strongly felt these issues should be dealt with as soon as possible versus diverting limited financial resources to a joint-use project."

Wann said the estimated cost of constructing a joint-use facility was estimated at \$10.7 million, of which the City's share would be \$3.7 million.

The City's share of the additional cost of furnishing and equipping a joint-use facility including purchase of the book collection would be just over \$7 million. The estimated City share of operating costs, Wann said, is \$450,000.

Among numerous problems of a joint-use library, Wann continued, would be merging of two collections that are organized under different cataloging systems, Dewey vs. LC.

Other problems, he said, included selection, purchase and ownership of book collections and how to handle increased numbers of children on campus in addition to additional parking.

Wann also said that at the present time, the college is on the eastern fringe of the City with no

guarantee of when the east end development will ultimately begin.

"It may reinforce the questions in some people's minds 'who are we serving?'" Wann added.

Wann noted that the time frame for a final decision regarding joint-use has now been pushed forward approximately 12 to 18 months according to Santiago Canyon College representatives.

"A final decision on construction will not have to be made until the next bond issue is proposed for funding of college libraries," Wann

said. Meanwhile, he told the council, several major decisions are pending as to whether to close the Taft Branch Library and how services can be approved at the El Modena Branch Library and the Main Library.

Wann said "Traditionally, there are two entirely different populations (for library services). However, the public library is more apt to serve student needs than a college library would serve the needs of the general public."

pacific clippings

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The Register
Daily JAN 25 2000

PLACENTIA 332

Railway lowering: The Orange County Transportation Authority approved nearly \$5 million for two Placentia projects Monday — \$4 million toward railway lowering and \$480,000 for Orangethorpe Avenue widening, said Dave Simpson, OCTA spokesman. Of 58 grant applications, 20 were funded. The railway-lowering project will place nearly five miles of railroad tracks below street level, to reduce traffic congestion and accidents.

— Celine Garcia
(714) 704-3796

Celine_Garcia@link.freedom.com

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santa ana, calif. 92711

The Register
Daily

JAN 29 2000

RANCHO SANTA MARGARITA 332

Brand-new units: The county delivered 13 new patron-access terminals and seven new Internet stations to the local library on Tuesday. The new terminals allow easier access to the Orange County Public Library collection of books and periodicals, said branch manager Julie Fredericksen. Two of the Internet terminals are set up in the children's department and have filters to screen out objectionable material.

— Erik Skindrud
(949) 454-7369

Saddleback@link.freedom.com

Placentia's past still blooms

The garden at Key Ranch is filled with poems and sweet memories

HELPING THE COMMUNITY

George G. Key was the loving tender of the garden in front of his Placentia ranch home until he died in 1989 at the age of 92. He willed the ranch to the county for a historical park. He also wrote a history of Placentia's beginnings. His Canadian-born father, George B. Key, settled in Placentia and the house between 1898 and 1908.



SUSAN TANJI,
52
GRAND-
DAUGHTER
OF GEORGE
G. KEY

THE REFLECTION

Susan Tanji talked about her grandfather George G. Key.

The garden was one of the first things he worked on after his father died. It was just like a neighborhood junkyard then. He called it The Pines in those days. He started building the paths and planting. He raked the leaves each day and looked after the roses for his wife, Hannah. He would spend his mornings there, his quiet time communing with God.

He loved to share the garden with other people. He wrote all the poems placed along the paths; in fact, in all, he wrote 3,000 poems,

published in 1920 by First Presbyterian Church of Placentia, where he was very active. A lot of it is whimsical, a lot of it spiritual. He thought it was important to help his fellow man. Both he and Hannah were special people. They were elementary-school sweethearts. He always said she was the only girl he ever looked at.

He wanted to leave the ranch to the county so others could continue to see it.

Call (714) 528-4260 for information on the Key Ranch, 625 W. Bastanchury Road, Placentia.

— Interview by John Westcott

DISCOVER
ORANGE COUNTY
2000
BUILDING
COMMUNITY

ABOUT THIS FEATURE...

Millennium Moments is a daily look at the history of Orange County. This month, we

look at people whose dreams made a difference in our county. View specially selected Millennium Moments on KABC-TV/7 or listen to them on KXMX/95.9 FM.

TUESDAY:
Eddie Martin,
pioneer pilot.

ONLINE:



www.discoverOC2000.com

BIBLIOGRAPHY: "Early Placentia," George G. Key, 1986



TALKING POINTS: Do you have grandparents or neighbors who remember what Orange County used to be like?



REACH THE REGISTER: (714) 796-2239.
E-mail: John_Westcott@link.freedom.com

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily FEB 28 2000

LAGUNA BEACH

³³²
Computers due: The city branch of the Orange County Public Library recently installed a dozen new computers, half of which have Internet access. The public can use the other six to access the library's catalog. Also on the computers: best-seller lists and patron library records. The 12 computers are part of 400 Windows-based PCs planned for the county's 27 branch libraries.

— Barbara Diamond
(949) 376-0567

pacific clippings

p m b 1 1 7 8 9
santa ana, calif. 92711

The Register
Daily JAN 26 2000

NEWPORT BEACH

³³²
Library honored: The Newport Beach Public Library won the John Cotton Dana Award for outstanding achievement in library public relations. The award recognizes the library for its 1998-99 panel discussion and lecture series, which brought nationally renowned personalities such as Andy Rooney to the library. The award is presented by the American Library Association.

— Melissa Morris
(714) 796-2218
melissa_morris@link.freedom.com

SAFETY COMMITTEE MEETING
JANUARY 20, 2000
MINUTES

- I. Call to Order: 9:25 A.M.
- II. Members Attending: Wendy Goodson
Katie Matas
Cindy McClain
Cyrise Smith
- Members Absent: Esther Guzman
- III. Old Business
1. Containers were purchased to store holiday decorations.
 2. Repair of the loose ceiling tile was scheduled.
- IV. New Business
1. The public water fountains are scheduled to be serviced and checked to insure they are up to code.
 2. The issue of skateboarding in the loading dock will be investigated.

The next meeting will be February 24, 2000 at 9:45 A.M.

Respectfully submitted,



Katie Matas

Board & Administrator

FOR BOARD MEMBERS

February 2000 Vol. 16, No. 6

Editor: Jeff Stratton

Are your planning efforts "mission-focused?"

Planning tip

A board's strategic planning efforts for the nonprofit should be a joint effort between the administrator and his or her staff, and the board.

Board Member **Debra J. Scheibel** (Whittier, CA) says that before the board put its stamp of approval on the strategic plan, they also sought a review by supporters and constituents.

What a terrific way to ensure that planning efforts are "mission-focused!"

"The extra review and feedback on our plan helped us make sure it wasn't created in a fishbowl," says Scheibel. "This review helped us keep everything focused on our mission. We were able to hear their thoughts on what they wanted for the organization and how we can help them. We work for them, and their input was helpful in helping us determine needs.

"It took a little extra time and effort, but it was well worth it." ■

Board time is valuable, so make the most of it!

Meeting management

An Illinois board member has some sound insights into making sure that the time a board spends in meetings is spent wisely:

- 1) **Be assertive about watching the clock.** "It's important that the board chairperson and administrator plan meetings ahead of time," he says. "One thing they do that the board appreciates is put time limits on discussion items—then it's up to board members to stick to them."
- 2) **Limit repetitive comments.** "We have discussions among board members to avoid repeating what other board members say. Our approach is to simply point out agreement with what the previous speaker said, rather than rehashing the point."
- 3) **Don't revisit settled issues.** "Some board members have difficulty recog-

nizing that once a motion passes or fails, that's it—the board's business is done," he says. "When a board member struggles to leave an issue, our board chairperson will meet with him or her after a meeting and point out that the discussion is done. The discussion isn't about personalities, it's just a matter of focusing on the next issue."

- 4) **Evaluate your board's performance in time management each year.** "When we do our board self-evaluation each year, the board chairperson reminds everyone to stick to issues and keep from wandering from the agenda."

An Arizona board member points out that it really takes individual board

continued on next page

Continued from previous page

member commitment to value time. "At a board retreat, we decided to limit the length of our meetings," she says. "Individual board members are the key to this. They know that they must come prepared for meetings. "One thing that helps is getting their

questions about an issue answered either by the board chair or the administrator prior to the meeting. When questions are answered in advance, our discussions are more direct." ■

Three ways for a board chair to praise the administrator

Board chairperson's role

Boards should never forget to thank their administrator for a job well-done. I think it's an area of board service that the board's chairperson should ensure gets handled.

Here are some easy ways to do this:

1) **Recognition at board meetings.** "If something positive happened since the last board meeting, I recognize the administrator verbally in front of the

board," says Board Chair **Bobbie Scannell** (Albuquerque, NM).

2) **Written praise.** "For a big success, I write a letter of appreciation," she says.

3) **Regular performance reviews.** "We do a six-month and a year-end review. These can have pay increases attached to them." ■

Board taboos: Common examples of improper board member conduct

In my years as The Board Doctor®, I've come across many examples of boards that have veered off track.

Generally, the root cause of trouble on a board can be traced back to this: Board members who do not understand that an individual board member has authority to act only as a member of the full board.

Here are some common examples of actions by an individual board member which are improper.

- **Violating the confidentiality** of the deliberations of the board.
- **Second-guessing board decisions with which one does not agree.** When debate has ended and the board votes, every member must support the majority decision. If you can't, consider resignation.
- **Using one's position as a board**

member to obtain special privileges or favors from the organization for oneself or relatives. (Examples: influencing hiring decisions, intervening in the jobs of staff.)

- **Issuing orders to the administrator** or staff or otherwise managing the day-to-day operations of the nonprofit.
- **Reprimanding or criticizing the administrator or his or her staff.** If criticism is called for, take the matter up with the board chairperson who can communicate it to the administrator. The board member, board chair and administrator should meet together to discuss any issues.
- **Undermining the authority of the administrator** through improper communication with staff members. ■



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

January 13, 2000

For immediate release:

State Library marks 150 years of change

SACRAMENTO. . . It started in 1850 with a cache of books donated by three pioneers: Col. John C. Fremont, Sen. Thomas J. Green, and Col. Jonathan D. Stevenson. Books were scarce on the frontier in those days, and the collection on which the California State Library was founded, though small, was considered valuable. Law books and government reports comprised a significant part of that early collection, and these would prove essential to the new state's first lawmakers, who would use them as models as they framed the state's first laws.

The 150th anniversary of the California State Library's founding will be celebrated on Friday, January 21, with the opening of an exhibition at Sacramento's Crocker Art Museum, "Rich, Rare, and Curious: Treasures of the California State Library, 1850-2000" and a visit by the librarian of Congress, Dr. James Billington.

"The state library was founded a few months before California was granted statehood, so it has grown up with the state," says Dr. Kevin Starr, the state librarian. "We have a marvelously rich and varied collection, and this is a chance to see it handsomely presented at the Crocker."

Through the second half of the 19th century, the California State Library served the legislature, the governor, justices of the state Supreme Court, and the attorney general as a source of information. At the beginning of the 20th century the library's role began to expand. In 1904,

California State Library--150 years
January 13, 2000
Page 2

for example, the library initiated Books for the Blind, and a year later the library's mission expanded further so that it could play an active role in organizing public libraries throughout the state.

In 1913 the daughter of Adolph Sutro, whose engineering genius made possible the exploitation of the Comstock Lode, donated her father's extensive collection of books to the California State Library, stipulating only that they remain in San Francisco. The Sutro Library in San Francisco is the result of this gift, and today the Sutro Library has one of the largest genealogical collections in the western United States, a sizable collection of rare books and old manuscripts, as well as collections of Mexicana, English history, and Hebraica.

For six years, 1914-20, the California State Library operated a library school in Sacramento. At the time such a school was needed to supply trained librarians to the many new libraries being opened in the state. The library school closed down in 1920, when the University of California at Berkeley opened its library school.

In 1928 the library, now too large to stay in the Capitol Building, moved across the street to the Library and Courts Building at 914 Capitol Mall. In 1994 further growth resulted in the opening of Library and Courts II at 900 N Street in Sacramento.

Since the 1950s the California State Library has distributed state and federal monies to public libraries in California. It also has developed far-reaching programs to promote literacy and library use in all regions of the state. Books for the Blind, begun in 1904, has grown into the Braille and Talking Book Library, which circulates tapes and books in braille to the blind and

reading-impaired in northern California.

The library's original charge, to supply up-to-date information to lawmakers and the executive and judicial branches of state government has continued, as well. Today the California Research Bureau, a branch of the library, provides non-partisan research upon request to the governor, legislators, and constitutional officers in a timely manner.

Since 1998 the California state librarian has been charged with linking up all the libraries in California--public, school, academic, and special--under one rubric as the Library of California. When complete, the Library of California will render the information resources of all of the state's 8,000 libraries accessible to library patrons throughout the state. A patron walking into her public library in Siskiyou County, for example, will have the same resources at her fingertips as a professor at UCLA.

Kevin Starr says that the Library of California is one of the boldest, most ambitious endeavors ever undertaken by a state library, and its success will ensure that California remains in the vanguard of the Information Revolution.

