

Augmentation Fund by an amount that is equal to the amount of ad valorem property tax revenue that is derived from the assessment of any property that was first assessed on the regular roll as "new construction," as defined by specified statutory provisions, for the 1998-99 fiscal year or any fiscal year thereafter.

AB 1349 : Kaloogian . : Asm LocalGov : (Status /History /Latest) (Introduced: 02/28/97)

Topic: Local government: property taxes.

Last Action: Set, first hearing. Hearing cancelled at the request of author. (04/17/97)

Lobbyist: MDB

Digest: Existing law provides for a prescribed revenue allocation shift for education commencing with the 1992-93 fiscal year by which certain property tax revenues were shifted from counties, cities, and special districts to school districts and community college districts.

This bill would repeal those provisions and specify that a county auditor shall instead allocate the total amount of ad valorem property tax revenue that would have been required to be shifted to school and community college districts among the county and the cities and special districts in the county.

AB 1484 : Hertzberg . : Sen Appr : (Status /History /Latest) (Last Amend: 07/21/97)

Topic: Local government reorganization.

Last Action: Read second time, amended, and re-referred to Com. on APPR. (07/21/97) Hearing set for 08/25/97

Lobbyist: MDB

Digest: Under the Cortese-Knox Local Government Reorganization Act of 1985, a local agency formation commission is established in each county for the review and approval of changes in boundaries of local agencies.

This bill would create the Commission on Local Governance for the 21st Century, consisting of 15 members appointed by the Governor, the Assembly Committee on Rules, and the Senate Committee on Rules, as specified.

ACA 4 : Aguilar, et al. : Sen Local Gov : (Status /History /Latest) (Last Amend: 04/14/97)

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: Referred to Coms. on L.GOV. and C.A. (06/10/97) Hearing set for 07/16/97

Lobbyist: MDB

SB 147 : Kopp, et al. : Sen Local Gov : (Status /History /Latest) (Last Amend: 07/23/97)

Topic: Local agency borrowing.

Last Action: From committee with author's amendments. Read second time. Amended. Re-referred to committee. (07/23/97)

Lobbyist: MDB

Digest: (1) Under the Marks-Roos Local Bond Pooling Act of 1985, a joint exercise of powers authority may issue bonds to assist local agencies in financing public capital improvements, working capital, liability or other insurance needs, or projects whenever there are significant public benefits for taking that action.

This bill would provide that an authority may not issue bonds for the purpose of paying the costs of constructing or acquiring a public capital improvement unless (a) the authority reasonably expects on the date of issuance of the bonds that the public capital improvement is to be located, in whole or in part, within the boundaries of one or more of the member agencies of the authority and will be owned and operated by the member or member agencies of the authority, or the United States or one of its instrumentalities, or the state; and (b) the legislative body of each local agency whose project or projects are being funded by bonds issued by the authority conducts a public hearing to approve the project and makes a finding of significant public benefits.

SB 154 : Thompson (Principal coauthors: Assembly Members Brown, et al. : (Status /History /Latest) (Last Amend: 07/21/97)

Topic: Transactions and use taxes: counties: public libraries.

Last Action: Chaptered by Secretary of State. Chapter 88, Statutes of 1997. (07/21/97)

Lobbyist: MDB

Digest: Existing law authorizes various local governmental entities, in accordance with certain requirements and limitations, to levy transactions and use taxes pursuant to the Transactions and Use Tax Law.

This bill would additionally authorize the board of supervisors of a county to impose a transactions and use tax at a rate of 0.125% or 0.25% by the adoption of an ordinance, as specified, if certain conditions are met.

SB 375 : Sher, et al. : Senate : (Status /History /Latest) (Last Amend: 07/21/97)

Topic: Taxation.

Last Action: In Senate. To unfinished business. (Veto) Veto Msg (08/05/97)

Lobbyist: MDB

Digest: (1) Existing law requires any local entity imposing a tax pursuant to the Transactions and Use Tax Law to contract with the State Board of Equalization for the administration of that tax, and requires the board in each fiscal year to charge each contracting jurisdiction for the board's administrative services an amount that is determined by the board, with the concurrence of the Department of Finance, on the basis of total special taxing jurisdiction costs, as specified.

This bill would require the State Board of Equalization, in recovering for the 1997-98 fiscal year and each fiscal year thereafter its costs incurred in administering a transactions and use tax imposed by the County of Stanislaus for the support of countywide library programs and operations, to charge that county an amount that is determined by the board, with the concurrence of the Department of Finance, as specified, but is in no event in excess of 5% of the amount of revenues derived from that tax in the relevant fiscal year.

SB 409 : Alpert, et al. : Sen Appr : (Status /History /Latest) (Last Amend: 04/28/97)

Topic: Libraries.

Last Action: Set, first hearing. Held in Committee without recommendation. (05/29/97)

Lobbyist: MDB

Digest: Existing law, the California Library Services Act (act), establishes the California Library Services Board and provides that its duties include, among other things, adopting rules, regulations, and general policies relating to the implementation of the act.

This bill would revise and recast the act by enacting the Library of California Act under which services would be augmented and regional networks established.

SB 712 : Haynes. : Asm LocalGov : (Status /History /Latest) (Last Amend: 05/13/97)

Topic: Local government reorganization.

Last Action: Joint Rule 61(a)(9) suspended. (08/12/97) Hearing set for 08/27/97

Lobbyist: MDB

Digest: Existing law, the Cortese-Knox Local Government Reorganization Act of 1985, requires the local agency formation commission of a county to authorize the conducting authority to order the consolidation of districts, dissolution, merger or establishment of a subsidiary district, or reorganization including any of these changes of organization without an election, except as otherwise specified.

This bill would repeal that provision.

SB 880 : Craven, et al. : Assembly : (Status /History /Latest) (Last Amend: 06/03/97)

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: Placed on inactive file on request of Assembly Member Torlakson. (07/03/97)

Lobbyist: MDB

Digest: Existing *property tax* law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally provides that each jurisdiction shall be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would declare the intent of the Legislature to limit and eventually eliminate these reductions and transfers of revenues from local agencies.

SB 889 : Hayden. : Sen Local Gov : (Status /History /Latest) (Introduced: 02/27/97)

Topic: Local government finance: property tax revenue allocation: local agency relief.

Last Action: Hearing postponed by Committee. (03/11/97)

Lobbyist: MDB

Digest: Existing law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally requires that each jurisdiction be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would modify these reduction and transfer requirements, commencing with the 1997-98 fiscal year, by requiring that each reduction and transfer amount calculated for a local agency in a county be annually reduced in accordance with an unspecified schedule, and that the revenues not allocated to the county's Educational Revenue Augmentation Fund as a result of these reductions be instead allocated among the local agencies in the county, as provided.

SB 919 : Rainey. : (Status /History /Latest) (Last Amend: 07/01/97)

Topic: Local government taxes, fees, assessments, and charges.

Last Action: Chaptered by Secretary of State. Chapter38, Statutes of 1997. (07/01/97)

Lobbyist: MDB

Digest: Article XIII C of the California Constitution generally requires a majority vote of the electorate for a local government to impose, extend, or increase any general tax and a 2/3 vote of the electorate to impose, extend, or increase any special tax and permits the use of the initiative to affect local taxes, assessments, fees, and charges.

This bill would enact the Proposition 218 Omnibus Implementation Act to prescribe specific procedures and parameters for local dictions in complying with Article XIII C and Article XIII D of the California Constitution.

SB 1100 : Solis. : Asm Appr : (Status /History /Latest) (Last Amend: 07/24/97)

Topic: Libraries.

Last Action: From committee with author's amendments. Read second time. Amended. Re-referred to committee. (07/24/97) Hearing set for 08/27/97

Lobbyist: MDB

Digest: (1) Existing law requires state funds for a library's foundation program to supplement, but not supplant, local revenues appropriated for the public library.

This bill would authorize any city, county, district, or city and county also to request a waiver by demonstrating the percentage of reduction in local revenues appropriated for the library is no greater than the percentage of reduction of local revenues received by the city, county, district, or city and county operating the public library as a result of the addition of Article XIII D, otherwise known as the Right to Vote on Taxes Act, to the California Constitution as approved by the voters at the November 5, 1996, general election.

SB 1288 : Calderon. : Sen Local Gov : (Status /History /Latest) (Introduced: 02/28/97)

Topic: Local government reorganization.

Last Action: Set, first hearing. Hearing cancelled at request of author. (04/21/97)

Lobbyist: MDB

Digest: Existing law, the Cortese-Knox Local Government Reorganization Act of 1985, prescribes the procedures for changes of organization and reorganization of local government entities and sets forth various findings and declarations of the Legislature.

This bill would state the findings and declarations of the Legislature concerning procedures to merge special districts and the necessity for a pilot project to develop quicker and cheaper procedures for the consolidation of special districts.

SB 1294 : Leslie, et al. : Sen Appr : (Status /History /Latest) (Introduced: 02/28/97)

Topic: Property tax revenue allocations: Teeter Plan counties: shift reduction.

Last Action: Set, first hearing. Held in Committee without recommendation. (05/29/97)

Lobbyist: MDB

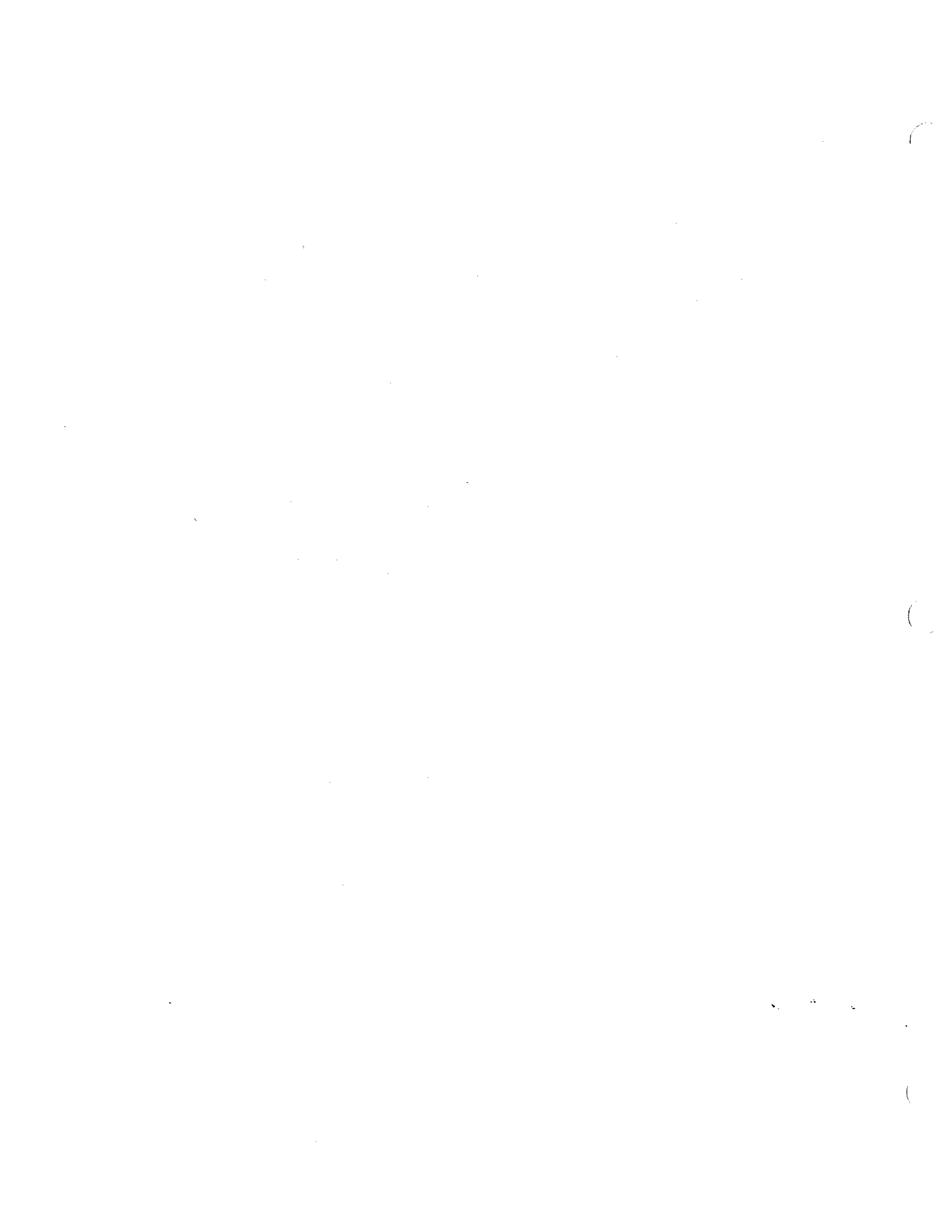
Digest: Existing law requires the county auditor, in each fiscal year, to allocate property tax revenues to local jurisdictions in accordance with specified formulas and procedures, and generally provides that each jurisdiction shall be allocated an amount equal to the total of the amount of revenue allocated to that jurisdiction in the prior fiscal year, subject to certain modifications, and that jurisdiction's portion of the annual tax increment, as defined.

This bill would instead define a "qualified county" as any county that has implemented this specified alternative distribution method, and would, with respect to counties that first implemented this alternative distribution method prior to the 1994-95 fiscal year, define the "designated fiscal year" as the 1998-99 fiscal year.

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Special Districts
Association

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CSDA LEGISLATIVE COMMITTEE/ LOCAL CHAPTERS MEETING

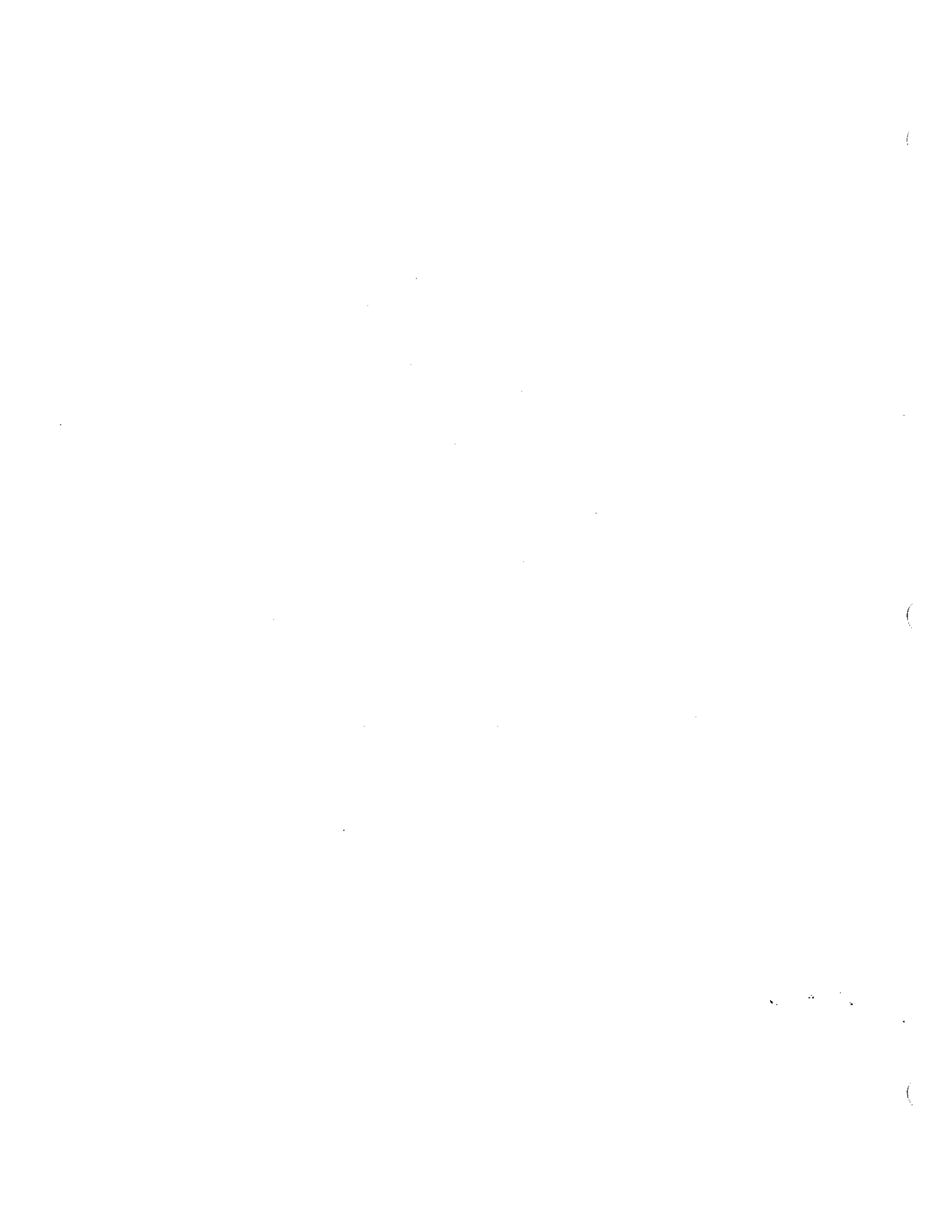
Thursday, August 7, 1997
Senator Hotel Office Building
1121 L Street, First Floor Conference Room
1:00 p.m. - 4:00 p.m.