Sacramento's Crocker Art Museum of Art is hosting an exhibition organized by Gary F. Kurutz of treasures from the California State Library that include such rare items as a psalter once owned by Charles I of England and a book printed in Cologne in 1462, before the New World was discovered. Many of the items that will be on display at the Crocker came into the library's possession in the 19th century, when the legislature appropriated funds to the library to send representatives to the East Coast and Europe, specifically to buy things to enrich the library's

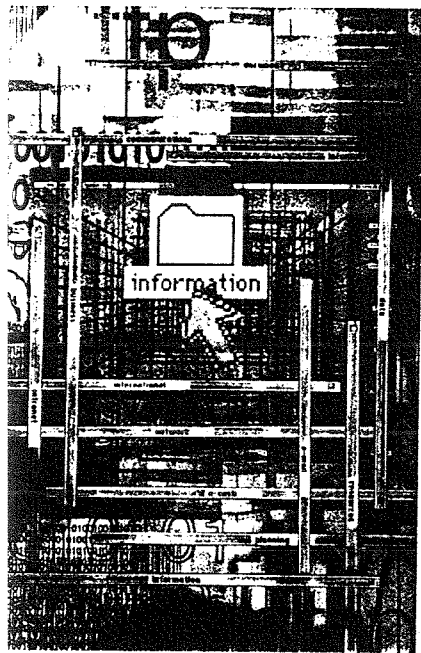
California State Library--150 years
January 13, 2000
Page 4

collection. The library also purchased many items of historical importance to the state, such as copies of early books and newspapers printed here and a copy of the first newspaper brought to California by the Pony Express in 1860.

The Crocker Art Museum exhibition will open with a reception at 5:30 p.m. on Friday, January 21. Dr James Billington, the librarian of Congress, will open the exhibition, along with Dr. Kevin Starr, the state librarian, and Gary Kurutz, director of special collections at the California State Library. Billington also will be marking the bicentennial of the Library of Congress, founded in 1800.

California State Library
1850-2000

- 1850** California State Library founded with gifts of books from John C. Fremont, Col. Jonathan Drake Stevenson, and Sen. Thomas J. Green. In the 2nd half of the 19th century, CSL is the only comprehensive library in California, sending buyers to East Coast and Europe to acquire materials of cultural value.
- 1904** CSL establishes Books for the Blind
- 1905** CSL takes on responsibility for establishing public libraries in towns throughout California.
- 1913** Adolph Sutro's daughter presents Sutro Collection to CSL
- 1928** Library and Courts Building completed
- 1933** WPA workers added to staff, create publications and indexes.
- 1950** CSL collection reaches 600,000 volumes. CSL turns its energies to promoting public libraries throughout the state.
- 1956** Federal Library Services Act passes Congress. Designed to upgrade services to rural library patrons, the act brings CSL into role of distributing federal funds to California public libraries.
- 1959** Sutro Library moved to San Francisco State University campus
- 1963** Public Library Services Act passed by state legislature
- 1964** Congress passes Library Services and Construction Act, and CSL directs funds to urban as well as urban libraries.
- 1984** Library and Courts Building placed on National Register of Historic Places
- 1991** California Research Bureau organized
- 1994** Library and Courts II opens at 900 N Street
- 1998** Library of California established by legislature to connect all libraries in state
- 2000** Crocker Art Museum exhibit of treasures of California State Library



Planning for Results: A Public Library Transformation Process

by Sandra Nelson

In 1996, the Benton Foundation published **Buildings, Books, and Bytes: Libraries and Communities in the Digital Age**, a report about libraries and the challenges they face in the digital world. One of the major findings of the report was that "the public strongly supports libraries and wants them to take a leadership role in providing access to computers and digital information. At the same time, the public voices substantial support for maintaining such traditional library services as book collections and offering reading programs and other programs for children." Furthermore, the report showed no concurrent

support for additional public funding to allow libraries to expand their services.

This mixed message will not surprise the library trustees and managers who are responsible for reshaping public libraries in this time of continuous change. Fortunately, there is a tool available to help library boards and staff members to identify priorities and to make critical resource allocation decisions in this chaotic environment. That tool is **Planning for Results: A Public Library Transformation Process**² and in the past year hundreds of public

cont. on pg.3

From Complaint to Commitment: What's the Connection?

by Sharon Wiseman

WHY DO PEOPLE COMPLAIN?

Sometimes workers complain because it is just a pastime, a bad habit or a benign ritual. Usually if it is chronic it is a symptom of deeper issues. When complaints revolve around issues related to connections, alignment, and empowerment it is serious!

People first of all complain when they are disconnected from the organization, the patron and the work itself. Many organizations lack purpose, values and vision. Employees sense or feel that.

A second disconnect is at the team or department level. People complain about relationships, equity, poor processes, and lack of leadership. These are evidence of work design disease.

Personal disconnections are a third cause of complaints. People are feeling stressed out, overworked, under tooled, and having nowhere to go

in the organization. "Feel good" techniques - recognition, staff days, social events - while not bad in themselves will not stem the tide until more fundamental changes are made in the nature of work.

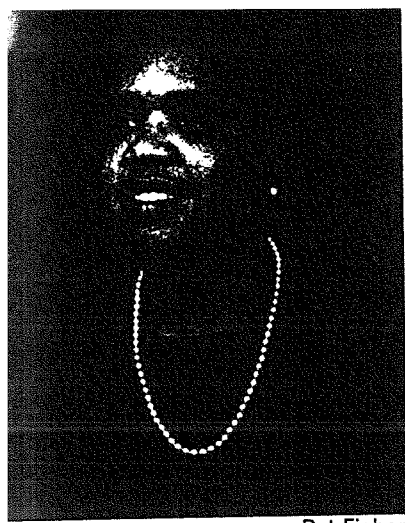
WHERE TO START THE RETOOLING?

The first place to retool is at the organization level. This involves understanding your customers and community using such tools as the ALA **Planning for Results** process and focus groups, etc. Organizations must then design and/or align the organization's mission, vision and values around those expectations. Using large group methods (e.g., search conferences and community summits) helps the retooling by creating commitment beyond the leader and board level. Employees need something to be committed to! Below is a summary of what has been identified to create organizational effectiveness and the high commitment

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Pat Fisher

President's Message

We are standing on the threshold of the new millennium and ALTA is poised for growth. Our prospects for growth are due to an exciting new thrust... that of reflecting our important role in library advocacy.

Under the leadership of our past president, Ruth Newell-Minor, the membership voted to change our name to the Association For Library Trustees and Advocates (ALTA). In addition, as a result of the leadership and work of other recent ALTA past presidents Wayne Coco, Virginia McCurdy and Cliff Dittrich, the ALA Executive board has given us the okay to begin a three-year trial period to restructure our membership categories.

Now, it's my turn at the helm to steer us forward to begin to implement our membership restructure trial. **I'm going to need help from all of you....existing members and supporters** to grow this new ALTA.

Let me describe the membership trial restructure concept. We will be emphasizing several types of ALTA division membership with different membership benefits, privileges and dues levels. However, ALA membership will still be a prerequisite to division membership. Our emphasis on membership recruitment for the trial will take place in phases.

In the first phase, we will concentrate on two test direct mail campaigns in one or two states to recruit **Advocate members** and **Personal members**. (See description below.) If the tests are successful in attracting these members, the direct mail campaign will be rolled out to additional states. In the second phase, we will concentrate on campaigns to recruit Advocate and Personal members from other states, as well as, **Trustee Emeritus members**. In the last phase, we will concentrate on campaigns to recruit **Organizational members**.

ALTA DIVISION MEMBERSHIP TYPES:

Personal member: This membership type is for active trustees who want to be effective policy makers, advisors and advocates for their local libraries. Since there were no other individual membership types available, the majority of

ALTA members today are classified in this group. Today's current dues levels are not expected to change. Likewise today's existing benefits (discounts, educational communication/consultative services and recognition opportunities) and voting privileges will not be decreased. In fact, some benefits may be enhanced.

Trustee Emeritus member: This new membership type is for trustees who are no longer on a library board due to retirement and/or term expiration, but who want to keep current on library issues in order to be effective advocates for their local libraries. The dues levels are expected to be a little lower than the dues for Personal members. However, the benefits (discounts, educational communication/consultative services and recognition opportunities) and voting privileges are expected to be the same as that for Personal members.

Advocate member: This new membership type is for citizen supporters of libraries who want to belong to a national registry of library supporters. Membership will allow them a way to keep current about library issues, as well as, give them ammunition to pro-actively "speak up" and "write-in" for their local libraries. The dues levels are expected to be low. **These members would have no ALA or ALTA voting privileges.** However, they would get great benefits including discount coupons for a number of products and services, special advocacy alert mailings, a semi-annual newsletter, and hometown recognition of their status as a "library advocate."

Organizational member: At present, organizational members are library systems. The concept for this new membership type is that the library system would join as an organization member and then designate one library board member as a Personal member of ALA/ALTA for a discounted rate. The library receives the benefits of being an organizational member and the trustee receives the benefits and voting privileges of a Personal member.

The ALTA Executive Board, Membership Committee, the Marketing Committee and I are very interested in your thoughts and comments

Planning for Results: A Public Library Transformation Process

continued from front page

library trustees and staff members from across the country have used the process it describes to evaluate their services and redefine their priorities.

The **Planning for Results** process has five key elements:

1. **Community vision:** **Planning for Results** is based on the premise that each community has unique values and needs. This process helps library planners to determine what the community values and how the library can make a contribution toward meeting community needs. This, in turn, helps them to answer the question "What difference does the library make?"
2. **Service responses:** **Planning for Results** includes 13 predefined service responses that describe very distinct ways in which a library might serve the public. Each includes information about the types of resources that would be required to produce the specific public need being addressed.

Measures: There is a strong emphasis on measurement and evaluation in **Planning for Results**. In particular, there is an increased emphasis on measuring the value of the services provided to the user and using that information to help to explain the value of the library to the community.
4. **Resource Allocation:** **Planning for Results** stresses the importance of allocating the resources required to actually implement the library's plans. The resource allocation chapter focuses on staff, facilities, collections, and technology. It introduces a new process called **gap analysis** to help library staff, managers, and board members determine what resources they will need and how they can obtain those resources.
5. **Communication:** It is critical for library planners to involve library and community stakeholders in the planning process and **Planning for Results** provides some new ideas for ensuring that all stakeholders are identified and included.

All successful library planning efforts must involve library trustees throughout the planning process. In **Planning for Results** this involvement begins with the decision of the board to embark on a planning process. The board is then responsible for identifying the community leaders, staff, and board members to include on the planning committee and then appointing the committee members. The board will stay involved throughout the process by reviewing the planning committee's work at key points. Of course, the board will receive the final draft of plan for review and approval. However, board involvement does not end there; in fact, it is at that point that the board's most important responsibility begins. Any library plan is simply a blueprint for providing quality services to the community. Board members and staff members must work together to find and allocate the resources required to translate that blueprint into effective services and programs.

[**Editor's Note:** Sandra Nelson is an independent consultant, speaker, trainer and writer specializing in public library planning and management issues. She is co-author of several books on planning included **Wired for the Future: Developing Your Library Technology Plan** (ALA, 1999) and **Managing for Results: Effective Resource Allocation for Public Libraries**. You may contact her at sandra.nelson@worldnet.att.net.]

¹ Benton Foundation, **Buildings, Books, and Bytes** (November 1996) Available: <http://www.benton.org/Library/Kellogg/buildings.html>, March, 1998.

² Ethel Himmel and William James Wilson. **Planning for Results: A Public Library Transformation Process**. (Chicago: American Library Association, 1998).

ALTA at a Glance

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President:

Pat Fisher

Executive Director:

Susan Roman

Newsletter Coordinator:

Kerry Ward

Design/Production:

blackout design

Editor's Note

We hope that you like the new look, color, and design of our newsletter. The new look reflects ALTA's new name and welcomes our new members — advocates. Trustees and advocates, *The Voice*, is your voice — let us know your ideas!

ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

HOW-TO WORKSHOP ON THE BASICS OF BEING A TRUSTEE IS NOW AVAILABLE

"What We're All About," an ALTA workshop in Library Leadership for Trustees and Librarians, is now available. Trained facilitators who are also Trustees are available in all parts of the country to present this workshop to you.

"What We're all About" is the first of several training workshops to be developed for library trustee education by ALTA. The workshop can be given to individual library boards, State Trustee Association meetings, or State Library Association meetings. If you have library trustees or librarians that need basic trustee education this is the workshop for you. The workshop generally takes four hours to present but facilitators are trained to be able to customize the presentation to your particular needs.

The workshop will:

- Present basic understanding about the roles, the process, and the environment of being a Public Library Trustee.
- Draw upon the experience and wisdom of trustees and librarians attending.
- Provide materials to be used with your local library board.

If you have an interest in having this presentation given to your organization, please call the ALTA office at (800) 545-2433 x2160 or (312) 280-2160 to check on pricing and availability.

- Denis Moises, chair,
Trustee Leadership Seminar Committee

CONGRATULATIONS TO JANE ROWLAND, trustee at Calumet City Public Library and a Suburban Library System Board Director, who has been named the Illinois Library Association Trustee of the Year!

Rowland is currently Vice-President/President-Elect of the Illinois Library Trustee Association. She has done program planning for both ILTA and ILA and is also active on many ALA and ALTA committees. She is currently chair of the ALTA White House Conference subcommittee. Rowland encourages all trustees to attend ALA Legislative Day. "It is an excellent opportunity to network for library issues. I believe that advocacy is the most important role a trustee can play."

- SLS News, June 1999

MINNIE-LOU LYNCH was honored by Libraries Southwest at their annual Author's Dinner. She was presented with the coveted Lynda Carlberg Award. The award is presented for outstanding service to libraries.

Lynch successfully spearheaded efforts to establish a town library in a rural area. For the past 52 years, she has served as a trustee for the Allen Parish Libraries. Lynch has won many trustee citations, including the ALA Trustee Citation. Lynch is past president of ALTA, currently serving on the ALTA Awards Committee. Lynch is a library consultant and book reviewer.

- Libraries Southwest, Fall 1999

FIRST AMENDMENT CYBER-TRIBUNE WEB SITE is dedicated to essays on the dangers of censorship. This First Amendment Op-Ed Service at <http://w3.trib.com/FACT/> won an award for the best online newspaper services. Created by Charles Levendosky, an editor and columnist, he said "librarians are on the front lines of many free speech, free press and freedom-to-read battles."

- The Outrider, September 1999

ews and Views

A GROWING RACIAL "DIGITAL DIVIDE" is reported by the U.S. Department of Commerce study, "Falling Through the Net III: Defining the Digital Divide." This third annual report shows an increasing gap between technology "haves" and "have nots", between white and both black and Hispanic households. This gap is six percent larger than four years ago. Although people at the lowest income levels have the lowest levels of computer use, the racial disparity is not income based. This "research confirms...that libraries serve a vital social role as Internet access points for people who are otherwise unconnected to the information superhighway," said Lynne Bradley, associate director of ALA's Washington Office. The report is available at <http://www.ntia.doc.gov/ntiahome/digitaldivide/> as a PDF file.
- American Libraries Online, July 12, 1999

THE BOARD CAFÉ is a monthly publication of the Support Center for Nonprofit Management in California, dedicated to strengthening the ability of individuals to serve effectively on nonprofit boards. Their web site is at www.supportcenter.org/. You can look at their publications and services there, and sign up for a free e-mail subscription.
- News Update (FOLUSA), August 1999

ALMA DENNIS, ALTA member, was honored by Birmingham's (AL) Bush Hill residents, naming a park in her honor. Dennis has served as Bush Hill neighborhood president for the last 16 years and serves as president of the Five Point West Community. The Fun Day dedication included a ribbon cutting, games, refreshments, a moon walk, music and dignitaries.
- Shirley am Watson

ALA SUPPORTS GETNETWISE INITIATIVE to help families keep kids safe online. Nearly three dozen of the world's leading Internet companies and associations have launched GetNetWise, an online guide to making surfing safer for children. ALA, Center for Democracy and Technology, the People for the American Way Foundation, and the National Center for Missing and Exploited Children are among the advisors to the project.
- American Libraries Online, August 2, 1999

THE MARYLAND LIBRARY ASSOCIATION trustees sponsored a program on the future of libraries, changes in library service and how trustees can play a role in shaping libraries of the future. The program was conducted by John Mahafee, a futurist who has done a great deal of research related to libraries, particularly public libraries.
- David Goldsmith, ALTA Region III Vice President

THE NEW JERSEY LIBRARY TRUSTEE ASSOCIATION sponsored a program on NJ bidding laws at its spring conference. Membership in NJTLA has reached a new record of 1404 members. Approximately 80 percent of all library boards in the state have at least one board member who is a member of NJTLA.
- Gail Dysleski, ALTA Region II Vice President

WYOMING PUBLIC LIBRARY TRUSTEES HANDBOOK is being updated. An introduction to public libraries has been added so that the new trustee will be able to see the big picture of public libraries. Sections on recruitment of the library director, board policy and the Internet, micromanagement of operations and the characteristics of board members are included. The information is based on the experiences of boards in and out of the state.
- Jerry Krois, *The Outrider*, September 1999

Have You Read

The New York Times reporter Saul Hansell wrote on October 14, 1999 an article, "In Wired World, Much Is Free at Click of a Mouse." Internet economics is a crazy world as people try to build market share by giving away information and other items. Perhaps libraries should feel threatened, but to quote, "There is an unwarranted frenzy around the free model on the Internet,...(but) there just is not enough money to be made in advertising to justify most of these companies. In most cases, if one does the math, the business assumptions simply will not hold up, and the companies are pursuing suicidal strategies... In the end, someone has to sell something, or it's all a shell game."

Karen Hyman writes in the October issue of *American Libraries* of "Customer Service and the Rule of 1965." Some libraries retain a bias that keeps attitudes stuck in the past, no matter how much reality changes. If your library is reticent about adopting new services, she suggests five actions:

- Remember that the customer is not the enemy.
- Create a climate in your library that supports change.
- Survey the environment continuously.
- Redirect resources.
- Treat every customer like a person.

She concludes that this is important because old-style thinking makes good libraries mediocre and mediocre library untenable, and because we have a long way to go in delivering service so in tune with our customer's lives and needs that we are essential.

Vic Johnson
ALTA Vice-President/Pres.-Elect

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Mark Your Calendar

for ALTA's Must-do Preconference:

"Smart Marketing: Rx to Increase Library Use"

Friday, July 7, 2000,
11:30 am – 4:30 pm,
at the 2000 ALA
Annual Conference

Plan now to attend this fast-paced preconference including:

- a luncheon
- a dynamic keynote speaker on the ABC's of marketing
- a panel discussion on how to use marketing in your library, and pitfalls to avoid
- an elected official on "How marketing can get more money for libraries"
- Bonus: "Your own marketing action plan" to take back home

This program is specially designed for trustees, advocates, library directors, library staff and others who need to market their services more effectively.

The ALTA 2000 Preconference . . . don't run your library without it!

A Time to be Vigilant

In a season of change it is true that opportunities abound. Public libraries are seeing a great swell of support of levies, for building and construction bonds and for funding that allows for the electronic information track that has been added to the public library's historic mission of providing information in print. We have been in the throes of "conversion" to our new responsibilities for a quarter of a century now. We continue in a delicate balance of meeting the old responsibilities while rushing to train for assuming the new layer.

It is in the seasons of change that new services are invented, new means of doing old tasks are more likely to be adopted, and new attitudes can be inculcated in the people who deliver service.

It is also unfortunately true that change frequently brings with it a vulnerability that may not otherwise exist. In seasons of change, our human society and the tools that enable societal interaction seem to bring out again the fear factor, sometimes from within our own ranks. The library staff who have given years of service, the mayor – a former library trustee, the congressman – whose wife is a former president of the friends of the library, look at the library with a nostalgic desire to recover the innocence of another time. Instead of making a real effort to enable and support the library in its most difficult hour, this desire for recovering the past becomes an attack.

The Dr. Lauras of this world whose answers are certain sure in an unsure world, attract those who yearn most for security. They attract those who yearn most for safety in their public institutions, a safety that is not so easy in a season of change. They load the gun of verbal and political attack. The gun, once loaded, will go off both locally and nationally, but most certainly in a setting lacking controlled understanding and circumstances. In these situations an unwillingness to either wait out the process of change in the public library, or

get actively involved in the process makes for a volatile situation. Challenges occur in even the best situations where the team of library trustees, library administration, and staff, have the well being of the customer on their agenda. Those who demand a black or white response from the library find only the shades of gray that will allow the process of change to grow and continue to grow through centuries of human existence, centuries of American democracy. This is the sacred group, worth your defense.

Trustees and advocates, in partnership with library administration and staff, are the best hope of mitigating the public library's experience of a new McCarthyism in governmental corridors and in pressure groups. The Public Library Association has sought your assistance many times in the past and every local library has benefited immeasurably from the work you do locally...to building understanding of the library's purpose and to train for good governance of public libraries. We continue to rely on your every weapon in our defense. The political process, which you do so well, is also the process of involvement, and that is what has to happen on the local level. It is the best protection from the cry of the wolf/the cry of the Dr. Lauras of this world. Thank you for what you have done and what you WILL do to join hands in protection of the public's most valuable information resource, the Public Library. We need you now like never before.

Now is a time to be ready for the attack because public libraries all over the nation are taking public hits. You only have to look at recent federal efforts to tie the e-rate to filtering on public library computers to know it continues to fight until we assure freedom of access and freedom of information for our citizen learners. Now is a time to be vigilant.

Marilyn Hinshaw, PLA rep to ALTA Board, and Executive Director, Eastern Oklahoma Library District

Savor San Antonio

AT THE 2000 MIDWINTER FUNDRAISER

A true celebration of local culture and cuisine has been planned for the Annual Fundraiser in San Antonio. ALTA members and guests will enjoy traditional Mexican cuisine and a festive mariachi band, flavored by turn of the century architecture at Sunset Station in historic St. Paul's Square. After a private dinner, attendees will be welcome to stroll through Sunset Station enjoying a variety of entertainment options in one location. Don't miss this opportunity to Savor San Antonio during ALTA's Annual Fundraiser on Sunday, January 16, 2000. Tickets are available at \$75 per person. (You may claim a tax deduction of \$20 for each ticket purchased.) Advance registration is required to ensure your place so please return this form as soon as possible.

To reserve your ticket, please complete the information below:

Name _____

Address _____

Library _____

City _____ State _____ Postal Code _____

Phone _____ Fax _____

Number of Tickets @ \$75 _____ Total Amount Enclosed _____

Note: You may claim a tax deduction of \$20 for each ticket purchased.

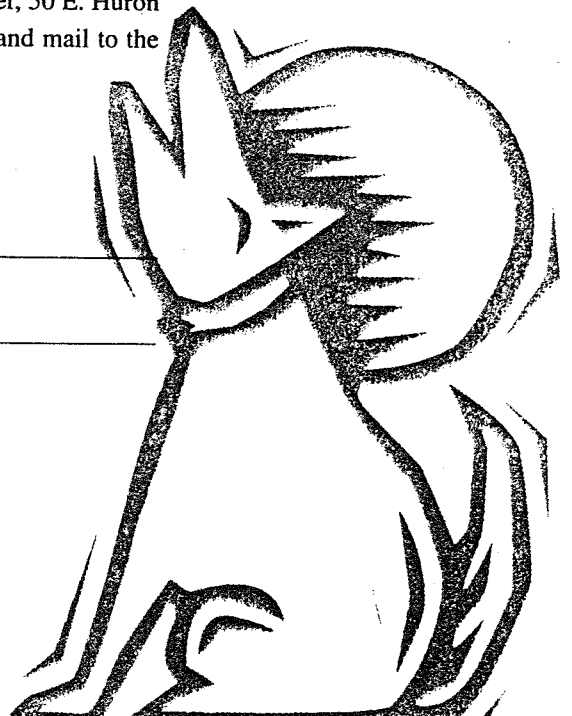
PAYMENT METHOD

If paying by check, make payable in U.S. dollars to ALTA and mail to: ALTA Fundraiser, 50 E. Huron Street, Chicago, IL 60611. If paying by credit card, complete the information below and mail to the above address or fax to: 312-944-7671.

Visa Mastercard American Express

Card Number _____ Expiration Date _____

Signature _____



Important ALTA Dates in 2000

January 14-19, 2000
ALA Midwinter Meeting -
San Antonio, TX

January 18
ALTA Fundraiser

March 28-31, 2000
PLA 2000 National Conference -
Charlotte, NC

March 27-28
ALTA Co-sponsored Preconference at
PLA: "Central Casting: After Getting
the Part, Who Gets the Oscar, A
Guide to Library Board Trusteeship"

March 31
ALTA Program: "Connecting With
Library Customers: Using Patron
Data to Improve Customer Service"

May 2, 2000
National Library Legislative Day -
Washington, DC

June 9, 2000
National Trustee Symposium -
Library of Congress

July 6-12, 2000
ALA Annual Conference -
Chicago, IL

July 7
ALTA Preconference: "Smart
Marketing: Rx to Increase Library
Use" (co-sponsored by PLA)

National Advocacy Honor Roll
Banquet (co-sponsored ALA
President Sarah Long)

July 8
Opening Session for Trustees:
"What's Your Score? Grading Your
Board's Toolkit"

President's Program: "Connecting
with Library Customers: Soooo
Many Choices"

July 9
ALTA Education of Trustees
Committee Program

SOS Luncheon
Closing Session for Trustees:
"Libraries Build Communities:
Advocates Build Support for Libraries"

ALTA President's Address: "State of
the Organization"

October 12-15, 2000
2000 National Institute -
Baltimore, MD (held in conjunction
with ALSC and RUSA)

Washington Newsline

Advocates to contact your Congressional delegation are needed. You may keep current on legislative activities by:

- subscribing to the ALAWON (ALA Washington ONline newsletter) <http://www.ala.org/washoff/alawon/index.html> and
- reading ALA Washington Office web pages. Information updates are on the www.ala.org/washoff/ web site.

Many areas of pending legislation will affect your library. You are the best person to contact your Congressman.

Action on several pieces of legislation concerning databases is pending, hampering legitimate uses of factual information and databases. Check the ALA Washington Office web site for the latest information.

UCITA - "Watch that Shrink-wrap!": On July 29 the National Conference of Commissioners on Uniform State Laws (NCCUSL) state commissioners passed the proposed Uniform Computer Information Transactions Act (UCITA). State commissioners now will send UCITA to state legislatures for approval as uniform state law.

UCITA would have a negative impact on libraries, consumers, and state educational institutions by allowing vendors to exert greater control over licensing terms in contracts for software and information products. If UCITA is passed, non-negotiable, contract terms could be embedded within "shrink-wrap" or "click-on" mass-market licenses.

In addition, license terms could define constraints on the downstream use of information, affecting cultural exchange and scientific research. Copyright law principles and privileges under which the library community currently operates - such as fair use, preservation and the unhindered use of works in the public domain - would be threatened by the increased use of mass market licenses.

The 1999 Annual Meeting Draft of the Uniform Computer Information Transactions Act is

available in WordPerfect, ASCII, PDF and HTML formats at http://www.law.upenn.edu/bll/ulc/ulc_frame.htm.

The ALA Washington staff will continue to monitor UCITA and provide information and assistance to the library community. We also will rely on the support and guidance of ALA state chapters, state library agencies, and other state library groups to help us respond to this challenge.