AGENDA

1. Welcome/Self-Introductions -- Chairman Harry Ehrlich
2. Role of CSDA Local Chapters in CSDA's Legislative Decision-Making Process -- Chairman Ehrlich
3. Review/Status of CSDA's Grass Roots Network -- Chair Ehrlich and CSDA Legislative Advocate Ralph Heim
4. Review of State Budget/ERAF -- Ralph Heim
5. Review/Status of Current Legislation -- Ralph Heim
6. Open Discussion -- All
7. Adjournment

Executive Director
Catherine Smith

Legislative Advocate
Ralph Heim
916.442-4584



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PARK EXECUTIVE BUILDING • 925 L STREET • SUITE 1400
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July 25, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS
FROM: Mike Dillon, Lobbyist
RE: NEWS FROM THE CAPITOL

I. NO END IN SIGHT FOR BUDGET RESOLUTION

As California continues to operate without a state Budget in place, the "Big 5" has reached an impasse, and the legislature is being asked to move their August calendars forward and continue their committee work until they adjourn for the summer recess, which should have began on July 18th. In past years, when the Budget Conference Committee had been unable to reach agreement on critical issues, they deferred action to the "Big 5": Governor Pete Wilson, Senate President pro Tem Bill Lockyer, Senate Republican Leader Rob Hurtt, Assembly Speaker Cruz Bustamante, and Assembly Republican Leader Curt Pringle. Now lobbyists are placing bets as to when the "Big 5" might come to an agreement, and capitol staffers, who do not get paid until a Budget is passed, are being offered short-term loans by lending institutions.

This year the "Big 5" process has come under serious attack, with one member in the Assembly going so far as to introduce an Assembly Concurrent Resolution containing a paragraph stating:

"Whereas, the recent practice of submitting critical decisionmaking authority regarding the Budget Bill to the so-called "Big Five" has granted to the executive branch of state government disproportionate power over the legislative function with respect to the Budget Bill."

Senator Lockyer has introduced a Constitutional Amendment which would allow a majority vote on the Budget, instead of the current 2/3rds supermajority. Another legislator has authored a Constitutional Amendment to provide only \$5 per diem to each legislator per day until the Budget bill is passed.

As of this writing, the Budget bill still contains an augmentation to the Public Library Fund of \$10 million. The ERAF (Educational Revenue Augmentation Fund) appropriation, however, is not as secure. Since ERAF has been a bargaining piece in this year's Budget,

Post-It [®] Fax Note	7671	Date	7/28/97	# of pages	6
To	MCLS/SLB/Associate	From	MCLS/SLB HQ		
Co./Dept	Member Directors	Co			
Phone #	Sue Curzon, CSUN	Phone #	818/683-8244		
Fax #	(Eugenia, Wcsj, Orange Pl)	Fax #	818/683-8097		

It has been subject to ongoing negotiations. One member of the leadership is suggesting a decrease in the Assembly version of the Budget for ERAF down from the proposed \$280 million, calling that total "too heavy to fly."

II. OTHER ISSUES OF INTEREST TO LIBRARIES

In addition to SB 154-Thompson, which we reported was signed into law on Monday, several other bills of importance to our CLA members have been acted on or are awaiting action by the Governor.

AB 132-CAMPBELL On Tuesday, the Governor signed this measure, which would require school districts that provide Internet access to pupils, to adopt a policy regarding access to on-line sites making reference to defined harmful matter. This requirement will sunset on December 31, 2002. A copy of the policy will be required to be provided to parents. (CLA position: Disapprove)

AB 345-GRANLUND The Governor is currently in possession of AB 345, which would, in future years, distribute PLF funding on a per capita basis if funding reaches a level that holds all libraries harmless. (CLA position: Support)

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July 31, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

PAYMENT TO PERS MEANS PLF IS NOW IN TROUBLE

On Tuesday, the Governor released to the press a copy of his letter instructing State Controller Kathleen Connell to pay a \$1.36 billion judgement against the State by the California Public Employees' Retirement System (CalPERS). This action was in response to the Democrats objections to the Governor's billion dollar tax cut proposal, which they believe would significantly impact school funding. Yesterday, Kathleen Connell cut the check and stated in her press release, "I'm making the payment because it represents the only opportunity to resolve an extended and costly budget debate, which ground small businesses to a halt and sacrificed hard-earned paychecks due to Sacramento back room politics." According to some members of the Assembly, the transaction will not be "processed" until Friday, giving legislators enough time to propose alternatives.

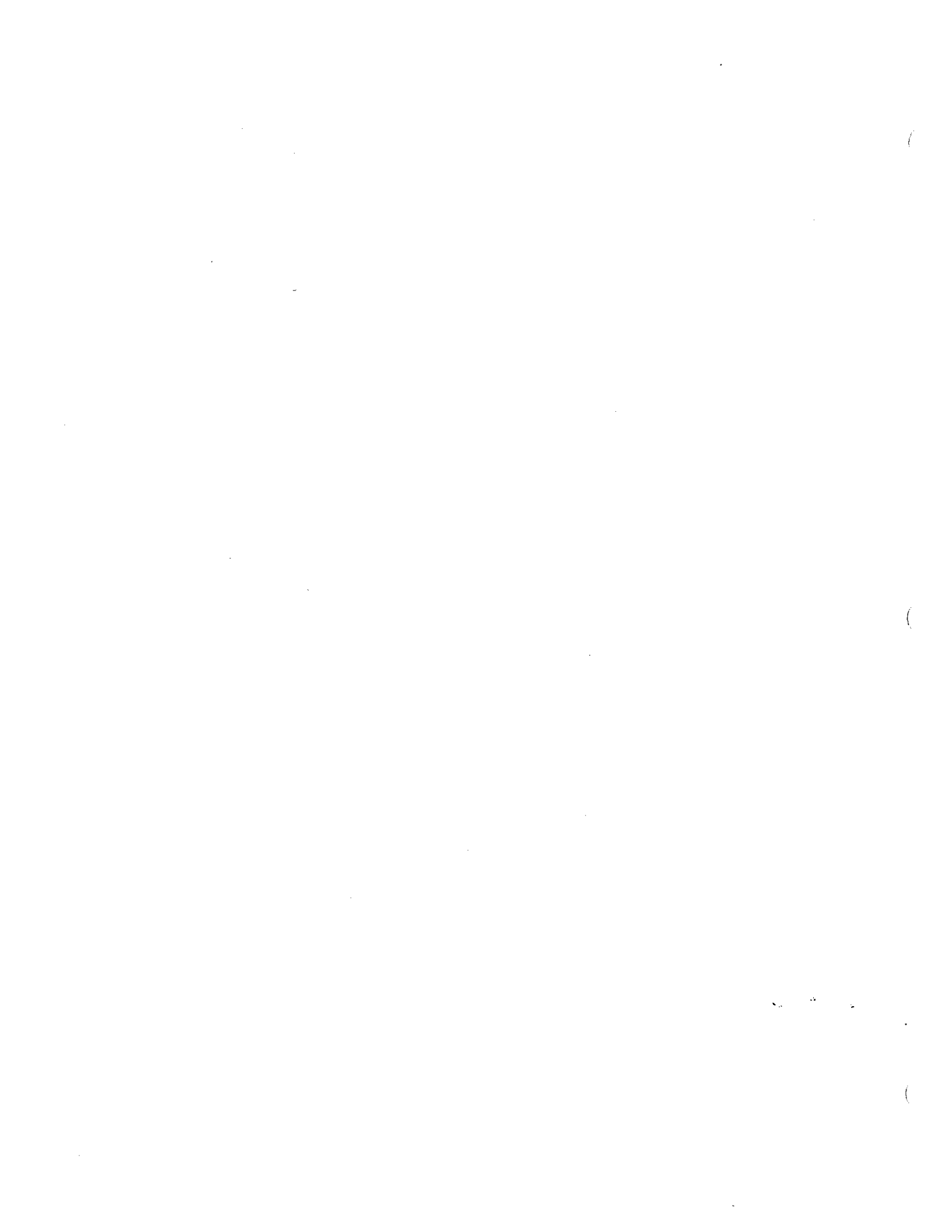
Shortly after noon, the Department of Finance released a seven page "general fund solution" of necessary cuts, which would pay for the PERS payment. It is estimated that approximately \$2 billion in cuts would need to be made to accommodate the PERS buyout, accommodate the over-balanced Budget, and provide for a very modest reserve. According to this list, the Governor proposes to delete the \$10 million PLF augmentation currently in the Assembly and Senate versions of the Budget.

The Governor's proposal also sacrifices \$280 million in ERAF money currently in the Assembly Budget, and reveals drastic cuts to the University of California system, health and welfare and in salary increases for state workers. The proposal has lobbyists in a frenzy trying to save various special interest pieces, and, simultaneously, legislators are attempting to save their own district "Member requests."

This morning at a meeting with Assemblymembers Mike Sweeney and Helen Thomson, CLA and other local government lobbyists were instructed that the legislature is currently drafting its own "general fund solution" list, which should be available later this afternoon. The Budget Conference Committee is expected to reconvene as early as Friday to reconcile the two lists. We will keep you posted as the details unfold.

m.01

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To	MCLS/SiS/Associate	From	MCLS/SL3 HQ		
Co/Dept	Member Directors	Co.			
Phone #	SUC Curzon CSUN	Phone #	818/683-8244		
Fax #	(Eugene Wery, Orange CA)	Fax #	818/683-8097		



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P. 01

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August 7, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

**FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist**

RE: NEWS FROM THE CAPITOL

I. THREE MILLION SAVED FOR LIBRARIES - SO FAR

Last week we reported that as a result of the Governor's decision to pay off the PERS judgement against the State immediately, rather than over a number of years, the Governor and the Legislature would be forced to make almost \$2 billion in cuts from the Budget. The Governor's "cut list" included deletion of the \$10 million PLF augmentation CLA had worked to get in the Assembly and Senate versions of the Budget. Subsequent discussions with key legislative staff revealed that we were also on the recommended "cut list" in both houses.

In a final effort to salvage some funding, we made a personal plea to the six members of the Budget Conference Committee (Senators Thompson, Peace, and Wright, and Assemblymembers Ducheny, Escutia, and Miller) for \$5 million. When the Committee convened yesterday afternoon, decisions had already been made behind closed doors. Within minutes, the Conference Committee took action to reduce or eliminate approximately 145 state and local programs by more than \$1.6 billion.

We are pleased to report the Committee left \$3 million of the \$10 million augmentation for libraries intact, with the intention that it fund AB 345-Granlund. The \$3 million is sufficient to fund the Granlund bill, while holding other libraries harmless. Said one chief consultant last evening, "Mike, with all of the cuts in health services, including prenatal care, cancer research, etc., you should feel good about keeping even \$3 million for your libraries." While this action is promising, it is still subject to the Governor's "blue pencil."

II. GOVERNOR SIGNS AB 345-GRANLUND

Earlier this week, Governor Wilson signed AB 345 by Assemblyman Brett Granlund (R-Yucaipa), which would, in future years, distribute Public Library Foundation (PLF) funding on a per capita basis, if funding reaches a level that holds all libraries, above the statewide average, harmless.

CLA established a "PLF Task Force" several years ago to research the various options for distributing the PLF funding on a more equitable basis. Under the current formula, for example, one library spends \$160 per capita, and receives the fully authorized state PLF match of 58 cents per capita. The lowest funded library, by contrast, is able to spend only \$3.90 per capita, and consequently receives only 13 cents per capita in state matching funds.

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To	MCLS/SLB/Associate	From	MCLS/SLB HQ		
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Phone #	Sue Carlson, CSUN	Phone #	818/683-8244		
Fax #	(Eugene Wang, Orange PL)	Fax #	818/683-8097		

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P. 02

AB 345 will use the first \$3 million of any new state funds to bring these lowest spending libraries up to the 58 cents level, and then, all future PLF funds will be distributed to libraries on a equal per capita basis. CLA has made this measure part of a comprehensive PLF package, along with the 1997 Budget augmentation for an increase in PLF funding.

III. THE BUDGET WAITING GAME

It seems that of late, the best two things a lobbyist should own is a sense of humor and a good book. The 1997 Budget process is not necessarily atypical of the waiting games of years past, however, the prolonged anticipation of the resolution of so many major issues is new this year. A brief re-cap of how erratic the process has been recently, is as follows:

Last Saturday, the Budget Conference Committee was scheduled to meet at 1 p.m. They cancelled the hearing until 4 p.m. on Sunday. That hearing was moved to 6 p.m., and then subsequently cancelled entirely. Monday held promise of hearings, however, one never materialized. On Tuesday, lobbyists were told they would convene at 8 p.m. With more than 100 audience members present (lobbyists, the Legislative Analyst's Office, and Department of Finance), the Committee eventually announced their adjournment a half hour later. On Wednesday we were jubilant to learn that they would hold a hearing (and really meant it this time!). The 11 a.m. hearing turned in to a noon hearing, which turned into a 1 p.m. hearing. When the Budget Conference Committee finally did convene, it was 2:15 p.m. They worked for two solid hours, and then promised to return at 7 p.m. While the leadership wrapped up a conference call, the same group of lobbyists and staff milled around (with one CLA lobbyist making dinner out of vending machine cookies and orange juice). The hearing was eventually cancelled at 10:20 p.m.

Today we are still on "Call of the Chair."

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AUG-13-97 WED 10:01

P. 01

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August 13, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

"NO WAY TO BAKE A CAKE, AND NO WAY TO BUILD A BUDGET"

Likening the Budget process to a badly baked cake, that "wouldn't pass the Betty Crocker test," and contained "large swabs of buttercream rhetoric," Assemblywoman Helen Thomson (D.Navis) announced that she would join many others in voting "no" on Monday night's Budget, particularly in light of \$280 million lacking in ERAF aid to local governments. Despite the effort by strong supporters in the local government caucus to encourage opposition for the omission, the Budget passed the Assembly on a vote of 58 to 15. The Senate passed the Budget bill earlier in the afternoon.

Both houses worked past midnight on Monday and returned yesterday afternoon to pass approximately 40 Budget Trailer bills. Included in this grouping was a Budget Trailer bill to "correct" the ongoing "ERAF library issue". (See memo, August 8, 1997).

Introduced in the Senate by President pro Tem, Bill Lockyer, and in the Assembly by Republican Leader, Curt Pringle, AB 1589, "would make changes in the determination of ERAF transfers from fire districts and libraries." The new trailer bill language, (noted in CLA's August 8th memo), is designed to nullify the Controller's July letter pertaining to Section 97.37 of the Revenue and Taxation Code. AB 1589 "clarifies that libraries must shift funds to FRAF under the 1997-93 and 1993-94 formulas." Further, the bill analysis notes that AB 1589 would "prevent the Controller's opinion from resulting in an on-going State General Fund cost of up to \$60 million a year (and up to \$180 million if retroactive adjustments were required.)" Budget Conference Committee Co-Chair, Assemblywoman Ducheny rose in support of the measure, noting that the bill would "restore the status quo from before the [Controller's] letter went out."

The legislature concluded most of its business about 9:00 p.m. last night and adjourned until August 25th. Several controversial issues relating to education remain unresolved. The Governor is expected to sign the Budget tomorrow or Friday.

Post-it* Fax Note	7671	Date	8/13/97	# of pages	1
To	MCLS/SLC/Associate	From	MCLS/SLC HQ		
Co/Dept	Member Directors	Co.			
Phone #	Sue Curzon CSUN	Phone #	818/683-8244		
Fax #	(Eugenia Wong, Orange CA)	Fax #	818/683-8097		



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Status Report on Strategic Plan for Placentia Library District
DATE: August 19, 1997

BACKGROUND:

There has been no activity on the Strategic Plan since the July 15, 1997 Board Meeting.

RECOMMENDATION:

Receive and File

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: 1997 Staff Appreciation Dinner
DATE: August 19, 1997

BACKGROUND:

The 1997 Staff Appreciation Dinner was held on Thursday, July 17 at Sophia's Restaurant, Placentia.

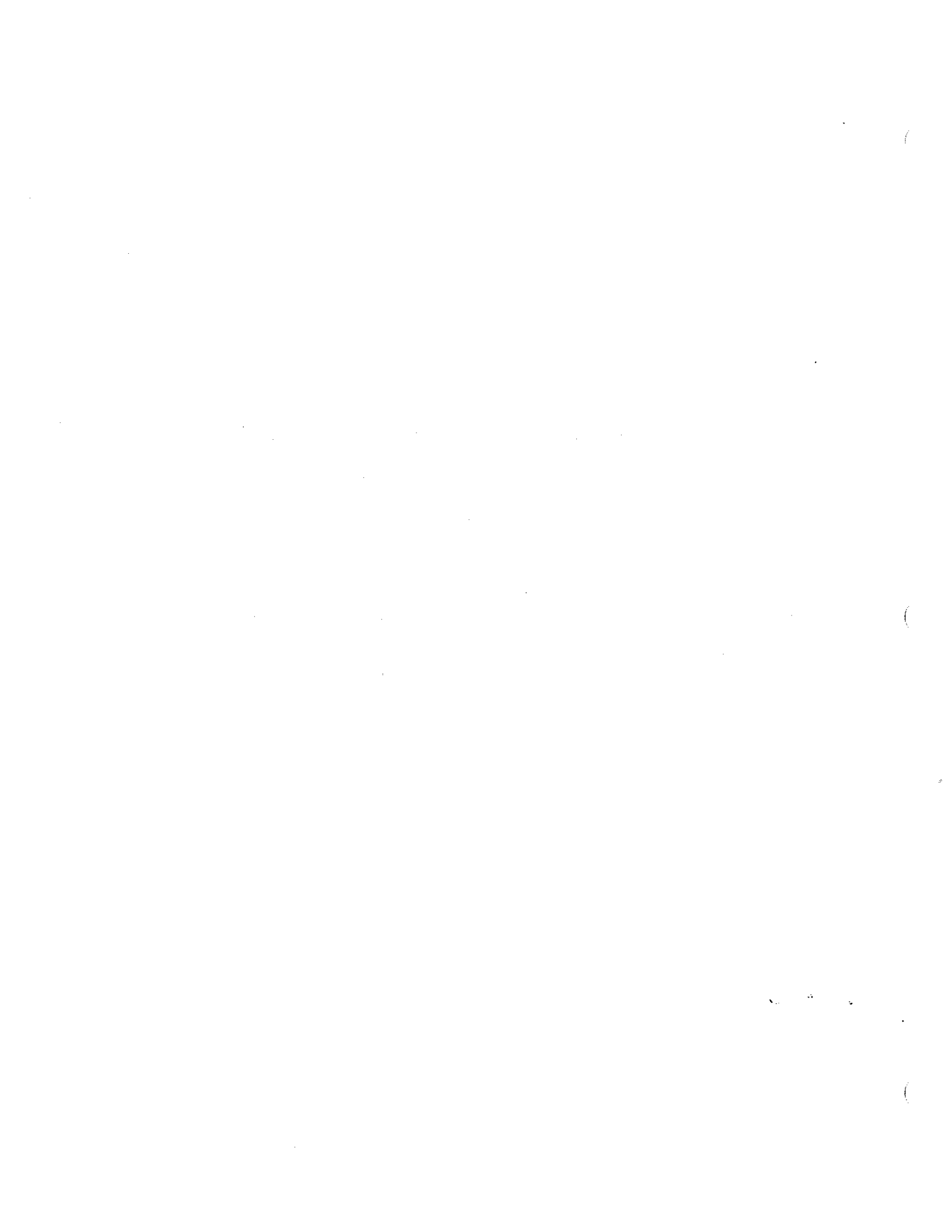
Attending were 31 Library staff, Library Trustees, Friends Board Members, Foundation Board Members, and special guests Volunteer Paul Deputy and his wife, Ilse.

A 20 year Service Award was presented to Cheryl Willauer. Five year Service Awards were presented to Elizabeth Minter and Esther Guzman.

A 20 year Service Award for Katie Matas will be presented at a future Library Board meeting.

RECOMMENDATION:

Receive and File



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

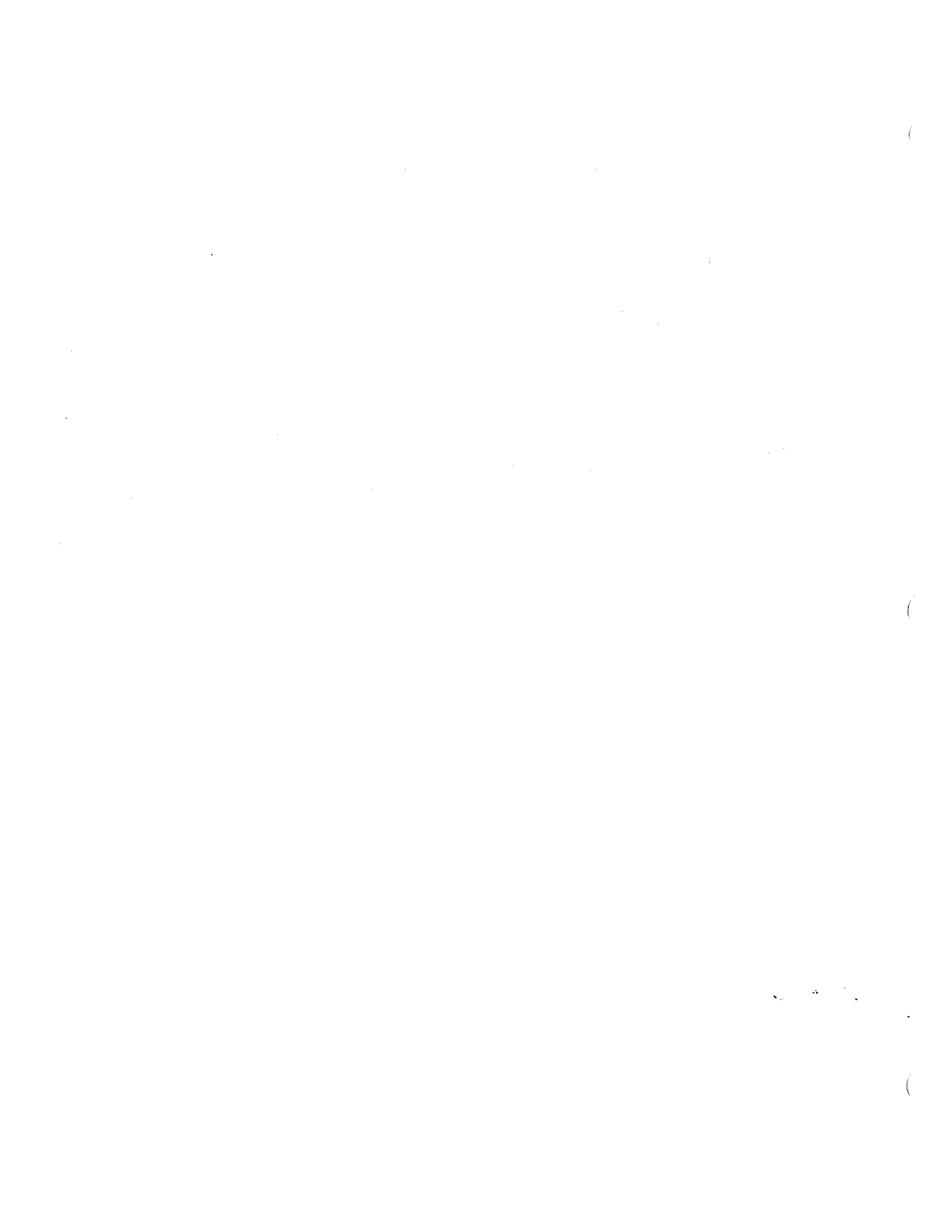
TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Proposition 208 Fact Sheet
DATE: August 19, 1997

BACKGROUND:

The Fair Political Practices Commission has prepared a Proposition 208 Fact Sheet for City, County and Special District Officeholders and Candidates.

RECOMMENDATION:

Receive and File



PROPOSITION 208 Fact Sheet

For: City, County and Special District
Officeholders & Candidates

On November 5, 1996, Proposition 208, the California Political Reform Act of 1996, was passed by the voters. The provisions of Proposition 208 amend the Political Reform Act of 1974. The new provisions became effective January 1, 1997. Under Proposition 208, the amount of contributions individuals, corporations, unions, PACs, organizations and other entities may contribute to candidates seeking election in local jurisdictions is limited. In addition, Proposition 208 also provides for voluntary spending limits at the local level if the local jurisdiction provides for them. This fact sheet is being provided for informational purposes only, and is not intended to provide legal interpretation of the provisions contained in Proposition 208.

The Commission has adopted regulations and has responded to many requests for written advice concerning the provisions of Proposition 208. These regulations and advice letters may be ordered toll-free via fax demand by calling 1-888-622-1151. Advice letters may also be accessed on the Commission's website <http://www.fppc.ca.gov/fppc/>

Many of the provisions of Proposition 208 are currently being challenged in the U.S. District Court, Eastern District of California.

Ban on Off-Year Fundraising:

Candidates seeking election in local jurisdictions are prohibited from accepting contributions for a period of time before any primary or special primary election or, in the event there is no primary or special primary election, any regular election or special election in which the candidate is attempting to be on the ballot or is a write-in candidate.

- In districts of **fewer than 1,000,000** residents, candidates may not accept contributions **prior to 6 months** before their election.
- In districts with **1,000,000 or more** residents, candidates may not accept contributions **prior to 12 months** before their election.

Example:

A district with fewer than 1,000,000 residents is holding an election on November 4, 1997. Effective January 1, 1997, all candidates seeking election, including officeholders seeking re-election, may not accept a campaign contribution until May 4, 1997.

Officeholder Account:

Elected officeholders may establish a segregated fund—an officeholder account, for expenses related to assisting, serving, or communicating with constituents, or carrying out the official duties of the elected officer. Expenditures from the officeholder account may **not** be made in connection with any campaign for elective office, e.g., political fundraising, communications containing express advocacy, or political activities, or for expenditures supporting/opposing ballot measures. Funds deposited into an officeholder account may not later be transferred into a future election account.

The aggregated contributions to an officeholder account may not exceed \$10,000 per calendar year. Beginning January 1, 1997, an officeholder may solicit or receive contributions of \$250 or less from a single source during the calendar year for deposit into the officeholder account.

An officeholder may transfer funds held prior to January 1, 1997, into this account. The transferred funds are not subject to the \$250 contribution limit. Transferred funds and contributions to an officeholder account may not, in the aggregate, exceed \$10,000 per calendar year.

If an officeholder transferred the full \$10,000 into the account during 1996, he/she may not raise or deposit any additional money during 1997. If an officeholder transferred less than \$10,000 during 1996 into the account, the officeholder may raise and deposit the difference between that amount and \$10,000 into the officeholder account in 1997.

If the officeholder does not use all of the funds transferred/raised during 1997, he/she may carry over the unspent portion into the next year. For example, if an officeholder ends 1997 with \$4,000 in his/her account, the officeholder may raise an additional \$10,000 into the account during 1998.

A new bank account must be opened to receive officeholder contributions and transfers. If an officeholder transfers funds or receives contributions aggregating \$1,000 or more to the account, he/she will be required to establish a new committee and file a Form 410, Statement of Organization. The name of the committee must contain the words "officeholder account." Forms 501/502 are **not** required. A Form 490, Officeholder, Candidate, and Controlled Committee Campaign Statement—Long Form must be filed on a semi-annual basis disclosing the transferred funds/contributions received and the expenditures made from this account.

Committees Established Prior to January, 1997:

Funds in a campaign account established prior to January 1, 1997, are governed by Sections 89510-89518 of the Political Reform Act. In general, the funds must be used for a political, legislative or governmental purpose which includes using the funds for officeholder expenses (e.g., mailings to residents, attendance at governmental related conferences). Certain restrictions apply which are outlined in FPPC's Campaign Disclosure Manual A. The committee funds may also be redesignated for a future election or transferred to a new election committee.

A committee with debt from pre-1997 elections may continue to collect contributions to retire the debt. The funds must be collected subject to the contribution limits of Proposition 208, applied separately to each election. The funds do not count against the contribution limits for post-January 1, 1997, elections. A committee's campaign bank account may not be redesignated for a future election if the committee has any outstanding debts.

SELECTED PROVISIONS OF PROPOSITION 208 RELATIVE TO YOUR NEXT ELECTION

Contributions Raised Prior to January, 1997:

Contributions raised prior to January 1, 1997 may be transferred to a future election account after January 1, 1997, and are not subject to the limits contained in Proposition 208. The candidate and committee receiving the transfer must have a Candidate Intention Form 501 and a Campaign Bank Account Form 502 on file designating an election date. If a candidate opened such an account prior to January 1, 1997, he/she is not required to open a new bank account.

Contribution Limits (Per Election):

- Local races in districts with 100,000 or more residents: individuals, business entities, unions, organizations, PACs, et al: **\$250**
Small contributor committees: \$500
- Local races in districts with fewer than 100,000 residents: individuals, business entities, unions, organizations, PACs, et al: **\$100**
Small contributor committees: \$200

There are provisions in Proposition 208 that will increase the contribution limits, for example, if a local jurisdiction provides for voluntary spending limits. The contribution limits do not apply to the candidate's personal funds used to support his/her own election. However, limits apply to contributions from a spouse. A candidate's personal funds that he/she loans to the committee may not exceed \$20,000 at any one time. All loans or extension of credit for more than 30 days to a candidate by other persons are treated as contributions and subject to the applicable limits. This does not apply to loans from a bank or financial institution made in the normal course of business.

Transfer Ban:

Proposition 208 prohibits the transfer of contributions received by one officeholder or candidate to any other officeholder or candidate for elective office. Candidates may use personal funds within the limits to make contributions to other candidates/officeholders.

Members of Public Boards and Commissions:

Individuals who are appointed members of public boards or commissions may not make contributions to, accept contributions for, or solicit contributions on behalf of, the person who made the appointment.

Bundling of Contributions:

Contributions made directly or indirectly to a candidate through an intermediary conduit are treated as contributions from the contributor and the intermediary/conduit for purposes of the contribution limit, unless the intermediary/conduit is the candidate or candidate's eligible representative, or a volunteer hosting a fundraiser away from his/her place of business.


Disclosure of Contributor Information:

A candidate may not deposit contributions of \$100 or more unless he/she has all disclosure information—the name, address, occupation and employer of the contributor—on file.

Surplus Funds:

Proposition 208 provides that any campaign funds in excess of expenses incurred for a campaign shall be deemed to be surplus campaign funds 90 days after the candidate's withdrawal, defeat or election to office. No more than \$10,000 of the surplus funds may be deposited in the candidate's officeholder account, as provided above, and any remaining surplus funds must be contributed to a political party, returned to contributors, or turned over to the State General Fund.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997

DATE: August 19, 1997

BACKGROUND:

Attached is a copy of the District's Annual Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1996-1997.

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

In-Kind Resource Development (Fiscal Year 1996/97)

Placentia Library District

X

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

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

1. IN-KIND SERVICES (In Dollar Equivalents)	Church/ Service Groups	Business	Education	County/ Municipal	Foundation	Other	This Qtr's Total Resources	TOTAL YEAR-TO- DATE	This Year's Goals
a) Space	\$0	\$0	\$0	\$180	\$0	\$0	\$180	\$900	\$5,000
b) Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
c) Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
d) Printing	\$0	\$0	\$0	\$120	\$0	\$0	\$120	\$465	\$1,500
e) Professional Services	\$0	\$0	\$375	\$0	\$0	\$0	\$375	\$1,425	\$1,500
f) Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
COLUMN TOTALS FOR QTR	\$0	\$0	\$375	\$300	\$0	\$0	\$675		
COLUMN TOTALS FOR YTD	\$0	\$0	\$1,425	\$1,365	\$0	\$0		\$2,790	

2. VOLUNTEER HOURS

	This Qtr.	YTD
a) Literacy Instruction	980	3,131
b) Talent/Support Services	533	1,667

Double Check: The sum of Line 'QTR' and 'YTD' Grand Totals MUST EQUAL the sum of Column 'QTR' and 'YTD' Grand Totals

Katie Matas

Signature of person submitting report

Katie Matas

Person

Title Literacy Coordinator

Literacy Coordinator

(714) 524-8408 ext. 213

Title

Telephone Number

CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 1996/97)

<u>Placentia Library District</u>	1st Quarter	2nd Quarter
Name of Library	July-September	October-December
	3rd Quarter	<u>X</u> 4th Quarter
	January-March	April-June

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report)	1.	76	
2. Adult Learners who began during quarter	2.	14	
3. Adult Learners who left during quarter			
a. Learners who met goal	3a.	1	
b. Learners who became physically inaccessible this quarter	3b.	2	
c. Learners who left program for other reasons	3c.	2	
d. Learners who left program WITHOUT notification	3d.	0	
e. TOTAL (Sum of items #3a thru #3d)	3e.	5	
4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d)	4.	90	
5. Adult Learners referred to other programs (never instructed) this quarter	5.	6	

CUMULATIVE SUMMARY			TOTAL
6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter)	6.	130	
7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter)	7.	19	

END OF QUARTER STATUS			TOTAL
8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e)	8.	85	
9. Prospective Adult Learners awaiting instruction at end of quarter	9.	39	

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

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

10. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	25	0	51	0	0	9	0	0	85

11. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	28	28	15	11	1	1	1	85

12. Gender	Male	Female	TOTAL
	28	57	85

Double Check:

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

Placentia Library District

Name of Library

Katie Matas

Signature of person submitting this report

Literacy Coordinator

7/17/97

Title

Date

Katie Matas

Contact Person

Literacy Coordinator

(714) 524-8408 ext. 213

Title

Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 1996/97)

<u>Placentia Library District</u>	_____	1st Quarter	_____	2nd Quarter
Name of Library		July-September		Ocotober-December
		3rd Quarter	_____	4th Quarter
		January-March	<u>X</u>	April-June

Instructions:

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

QUARTERLY SUMMARY			TOTAL
1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report)	1.		54
2. Tutors who began instructing during quarter	2.		12
3. Tutors who left during quarter			
a. Tutors who left with notification	3a.	3	
b. Tutors who left WITHOUT notification	3b.	0	
c. TOTAL tutors who left (Sum of items #3a and #3b)	3c.		3
4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only))	4.		66
5. Number of tutors trained during quarter	5.		13
6. Number of pre-service tutor workshops offered during quarter	6.		1

CUMULATIVE SUMMARY		TOTAL
7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter)	7.	96
8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter)	8.	49

END OF QUARTER STATUS		TOTAL
9. Tutors instructing at end of quarter (#1 plus #2 minus #3c)	9.	63
10. Prospective tutors awaiting training/matching at end of quarter	10.	23

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 1996/97)

or Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #9 on previous page.***

11. Ethnicity	Asian	Black	Hispanic	Native American	Pacific Islander	White	Other	Unknown	TOTAL
	2	0	5	0	0	56	0	0	63

12. Age Distribution	16-19	20-29	30-39	40-49	50-59	60-69	70+	Unknown	TOTAL
	0	7	12	11	17	12	3	1	63

13. Gender	Male	Female	TOTAL
	4	59	63

Double Check:

Do Items #10, #11, & #12 = #9 on previous page?

a. Number of library branches used for literacy instruction during quarter	3
14b. Number of additional sites used for literacy instruction during quarter	18

Legislative districts in which instruction occurred during quarter
a: State Assembly District #(s): <u>72</u>
b: State Senate District #(s): <u>33</u>
c: U.S. Congressional District #(s): <u>39, 41</u>

Placentia Library District

Name of Library

Katie Matas
Signature of person submitting this report

Literacy Coordinator 7/17/97
Title Date

Katie Matas
Contact Person

Literacy Coordinator (714) 524-8408 ext. 213
Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Action Plan (Fiscal Year 1996/97)

Agenda Item 26
Attachment A
Page 6

Name of Library	<input type="checkbox"/> 1st Quarter	<input type="checkbox"/> 2nd Quarter
Placentia Library District	July-September	October-December
	<input type="checkbox"/> 3rd Quarter	<input checked="" type="checkbox"/> 4th Quarter
	January-March	April-June

Instructions:

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

1. What were your principal challenges for this past quarter?

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Promoting the use of computer software in conjunction with tutoring sessions.