The decision-making shifts to state legislatures now that the NCCUSL approved the Uniform Computer Information Transactions Act. As this is a setback for libraries, higher education organizations, consumers and state educational institutions, it is critical that library supporters contact their state legislators to oppose UCITA.

All state library associations and library supporters are strongly encouraged to get involved with this issue in their respective states. Please consult your state library association to identify the appropriate state contacts. Since each state may approach UCITA in a different way, it is important to work through your particular state government system. One good place to start to find out about the UCITA activities in your state would be to contact the office of the State Attorney General.

The Message: UCITA, by proposing that information transactions can be best managed through the use of non-negotiable, mass-market licenses - is inappropriate for libraries, colleges, universities, consumers and other educational institutions. UCITA is a barrier because:

- libraries need to be able to purchase materials and contract for access to information on behalf of their patrons;
- libraries need to be able to make materials available on a non-discriminatory basis to patrons;
- libraries need to ensure that there are adequate and appropriate terms and conditions for access on the use of the materials.

Lynne E. Bradley, Assistant Director,
ALA Washington Office

Advocacy Website

ALA is planning on updating the advocacy section of its Web site to make it more current and useful to our members. We are hoping to include mini "case studies" showcasing the success of library advocacy at the local level.

If you have any success stories to share, we would love to hear from you. The following questions are provided as a guideline:

- What issues/problems was your library facing?
- What types of outreach efforts did you conduct to address them?
- What made your efforts successful?
- What worked best and what might you do differently if the situation arose again?
- In what way have you used ALA's library advocacy training and materials to help you in your efforts?

Your descriptions do not need to be lengthy. Please send responses to advocacy@ala.org.

Deborah Davis, ALA Public Information Office

ALA/ALTA to Honor Library Advocates – Call for Nominations Issued

ALA President Sarah Ann Long in cooperation with ALTA have announced the creation of a National Advocacy Honor Roll to recognize outstanding library advocates. The first year of the program will honor outstanding library advocates of the 20th century and honorees will be announced at a National Advocacy Honor Roll Banquet on July 7, 2000, during the ALA Annual Conference in Chicago.

ALA and ALTA invited each state library agency, ALA chapter and other state library organizations to jointly select and host up to five honorees from their state at the banquet. Up to five posthumous honorees may also be named from each state. Each state library will receive a plaque listing their state's honor roll advocates to display in their facilities. "Library trustees and advocates are often the 'unsung heroes' in their communities," says Long. "I can't think of a better way to showcase how 'libraries build community' than by honoring those who have demonstrated outstanding commitment to America's libraries."

Library Advocacy?

A library trustee must represent the library in many arenas.

On the Library Board – It is the responsibility of library trustees who have served longest on their local board to be trainers of new board members. This includes explaining advocacy skills and methodologies. Every library trustee is an advocate.

With the Local Government – For those libraries located within a municipality or township, a critical part of the advocacy responsibility lies in working with the governance of the corporate authority and other officials to promote the library as a vital resource serving the citizens and to provide the information needed by the city to operate efficiently and productively. The library must be viewed as a keystone of the community, an essential agency that helps to make the community an attractive place in which to live, work, and raise a family. The library is the community's key to economic development. The trustee as advocate will send that message clearly and see that the library is part of every promotional activity held in the community.

Trustee Fact File, by the Illinois State Library and Illinois Library Association

Honorees should be advocates who have led major initiatives or sustained efforts to enhance library development and/or public awareness at the local, state or national levels. Their accomplishments should be noteworthy and provide models for others wishing to expand advocacy efforts. States are encouraged to select advocates inside and outside the library profession. Both individuals and groups may be selected.

Criteria and nomination forms were mailed to state library directors and presidents and executive directors of state library associations in early October. They are urged to work together to develop a nomination process for their state. Honorees must be submitted to ALA/ALTA no later than December 31, 1999.

For more information, please contact Kerry Ward, ALTA Deputy Executive Director, at 800-525-243, ext. 2160, or e-mail kward@ala.org.

Legislative Day

The ALTA Legislation

Committee is encouraging

all members to become active

in the legislative process.

Funding issues and access

to electronic services are

ongoing legislative actions

and need more advocates

contacting Congressional

offices. Advocates and

trustees are urged to attend

National Library Legislative

Day in Washington, DC, on

May 2, 2000, as well as

Briefing Day on May 1, 2000,

at the Holiday Inn on the Hill.

If you cannot attend,

visit your Congressional

office at home with your

lobbying messages.

Joan Ress Reeves, ALA
Committee on Legislation

ALTA 2000 Midwinter Meeting Schedule

THURSDAY, JANUARY 13, 2000

12:30-2:00 pm

ALTA/ALSC Executive Committee Lunch

2:00 - 5:30 pm

Executive/Budget Committee Meeting

FRIDAY, JANUARY 14, 2000

8:00 -9:30 am

Board of Directors Leadership Training

10:00 - 11:00 am

Regional Vice-President Leadership Training

10:00 - 11:00 am

Council Administrator and Committee Chair Leadership Training

11:30 am - 12:30 pm

Committee Meetings

Awards Committee (closed)

Jury on Trustee Citations Committee (closed)

Specialized Outreach Services Committee

2:00 - 4:00 pm

Committee Meetings

Publications Committee

White House Conference Sub-Committee

2:00 - 5:30 pm

Trustee Leadership Seminar Training: Training the Trainer

SATURDAY, JANUARY 15, 2000

8:00 - 9:00 am

Committee Meetings

Corporate Funding/Financial Development Committee

Local Arrangements Committee

Preconference Committee 2000

9:30 am - 12:30 pm

Board of Directors Meeting

12:00 noon - 2:00 pm

ALSC/ALTA/RUSA National Institute Planning Task Force Luncheon

2:00 - 4:00 pm

Committee Meetings

Education of Trustees Committee

Marketing Committee

Nominating Committee (closed)

SUNDAY, JANUARY 16, 2000

9:30 - 11:00 am

Committee Meetings

Action Development Committee

Intellectual Freedom Committee

Resolutions Committee (if necessary)

Website Task Force

2:00 - 4:00 pm

Committee Meetings

Conference Program and Evaluation Committee

Legislation Committee

Membership Committee

President's Program Committee

Trustee Leadership Seminars Committee

7:00 pm - 10:00 pm

ALTA Midwinter Fundraiser

MONDAY, JANUARY 17, 2000

8:00 - 10:00 am

Board of Directors Meeting

10:00 - 11:00 am

Executive Committee Meeting

President's Message continued from pg.2

about this conceptual membership restructure that we will be testing over the next couple of years. If you're reading this column, You are ALTA's "target market," that is, you are an existing **Personal member** we want to retain, or you're a potential **NEW** type of member we want to attract. Drop me an email at pfisher@bcpl.net or write to me at ALTA Office. Tell me: What you perceive to be the current benefits of today's **Personal member**. What types of benefits you

think should accrue to each of the membership types described above.

Just as I am encouraging YOU, ALTA's target market, to state your preferences for membership benefits, I want to emphasize the need for libraries to obtain information from their target market, i.e., **the community**. My theme for my presidential year is: "**Taking the Community's Pulse: Keeping the Nation's Libraries Healthy.**"

From Complaint to Commitment: What's the Connection? continued from front page

workplace. Measure yourself against these items. The first four are ones that must be in balance and can vary from individual to individual. The remaining four are ones that need optimization.

A second place in the retooling effort is to create work design that builds alignment to the organization's purpose, focus on collective work, and empower people to change. Empowerment is not letting employees do whatever they want but retooling them with information, resources, clear responsibilities, and accountabilities so that decision-making can be moved to the lower **appropriate** level of the organization. Using such tools as TQM (total quality management), team building, diversity tools (such as the Myers-Briggs Type Indicator), team retreats and role/responsibility sessions are helpful. Start with the leaders first and be clear about boundaries for empowerment. Focus on processes that are important to patrons.

A third approach is to retool individuals with user friendly technology and comfortable and safe facilities. In training employees strive to create a balance of professional, technical and team or service improvement skills in the workplace.

A key to all these aspects is to tie them together in an integrated plan that is understood by the whole organization. You literally can not communicate enough in the retooling process. It is better to go slow than to go fast — undermise and over deliver.

What the high commitment organization gives you is adaptability, responsiveness and focus. Give employees legitimate ways to complain. You can turn complaints into compliments when employees know that they are listened to and taken seriously. Commitment results from a shared destiny.

CHARACTERISTICS OF THE HIGH COMMITMENT WORKPLACE

- Challenging work that allows for learning and development.
- Appropriate levels of freedom and power to adapt work.
- Appropriate and timely feedback.
- Optimal levels of work variety and rhythm.
- Social support and collaboration from team members and leaders.
- Doing work that is perceived to be useful to society and the community.
- Being able to see how one's job impacts the customer, market, or product.
- Having opportunities for advancement and/or satisfying career options.

[**Editor's Note:** Sharon Wiseman is a training and development consultant in Prospect Heights, IL. You may contact her at SWiseAH@aol.com. Wiseman developed these numbered points from the work of F. Emory and E. Trist.]

Nominations Sought for 2000 ALTA Awards

The Association for Library Trustees and Advocates (ALTA) invites your nominations and applications for its 2000 awards. The deadline for all nominations and applications has been extended to January 1, 2000. Applications may be obtained by send a postcard to: ALTA, American Library Association, 50 E. Huron St. Chicago, IL 60611, or by calling the ALTA Headquarters at 800-545-2433, ext. 2161.

- The **ALTA Trustee Citation** is presented to two public library trustees each year in recognition of distinguished service to library development.
- The **ALTA/Gale Outstanding Trustee Conference Grant** provides a \$750 grant to a trustee currently in service on a library board, to attend the ALA Annual Conference. The grant is presented to a trustee who has

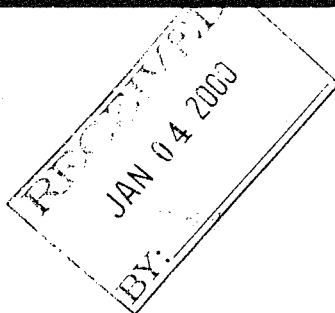
demonstrated qualitative interests and efforts in supportive service of a local public library and has never attended an ALA Annual Conference.

- The **ALTA Literacy Award** is given to a volunteer library trustee or other individual who has made a significant contribution to addressing illiteracy in the U.S., particularly as it relates to the role of the public library.
- The **ALTA Major Benefactors Honor Award** is presented to individuals, families or corporate bodies who have made a major benefaction to a public library in the form of money, real or personal property, negotiable paper or other tangible contributions. The award, announced at the ALA Annual Conference and presented locally, consists of two specially prepared citations for the recipient and the beneficiary library.

Spring deadline:

ALTA Voice of
America's
Library
Trustees &
Advocates

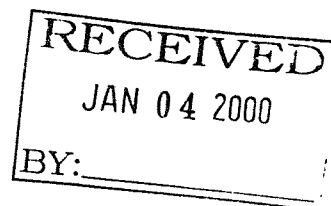
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The Voice is published quarterly by the Association for Library Trustees and Advocates and is available with membership in ALA/ALTA. Address membership correspondence to Susan Roman, ALTA, 50 E. Huron St., Chicago, IL 60611. Send newsletter information to Sharon Saulmon, PO Box 891806, Oklahoma City, OK 73170.

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Reconsidering AB 8: Exploring Alternative Ways to Allocate Property Taxes

Introduction

In Chapter 94, Statutes of 1999 (AB 676, Brewer), the Legislature declared the existing property tax allocation system to be "serious flawed" and stated its intent to revamp the system in order to: (1) increase taxpayer knowledge, (2) provide greater local control, and (3) correct the skewed land use incentives faced by local governments.

LAO Alternatives

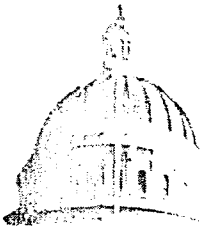
This report highlights five alternatives to improve local finance.

- ❖ **Alternative I: Set Uniform Rates.** Each jurisdiction would be allocated a property tax share based on the services it provides.
- ❖ **Alternative II: Local Control Over ERAF.** Cities and/or counties would be given direct authority over the rate and allocation of a share of the property tax.
- ❖ **Alternative III: Property Taxes for Municipal Services and Schools.** The allocation of every property's tax bill would be identical—half to local municipal services and half to schools.
- ❖ **Alternative IV: Re-Balance Tax Burden.** Three local revenue sources would be changed significantly in order to provide a sales tax reduction and create local control over property tax rates.
- ❖ **Alternative V: Making Government Make Sense.** The responsibilities of the state and local governments would be realigned to create more efficient program coordination.

LAO Considerations

The following three considerations are important in improving the chances for local finance reform:

- ❖ **No Perfect Solution Exists.** By acknowledging the tradeoffs inherent in *all* reform proposals, the Legislature can determine which alternative best meets its priorities.
- ❖ **Need for Focused Attention.** The Legislature could create a joint committee charged with evaluating all reform proposals and recommending the best alternative within a specific time period.
- ❖ **Set Aside Funds.** In passing Chapter 94, the Legislature acknowledged the desirability of providing funding to facilitate reform.



INTRODUCTION

California's property owners pay over \$20 billion of property taxes each year. These tax revenues—the third largest source of tax revenues in California—are then allocated among several thousand local governments, pursuant to a complex state statute. While significant legislation pertaining to the property tax allocation system has been enacted over the years, the allocation system is still commonly referred to as “AB 8,” after the bill which first implemented the system—Chapter 282, Statutes of 1979 (L. Greene).

Over the years, the Legislature, local governments, the business community, and the public have become increasingly critical of the state's property tax allocation system because (1) it does not allocate revenues in a way that reflects modern needs and preferences of local communities and (2) it centralizes authority over local revenues in Sacramento.

To respond to these concerns, the Legislature enacted Chapter 94, Statutes of 1999 (AB 676, Brewer). Chapter 94 declares that California's system for allocating property taxes is “seriously

flawed” and states legislative intent to revamp the property tax allocation system to:

- ◆ Increase taxpayer knowledge of the allocation of property taxes.
- ◆ Provide greater local control over property tax allocation.
- ◆ Give local governments greater fiscal incentives to approve land developments other than retail developments.

To assist the Legislature in this effort, Chapter 94 directs the Legislative Analyst's Office (LAO) to develop alternatives for restructuring the property tax allocation system, including one which provides for a minimum property tax share for each county. This report is written in fulfillment of Chapter 94's requirements.

This report begins with an examination of the problems in the current property tax allocation system and a discussion of the tensions and trade-offs inherent in reform proposals. The report then discusses five alternatives for revamping the “AB 8” system and outlines a process for enacting reform.

WHAT ARE THE PROBLEMS WITH THE ALLOCATION SYSTEM?

As noted above, Chapter 94 highlights three specific problems with California's system of property tax allocation. In addition, we have identified some other concerns which are indi-

rectly related to the current allocation system. Figure 1 lists each of these problems, which are discussed in more detail below.

LACK OF INFORMATION IMPEDES GOVERNMENT ACCOUNTABILITY

Prior to the passage of Proposition 13 by the California voters in 1978, each governmental entity (city, county, special district, and school district) would set a property tax rate annually. This rate would be combined with other local governments' tax rates to form a property owner's property tax bill. The taxpayer's total property tax owed would be determined by summing together the various rates and applying the total to the property's assessed value. Because the rates were connected to a specific government entity and set annually, taxpayers could see what percentage of their property taxes was going to each local government.

To implement Proposition 13, the Legislature enacted the AB 8 property tax allocation system. A single countywide rate of 1 percent replaced the numerous individual government tax rates. Although taxpayers gained the assurance that their rate could not increase from year-to-year, they lost the ability to see which entities receive revenues from their payments.

Complexity and Variation in Current Property Tax Allocations. Even if taxpayers today do further research regarding their property tax bill, they are likely to be confused when they find out that the allocation of revenues to any local government:

- ◆ Is based largely on the level of property taxes that it received in the mid-1970s, relative to other local governments in the same county.

- ◆ Generally can not be changed, except by state legislation.

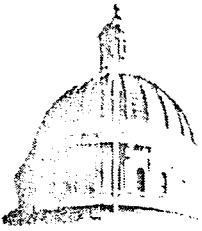
- ◆ Varies significantly across taxpayers in the same county—and in comparison with taxpayers in other parts of the state.

Further information regarding the complexity and variation of the property tax allocation system is provided in Appendix I.

Figure 1

Property Tax Allocation: Existing Problems

- Lack of Information Impedes Government Accountability**
 - No entity-by-entity rates.
 - Outdated formulas reflect 1970s preferences.
 - Lack of accountability by officials.
- Lack of Local Control**
 - No ability to raise or lower property tax shares.
 - System susceptible to state-controlled revenue shifts.
 - Inability to shift revenues among priorities.
- Skewed Development Incentives**
 - Fiscal incentives encourage retail over other uses.
 - Fiscal incentives encourage proliferation and misuse of redevelopment.
- Other Related Issues**
 - Assessment practices act as barrier to new businesses.
 - Reliance upon nondeductible taxes to finance government services.
 - Competition for resources results in inefficient intergovernmental program coordination.



Reduced Government Accountability. In addition to confusing taxpayers about how their tax dollars are distributed, the AB 8 system reduces government accountability. The link between the level of government allocating the tax (the state) and the entity that spends the tax revenues (cities, counties, special districts, and schools) has been severed. So, for example, if a taxpayer is not happy with the level of library services provided by an independent library district, it is difficult to hold the district accountable since the library district is not the agency responsible for determining the level of property tax revenues available for service delivery.

LACK OF LOCAL CONTROL

The same forces that diminish taxpayers' ability to hold their governments accountable also reduce local governments' ability to control their own finances. Local governments lack the fiscal control to use the property tax for its traditional purpose: meeting the ever-changing municipal needs of a community. Local officials have no power to raise or lower their property tax share on an annual basis to reflect the changing needs of their communities.

As the property tax shifts of the early 1990s illustrated, the current state-controlled allocation of revenues leaves local governments vulnerable to changes in their base revenue levels. Even if these shifted funds (or "ERAF" funds, named after the fund into which the money was deposited, the Educational Revenue Augmentation Fund) were returned, local governments would remain susceptible to future revenue shifts. Without local control

of property tax distribution, state redirections of local revenues remains a potential problem.

The state has left the distribution of property tax revenues among local entities largely unchanged since the 1970s. Counties receive a similar proportion of property tax revenues despite many changes to their program responsibilities. Water districts that received property taxes 25 years ago continue to do so, despite a general trend for these and other resource-related services to be funded by user charges rather than general taxes. Local citizens and their elected representatives lack effective fiscal authority to change the allocation of property taxes to reflect their community's current priorities. This problem is especially acute for cities and counties that provide many of their municipal services through independent special districts. If these special districts levied a property tax rate in the 1970s, they typically continue to receive a share of the property tax today.

Finally, if residents desire an enhanced level of a particular service, there is no local forum or mechanism to allow property taxes to be reallocated among local governments to finance this improvement. For example, Orange County currently receives a very low share of property taxes collected within its borders—typically only 4 percent to 7 percent. If Orange County residents and business owners wished to expand county services, they have no practical way to redirect the approximately 3 percent to 4 percent of property taxes currently allocated to water and sanitation districts to pay for this program en-

hancement. Instead, if residents wish to increase overall county services, they would need to finance this improvement through a mechanism such as an assessment or special tax. In this way, the *overall* level of government taxation and expenditures can be higher than it would be if communities had greater local control.

SKewed DEVELOPMENT INCENTIVES

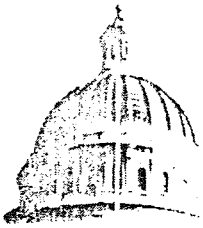
Under California's system of local finance, communities receive increased tax revenues when property is developed. These taxes include: property tax, sales tax, and vehicle license fees (VLF). Typically, when a city (or a county in the unincorporated area) develops its general plan or receives a proposal for property development, it assesses the fiscal impact of the development on the community. Generally, most communities find that they receive the highest level of revenues from retail developments. This is because the state allocates one cent of the sales tax to the jurisdiction where the transaction occurs; this tax is called the Bradley-Burns sales tax and is allocated on a "situs" basis. In contrast, most communities receive only a small share of the property tax and, for residential developments, a modest per-capita allocation from the VLF. Accordingly, industrial, office, housing, and agricultural land uses generally yield much lower tax revenues than retail development.

Not surprisingly given these incentives, many cities and counties have oriented their land use planning and approval process disproportionately towards the development of retail establishments, a process referred to as the "fiscalization of land use." Some communities have even entered

bidding wars with each other in order to attract a large sales tax generating establishment to their jurisdiction. Because the overall *demand* for retail services is not affected by this competition, local government's emphasis on retail development does not significantly increase the total amount of sales taxes collected by governments—or improve the state's overall economy.

The state has a clear interest in promoting land use decisions that lead to an appropriate mix of various land uses. However, the current fiscal structure fails to encourage this balance. The relatively small share of the property tax that cities are allocated, combined with the presence of a local sales tax allocated on a situs basis, disadvantages the approval of new nonretail developments.

Another consequence of the relatively low share of property taxes received from property within their jurisdiction is the proliferation of redevelopment projects. Without redevelopment, a city wishing to spend funds to upgrade a "blighted" area typically would receive less than 20 percent of the growth in assessed value resulting from any economic improvement in the area. However, by creating a redevelopment project for that same area, a city's redevelopment agency is eligible to receive *all* of the growth in assessed value (less statutorily required pass throughs)—funds that would normally accrue to the county, special districts, school districts, and the city's general fund. This ability to reap higher-than-normal property tax revenues from within redevelopment project areas has led to some abuses and questionable declarations of areas as redevelopment projects.



THREE RELATED ISSUES

While Chapter 94 focuses on limited information and accountability to taxpayers, lack of local control, and skewed development incentives as the major problems with the property tax allocation system, there are several other issues which are indirectly related to the allocation system and which constrict California's ability to have a healthy state-local government relationship. Accordingly, when considering alternatives for reforming the AB 8 system, the Legislature may wish to consider solutions that address the following issues as well.

Acquisition Assessment As Barrier to Entry to Market Place

Proposition 13 instituted major changes to the method by which property is assessed. Before Proposition 13, property was revalued annually to reflect its market value. Proposition 13 instead requires property be assessed only at the time of acquisition and then increased annually at a maximum of 2 percent. Thus, assuming that property values are on the rise, a property owner who has owned property for a long time will pay significantly less in property taxes than a new property owner of an equivalent property.

For residential property, this acquisition value-based system has some policy merit. Specifically, it (1) encourages stable communities and (2) ensures no sharp increases in taxes from year to year (of particular concern for senior citizen homeowners on fixed incomes). At the same time, however, new homeowners—both first-time home buyers and those relocating—bear a disproportion-

ate share of the residential property tax burden. It is only after a number of years of home ownership that the financial benefits of the acquisition assessment system accrue to homeowners.

The same benefits of the acquisition value system exist in terms of commercial and industrial property; however, the disadvantages of this policy for businesses in a competitive economy are somewhat troubling. The system can present an economic barrier to entry for new businesses. If a competitor has been in the same location for a number of years, a new business faces higher operating costs. This can discourage the formation of new businesses and reduce competition.

Reliance Upon Nondeductible Revenues

California's state and local governments rely on a sales tax levied at a rate higher than in most other states. California households are not able to deduct these taxes against their federal personal income tax liability. Replacing a portion of the revenues collected under California's sales tax with revenues raised from a deductible tax (property tax, income tax, VLF) would result in a net increase in after-tax income for California residents.

Inefficient Program Coordination

California's residents receive government services from a wide variety of federal, state, and local agencies. Although many services may appear to be provided by a single agency, typically more than one agency is involved in paying for the service, determining how much of the service is provided, and controlling the details of program delivery.

Viewed as a whole, California's existing "system" of government does not work together well to achieve the public's goals. Rather, the different levels of government often have no common mission and work at cross purposes to one another. Governments compete among themselves for resources and to shift program costs to other governments. The public, in turn, finds that they cannot hold any particular agency responsible for the quality of governmental services.

Several years ago, in outlining a proposal for state-local reorganization—"Making Government

Make Sense" (in *The 1993-94 Budget: Perspectives and Issues*)—we concluded that California's existing system of government was dysfunctional. While the Legislature has improved upon this system somewhat in recent years, many problems of inefficient program coordination, counterproductive fiscal incentives, and reduced accountability remain. These problems span a wide variety of areas, including the provision of many social service and criminal justice programs, land use development, and the administration of the property tax collection system.

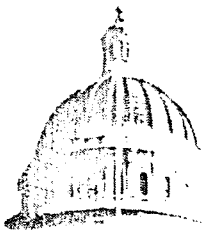
WHY IS IT SO DIFFICULT TO IMPROVE THE ALLOCATION SYSTEM?

The problems with the state's property tax allocation system articulated in Chapter 94 are not new or unknown. These problems have been recognized and discussed by countless local government commissions, committees, and working groups for the last 20 years. Despite the large degree of consensus on the problems, enacting reform has proven elusive because it requires making difficult tradeoffs across multiple worthy policy objectives. That is, in most cases, making progress towards one desirable reform objective requires taking a step away from another.

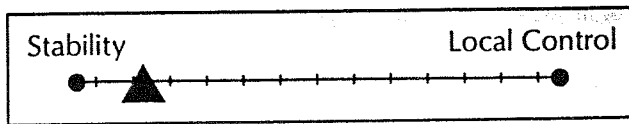
Our review of previous reform efforts highlights four key areas of policy tension inherent in local finance and property tax allocation system reform proposals:

- ◆ Property Tax Rate: Taxpayer Stability *versus* Local Control.
- ◆ Property Tax Allocation: Local *versus* State Control.
- ◆ Focus of Government: Special Purpose Agencies *versus* General Purpose Governments.
- ◆ Local Finance: Reform *versus* Fiscal Stability.

In developing its proposal to revamp property tax allocation, the Legislature will confront these policy tensions—and will need to strike a balance that meets its policy preferences. Below, we begin our discussion of each policy tension with a graphic showing how the *current* local finance system is balanced between the competing policy objectives (indicated by a "▲").



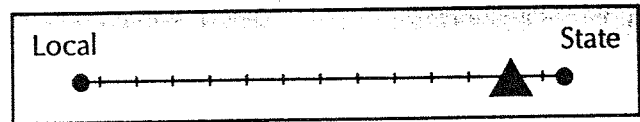
Property Tax Rate: Taxpayer Stability versus Local Control



The property tax is the only tax in which the maximum rate is set in the State's Constitution (at 1 percent of assessed value). Decreases in the property tax rate are authorized under state statute, but are difficult to implement. Increases over the base property tax rate may be authorized only for capital purposes and require approval by two-thirds of the local voters. (Proposition 26 on the March 2000 ballot would establish a *majority* vote approval requirement for *school* capital projects.) Combined, these constitutional and statutory provisions provide a very high degree of stability to the taxpayer, but limit local control over the tax rate.