2. How did you address these challenges?

1. Offered a 15-hour tutor training course.
2. Offered a workshop on how to help learners with spelling.
3. Included tutors in the Friends of the Library annual volunteer recognition program.
4. Introduced the volunteer computer tutor to the tutor training participants and encouraged the tutors to make appointments to see what programs were available.

3. Based on these actions, what do you see as the principal challenges you face in the next quarter?

1. Recruiting and retaining new tutors.
2. Providing support to the tutors and students in the program.
3. Providing the best service possible with limited library hours and literacy staff.

4. What local alliance formation activities occurred this quarter?

1. Continued participation in the Placentia Community Network.
2. Continued communication with local businesses through the Placentia Chamber of Commerce.
3. Participated in the Southern California Library Literacy Network.
4. Worked with California State University, Fullerton to provide internship opportunities for students in the Human Services and Communications departments.
5. Participated in a local homeless intervention shelter's support services counsel to evaluate the shelter's services and promote cooperation between community service providers.

CALIFORNIA LIBRARY LITERACY SERVICE


Quarterly Financial Report (Fiscal Year 1996-1997)

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

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

BUDGET CATEGORIES	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) Total for Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL EXPENDITURES (f+g)
	1. Personnel	2,287	47,370	49,647	1,799	4,890	1,799	37,316
2. Library Materials	-0-	500	500	-0-	-0-	-0-	570	570
3. Operations	8,238	6,330	14,468	4,312	4,284	6,266	4,844	11,110
4. Equipment	800	-0-	800	-0-	628	877	628	1,505
5. Indirect	562	-0-	562	562	-0-	562	-0-	562
6. Total	11,887	54,200	66,087	6,673	9,802	9,504	43,358	52,862

"OPERATIONS" DETAIL	BUDGET			EXPEND. THIS QTR.		EXPENDITURES YEAR-TO-DATE		
	(a) Approved CLSA	(b) Other*	(c) TOTAL For Year (a+b)	(d) CLSA	(e) Other	(f) CLSA	(g) Other	(h) TOTAL Expenditures (f+g)
	3a. Contract Services	2,000	700	2,700	-0-	750	-0-	750
3b. Travel	500	2,750	3,250	25	641	25	641	666
3c. Office Supplies	1,000	750	1,750	1,439	388	1,509	395	1,904
3d. Printing	2,100	900	3,000	280	1,935	1,435	1,935	3,370
3e. Instr. Resources	1,488	730	2,218	1,714	-0-	1,714	403	2,117
3r. Communications	650	150	800	854	570	1,488	720	2,208
3g. Other	500	350	562	-0-	-0-	95	-0-	95
TOTAL	8,238	6,330	14,468	4,213	3,813	6,167	4,373	11,110


 Signature of Representative of Fiscal Agent or of
 Elizabeth D. Minter

 Library Director
 Title Date

Charlene Dumitru
 Contact Person

Admin. Ass't (714) 528-1906, 202
 Title Phone

*Sources of "other" funds of \$200 or more attached.
 CLSA FORM-52 (Rev. 8/96)


BUDGET CHANGE REQUEST (BCR)
CLSA/ California Library Literacy Service Funds

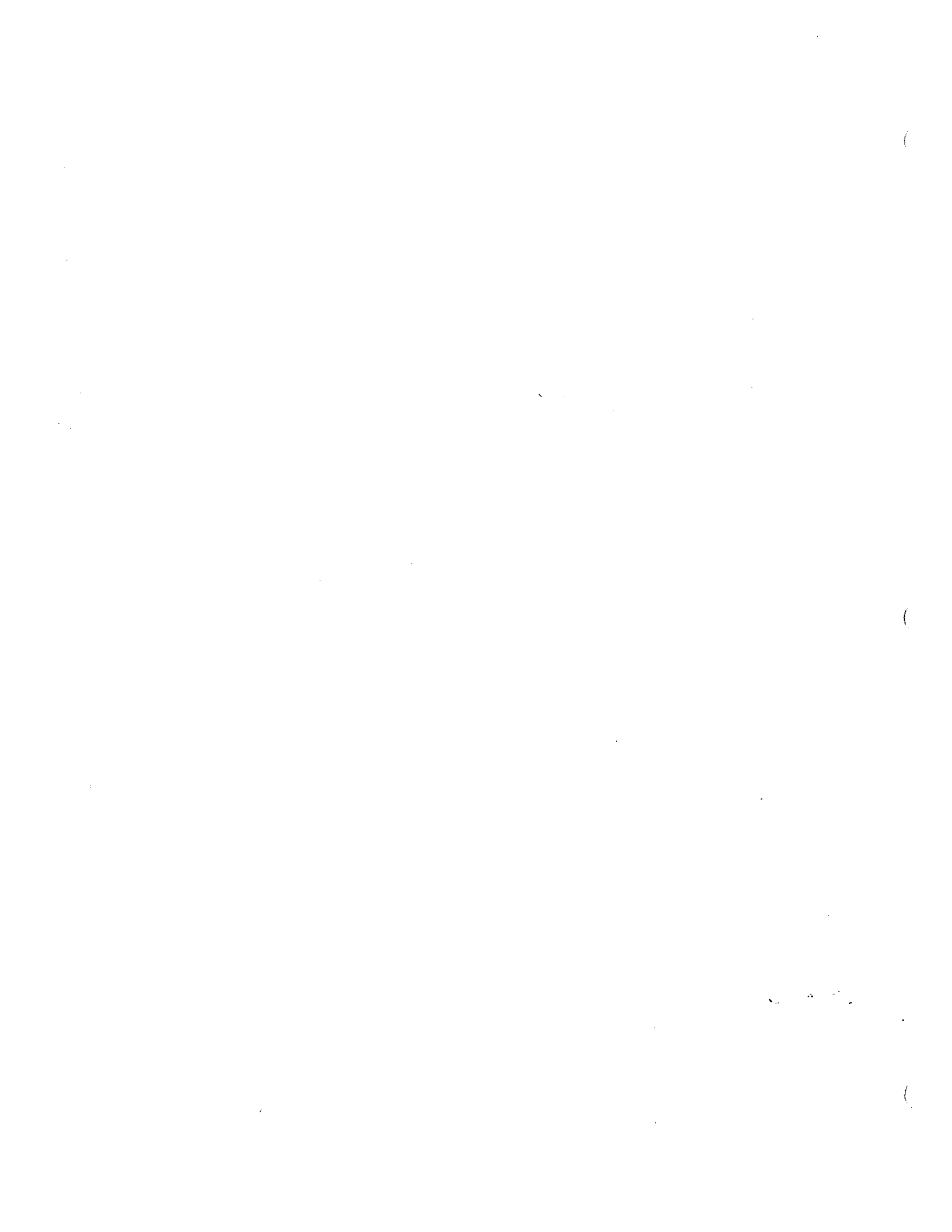
1. See INSTRUCTIONS for Budget Change Request
2. Send complete form to:
California State Library
Literacy Fiscal Office, Room 215
PO Box 942837
Sacramento, CA 94237-0001

Placentia Library District
Name of Library

BUDGET CATEGORIES	APPROVED CLSA BUDGET	BUDGET CHANGE REQUEST AMOUNT	PROPOSED CLSA BUDGET	JUSTIFICATION For Budget Change Request (attach additional pages, as necessary)
1. Personnel	2,287	(488)	1,799	Due to funding reductions the District budget was amended mid-year including reductions in staffing and operations. Therefore, less money was allocated to Literacy than originally budgeted and the money which was spent was adjusted within categories to make the best use of available funds.
2. Library Materials	-0-	-0-	-0-	
3. Operations Total (a-g)	8,238	(2,071)	6,167	
a. contract services	2,000	(2,000)	-0-	
b. travel	500	(475)	25	
c. office supplies	1,000	509	1,509	
d. printing	2,100	(665)	1,435	
e. instructional resources	1,488	226	1,714	
f. communications	650	838	1,488	
g. other	500	(405)	95	
4. Equipment	800	77	877	
5. Indirect	562	-0-	562	
6. TOTAL	11,887	(2,383)	9,504	

BCR 53.CLC (Rev. 9/93)

STATE LIBRARY USE ONLY	
Fiscal Agent/Library Rep. Signature  Charlene Dumitru Contact Person	Library Director Title (714) 528-1906, 202 Phone #
CSL Consultant approval/signature Date	Date
CSL Budget Office approval/signature Title Date	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1996-1997
DATE: August 19, 1997

BACKGROUND:

Attached is a copy of the District's Annual Report to the California Department of Education for the Federal Adult Basic Education Grant for Fiscal Year 1996-1997.

Filing this report is required in order for the District to receive reimbursement for the funds expended for this Grant, and to remain eligible for future California Department of Education Grants.

RECOMMENDATION:

Receive and File



CALIFORNIA DEPARTMENT OF EDUCATION
ADULT EDUCATION ACT
Section 321/326
Fiscal Year 1996-97

ENROLLMENT CLOSE-OUT PACKAGE

This Close-out package is comprised of the following :

Adult Basic Enrollment Report

Annual Performance Report

Return the original of each of these forms and retain a copy for your records

DEADLINE FOR SUBMISSION:

July 31, 1997

Submit to:

Mr. John Roman
California Department of Education
Adult Education Unit
P.O. Box 944272
Sacramento, CA 94244-2720

**ADULT EDUCATION - FY 1996-97
CLOSE-OUT
ENROLLMENT REPORT**

SUBMISSION DEADLINE:
July 31, 1997
Return to: Mr. John Roman
Adult Education Unit
P. O. Box 944272
Sacramento, CA 94244-2720
(916) 323-5047

Agenda Item 27
Attachment A
Page 2

COUNTY & VENDOR/DISTRICT CODES (See Letter of Encumbrance for these codes)

FY		County Code		District/Vendor Code							
9	6	3	0	M	6	9	2				

AGENCY NAME (School District/Community College/Private Agency) Placentia Library District				
SECTION I. TOTAL ENROLLMENT DATA (July 1, 1996 through June 30, 1997) BY INSTRUCTIONAL PROGRAM				
	ADULT BASIC EDUCATION (ABE) (A)	ENGLISH AS A SECOND LANGUAGE (ESL) (B)	ABE/ESL MIXED (C)	ESL-CITIZENSHIP (D)
NUMBER OF TEACHERS (UNDUPLICATED)	19	34	4	
NUMBER OF INSTRUCTIONAL HOURS	1218	1717		
NUMBER OF ENROLLEES (UNDUPLICATED)	28	53		
NUMBER OF ATTENDANCE HOURS	1351	1969		
SECTION II. NUMBER OF ESL-CITIZENSHIP STUDENTS WHO HAVE MET THE FIVE (5) CRITERIA ** AND CUMULATIVE NUMBER OF ATTENDANCE HOURS				
	Amount			Amount
NUMBER OF STUDENTS WHO HAVE MET THE FIVE (5) CRITERIA			CUMULATIVE NUMBER OF ATTENDANCE HOURS	
<p>**Only students who have met the following requirements may be claimed:</p> <p>1.) Evidence is available to show there has been a gain in skill levels for the instruction areas; 2.) Evidence is available to show the individual has completed training to take the INS test; 3.) Evidence is available that shows the individual has completed the INS N-400 form and is able to answer questions about the information provided; 4.) Evidence is available to show the individual has successfully completed a practice test using items from one of the following examinations: • CASAS, • ETS, • 1/3 of INS Practice Questions; 5.) Students must attend a minimum of 12 hours before their attendance is counted for HHU reimbursement.</p>				
SECTION III. NARRATIVE FORM				
<p>Please provide a brief paragraph which describes how your program improved (1) access to users; (2) accountability; (3) quality and responsiveness; and (4) planning and coordination. Use separate pages if necessary (include the agency name and grant number on any attachments).</p> <p>Access to the program has been improved by the addition of volunteer office help resulting in better reception desk coverage and more opportunity for telephone contact. The literacy program has been made more visible to the business community by participation in Chamber of Commerce events, speaking engagements at business organizations, and articles and advertisements in various local publications. Accountability is maintained through monthly tutor report forms and phone calls, and an adult learner progress evaluation form. The progress evaluation form is designed to help the student define his or her reading and writing goals and to show progress over time. The forms are completed by the student and tutor together every six months. To enhance the quality and responsiveness of the program, staff participated in various literacy related conferences and workshops and incorporated ideas from those events into the literacy program. Supplemental training workshops were offered to tutors to enhance their teaching skills.</p>				

**CALIFORNIA DEPARTMENT OF EDUCATION
ADULT EDUCATION - FY 1996-97**

ANNUAL PERFORMANCE REPORT

The information requested in this report is required by the United States Office of Education (USOE) as part of the approval of the states' application for Adult Education funds. The California State Plan for Adult Basic Education, approved by USOE, page 5, item 12, states "CDE annually will report information about the state's adult education students, programs, expenditures and goals as may be required by the Secretary." And, on page 53, item (3) which states in part, "the applicant will agree to follow State Guidelines that may be revised from year to year with respect to accountability and data collection procedures."

The four following tables must be completed and returned to the California Department of Education by July 31, 1997.

.....

COUNTY CODE & DISTRICT/VENDOR CODE:
(See Letter of Encumbrance)

FY	County Code	District/Vendor Code			
96	30	M	6	9	2

AGENCY: Placentia Library District

PROGRAM YEAR: 1996-97

REPORTING PERIOD: JULY 1, 1996 - JUNE 30, 1997

TABLE 1. Report the number of participants in your program(s) who had achievements in the listed areas during the reporting period. Participants who have several achievements may be listed more than once.

PARTICIPANT ACHIEVEMENT	NUMBER OF PARTICIPANTS (may be duplicated)
EDUCATIONAL:	
1. Obtained an Adult High School Diploma	
2. Passed the GED test	
3. Entered other educational or training program	5
SOCIETAL:	
4. Applied for US citizenship	
5. Received US citizenship	1
6. Registered to vote or voted for the first time	
ECONOMIC:	
7. Gained employment	
8. Secured employment retention or obtained job advancement	
9. Removed from public assistance	
OTHER (specify):	

TABLE 2. Report the number of participants and the number of classes by time and location

LOCATION OF CLASS (A)	NUMBER OF PARTICIPANTS (B)	NUMBER OF DAYTIME CLASSES (C)	NUMBER OF EVENING CLASSES (D)	SITES OPERATING FULL-TIME PROGRAMS (25 hours or more unduplicated count) (E)
SCHOOL BUILDING:				
1. Elementary/Secondary school				
2. Community college (junior college, technical institute, etc)				
3. Four-year college				
OTHER LOCATIONS:				
4. Learning center				
5. Correctional institution				
6. State/local institution for the disabled				
7. Work site	12	2		
8. Library	69			
9. Community-based organization center				1
10. Home or home-based				
11. Other				
TOTAL:				

TABLE 3. Enter an unduplicated count of personnel by function and job status.

Function Organizational Placement and Type of Job Performed (A)	ADULT EDUCATION PERSONNEL		
	Paid Personnel		Unpaid Volunteers (D)
	Total number of part-time personnel (B)	Total number of full-time personnel (C)	
1. Local-level administrative/supervisory/ancillary services	3		1
2. Local teachers			
3. Local counselors			57
4. Local paraprofessionals			

FINAL DEADLINE FOR SUBMISSION:
July 31, 1997

Agenda Item 27
Attachment A
Page 5

PROGRAM ACTIVITY AND EXPENDITURE REPORT
FORM I

**** IMPORTANT ****
The dollar figures reported on this form will be transferred to Form II - Final Reconciliation form (CDE 101-B1). Submit all close-out forms within 30 days after the end of the program operation period. Final deadline for submission is July 31, 1997.

Agency Name: Placentia Library District	County Code 3 0 M 6 9 2	District/Vendor No.
--	----------------------------	-------------------------

Reporting Period: July 1, 1996 to June 30, 1997

Part A: ONE HUNDRED HOUR UNITS (HHUs) GENERATED

Column 1 PROGRAM:	Column 2 GRANT AWARD	Column 3 HHUs GENERATED	Column 4 MONETARY RATE	Column 5 MONETARY VALUE (column 3 x 4)
BASE GRANT	\$ 3,500			
ABE	\$ 130	13	\$13.00	169
ESL	\$ 130	19	\$10.00	190
ESL-CITIZENSHIP	\$ 0		\$250.00	
INSTITUTIONALIZED	\$ 0		\$34.00	

Part B: ACTUAL EXPENDITURES INCURRED (total by program)

BASE GRANT	ABE	ESL	ESL-CITIZENSHIP	INSTITUTIONALIZED
\$ 3,426	\$ -0-	\$ -0-	\$ -0-	\$ -0-

Part C: MAINTENANCE OF EFFORT

Funds, other than this grant, used to support the ongoing basic program during this reporting period.

TOTAL \$ 52,292.00

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.

Print Authorized Agent's Name & Title Elizabeth D. Minter, Library Director

Signature  Date 07/28/97

ADULT EDUCATION ACT
Section 321/326
FISCAL YEAR 1996-97
CLOSE-OUT

California Department of Education
Adult Education Unit
Attn: Bernice Foster
P. O. Box 944272
Sacramento, CA 94244-2720
(916) 323-5030

FINAL DEADLINE FOR SUBMISSION:
July 31, 1997

Agenda Item 27
Attachment A
Page 6

FINAL RECONCILIATION

FORM II

**** IMPORTANT ****

The figures requested in Column 3 and 4 below are to be transferred from Form I- Program Activity and Expenditure Report (CDE 101-B2), parts A and B. Column 5 below, Reimbursable Amount, is the lowest of the figures listed in columns 2, 3 or 4. Submit all close-out forms within 30 days after the end of the program operation period. Final deadline for submission is July 31, 1997.