For these reasons, in our chart above, we place an "▲"—representing the current local finance system—much closer to the goal of property tax rate stability than local control. In developing a reform proposal, the Legislature will need to consider the extent to which it wishes to maintain this level of property tax rate stability for all property owners—versus giving communities greater control to increase and decrease their property tax rates.

Property Tax Allocation: Local versus State Control



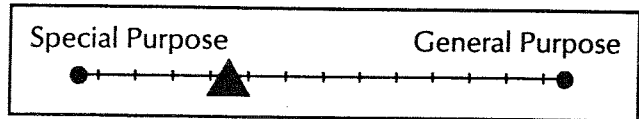
Currently, as discussed earlier in this report, the state controls the allocation of local property taxes. (Thus, the graph shows the "▲" next to "State.") State control of the property tax, however, is a relatively recent development in the state's history. Between 1910 and 1978, local governments had exclusive control over the allocation of the property tax; before 1910, this authority was shared between state and local governments.

Proposals to reform the property tax allocation system inevitably confront policy tensions between advocates for state and local control. On the one hand, keeping the state in control of property tax allocation allows the state to use the tax in a manner which reflects statewide concerns, such as funding for: education, state-county partnership programs, and newly developing or low-wealth communities. Transferring power over property tax allocation to local communities, on the other hand, would increase the likelihood that the tax revenues are used in a manner consistent with local preferences.

Because California has thousands of local governments, many with overlapping jurisdictions, reorienting the property tax allocation system to give local control requires major change. In general, we find that there are two ways to provide local control:

- ◆ Create a local forum for deciding how property tax revenues collected in a community should be allocated among local governments. The California Constitution Revision Commission, for example, suggested that each county enact a voter-approved charter defining, among other things, how property taxes are to be allocated. Alternatively, the Legislature could allocate a large share of the property tax to a single general purpose government, such as a city, and require the city to allocate the property taxes to other local governments providing services to city residents. By giving this responsibility to a local general purpose government, the allocation of the property tax could be determined annually, in a manner consistent with local priorities.
- ◆ Modify the current 1 percent property tax rate so that each local government sets its own rate. This would allow each government to raise or lower its property tax rate, possibly subject to voter approval or tax increase limitations. This option, of course, would require modification to Proposition 13.

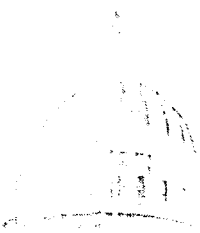
**Focus of Government:
Special Purpose Agencies versus
General Purpose Governments**



California allows special purpose governments and agencies to play a major role in providing governmental services, including fire, water, redevelopment, and parks and recreation. Local governments in other states typically have more of these services controlled by a single general purpose government, such as a city or county. Currently, it is not uncommon for a single home or business in California to be served by a dozen special purpose entities, with many of them receiving a share of property tax.

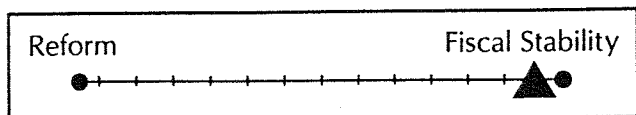
California's property tax allocation system also contains provisions which strengthen the fiscal position of some special purpose agencies. Specifically, state laws permit virtually any city to create a redevelopment agency capable of redirecting property taxes away from general purpose governments. In addition, as we discussed earlier, state laws controlling the allocation of property taxes may have worked to limit the extent that some special purpose governments (such as water and sanitation districts) are shifted from property tax to user-fee financing.

Because California's system of local government grants significant legal authority to special districts and maintains their share of the property tax, the graphic above shows California's system



of local government leaning moderately in favor of special purpose governments.

Local Finance: Reform versus Fiscal Stability



The last of the four policy tensions pertains to fiscal stability. Given the thousands of units of local government, *any* change to the allocation system for property taxes—or to local finance in general—will cause some fiscal disruption to the state or local governments (thereby reducing California’s current level of fiscal stability, at least in the short-term). In confronting this trade-off, many previous reform committees have chosen to favor fiscal stability more than reform. In fact, some previous reform efforts have sought to make improvements under the constraint of complete fiscal neutrality: no individual government would

gain or lose current revenues under the proposal and no taxpayer would pay more. While the goal of maintaining a government’s and taxpayer’s fiscal condition is worthy, we note that there is tension between the goals of improving the system and maintaining the status quo.

In enacting Chapter 94, the Legislature recognized this tension and specified that it “intends to consider allocating an unspecified amount in additional revenues available to cities, counties, and special districts” to mitigate any fiscal disruption. We think this statement by the Legislature was an important recognition of the tension between reform and fiscal stability. While there are various options for the Legislature to consider to minimize the economic disruption (such as phasing in changes, making them optional, or providing increased taxing authority), it is important to note that the goals of local finance improvement and short-term fiscal stability are at odds.

WHAT ARE THE ALTERNATIVES?

In this next section, we describe five alternatives for revamping the property tax allocation system in a manner consistent with the goals stated in Chapter 94. In reviewing these alternatives, we note that they do not represent the only choices for the Legislature, but a look at the spectrum of options available. In addition, in many cases, elements of these alternatives can be modified to alter the emphasis given to any of the competing policy objectives discussed above, or to address other policy objectives of the Legislature.

ALTERNATIVE I: SET UNIFORM RATES

Chapter 94 requires the LAO to consider the option of “establishing a minimum percentage of the property tax to be allocated to each California county.” This concept of assigning local governments a minimum share of the property tax has been discussed over the years. The Legislature took a step in this direction in passing Chapter 1211, Statutes of 1987 (SB 709, Lockyer), guaranteeing a minimum share of property taxes

to certain cities that did not levy a property tax rate (or levied only a very low rate) prior to Proposition 13. The Legislature also has considered bills to increase certain counties' shares of property taxes.

One difficulty associated with these "minimum percentage" proposals is that there is no common set of governmental responsibilities. Some cities, for instance, provide a wide array of services: police, fire, and parks and recreation. Other cities provide public protection and land use planning, but rely on the county or special districts to provide other services to their residents. Similarly, in some counties most people live within the boundaries of full-service cities. Other counties, by serving unincorporated areas, provide municipal services to a large number of their residents. As a result, assigning the same property tax share to all cities and counties disadvantages those local agencies with more service responsibilities. We note, for example, that an analysis performed for the League of California Cities found that, after correcting for their typically lower service obligations, cities with low shares of the property tax often receive a higher share of the property tax than many other cities.

If the Legislature wishes to revamp the property tax allocation to improve uniformity in the distribution of property taxes, the Legislature should acknowledge the differences in local government service obligations. Accordingly, this first alternative outlines a process by which the Legislature could assign shares of the property tax which reflect the number of services provided by the local government.

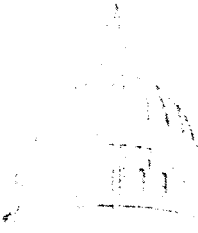
How It Would Work

Based on a statewide study of local government costs to provide services, the Legislature could enact a statute assigning specific shares of the property tax for each service. For example, the statute might assign K-14 finance a 50 percent share of the property tax; countywide services a 25 percent share; fire and police/sheriff 10 percent shares each; and library, parks and recreation, and other services a share of the remaining 5 percent.

Any individual government's share of the property tax, in turn, would reflect the number of services it provides. For example, a city that provides a full array of municipal services might receive 25 percent of the property taxes collected within its borders (10 percent each for police and fire, and 5 percent for other services). Conversely, a city that relies more extensively on special districts might receive a 10 percent share (for police services). Similarly, a county might receive 45 percent to 50 percent of the property tax collected from properties in its unincorporated area, but only 25 percent of the property tax in areas included within a city's boundaries.

The Legislature would have many options in implementing this alternative. For example, the Legislature could specify that the scheduled shares apply only:

- ◆ To the *growth* in property taxes, leaving the existing \$20 billion "base" of property taxes allocated as it has in the past.

- 
-
- ◆ To governments where it would *increase* their share of property taxes.
 - ◆ To governments where the current per-capita amount of property taxes is lower than average.

Alternatively, the Legislature could develop a statewide uniform schedule, applicable to only a specific county or counties on a trial basis.

Discussion

Under this alternative, the differences in property tax shares which largely stem from local taxation and governmental organization decisions of a generation ago would be replaced by differences reflecting current service responsibilities. In addition, taxpayers throughout the state would have a much easier task understanding how their tax dollars are distributed, possibly improving local government accountability.

The major disadvantages of this proposal, relative to the goals specified in Chapter 94, pertain to its failure to increase local control or improve development incentives. Specifically, the uniform schedule of property tax shares would be enacted in Sacramento and is unlikely to represent local priorities or the needs of all communities, especially over time. In addition, this alternative does not alter the fiscal incentives local governments face to approve retail land uses. This is because the alternative does not:

- ◆ Decrease the reliance of cities or counties (agencies with the power to approve land developments) on situs-based sales taxes.

- ◆ Necessarily increase city and county reliance upon the property tax, a tax which provides more “neutral” fiscal incentives for local governments.

In terms of the four tensions discussed above, this alternative makes little change from the status quo. The proposal is balanced towards maintaining property tax rate stability, state control over tax allocation, and maintaining the role of special purpose governments. Finally, the extent to which the proposal was balanced towards reform or fiscal stability would depend on the implementation of the measure. For example, if the schedule applied only to the growth in property taxes, the extent of fiscal disruption and reform would be modest.

ALTERNATIVE II: LOCAL CONTROL OVER ERAF

This next alternative focuses more directly on Chapter 94’s goal of increasing local control over the property tax. Specifically, Alternative II gives local governments direct authority and responsibility over part of the property tax rate and its allocation.

How It Would Work

Currently, about 18 cents of every property tax dollar paid is allocated to the fund created as part of the early 1990s property tax shift, ERAF. Money from ERAF is allocated to K-14 schools in each county. Under this alternative, the state would *reduce* the overall property tax rate from 1 percent of assessed value to 0.9 percent. *Cities, counties, and special districts would not sustain*

any property tax revenue losses as a result of this change. The only effect of the tax reduction would be to decrease revenues allocated to ERAF. The state would be obligated to offset school losses with increased General Fund dollars.

After reducing the property tax rate from 1 percent of assessed value to 0.9 percent, the Legislature would instruct cities and/or counties that it is their decision whether to (1) increase city or county property taxes up to the maximum 1 percent rate and/or (2) pass on the tax cut as property tax relief to property owners in their communities. Figure 2 (see page 14) provides examples of this alternative. As the figure shows, the first step in the alternative is to view the 1 percent rate as the composite of different rates for different local governments. (The rates shown in the figure represent statewide averages.) The second step is for the state to reduce ERAF's share of the property tax. Finally, in the third step, the Legislature gives cities (or cities and counties) authority to increase the rate. While our example shows local governments increasing the rate to the maximum, some local governments would choose not to increase the tax rate, and pass on the tax cut to their residents.

What Vote Would Be Needed to Increase the Tax Rate? Provided the maximum property tax rate did not exceed 1 percent, Proposition 218 (Article XIII C, Section 2 [b]) appears to give this tax adjusting authority to city councils and boards of supervisors, without requiring a vote of the local electorate. Should local residents object to their representatives' decisions, local residents

could elect different local officials, or overturn the property tax change using the initiative powers set forth in Proposition 218 (Article XIII C, Section 3). Cities and counties also could choose to place these taxation matters before their local electorate.

Which Level of Government Would Have Power Over the Tax Rate? The Legislature would need to designate the extent to which cities and/or counties would have authority over the rate. Absent a constitutional change, we do not believe that special purpose agencies, such as schools or special districts, would have authority to modify the rate.

Discussion

This alternative makes significant improvements towards one of the goals specified in Chapter 94—increasing local control of property tax allocation. Specifically, it:

- ◆ **Links the Level of Local Taxes With Local Preferences.** Communities that prefer lower taxes can have their property taxes reduced. Communities that prefer higher levels of city or county services can forgo a tax cut and enjoy higher levels of local services. Should local preferences change over time, the local tax rate could change as well.
- ◆ **Focuses Accountability on Locally Elected Officials.** For much of the last two decades, locally elected officials have had limited authority to alter the level of broad-based local taxes. As a result, some of the focus regarding local fiscal affairs has

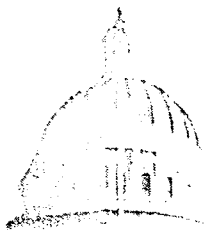


Figure 2

Local Control Over ERAF

STEP 1: CURRENT EFFECTIVE PROPERTY TAX RATES (STATEWIDE AVERAGES)

	Rate
Schools	.35
ERAF	.18
Counties	.20
Cities	.11
Special districts	.09
Redevelopment	.08
Total	1.00

One way to think about property tax allocation is to consider the 1 percent rate as the composite of different rates for different local governments.

STEP 2: REDUCE ERAF'S TAX RATE IN EVERY COMMUNITY

	Current Rate	State Change	Reduced Rate
Schools	.35	—	.35
ERAF	.18	-.10	.08
Counties	.20	—	.20
Cities	.11	—	.11
Special districts	.09	—	.09
Redevelopment	.08	—	.08
Totals	1.00	—	.90

STEP 3:

OPTION A: AUTHORIZE CITIES TO INCREASE TAX RATE

	Reduced Rate	Local Change	New Rate
Schools	.35	—	.35
ERAF	.08	—	.08
Counties	.20	—	.20
Cities	.11	.10	.21
Special districts	.09	—	.09
Redevelopment	.08	—	.08
Totals	.90	—	1.00

OPTION B: AUTHORIZE COUNTIES AND CITIES TO INCREASE TAX RATE

	Reduced Rate	Local Change	New Rate
Schools	.35	—	.35
ERAF	.08	—	.08
Counties	.20	.05	.25
Cities	.11	.05	.16
Special districts	.09	—	.09
Redevelopment	.08	—	.08
Totals	.90	—	1.00

shifted from locally elected officials to state officials and state budgetary actions. This property tax alternative, in contrast, places more fiscal responsibility upon locally elected officials.