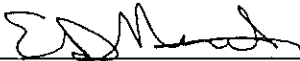
Agency Name:	County Code		District/Vendor No.							
Placentia Library District	3	0	M	6	9	2				

Reporting Period: July 1, 1996 to June 30, 1997

Column 1 PROGRAM	Column 2 GRANT AWARD	Column 3 GENERATED HHUs MONETARY VALUE (Form I, Part A, Column 5)	Column 4 EXPENDITURES INCURRED (Form I, Part B)	Column 5 REIMBURSABLE AMOUNT (place here the <u>lowest</u> amount from column 2, 3, or 4)
BASE GRANT	\$ 3,500		\$ 3,426	\$ 3,426
ABE	\$ 130	\$ 169	\$ -0-	\$ -0-
ESL	\$ 130	\$ 190	\$ -0-	\$ -0-
ESL-CITIZENSHIP	\$ -0-	\$ -0-	\$ -0-	\$ -0-
INSTITUTIONAL	\$ -0-	\$ -0-	\$ -0-	\$ -0-

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.

Print Authorized Agent's Name & Title Elizabeth D. Minter, Library Director

Signature  Date 07/28/97

FINAL DEADLINE FOR SUBMISSION:
July 31, 1997

FINAL CLAIM FOR REIMBURSEMENT

Form III

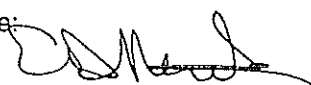
Agenda Item 27
Attachment A
Page 7

****IMPORTANT****

In order to complete this claim, refer to Form II - Final Reconciliation (CDE 101-B1) which calculates your allowable reimbursement(s). Submit this form within 30 days after the end of the program operation period. Final deadline for submission: July 31, 1997

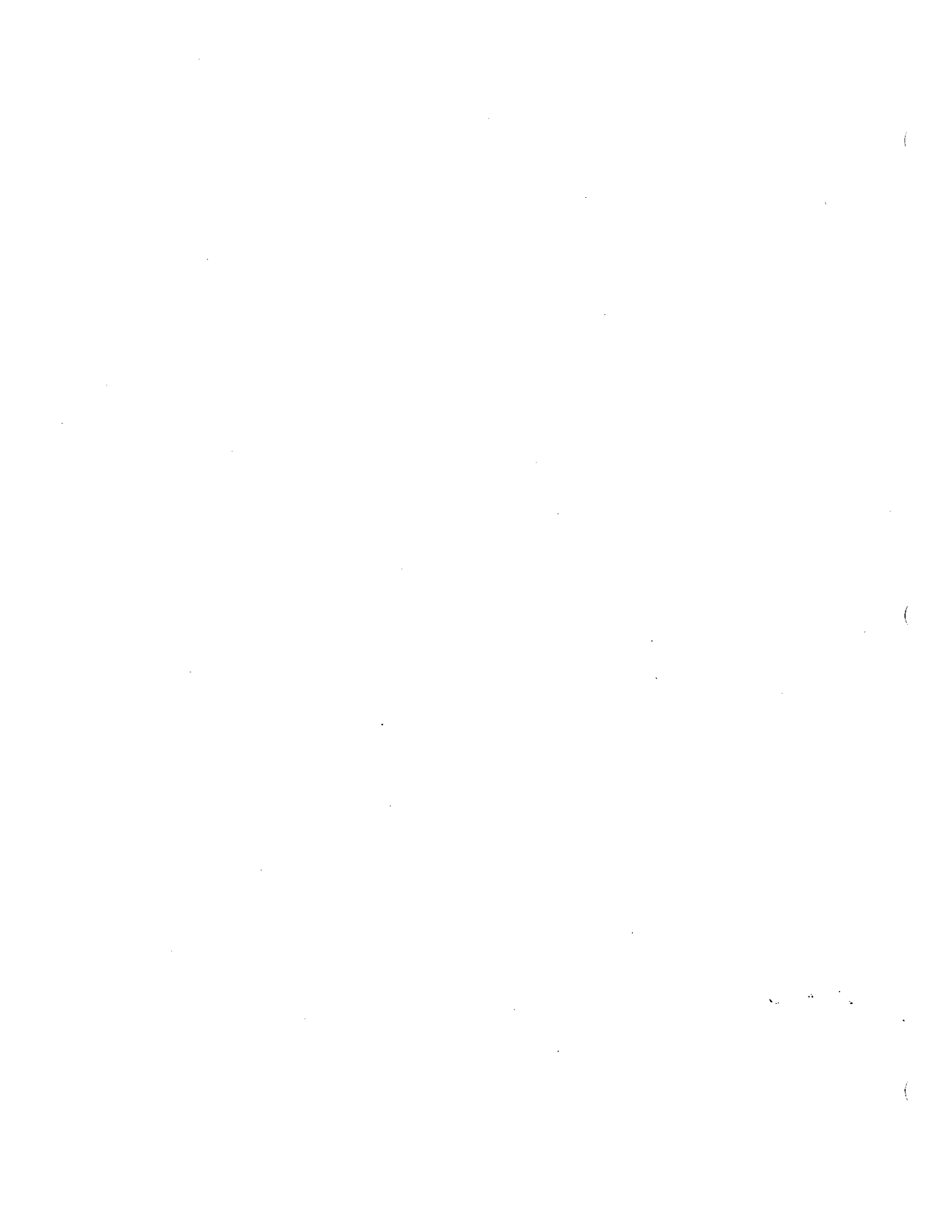
AGENCY: Placentia Library District		GRANT NO: 30-M692	
CONTACT PERSON: Charlene Dumitru		TELEPHONE NO: (714) 528-1906, ext. 202	
REPORTING PERIOD: July 1, 1996 - June 30, 1997			DATE OF CLAIM:
Column 1 PROGRAM	Column 2 REIMBURSABLE AMOUNT <i>(form II, column 5)</i>	Column 3 LESS PRIOR CLAIMS SUBMITTED	Column 4 AMOUNT OF FINAL CLAIM <i>(column 2 minus column 3)</i>
Base Grant (03499)	\$ 3,426	\$ -0-	\$ 3,426
321 ABE only (03055)	\$ -0-	\$ -0-	\$ -0-
321 ESL only (03055)	\$ -0-	\$ -0-	\$ -0-
Subtotal	\$ 3,426	\$ -0-	\$ 3,426
321 ESL-Citizenship (03802)	\$ -0-	\$ -0-	\$ -0-
326 Institutionalized (03844)	\$ -0-	\$ -0-	\$ -0-
Subtotal	\$ -0-	\$ -0-	\$ -0-
TOTAL	\$ 3,426	\$ -0-	\$ 3,426

CERTIFICATION: I hereby certify that the reported one hundred hour units have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. Full records have been maintained and are available for audit purposes.


Printed Name of Authorized Agent: Elizabeth D. Minter	Title: Library Director	Telephone: (714) 528-1925, ext. 203
Signature: 		Date: 08/28/97

CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

CLAIM APPROVAL	DATE:



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Letter of Authorization for Munson, Cronick & Associates, CPA to conduct
the Fiscal Year 1996-1997 Financial Audit for Placentia Library District
DATE: August 19, 1997

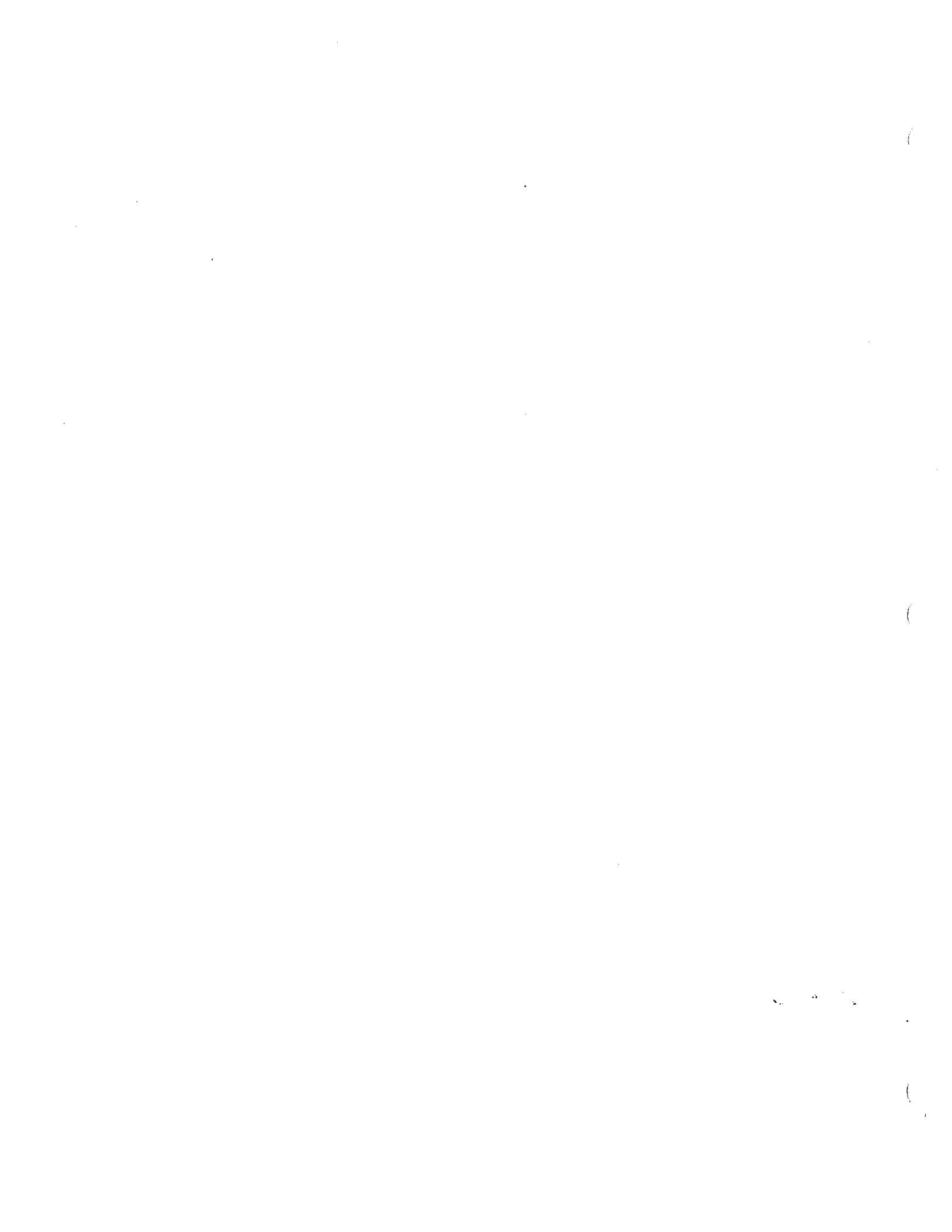
BACKGROUND:

Munson, Cronick & Associates provides the financial auditing services for Placentia Library District.

This letter is required as part of the annual audit process.

RECOMMENDATION:

Receive & File, and Authorize Signature by the Library Director



Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

June 23, 1997

Board of Trustees
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870

Attn: Elizabeth Minter
Library Director

Dear Elizabeth:

We are pleased to present our proposal to provide professional services for the Placentia Library District for the year ended June 30, 1997.

We will audit the balance sheet of Placentia Library District as of June 30, 1997, and the related statements of revenue, expenditures and changes in fund balances for the year then ended.

Our audit will be made in accordance with generally accepted auditing standards and will include tests of your accounting records and other procedures we consider necessary to enable us to express an unqualified opinion that your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected banks and the County of Orange. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audits will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention. Our responsibility as auditors is limited to the period covered by our audits.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control policies and procedures, the selection and application of accounting principles, and the safeguarding of assets. We understand that your employees will type all cash and other confirmations we request and will locate any invoices selected by us for testing.

Our audit is not specifically designed and cannot be relied on to disclose reportable conditions, that is, significant deficiencies in the design or operation of the internal control structure. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

We would expect to begin our audit as soon as the books and records are closed for the year and available for audit. To complete the audit and issue our report on or before September 8, 1997, all information must be received by us no later than August 20, 1997.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our preliminary estimates, we anticipate a target fee of \$3,350 for the year ended June 30, 1997.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to present our proposal to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return it to us.

Sincerely,

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Placentia
Library District

Authorized signature: _____

Title: _____

Date: _____

CLIENT'S COPY

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dm*
SUBJECT: Review of Library Revenue Issues
DATE: August 19, 1997

BACKGROUND:

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

1. Property Tax

The District was scheduled to receive its 1997-1998 Property Tax estimate from the Orange County Auditor's Office the first week of August. The information was not available at the time this report was prepared.

Attachment A shows the property tax estimates that appeared in the Los Angeles Times on July 11, 1997. According to this information there was a 2.9% increase in Placentia.

The State Budget provided neither reversal nor cap of the District's property tax shift to the Educational Revenue Augmentation Fund (ERAF).

The Trailer Bills of the State Budget contained a provision negating the possibility of the District benefiting from the State Controller's Opinion on the District being exempt from the ERAF shifts since 1994-1995. Attachment B is a memo from the Orange County Auditor showing how much Placentia Library District would have benefited from the implementation of this provision.

At the California Special Districts Association Legislative Committee Meeting on August 7, Ralph Heim reported that CCA 4, the proposed California Constitutional Amendment initiative bill was killed in a Senate Committee. Thus, the ERAF reversal issue will not be presented to voters in the next election. It is Ralph's opinion that it is unlikely that there will be an attempt to bring this to the ballot by signatures because of the cost of the signature initiative process.

It is likely that this issue will continue to be pursued in the next legislative session.

2. State Funds

The State Budget provides no increase in Public Library Foundation Funding for Placentia Library District.

The State Budget provides no increase in funding for transactional based reimbursements.

3. Local Revenues

The Anaheim Library Consortium is adding a module to its automated library system (DYNIX) which will provide electronic information to overdue collections vendors. The District's current overdue collections vendor has not been performing acceptably in recent months. Staff is investigating the possibility of switching to the same vendor that will be serving Anaheim and Yorba Linda as soon as the new software is operational.

RECOMMENDATION:

Discuss and give direction for future action.

Data Show Stability in Real Estate, Assessor Says

■ **Economy:** County tax figures indicate that value of residential and business properties is up 3%.

By SHELBY GRAD
TIMES STAFF WRITER

SANTA ANA—In a sign that Orange County's sluggish real estate market is gradually improving, the dollar value of residential and business properties in Orange County rose nearly 3% over the last year, according to tax roll data released Thursday.

"Things are looking better than they have in four or five years," said county Assessor Bradley L. Jacobs. "But we should not confuse this with some wonderful boom. What we are seeing is some stability."

The \$178-billion property tax roll is \$4.6 billion larger than it was last year, and marks the most robust growth in values since 1992. Jacobs attributed the jump to homes being sold at prices higher than their assessed values and, to a lesser degree, new construction.

The 2.71% increase this year compares with 0.46% growth in 1996, when the increase in assessed values was actually lower than the rate of inflation, as measured by the consumer price index. Tax roll values declined in 1994 and 1995.

Only three of Orange County's 31 cities—Stanton, La Habra and Fountain Valley—saw declines in their assessed values, compared 11 last year. Huntington Beach saw its total property values jump a healthy 5.4%, while San Juan Capistrano and Laguna Beach registered increases of more than 4% each.

The data are the latest indication that the real estate market is continuing to build steam. Home prices have risen steadily over the last few months, and real estate agents said May was one of the best sales months in six years.

Despite the improving numbers, Jacobs stressed that relatively few properties have actually seen their values rise.

Of the 365,000 parcels the assessor's office reviewed, 95% of them showed no change in value or slight decreases. The remaining 5% recorded higher values, but Jacobs said most of those properties had charted declines in value for several previous years.

"This is the first time the market has shown even a small or scattered restoration," the assessor said. "But in many cases, there are not appreciations [in value] but

slight reversals after long depreciations."

Compared to last year, property ownership changes rose by 7.2% while new housing construction dropped 11%.

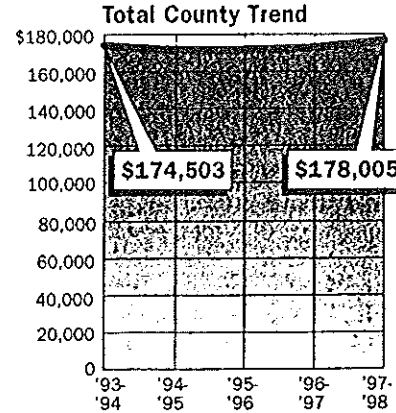
Anaheim remained the top city in terms of property value, at \$16.4 billion. Irvine was second with \$15.6 billion and Huntington Beach was third with \$12.9 billion.

Property owners should have received their property valuation notices. Those who disagree with the value assigned to their parcel have until Sept. 15 to lodge a protest.

With the real estate downturn, thousands of residents have demanded assessment appeal hearings over the last few years, creating hefty backlogs.