This alternative makes less progress towards Chapter 94's other goals. Specifically, taxpayer understanding of the allocation system would be limited because most tax revenues still would be allocated under the AB 8 formulas. In addition, the alternative only modestly improves local government's skewed land use development incentives.

In terms of the tensions discussed earlier, this alternative moderately shifts the balance towards *local control* of the property tax rate and its allocation. In addition, because special purpose government would not gain increased authority, the alternative shifts the focus of government somewhat towards general purpose governments. Finally, in terms of reform versus fiscal stability, this alternative makes improvements, but imposes a cost to the state. Specifically, a 10 percent reduction in the property tax, as outlined here, would cost the state approximately \$2 billion annually. A 5 percent reduction would cost \$1 billion annually.

ALTERNATIVE III: PROPERTY TAXES FOR MUNICIPAL SERVICES AND SCHOOLS

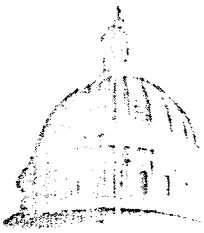
The third alternative significantly revamps and simplifies the property tax allocation system to meet Chapter 94's goals. Specifically, this alternative links the property tax exclusively to two

purposes: (1) municipal services and (2) school finance. Each of these purposes would receive half of the property tax revenues collected from any property.

How It Would Work

Under this option, the allocation of every property's tax bill would be identical—half to local municipal services and half to schools. For the half allocated to schools, the funds would be deposited into a countywide fund. From this fund, schools throughout the county would receive an allocation. As with current law, the state's General Fund would supplement these funds and schools would be held harmless. For the remaining half of the property tax, the funds would be allocated to the city in which the property is located. For unincorporated areas, the county would receive the funds to carry out its role as the property's municipal service provider. Funds provided to a county for this purpose could not be redirected to pay for general countywide services, such as county jails, public health, and welfare.

City or county (in the case of unincorporated areas) representatives would be responsible for providing (or contracting for) a defined set of municipal services for their residents, such as police, fire, parks, libraries, etc. Cities or counties could elect to allocate a portion of their property taxes to special districts and/or redevelopment agencies. Because this alternative provides such a large share of the property tax to municipal service providers, counties would need a replacement revenue source to pay for countywide



services. This alternative shifts most city Bradley-Burns sales tax and some city VLF revenues to counties for this purpose. Counties would receive sales tax revenues from sales taking place *anywhere* within their borders, not just from sales occurring in unincorporated areas.

Discussion

This alternative would make considerable gains towards all of Chapter 94's goals. Specifically, the measure provides for:

- ◆ ***Simple Allocation System and Local Flexibility.*** For taxpayers, understanding their property tax bills and holding their elected officials accountable would become significantly easier. If they were unhappy with the level of support being dedicated to a particular service, their city council or board of supervisors would have the power to redirect resources away from another service. Property taxes formerly allocated to special districts and/or redevelopment agencies would be available to the city or county as general purpose revenues. As a result, municipal service providers (cities and, for unincorporated areas, counties) would control about \$10 billion of property taxes. Local governments, however, would not receive any additional authority to increase or decrease these revenues.
- ◆ ***Balanced Land Use Decisions.*** By redirecting the Bradley-Burns sales tax (up to \$4 billion) away from cities to counties, the incentives for land use practices that

unduly favor retail establishments would be greatly reduced.

In terms of the tensions outlined earlier in this report, this alternative maintains the current balance towards property tax rate stability, but allows much greater local control over the allocation of property tax revenues. This proposal places a stronger emphasis on general purpose governments. For special districts or redevelopment agencies to continue to receive property tax revenues, the city or county would have to choose to dedicate a portion of their property tax revenues for these services. (In the short run, however, cities may need to allocate some of their property tax revenues to these agencies to meet debt service obligations.)

ALTERNATIVE IV: RE-BALANCE TAX BURDEN

Under this alternative, a number of revenue sources are changed significantly to: reduce the state's reliance upon nondeductible taxes, provide a more balanced set of local government fiscal incentives regarding land use, give communities local control over the property tax rate and allocation, and reduce the barriers to entry for new businesses under an acquisition-based assessment system. While these goals could be achieved in a number of ways, one approach is outlined below. As summarized in Figure 3, the alternative makes changes to the sales tax, the property tax, and the VLF in achieving its goals.

How It Would Work

Sales Tax Changes. This alternative reduces the sales tax by \$5 billion (1.25 percent) in order to

(1) reduce a tax which California households can not deduct against their federal income tax liabilities and (2) reduce local governments' incentives to favor retail developments. Because of differential rates across counties, this tax cut would reduce the sales tax rate in Los Angeles County from 8.25 percent to 7 percent, and in Butte County from 7.25 percent to 6 percent.

This composite sales tax reduction of 1.25 percent would come from cutting the:

- ◆ State's sales tax rate by three-quarters of a cent.

- ◆ Local Bradley-Burns sales tax rate by one half cent.

In addition, in order to further correct local government's strong incentives to approve retail developments over housing, half of local governments' remaining Bradley-Burns sales taxes would be allocated on the basis of population, not by where the sale occurs.

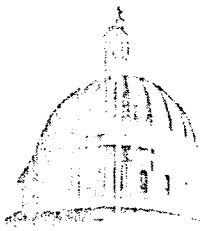
These sales tax cuts would have an indirect effect on future VLF rate reductions. As part of the 1998 budget agreement, the VLF was cut permanently by 25 percent, with additional VLF reductions beginning in 2001 if specific revenue levels are reached. (In addition, the Legislature enacted legislation increasing the VLF reduction to a cumulative 35 percent for calendar year 2000 *only*.) To offset the city and county revenue losses associated with these VLF reductions, the state provides cities and counties the same amount of revenues they would have received under prior law; these state General Fund subventions are called the VLF "backfill." Under the VLF legislation, any additional tax reductions that the Legislature enacts reduces, on a dollar-for-

dollar-for-

Figure 3

**Summary of Alternative IV:
Re-Balance Tax Burden**

- Reduce Sales Taxes by 1.25 Percent (\$5 Billion)**
 - Reduction split between state (0.75 percent) and local (0.50 percent) rates.
 - Under current law, *state's* loss of revenue would be largely offset by reduced state spending from *future* vehicle license fee (VLF) reductions not going into effect.
- Increase City and County Property Tax Revenues (\$1.3 Billion)**
 - In exchange for the receipt of these new revenues, local governments would forego the revenues from the *existing* VLF backfill.
- Increase Local Control Over Property Tax Rate**
 - Each local entity would be authorized to raise or lower its own property tax rate.
 - Taxpayer protections would include the requirement of a local charter and a 2 percent maximum annual increase.
- Assess Nonresidential Property at Market Value (\$2 Billion)**
 - Business personal property and state assessed property (like public utilities) are already assessed in this manner.



dollar basis, the amount of tax relief provided through *future* VLF reductions. Under this alternative then, the state's sales tax cut would *replace* the scheduled *future* reductions to the VLF over the base 25 percent reduction. This option, therefore, reduces a nondeductible tax (sales) instead of a deductible one (VLF).

Increase Property Tax Shares. In order to provide more "neutral" land use incentives to local governments, this alternative shifts about \$1.3 billion of property taxes from schools to cities and counties. This redirection of property taxes would increase state General Fund costs for education. To offset these increased state education costs and hold itself harmless, the state would eliminate the \$1.3 billion General Fund VLF backfill associated with the *existing* 25 percent VLF reduction currently allocated to cities and counties. (Taxpayers, however, would continue to receive the 25 percent reduction.) Thus, as a result of this revenue swap, local governments would continue to receive \$1.3 billion in revenues. However, cities and counties would now receive a revenue source which enhances land-use incentives for balanced development (the property tax), as opposed to a state-controlled subvention (VLF backfill).

Increase Local Control. In order to increase taxpayer understanding of their property tax bill and facilitate local allocation decisions, this alternative would split the current 1 percent base property tax rate into a series of individual local government by local government rates. Each local government's rate would be shown on the prop-

erty owner's tax bill. The total of these rates for any property would sum to 1 percent initially.

The Constitution would be amended to specify that this maximum aggregate rate of 1 percent applies in all parts of the state—*unless* it is superceded by a voter-approved local government charter which specifies a process by which the local government's property tax rate may be increased or decreased. (For example, one city's local charter could specify that property tax rate changes are permitted upon a two-thirds vote of the electorate, while another city's charter could require a majority vote of the governing board.) The Constitution would specify, however, that no local government would be permitted to raise its rate by more than 2 percent per year—for instance, from 0.50 percent to 0.51 percent. (There could be exceptions to this limit in cases where a local government was absorbing program responsibilities formerly provided by another government, such as a special district.) Thus, communities would gain a mechanism for increasing and decreasing the level of property taxes allocated to any jurisdiction. At the same time, homeowners would continue to be protected from large year-to-year changes in their property tax bills.

Reduce Barrier to Entry for New Businesses. Finally, in order to address the problem associated with higher property taxes paid by new businesses, this alternative calls for assessing all *nonresidential* property at its current market value. Business personal property and state assessed property (like public utilities) are already assessed in this manner. This change in assessment prac-

tices would likely generate about \$2 billion in additional property taxes in the first year. Revenues in subsequent years would vary with economic conditions.

Discussion

The combination of changes proposed by this alternative would yield an improved system of local government finance that relies less on the sales tax and returns control over the property tax to local governments.

How Would Individuals Fare Under this Alternative? This alternative would give a sizable tax reduction to individuals in the form of a sales tax reduction. While taxpayers would forego *additional* VLF reductions, the sales tax reduction would be about twice as large as the future VLF cuts. Furthermore, VLF payments are deductible for many taxpayers whereas sales tax payments are not. In addition, taxpayers would be able to see the current allocation of the property tax through entity-by-entity rates and decide whether that allocation met their preferences. Each community could decide for itself whether it wanted to maintain the one percent rate cap or opt for a modest modification. Communities would also have a much easier task reallocating revenues, or eliminating the property tax share allocated to some local governments.

How Would Businesses Fare Under this Alternative? Under the current property tax system, business properties—on average—are assessed at about 80 percent of market value. Thus, the change in assessment practices would increase

their property tax liabilities by about 25 percent. This increase in property tax liability, however, would be significantly offset by a large decrease in sales tax liability. Thus, businesses, on average, could expect to pay approximately the same amount of taxes as today. Unlike the current system, however, new businesses would not be at a competitive disadvantage with regards to property tax payments.

How Would Governments Fare Under this Alternative? Local governments in the aggregate, would be held fiscally neutral under this alternative, even without increasing the base property tax rate. Local government land use incentives also would be significantly improved. The amount of local tax revenues generated from *all* types of land uses would increase because of (1) a transfer of additional property taxes to local governments and (2) the increased property tax revenues from the assessment of nonresidential property at market value.

The state would experience a revenue loss resulting from the sales tax reduction. These state losses would be partially offset, however, by increased property taxes associated with the change of assessment for nonresidential property (which would offset state costs for K-14 education) and savings from not implementing further VLF reductions (which would require additional state backfill payments). In total, we estimate that the alternative would likely increase state costs several hundreds of millions of dollars annually.



ALTERNATIVE V: MAKING GOVERNMENT MAKE SENSE

This fifth alternative addresses the goals of Chapter 94 and the problem of inefficient inter-governmental program coordination, discussed earlier in this report. Specifically, this alternative—“Making Government Make Sense” (MGMS) (1993-94 Budget: Perspectives and Issues)—provides for significant fiscal changes and a realignment of the duties of state and local government. This alternative illustrates how the issues of local finance, governance, and program reform may be addressed together.

How It Would Work

A series of guiding principles underlie the MGMS proposal and direct its reforms. Specifically:

- ◆ Maximize the separation between state and local duties.
- ◆ Whenever possible, transfer program responsibilities to the level of government closest to the people.
- ◆ Focus state responsibility on programs where uniformity is needed—or where statewide benefits are to be achieved.
- ◆ Ensure that program funding responsibility and program policy control reside at the same level of government.
- ◆ Rely on financial incentives to promote intergovernmental coordination.
- ◆ Match state goals for economic development with fiscal incentives facing local communities.

The MGMS alternative relies upon these principles as it examines each governmental program and assigns principal responsibility for the program to the state—or a *single* local government entity. For most purposes, this alternative eliminates the differences between city and county program responsibilities. Thus, a city is responsible for providing *all* local services to city residents and a county is responsible for providing all services to residents of the unincorporated area. Special districts and redevelopment agencies are not assigned duties by the state, but may be delegated responsibilities by cities or counties.

Alternative V also significantly modifies the state-local financing system to reflect the changes in program responsibility and the statement of principles. Specifically, this alternative shifts a very large share of property taxes from schools to cities and counties to offset (1) the net fiscal effect of the program shifts and (2) a transfer of all of the local Bradley-Burns sales tax to the state. In order to equalize opportunities for community success, each community’s allocation of property taxes would be redetermined by the state. This allocation of property taxes would consider local needs for municipal and community-based services. After this initial allocation by the state, local governments would be authorized to raise or lower their property tax rates by majority vote of the local electorate.