Property Values Up

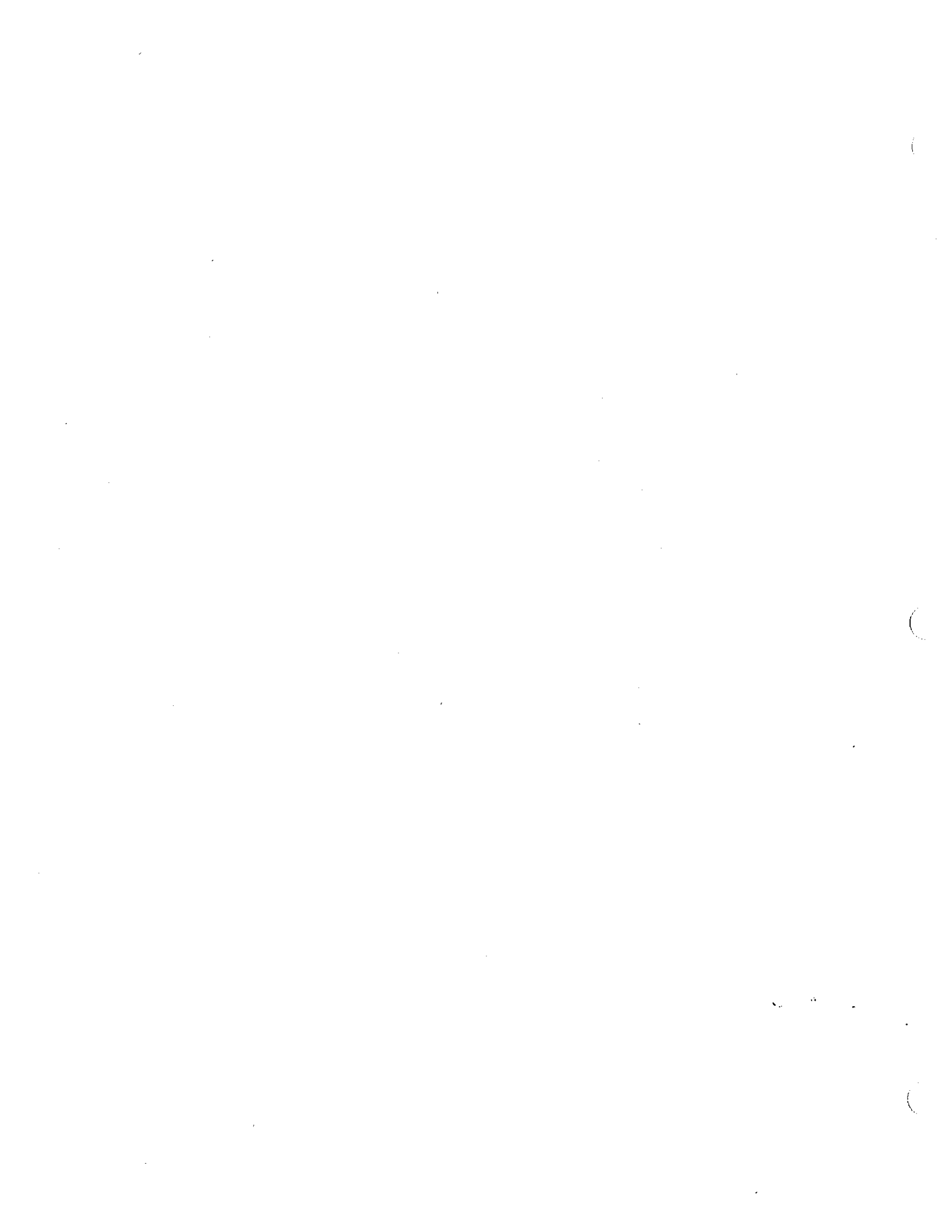
After three years of declining or stagnant values, the total price tag for Orange County properties increased nearly 3%. Three of the county's 31 cities did, however, suffer declines in total assessed property value. Here is the trend in total value of Orange County assessment rolls and a city-by-city look at the 1997-98 assessment and the one-year change, all data rounded with dollar values in millions:



1997-98 Assessments

City	Total value	% Change
Anaheim	\$16,402	2.7
Brea	3,370	2.8
Buena Park	3,686	0.6
Costa Mesa	6,992	2.8
Cypress	2,787	1.9
Dana Point	3,576	0.8
Fountain Valley	3,410	-0.3
Fullerton	6,668	1.7
Garden Grove	5,781	1.0
Huntington Beach	12,975	5.4
Irvine	15,614	3.1
Laguna Beach	3,512	4.4
Laguna Hills	2,833	2.5
Laguna Niguel	5,542	2.4
La Habra	2,292	-1.8
Lake Forest	3,417	1.7
La Palma	890	2.6
Los Alamitos	820	1.7
Mission Viejo	6,479	3.0
Newport Beach	12,621	3.5
Orange	7,798	2.4
Placentia	2,208	2.9
San Clemente	3,968	2.3
San Juan Capistrano	2,484	4.5
Santa Ana	10,344	1.1
Seal Beach	1,803	1.1
Stanton	992	-3.5
Tustin	3,752	1.3
Villa Park	663	2.8
Westminster	3,299	0.7
Yorba Linda	4,588	2.8
Unincorporated areas	16,437	5.3
County total	\$178,005	2.7

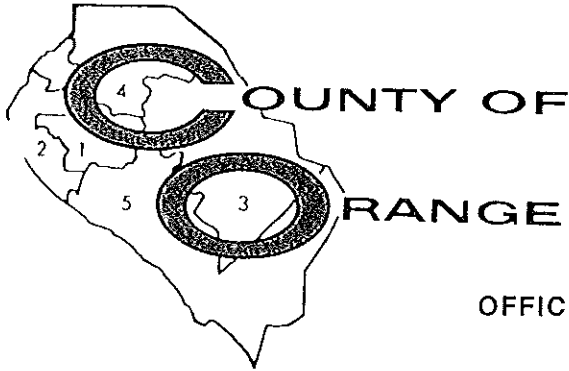
Source: Orange County assessor



STEVEN E. LEWIS
AUDITOR-CONTROLLER

FINANCE BUILDING
12 CIVIC CENTER PLAZA
P. O. BOX 567
SANTA ANA, CA 92702-0567

TELEPHONE: 834-2450
AREA CODE 714



OFFICE OF AUDITOR-CONTROLLER

August 5, 1997

TO: Distribution


SUBJECT: Attached Notice—Library/ERAF Property Tax Shift

While dated July 16, 1997, this is to notify you that I received the attached notice on August 4, 1997. If the State Controller's position on this issue stands, library property tax monies that were earlier allocated to the Educational Revenue Augmentation Fund (ERAF) would need to be taken back from schools and given to libraries. I believe such loss to schools would then be mostly offset by additional state funding. Adjustments would need to be made for the following years:

	1994-95	1995-96	1996-97	Future Years Estimate
County Library	\$17,391,454	\$17,503,494	\$17,734,696	\$17,800,000
Buena Park Library	528,819	534,480	542,310	545,000
Placentia Library	787,078	795,682	799,231	800,000

The three year adjustment would be more than \$56.6 million and, if not timed and coordinated carefully with Department of Education reports to the state, could have a very negative impact on school cash flow. It is my understanding, after talking to County Department of Education staff, that the additional state monies needed to offset such an adjustment would not "normally" flow until sometime in February 1998. Additionally, it is my understanding that the State Department of Finance may challenge the State Controller's opinion on this matter or seek new corrective legislation that would require us to reverse any adjustment made.

As new information becomes available, I will pass it on to you. I will not be making any adjustment until I understand exactly what the state's overall position is on this and until I have discussed the matter with you in more detail. If you have questions, please call me at 834-2457. Also, I would appreciate any information you might receive on this matter.



Steven E. Lewis
Auditor-Controller

SEL:lr (ERAF/Library/Auditor)
Attachment

cc: Lon Watson, County Counsel
Bob Austin, County Counsel
Mike Ruane, CEO
Gary Burton, CEO

Distribution

John Adams, County Librarian
Colleen McGregor, Buena Park Library Director
Elizabeth Minter, Placentia Library Director
John Nelson, Department of Education
Jan Mittermeier, Chief Executive Officer



KATHLEEN CONNELL
Controller of the State of California

July 16, 1997

TO ALL COUNTY AUDITOR-CONTROLLERS

This letter is to inform you of a recently issued opinion by the State Controller's legal counsel regarding the Educational Revenue Augmentation Fund (ERAF) shift and county libraries. A question had arisen whether or not county libraries meeting the criteria in Revenue and Taxation Code Section 95 (m) were subject to the ERAF shift after the enactment of Revenue and Taxation Code Section 97.37. Legal counsel for the State Controller opined those county libraries meeting these criteria are subject to the ERAF shift for Fiscal Years 1992-93 and 1993-94. However, Revenue and Taxation Code Section 97.37 excludes county libraries from the shift beginning with Fiscal Year 1994-95. The allocation of property tax revenues is calculated as if county libraries had never been subject to the shift.

Audits of property tax revenues will be conducted in accordance with this opinion, either as a follow-up item for prior audits or as part of a first-time ERAF audit. If your county library meets the above criteria, and an ERAF shift amount has not been calculated for Fiscal Years 1992-93 and 1993-94, the calculation of the shift amount must be made and transferred into ERAF. An ERAF shift amount should not be calculated for Fiscal Year 1994-95 and subsequent years.

If you have any questions, please contact Ms. Carol Nebel, Chief, Division of Audits, Post Office Box 942850, Sacramento, California 94250-5874, or by phone at (916) 322-2423.

Sincerely,

A handwritten signature in cursive script that reads "Helen Shepherd".

HELEN M. SHEPHERD
Chief Deputy State Controller, Finance

HMS:PJR:dl

cc: Carol Nebel, Chief, Division of Audits

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *elm*
SUBJECT: Adoption of Budget for Fiscal Year 1997-1998
DATE: August 19, 1997

BACKGROUND:

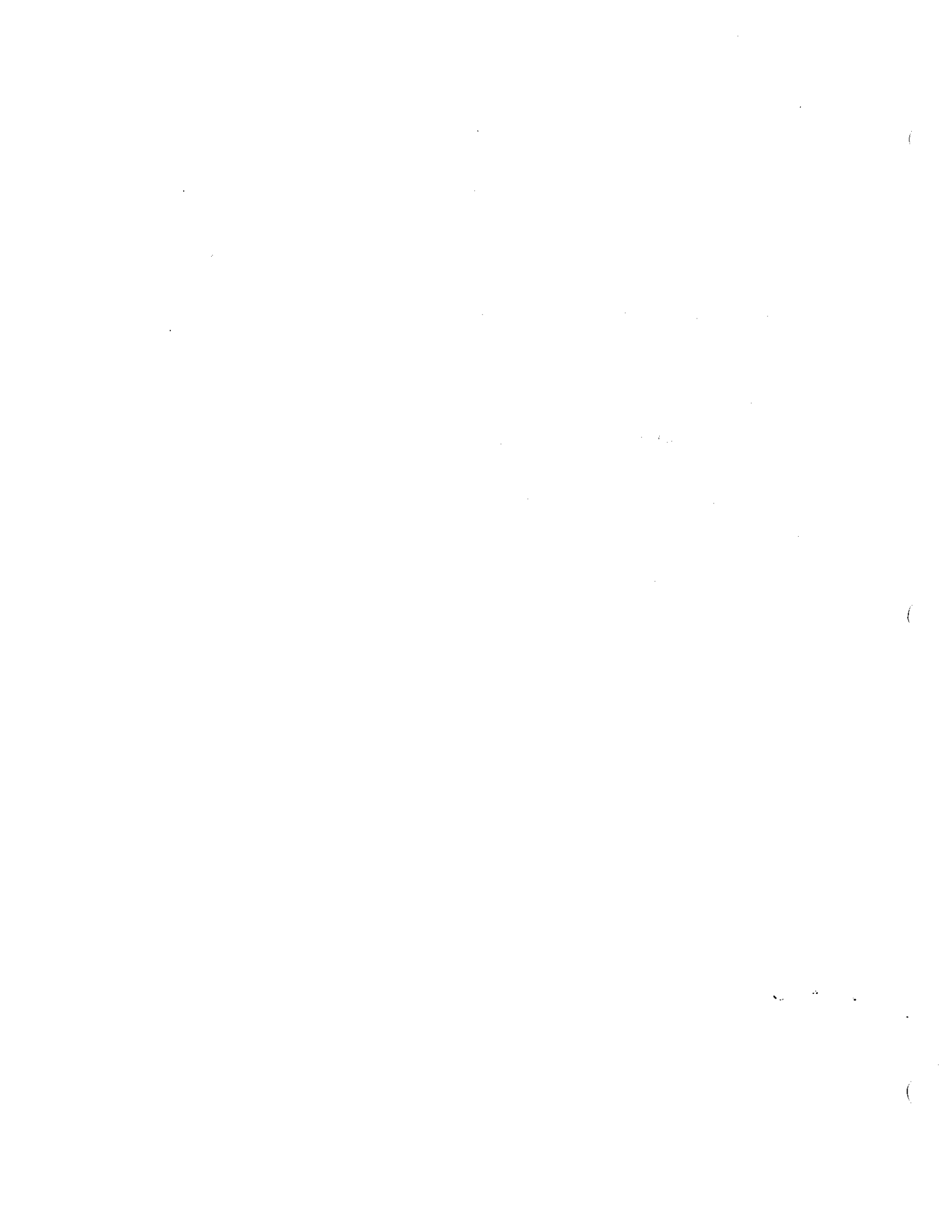
The Budget documents will be distributed at the Board Meeting.

As a result of the lack of increase in funding for the District in any area of the State Budget there will be few changes from the Fiscal Year 1996-1997 Budget.

RECOMMENDATION:

Read Resolution 97-4 by title only.

Adopt Resolution 97-4.



RESOLUTION 97-4

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ADOPT FISCAL YEAR 1997-1998 BUDGETS
FOR THE PLACENTIA LIBRARY DISTRICT

WHEREAS, the preliminary budgets for the Placentia Library District of Orange County for Fiscal Year 1997-1998 were reviewed at the Regular Meeting of the Board of Trustees on August 26, 1997; and

WHEREAS, the tax rates levied are in accordance with Sections 93 and 97.65 of the Revenue and Taxation Code; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts budgets for Fiscal Year 1997-1998, and implements such on July 1, 1997 as follows: FUND Budget Unit 702 for \$81,778, FUND Budget Unit 703 for \$2,857, FUND Budget Unit 706 for \$115,208, FUND Budget Unit 707 for \$1,110,696, and FUND Budget Unit 708 for \$7,247.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES:

State of California)
) ss.
County of Orange)

I, Ray Evans, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-sixth day of August, 1997.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-sixth day of August, 1997.

Ray Evans, Secretary
Board of Trustees
Placentia Library District of Orange County



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Equipment & Struct. Repair
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 81,778 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$81,478 (5200-Appropriation for Contingencies)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting Third Tuesday of the month, 7:30 P. M.

Trustees _____ President: _____
Directors: _____ Chairperson: Margaret V. Dinsmore
(Please Print)

Saundra M. Stark

Jean O. Pappas

Robin J. Masters

Secretary: Ray Evans Library Director: _____
Mgt/Supt: Elizabeth D. Minter

Attorney: _____ Auditors: Munson, Cronick & Assoc.

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library - Equipment & Struct. Repair DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

NOT APPLICABLE

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Equipment & Struct. Repair DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	<u>68,376</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	<u>9,085</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	<u>(78)</u>
4.	Fund Balance - 6/30/97	<u>77,383</u>
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____)	<u>-0-</u>
8.	Subtotal (Lines 4 through 7)	<u>77,383</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	<u>77,383</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1906, ext. 202

For the County _____

Verified by _____

COUNTY OF ORANGE
Placenta Library - Equipment & Struct. Repair DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9920)	_____	_____	_____	_____
Other Reserves (Provide Detail):	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

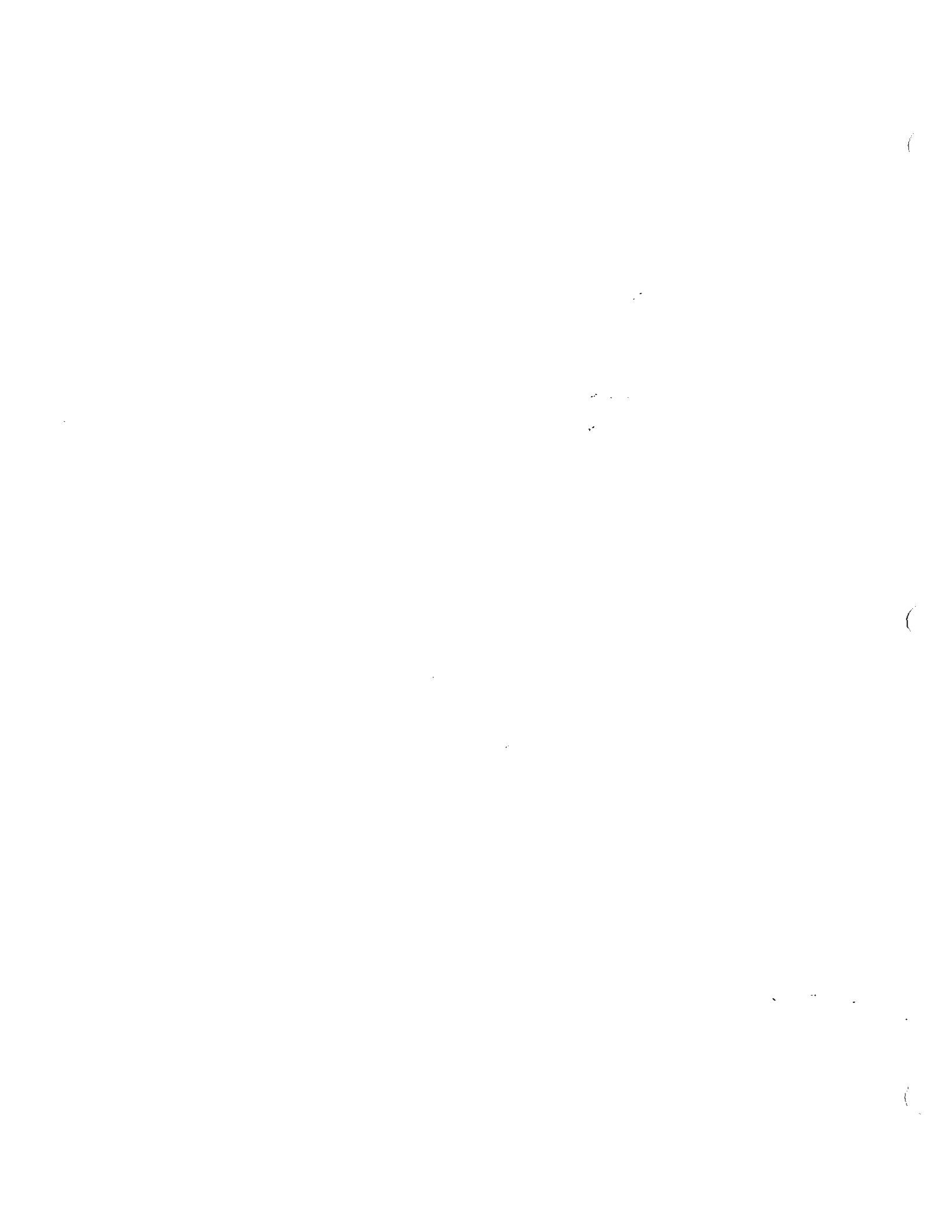
Prepared by: Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)							
SUMMARY BY SOURCE							
(1)			Actual 1995-96 (2)	Actual 1996-97 (3)	Recommended 1997-98 (4)	Approved 1997-98 (5)	Fund Identification Other Than District General Fund (6)
Fund Balance Available			84,952	68,376	77,383		
6610 Interest			6,357	3,885	4,395		
6970 State - Other				-0-	-0-		
7670 Miscellaneous Revenue			3,303	5,200	-0-		
TOTAL MEANS OF FINANCING			94,612	77,461	81,778		
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
(7)			Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)	Fund Identification Other Than District General Fund (12)
SERVICES AND SUPPLIES							
1300 Maintenance - Equipment			131	78	300		702 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING - STRUCTURAL REPAIR FUND
1900 Professional and Specialized Services			131	78	300		
TOTAL SERVICES & SUPPLIES							
FIXED ASSETS							
4000 Equipment			5,495	-0-	-0-		
TOTAL FIXED ASSETS			5,495	-0-	-0-		
4807 Operating Transfers Out			21,000	-0-	-0-		
5200 Appropriation for Contingencies				-0-	81,478		
5600 Investment Pool Loss			(390)	-0-	-0-		
TOTAL FINANCING REQUIREMENTS			26,236	78	81,778		



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Automated Replacement
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 3,007 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$ 2857 (5200 Appropriation for Contingencies)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting third Tuesday of the month, 7:30 P. M.

Trustees: _____ President _____
Directors: _____ Chairperson: Margaret V. Dinsmore

(Please Print)

Sandra M. Stark

Jean O. Pappas

Robin J. Masters

Library Director

Secretary: Ray Evans

Mgt/Supv. Elizabeth D. Minter

Attorney: _____

Auditors: Munson, Cronick & Assoc

Mailing address of district: _____

411 E. Chapman Avenue

Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

Not Applicable

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE
Placentia Library - Automated Replacement DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9920)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

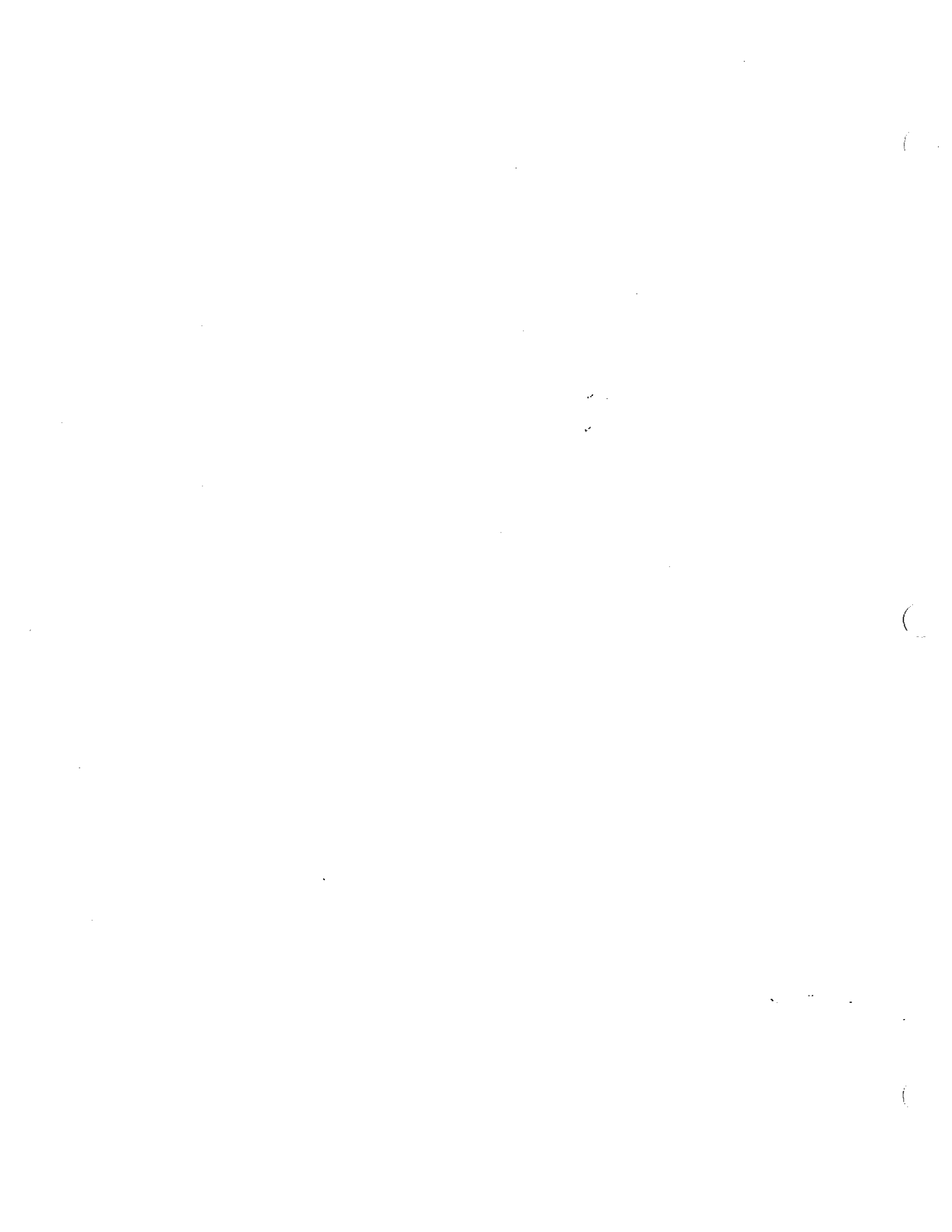
- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County: Verified by: 4

SPECIAL DISTRICT:
 PLACENTIA LIBRARY DISTRICT BUDGET DETAIL
 FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY						Fund Identification Other Than District General Fund (6)	
	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT			
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
							TOTAL	TAX RATE
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY)								
SUMMARY BY SOURCE								
(1)	Actual 1995-96 (2)	Actual 1996-97 (3)	Recommended 1997-98 (4)	Approved 1997-98 (5)				
Fund Balance Available	46,751	2,689	2,850					
6610 Interest	3,228	148	157					
7130 Other Governmental Agencies		-0-	-0-					
7817 Operating Transfer In	21,000	-0-	-0-					
TOTAL MEANS OF FINANCING	70,979	2,837	3,007					
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
(7)	Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)				
SERVICES & SUPPLIES								
1800 Office Expense	63	(13)	150					
1900 Professional and Specialized Services	63	(13)	150					
TOTAL SERVICES & SUPPLIES								
FIXED ASSETS								
4000 Equipment	68,446	-0-	-0-					
TOTAL FIXED ASSETS	68,446	-0-	-0-					
5200 Appropriation for Contingencies			2,857					
5600 Investment Pool Loss	(218)							
TOTAL FINANCING REQUIREMENTS	68,291	(13)	3,007					
					703 - PLACENTIA LIBRARY DISTRICT - INTEREST & SINKING AUTOMATED REPLACEMENT FUND			



COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - I & S
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 115,208 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$114,908 (5200 Appropriation for Contingencies)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting third Tuesday of the month at 7:30 P. M.

Trustees _____ President _____
Directors: _____ *Chairperson:* Margaret V. Dinsmore

(Please Print)

Sandra M. Stark _____ Jean O. Pappas _____

Robin J. Masters _____

Secretary: Ray Evans _____ Library Director: _____
Mgt/Supt: _____ Elizabeth D. Minter

Attorney: _____ Auditors: Munson, Cronick Assoc.

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

NOT APPLICABLE

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - I & S DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	<u>141,790</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	<u>5,261</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	<u>(35,978)</u>
4.	Fund Balance - 6/30/97	<u>111,073</u>
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____ -0-)	
8.	Subtotal (Lines 4 through 7)	<u>111,073</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	<u>111,073</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - I & S DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9920)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by: _____
For the District: Elizabeth D. Minter, Library Director Phone No. (714) 528-1925, ext. 203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1997-98

SCHEDULE 16 (SHEET 1)

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT		TAX RATE	
	ASSESSED VALUATION		ROLL CHANGE/REFUND		SECURED	UNSECURED		TOTAL
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
Interest and Sinking								
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY)								
SUMMARY BY SOURCE								
(1)	Actual 1995-96	Actual 1996-97	Recommended 1997-98	Approved 1997-98	Fund Identification Other Than District General Fund			
Fund Balance Available	18,767	141,790	111,073					
6610 Interest	14,105	5,261	4,135					
7130 Other Governmental Agencies		-0-	-0-					
7817 Operating Transfer In	70,000	-0-	-0-					
TOTAL MEANS OF FINANCING	102,872	147,051	115,208					
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
(7)	Actual 1995-96	Actual 1996-97	Recommended 1997-98	Approved 1997-98	Fund Identification Other Than District General Fund			
SERVICES AND SUPPLIES	273	79	300		706 - PLACENTIA LIBRARY DISTRICT INTEREST AND SINKING BOND REDEMPTION			
1900 Professional and Specialized Services	273	79	300					
TOTAL SERVICES AND SUPPLIES	273	79	300					
3200 Bond Redemption	35,900	35,900	-0-					
4807 Operating Transfers Out	120,000	-0-	-0-					
5200 Appropriation for Contingencies	-0-	-0-	114,908					
5600 Investment Pool Loss	(992)	-0-	-0-					
Provision for Reserves	-0-	-0-	-0-					
TOTAL FINANCING REQUIREMENTS	155,181	35,979	115,208					

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COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 1,110,696 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$3,500 (4000 Equipment)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting third Tuesday of the month at 7:30 P. M.

Trustees President
Directors: Chairperson: Margaret V. Dinsmore
(Please Print)

Saundra M. Stark Jean O. Pappas

Robin J. Masters

Secretary: Ray Masters Library Director
Mgt/Supt: Elizabeth D. Minter

Attorney: _____ Auditors: Munson, Cronick & Assoc.

Mailing address of district: 411 E. Chapman Avenue
Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on outstanding general obligation bonds or other indebtedness approved by the voters prior to July 1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

NOT APPLICABLE

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	<u>197,126</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	<u>886,342</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	<u>(903,002)</u>
4.	Fund Balance - 6/30/97	<u>180,466</u>
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____)	<u>10,000</u>
8.	Subtotal (Lines 4 through 7)	<u>170,466</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	<u>170,466</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	-0-	-0-	-0-	-0-
Imprest Cash (Object 9920)	10,000	-0-	-0-	10,000
Other Reserves (Provide Detail):				
TOTAL	10,000	-0-	-0-	10,000

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

For the District: Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County: Verified by:

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION		ROLL CHANGE/REFUND		MEANS OF FINANCING VOTER APPROVED DEBT		TAX RATE
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED	
General							
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY)							
SUMMARY BY SOURCE							
	(1)	Actual 1995-96 (2)	Actual 1996-97 (3)	Recommended 1997-98 (4)	Approved 1997-98 (5)	Fund Identification Other Than District General Fund (6)	
Fund Balance Available		(173,954)	187,126	170,466			
6210 Property Taxes - Current Secured		643,684	673,850	705,381			
6210 Public Utility Secured Taxes (Sub-revenue 01)		24,898	22,568	23,624			
6220 Property Taxes - Current Unsecured		47,311	33,588	47,500			
6230 Property Taxes - Prior Secured		26,545	28,818	30,167			
6240 Property Taxes - Prior Unsecured		1,221	3,528	1,500			
6280 Property Taxes - Current Supplemental		10,682	9,668	11,500			
6300 Property Taxes - Prior Supplemental		430	1,066	1,065			
6540 Penalties & Costs on Delinquent Taxes		398	448	400			
6610 Interest		19,501	18,502	11,000			
6690 State - Homeowners' Property Tax Relief		17,059	14,896	15,593			
6970 State - Other		63,703	53,648	65,000			
7130 Other Governmental Agencies			-0-	-0-			
7670 Miscellaneous Revenue		35,876	25,761	27,500			
7817 Operating Transfers In		120,000	-0-	-0-			
TOTAL MEANS OF FINANCING		837,354	1,073,467	1,110,696			
SUMMARY OF FINANCING REQUIREMENTS							
SUMMARY OF FINANCING REQUIREMENTS							
	(7)	Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)	Fund Identification Other Than District General Fund (12)	
SALARIES AND EMPLOYEE BENEFITS							
0100 Salaries and Wages		500,513	7,125	6,000		707 - PLACENTIA LIBRARY DISTRICT	
0200 Retirement		70,240	482,527	481,259			
0300 Employee Group Insurance		30,937	67,886	70,591			
TOTAL SALARIES AND EMPLOYEE BENEFITS		601,690	29,843	28,049			
			587,381	585,899			

Cont.

SPECIAL DISTRICTS
PLACENTIA LIBRARY DISTRICT BUDGET DETAIL

FOR FISCAL YEAR 1997-98

SCHEDULE 16 (Sheet 2)

SUMMARY OF FINANCING REQUIREMENTS		SUMMARY OF FINANCING REQUIREMENTS				Fund Identification Other Than District General Fund (12)	
	(7)	Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)		
SERVICES AND SUPPLIES							
0700	Communications	10,988	12,856	11,960		707 - PLACENTIA LIBRARY DISTRICT	
0900	Food	308	7	100			
1000	Household Expense	4,164	2,152	3,500			
1100	Insurance	2,692	11,323	10,552			
1300	Maintenance - Equipment	9,092	29,144	21,000			
1400	Maintenance - Buildings & Improvements	49,967	43,324	42,850			
1600	Memberships	2,659	2,748	2,750			
1700	Miscellaneous Expense	(703)	20	-0-			
1800	Office Expense	28,250	29,004	24,200			
1803	Postage	1,063	916	1,150			
1900	Professional and Specialized Services	64,104	65,560	60,565			
2000	Publications and Legal Notices	113	1,065	500			
2200	Rents and Leases - Buildings & Improvements	35,900	1,543	66,090			
2400	Special Departmental Expense	73,185	53,545	48,000			
2700	Transportation and Travel - Mtgs/Conferences	7,612	6,824	6,750			
2800	Utilities	52,614	51,309	50,000			
3000	Bad Debts	728	-0-	-0-			
3700	Taxes and Assessments	1,154	778	864			
	TOTAL SERVICES AND SUPPLIES	343,890	312,118	350,831			
FIXED ASSETS							
4000	Equipment	3,995	3,502	3,500			
	TOTAL FIXED ASSETS	3,995	3,502	3,500			
4807	Operating Transfer Out	70,000	-0-	-0-			
5200	Provision for Contingencies		-0-	170,466			
5600	Investment Pool Loss		-0-	-0-			
	Provision for Reserves			-0-			
	TOTAL FINANCING REQUIREMENTS	1,019,029	903,002	1,110,696			

COUNTY OF ORANGE
SPECIAL DISTRICT BUDGET FOR Placentia Library - Unused Sick Leave Payoff
FISCAL YEAR 1997-98

At a meeting held on August 19, 1997, the Board of

Trustees of the Placentia Library District duly adopted the budget (enclose copy of Resolution or Minute Order), as shown in the enclosed schedules for the Fiscal Year 1997-98 in the amount of \$ 7,247 (from Schedule 16, Column 10, Total Requirements).

BUDGET BALANCING ACCOUNT

Should any numbers listed on these forms be revised or updated, please indicate, in the space provided below, the amount which may be adjusted to balance the total requirements and the available financing. Adjust \$7,237 (5200 Appropriation for Contingencies)

Signature of Chairperson of Board

Signature of Secretary

ADDITIONAL INFORMATION REQUIRED

Time of Regular Board Meeting third Tuesday of the month, 7:30 P. M.

Trustees: _____ President: _____
Directors: _____ Chairperson: Margaret V. Dinsmore
(Please Print)

Saundra M. Stark

Jean O. Pappas

Robin J. Masters

Library Director: _____

Secretary: Ray Evans

Mgr/Supt: Elizabeth D. Minter

Attorney: _____

Auditors: Munson, Cronick & Assoc.

Mailing address of district: 411 E. Chapman Avenue

Placentia, CA 92870

Person to contact regarding budget: Elizabeth D. Minter, Library Director

Telephone: (714) 528-1925, ext. 203

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT
FISCAL YEAR 1997-98

VOTER-APPROVED INDEBTEDNESS TAX RATE (If applicable)

Amount required to be raised by Tax Rate _____ (from Budget
Schedule 16 or Budget Resolution)

Estimated Rate _____, or, Precise Rate Desired/Required _____
(From Budget Resolution)

*Adjust _____

*If a specific tax rate is desired or required for voter approved indebtedness tax rates
authorized by Revenue and Taxation Code Sections 93 & 97.65, please indicate the
account to be adjusted to establish the precise rate.

We certify that the above requirements are for the purpose of paying the interest and principal on
outstanding general obligation bonds or other indebtedness approved by the voters prior to July
1, 1978, or approved by a two-thirds vote of its voters after June 4, 1986, pursuant to the
authority granted by Revenue and Taxation Code, Sections 93 & 97.65.

Not Applicable

Signature of Chairperson of Board

Signature of Secretary

August 19, 1997

Date

PLEASE ENCLOSE COPY OF RESOLUTION OR MINUTE ORDER APPROVING THE
ABOVE TAX RATE REQUIRED.

THIS FORM MUST BE COMPLETED IF DISTRICT IS LEVYING ANY PROPERTY TAX
RATE FOR VOTER-APPROVED INDEBTEDNESS.