Discussion

This alternative makes significant progress towards the goals specified in Chapter 94. Specifically, taxpayers would have a clear understanding

about the allocation of property taxes—and control over this allocation. The vast majority of any property tax bill would be allocated to a single agency—the city, or county, if the property was in an unincorporated area. Locally elected officials would be responsible for using these property taxes to pay for a wide array of local municipal and community-based services. If taxpayers wished their local government to have a higher or lower level of property taxes, taxpayers could modify the property tax rate accordingly. Finally, by shifting so much property taxes to local government and eliminating local reliance upon

the Bradley-Burns sales tax, this fifth alternative substantially improves local land use incentives.

While this alternative meets all of the goals of Chapter 94 and realigns program responsibilities to focus accountability and achieve greater results, MGMS clearly demonstrates the tension between reform and fiscal stability discussed earlier in this report. Simply put, the alternative entails very significant governance and finance changes. In terms of the other tensions discussed earlier in the report, this alternative emphasizes the goal of local control over the property tax (its rate and allocation) and promotes general purpose governments.

COMPARING THE ALTERNATIVES

Each of the five alternatives described above would improve upon the current system of property tax allocation. Each alternative addresses at least one of the three major problems with the current property tax allocation system described by Chapter 94—limited accountability to taxpayers, a lack of local control, and skewed development incentives. In Figure 4 (see page 22), we rate these alternatives on their ability to solve these problems, as well as the larger state-local issues of barriers to new businesses, tax deductibility, and intergovernmental program coordination. We have assigned from zero to three checkmarks to each alternative for its ability to solve these problems (with three checkmarks being the best score).

For instance, Alternative III is given three checkmarks for its ability to address skewed

development incentives (since it dramatically increases property tax shares for cities and reduces the situs allocated sales taxes). However, this alternative receives only one checkmark for its ability to enhance local control (although some fiscal flexibility is provided, there is no authority to modify the property tax rate).

An examination of Figure 4 reveals an increasing number of checkmarks as one moves from Alternative I to Alternative V. This is not a coincidence—in order to make significant progress in addressing the stated problems, the alternatives make increasingly dramatic changes to the status quo. For instance, while we believe Alternatives IV and V offer the most progress to a long-term solution to the state-local fiscal relationship, these alternatives come with a cost. In order to imple-

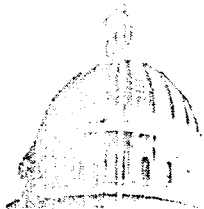


Figure 4

Addressing Tax Allocation Problems: Comparison of Alternatives

Problem	I. Set Uniform Shares	II. Local Control Over ERAF	III. Property Taxes For Municipal Services And Schools	IV. Re-Balance Tax Burden	V. Making Government Make Sense
Limited accountability to taxpayers	✓	✓	✓✓✓	✓✓✓	✓✓✓
Lack of local control	—	✓✓	✓	✓✓✓	✓✓✓
Skewed development incentives	—	✓	✓✓✓	✓✓✓	✓✓✓
Barrier to new businesses	—	—	—	✓✓✓	—
Reliance on nondeductible taxes	—	—	—	✓✓	—
Inefficient intergovernmental program coordination	—	—	—	—	✓✓✓
Legend:	— Does not address problem. ✓ Some improvement. ✓✓ Moderate improvement. ✓✓✓ Significant improvement.				

ment these alternatives, both statutory and constitutional changes would be needed that would reduce—at least in the short-term—fiscal stability. For example, Alternative IV and Alternative V

would require changes to the constitutional provisions governing the maximum property tax rate and voter approval requirements.

MOVING FORWARD TO A SOLUTION

In enacting Chapter 94, the Legislature declared its intent to revamp the state’s system of property tax allocation. Given the policy tradeoffs inherent in the five alternatives and the failures to implement past reform proposals, is there hope for local finance and property tax allocation reform in the near term? We believe there is reason for optimism if the following considerations are kept in mind.

No Perfect Solution Exists

None of the five alternatives is the perfect solution to California’s property tax allocation problems. Nor will the Legislature find a perfect solution by waiting to take action. In fact, the longer the current system remains unchanged, the worse the problems become. Local governments adjust to the counter-productive fiscal incentives inherent in the current finance system, and resi-

dents turn increasingly to the state to address local concerns. By acknowledging the shortcomings and tradeoffs inherent in all local reform proposals, the Legislature can make an informed determination as to which alternative best meets its priorities.

Need for Focused Attention

If the Legislature considers each reform proposal individually, each proposal likely would be rejected because entities negatively affected by it will mount strong opposition, emphasizing the proposal's imperfections. However, the Legislature could increase the likelihood of enacting reform by (1) creating a joint committee, charged with evaluating all reform proposals and (2) requiring the committee to recommend the best alternative within a specific time period. This focused attention, given to all reform proposals by a single body, would facilitate the process of appraising the strengths and limitations of reform options. This process also would increase the likelihood of compromise, innovation, and ultimately enacting an agreeable solution.

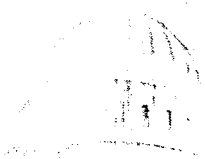
In addition to the alternatives described in this report, the committee could consider proposals from the Speaker's Commission on State/Local Government Finance, the Commission on Local Governance in the 21st Century, the Controller, and local government associations. Ideally, the administration would participate in these deliberations given the interest in local government fiscal reform it expressed a year ago.

Set Aside Funds

Given its long-standing concern about improving local finance, the Legislature should consider setting aside a realistic level of one-time and ongoing resources to implement its final reform product. As discussed earlier, many previous reform efforts have failed due in large part to their attempts to be fiscally neutral. Chapter 94, in contrast, acknowledges the desirability of providing resources to facilitate reform. Setting aside funds could ease the transition to a new system. One-time funds could reduce the fiscal impact on local governments during the initial implementation period. Ongoing resources may be needed to implement the long-term structural changes.

The magnitude of dollars needed for this purpose is difficult to determine before the Legislature has developed a local reform proposal reflecting its priorities. Given the billions of tax dollars potentially subject to reallocation and the thousands of local governments involved, however, resources in the range of hundreds of millions of dollars may be necessary to minimize the fiscal disruption associated with local finance reform.

Developing a set-aside of this magnitude would compete with other legislative priorities but need not be solely reliant on new state resources. Rather, the Legislature could consider redirecting some of the local subventions that have been created in recent years (partly in response to the impaired fiscal capacity of local governments). If the Legislature's reform proposal improved local fiscal capacity and accountability, the need for these subventions may be reduced. For example,



the Legislature could consider redirecting into a local reform set-aside funds currently budgeted for some of the following programs: the Citizen's Option for Public Safety (COPS) program, property tax administration loan program, booking fees

reimbursements, redevelopment subventions, and criminal justice grants administered by the Office of Criminal Justice Planning. Combined, the Governor's budget currently includes over \$300 million for these purposes.

CONCLUSION

This report outlines five alternatives which would make progress towards the goals articulated in Chapter 94 and local government finance in general. None of these alternatives is perfect; each requires difficult tradeoffs across multiple, worthy policy objectives. In developing a local government reform proposal, the Legislature will confront the tensions between taxpayer stability and local

preferences, local and state control, general purpose and special purpose governments, and reform and fiscal stability. Notwithstanding these tensions, the current year offers a good opportunity for the Legislature to consider making improvements in the property tax allocation and local finance systems.

APPENDIX I

COMPLEXITY AND VARIATION IN PROPERTY TAX ALLOCATION

Under California law, each area of the state which is served by the same set of local governments is called a "tax rate area" or TRA. Each TRA has its own detailed formula governing the distribution of property taxes collected from within its borders. A sample allocation formula—for a TRA in an older section of Anaheim—is shown in Figure 1. As the figure indicates, if a new business were

constructed in this area, 11 percent of the property taxes would be distributed to the City of Anaheim, 7 percent to the County of Orange, and the rest would be allocated to various school entities and special districts.

Few California cities have only one TRA within its borders; some have dozens. Generally, however, tax distribution formulas associated with TRAs *within* a city are somewhat similar. In contrast, tax formulas assigned to local governments that *cross* city boundaries can vary remarkably. The Rescue Fire Protection District, for example, receives property taxes from 40 TRAs in El Dorado County. In some areas, the fire district receives less than 5 percent of the property taxes; in others, it collects more than 11 percent. The difference in these tax shares does not reflect differences in the level of service the fire district provides, but the implementation of the AB 8 allocation system.

Variation in Tax Allocation Across County Boundaries

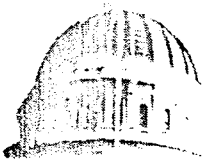
In addition to this variation within a county, there are remarkable differences in the allocation of property taxes *across* counties. In the case of fire districts, for example, our review of a small sample of California TRAs found fire districts receiving as low as a 4.5 percent share of property taxes and as high as a 32 percent share.

Figure 1

Tax Rate Area Example^a

	Percent Share
City of Anaheim	11%
Orange County	7
Orange County Water District	— ^b
Orange County Water District Water Reserve	— ^b
Orange County Transportation Authority	— ^b
Orange County Sanitation District No. 2	3
Orange County Flood Control District	2
Orange County Harbors, Beaches, and Parks	2
Orange County Vector Control District	— ^b
Orange County Cemetery District	— ^b
Anaheim High General Fund	19
North Orange County Community College	8
Anaheim Elementary	30
Orange County Department of Education	2
ERAF ^c (distributed to various schools)	16
Total	100%

^a Percentages indicate allocation of taxes from a new home or business in Anaheim tax rate area 01-007.
^b Less than 1 percent.
^c Educational Revenue Augmentation Fund.



To illustrate this variation in the property tax allocations among local governments, Figure 2 displays tax allocation formulas for various TRAs across the state. Specifically, the figure shows how property taxes collected from a new home or business are distributed to: K-14 schools, cities, counties, and "other" local governments (special districts and city- or county-controlled library and fire districts).

School Shares. K-14 education's share of property taxes in our figure ranges from a low of 23 percent in the City of Industry to a high of 78 percent in an unincorporated area of Santa Clara. It is important to note that this variation does *not* alter the amount of revenues available to schools in these areas. This is because, under the state's school funding formulas, higher allocations of property taxes to school districts simply reduce the amount of state education assistance. Thus, the real effect of this variation in school property taxes is the varia-

tion in the residual amount of property taxes available for nonschool local programs.

Figure 2

How Are Property Taxes Allocated?

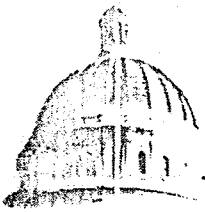
Sample Area ^a	Property Tax Shares				
	County	Schools	City	County	Other
Chico ^b	Butte	58%	16%	19%	7%
Oroville ^b	Butte	49	24	16	11
Lafayette	Contra Costa	55	6	10	29
Walnut Creek	Contra Costa	54	9	14	23
Placerville	El Dorado	41	4	30	26
South Lake Tahoe	El Dorado	34	22	29	14
South Lake Tahoe ^b	El Dorado	35	22	29	14
Unincorporated Industry ^b	El Dorado	34	—	26	40
Los Angeles	Los Angeles	23	8	47	21
Unincorporated Los Angeles	Los Angeles	48	26	24	1
Westlake Village	Los Angeles	43	—	33	24
Anaheim	Los Angeles	44	6	26	24
Fullerton ^b	Orange	74	11	7	9
Irvine	Orange	71	16	6	7
Laguna Hills	Orange	69	3	6	23
Palm Springs	Orange	72	5	4	19
Rancho Mirage	Riverside	56	23	14	8
Riverside	Riverside	45	—	33	22
Citrus Heights	Riverside	69	12	15	5
Sacramento ^b	Sacramento	51	7	16	25
Unincorporated Sacramento	Sacramento	56	26	18	1
San Francisco ^b	Sacramento	43	—	15	43
Milpitas ^b	San Francisco	34	—	65	1
Morgan Hill	Santa Clara	50	18	24	8
Palo Alto	Santa Clara	69	11	14	6
San Jose	Santa Clara	71	9	16	4
Unincorporated San Jose	Santa Clara	69	13	15	3
Rohnert Park	Santa Clara	78	—	15	7
Santa Rosa	Sonoma	59	12	24	6
Unincorporated Santa Rosa	Sonoma	64	11	20	5
Visalia ^b	Tulare	66	—	20	15
Davis	Tulare	64	12	18	7
West Sacramento	Yolo	66	21	9	4
	Yolo	45	49	3	3

^a Percentages indicate allocation of taxes from a new home or business in a tax rate area (TRA) of jurisdiction listed. Jurisdictions may have many different TRAs.
^b Designates that the area is in a redevelopment project. In these areas, the allocation formulas shown are superceded, and most of the growth in property taxes is allocated to the redevelopment agency.

City Shares. The figure also shows large variation in the share of property taxes allocated to cities. The City of Irvine, for example, receives about 3 percent of the property taxes collected in this sample neighborhood—less even, than the share of property taxes allocated to the various water districts serving the area's residents. The City of Los Angeles, on the other hand, receives about 26 percent of property taxes collected in this sample area. Most of the variation in these city share percentages reflects: (1) differences in the number of services cities provided before

Proposition 13, (2) the date of city incorporation, and (3) local taxation choices by city residents before Proposition 13.

County Shares. The figure shows similar variation among the shares of property taxes allocated to counties and other entities (such as special districts and city- and county-controlled fire and library districts). The unusually high share for other entities in Lafayette, Walnut Creek, and the unincorporated area of Sacramento reflects the relatively large share of property taxes allocated to their fire districts.



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