COUNTY OF ORANGE

Placentia Library - Unused Sick Leave Payoff DISTRICT FUND BALANCE AVAILABLELine

1.	Fund Balance - 6/30/96 (from last year's schedule, Line 4)	<u>6,492</u>
2.	Add: Actual Revenues (excluding Fund Balance Available) - FY 1996/97	<u>363</u>
3.	Less: Actual Expenditures & Encumbrances (excluding Reserves) FY - 1996/97	<u>(8)</u>
4.	Fund Balance - 6/30/97	<u>6,847</u>
5.	Less: Total Reserves @ 6/30/97 (Column 1 Schedule of Reserve Requirements)	
6.	General Reserves _____	
7.	Other Reserves _____ Total Reserves (_____)	<u>-0-</u>
8.	Subtotal (Lines 4 through 7)	<u>6,847</u>
9.	Add: Decrease in Reserves (from Column 2, Schedule of Reserve Requirements)	<u>-0-</u>
10.	Total Fund Balance Available 7/1/97. Post this number to Schedule 16, Column 4	<u>6,847</u>

Prepared by:

For the District Elizabeth D. Minter Phone No. (714) 528-1925, ext. 203

For the County _____

Verified by _____

COUNTY OF ORANGE
Placentia Library - Unused Sick Leave Payoff DISTRICT RESERVE REQUIREMENTS
FOR FISCAL YEAR 1997-98

	1 1996-97 Current Reserves	2 Cancellation Of Reserves	3 Increase Or New Reserves	4 Reserve For 1997-98
General Reserves (Object 9850)	0	0	0	0
Imprest Cash (Object 9920)				
Other Reserves (Provide Detail):				
TOTAL	0	0	0	0

INSTRUCTIONS

- Record current reserves in Column 1. Post amounts from Column 1 to Schedule of Fund Balance Available (Lines 6 and 7).
- Record any decrease in reserves in Column (2). Post Column 2 total to Schedule of Fund Balance Available, Line 9.
- Record any increase to reserves or new reserves to Column 3. Post total of Column 3 to Schedule 16, Column 10, Provision for Reserves.
- Reserves for 1997-98 (Column 4) = Current reserves (Column 1) - Cancellation of Reserves (Column 2) + Increase or New Reserves (Column 3).

Prepared by:

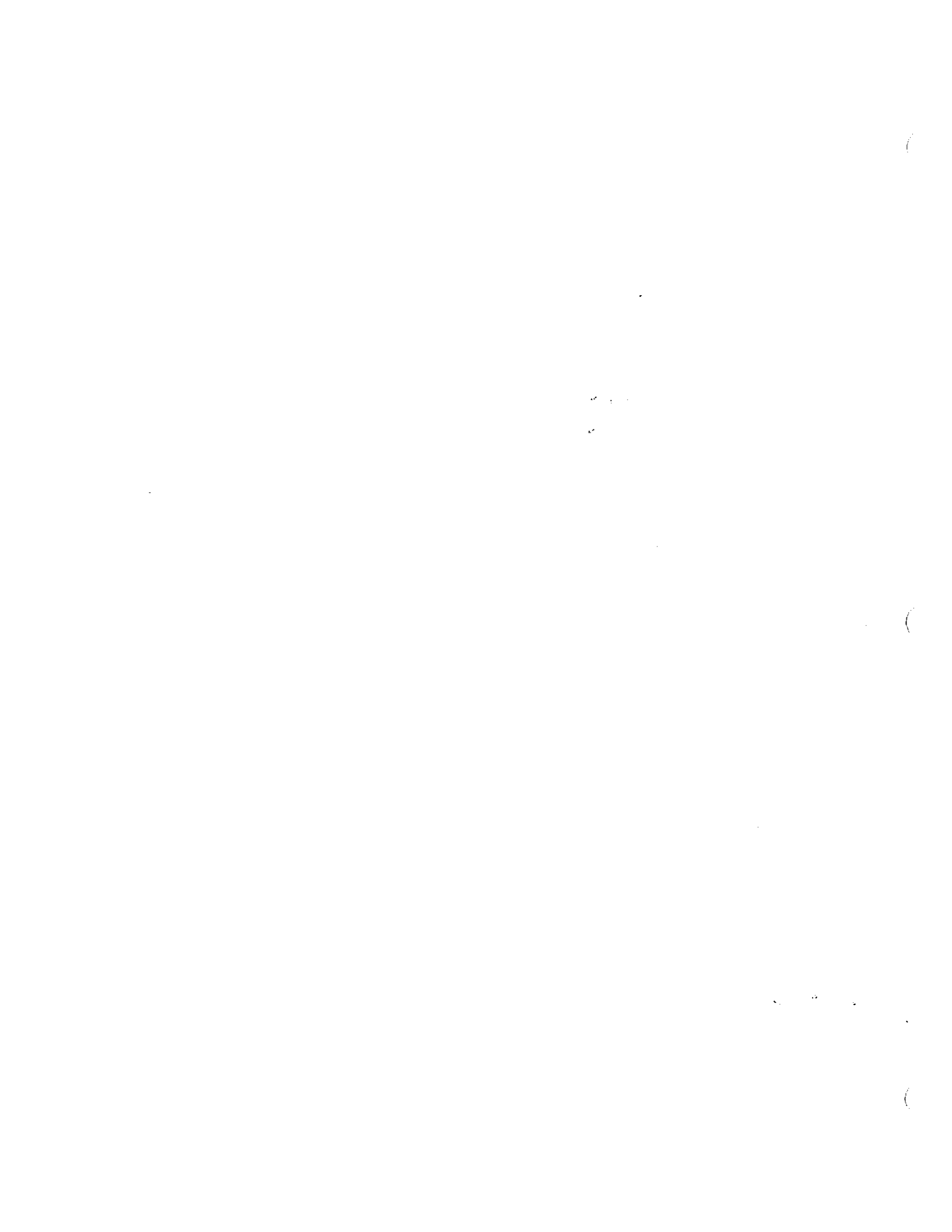
For the District: Placentia Library District Phone No. (714) 528-1925, ext. 203

For the County: _____ Verified by: _____

SPECIAL DISTRICTS
PLACENTIA LIBRARY - UNUSED SICK-LEAVE

FOR FISCAL YEAR 1997-98

FUND	ASSESSED VALUATION AND DEBT SERVICE TAX RATE SUMMARY				MEANS OF FINANCING VOTER APPROVED DEBT		TAX RATE	
	ASSESSED VALUATION		ROLL CHANGE/REFUND		SECURED	UNSECURED		TOTAL
	SECURED	UNSECURED	SECURED	UNSECURED	SECURED	UNSECURED		
General								
SUMMARY OF ESTIMATED ADDITIONAL FINANCING SOURCES (ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFER)								
SUMMARY BY SOURCE								
		Actual 1995-96 (2)	Actual 1996-97 (3)	Recommended 1997-98 (4)	Approved 1997-98 (5)		Fund Identification Other Than District General Fund (6)	
Fund Balance Available		5,998	6,492	6,847				
6610 Interest		476	363	400				
7130 Other Governmental Agencies		6,474	6,855	7,247				
TOTAL MEANS OF FINANCING								
SUMMARY OF FINANCING REQUIREMENTS								
SUMMARY OF FINANCING REQUIREMENTS								
		Actual 1995-96 (8)	Actual 1996-97 (9)	Recommended 1997-98 (10)	Approved 1997-98 (11)		Fund Identification Other Than District General Fund (12)	
SERVICES AND SUPPLIES								
1900 Professional and Specialized Services		10	8	10			708 - PLACENTIA LIBRARY - UNUSED SICK-LEAVE	
TOTAL SERVICES AND SUPPLIES		10	8	10				
SERVICES AND SUPPLIES								
5200 Appropriation for Contingencies			-0-	7,237				
5600 Investment Pool Loss			-0-	-0-				
TOTAL REQUIREMENTS		(18)	8	7,247				



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Review of Implementation of Internet Services Policy
DATE: August 19, 1997

BACKGROUND:

At its Meeting on July 15, 1997, the Board requested that an item be placed on the August 19 Agenda for the review of the implementation of the Internet Services Policy adopted on November 19, 1996 (Attachment A) and supplemented on May 20, 1997 (Attachment B).

An analysis of the forms completed by the users of the Local Area Network containing the Internet services is Attachment B.


Senior Librarian Julie Shook will be present at the Board Meeting to respond to report on public comments on the Internet and electronic reference services.

RECOMMENDATION:

Discuss Policy and set schedule for additional review.



TO: Elizabeth Minter, Library Director

FROM: Julie Shook, Reference Librarian 

DATE: November 19, 1996

SUBJECT: Public Internet Use Policy

BACKGROUND

The Library will soon be having public access to the Internet through some of our LAN computers. As this is a new service for this Library, we do not yet have a Board-approved Public Internet Use Policy. After researching the policies of several other libraries, the Staff presents this suggested policy to the Board.

Suggested policy:

Internet Use Policy

The Placentia Library District does not monitor and has no control over the information accessed through the Internet, and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial or mature nature. PLD neither censors access to materials nor protects users from information they find offensive. Library users access the Internet at their own discretion and they are responsible for any access points they reach. Parents and guardians of minor children, not the Library or staff, are responsible for their children's use of the Internet through the Library's connection.

Illegal activities or any other activities that are intended to interfere with or disrupt network users, services, or equipment are prohibited.

Materials obtained or copied on this computer network may be subject to copyright laws which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Violation of the copyright law may subject you to an action for damages and/or an injunction.

RECOMMENDATION

Adopt Internet Use Policy for the Placentia Library District.

S
PCH
Check
it
next

USE POLICY FOR THE ELECTRONIC REFERENCE SERVICES

~~Proposed~~ May 20, 1997
Adopted

Electronic Reference Resources, including the Internet, are services provided by the Placentia Library District in fulfillment of its mission of providing materials and services that satisfy the educational and informational needs of the community.

- Users of these services are required to sign-in at the Reference Desk. This will insure equitable availability of time.
- Each patron is guaranteed 30 minutes of uninterrupted use per session, and will be given a 10 minute notice if another patron is waiting.
- When ALL terminals are being used and a patron signs-in, he/she will be told which terminal he/she may use. If a patron giving up a terminal still needs to use one, he/she is required to sign-in again for the next available terminal.
- When available, children under 12 years of age will be assigned terminals located in the Children's Department and adults will be assigned terminals located in the Adult Services Department.
- No more than two people per terminal.
- Printing is available by using a debit card that may be purchased from a vending machine or borrowed from the Circulation Desk.
- E-Mail services, chat rooms and downloading of materials from the Internet are not allowed.
- Graphics or materials of sexual or violent nature that are offensive to other patrons may not be displayed on the screens. Patrons violating this policy will be asked to leave the terminal.
Graphics can be turned off at each terminal, if needed, ask staff for assistance.

Registration for Reference Computers

Date _____
Zip Code _____

I Have Read The User Policy
Initials _____

Staff Use Only	
Time Registered	_____
Ticket #	_____
Start	_____ End _____
Terminal #	_____
Staff Initials	_____

*The Library collects statistics about the frequency of use of each database.
Please place a check beside each service that you plan to use today.*

- | | |
|---|--|
| <input type="checkbox"/> Books in Print | <input type="checkbox"/> Sirs - Discoverer |
| <input type="checkbox"/> Encyclopedias | <input type="checkbox"/> Sirs - Government Documents |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Sirs - Social & Science |
| <input type="checkbox"/> Los Angeles Times | <input type="checkbox"/> Thomas Register of American Manufacturing |
| <input type="checkbox"/> New York Times | <input type="checkbox"/> Wall Street Journal |
| <input type="checkbox"/> Orange County Register | <input type="checkbox"/> Other _____ |

Placentia Library District
Local Area Network Report for the Month of July, 1997
August 19, 1997

	Number Users	% Users	Number Minutes	% Minutes	Avg Minutes
Placentia	312	53.24%	17,043	49.97%	55
Yorba Linda	32	5.46%	1,571	4.61%	49
Anaheim	71	12.12%	4,190	12.28%	59
Fullerton	104	17.75%	7,927	23.24%	76
Brea	12	2.05%	731	2.14%	61
Orange	7	1.19%	325	0.95%	46
Other	48	8.19%	2,320	6.80%	48
TOTAL	586	100.00%	34,107	100.00%	58

Uses Reported

Not Reported	81
Internet	486
Books In Print	9
Encyclopedias	5
Los Angeles Times	20
New York Times	4
Or. County Register	17
Wall Street Journal	10
SIRS	6
TOTAL	638

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
SUBJECT: Donor Recognition Policy
DATE: August 19, 1997




BACKGROUND:

At its meeting on June 24, 1997, the Library Board requested a discussion of a Donor Recognition Policy. At its meeting on July 15 this item was carried forward to the August Agenda.

The question was raised by Friends President Pat Irot when she inquired about the wooden plaque with brass plates in the front lobby of the Library.

Donor recognition is a critical element in every fund raising program. It needs to be carefully considered and developed with an eye to the long term impact of each proposal.

There are several organizations with a vested interest in donor recognition at the Library:

-  The Library Board is responsible for the maintenance and appearance of the building and desires to increase community support of the Library
-  The Friends of the Library need to recognize and encourage memberships and annual gifts
-  The Foundation needs to recognize individual and corporate donors to both current projects and the endowment fund campaigns

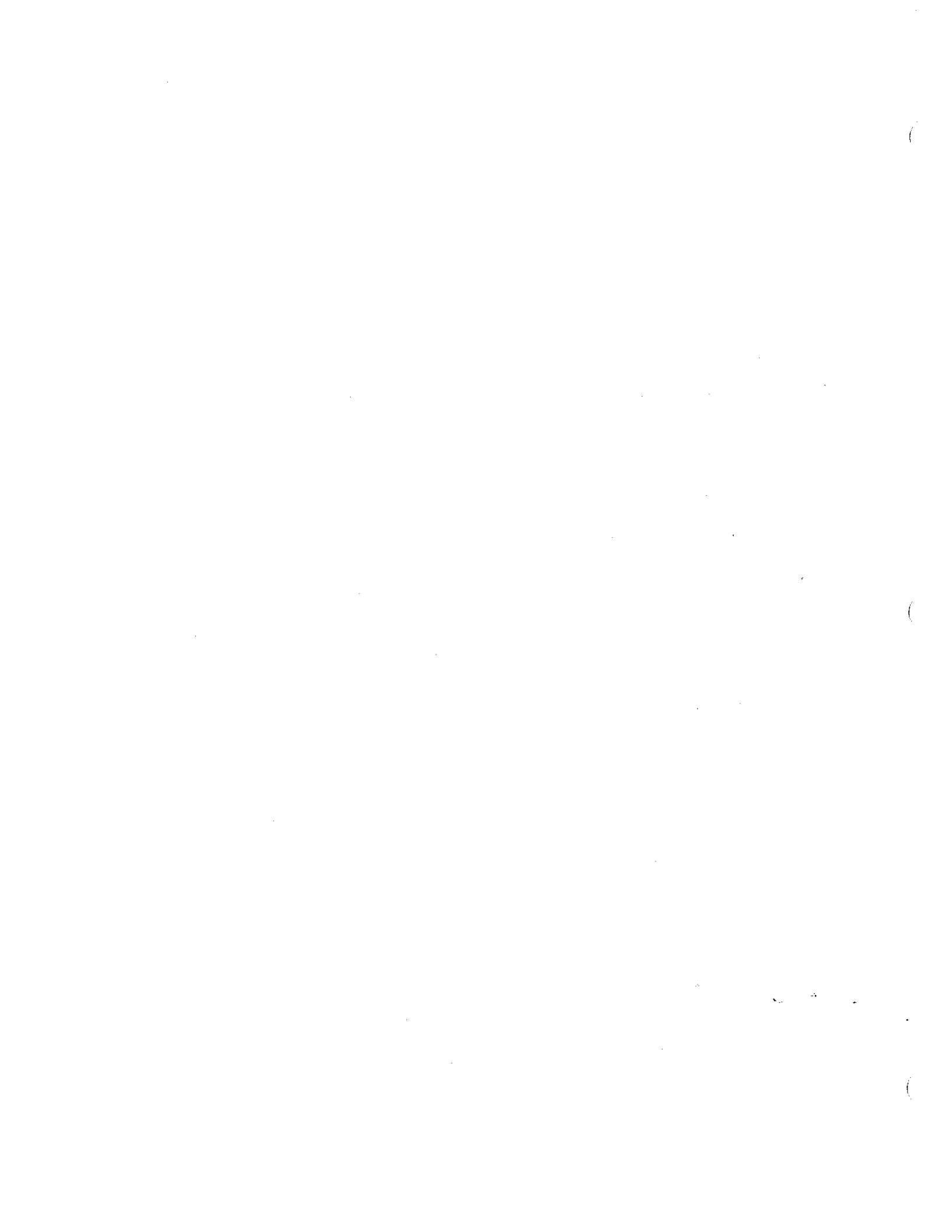
Space is limited and there needs to be a balance between recognition formats and interior design.

There needs to be coordination of old recognition programs (like the plaque in the lobby) with new programs.

Timing is not a critical issue here. It is more important to do a comprehensive and thorough job of developing the proposals.

RECOMMENDATION:

Establish an *ad hoc* Donor Recognition Committee consisting of representatives from the Library Board, Friends Board and Foundation Board, to propose a comprehensive plan for Donor Recognition within the Library. Establish a tentative timetable for this project.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: District Policy Review
DATE: August 19, 1997

BACKGROUND:

The Library Board of Trustees requested a review of District policies and procedures.

Placentia Library District policies have been identified and organized in binders for the use of the Board of Directors.

Staff is still researching some of the policies and they will be added to the binders as they become available.

The binders will be kept in the Administrative Office. If you take a binder out of the Library please bring it to each Board Meeting so that updates may be inserted.

RECOMMENDATION:

Develop schedule for review of individual policies for Placentia Library District.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Contract for Direct Mail Services in compliance with the State Library of California Grant for Library Foundation Development
DATE: August 19, 1997

BACKGROUND:

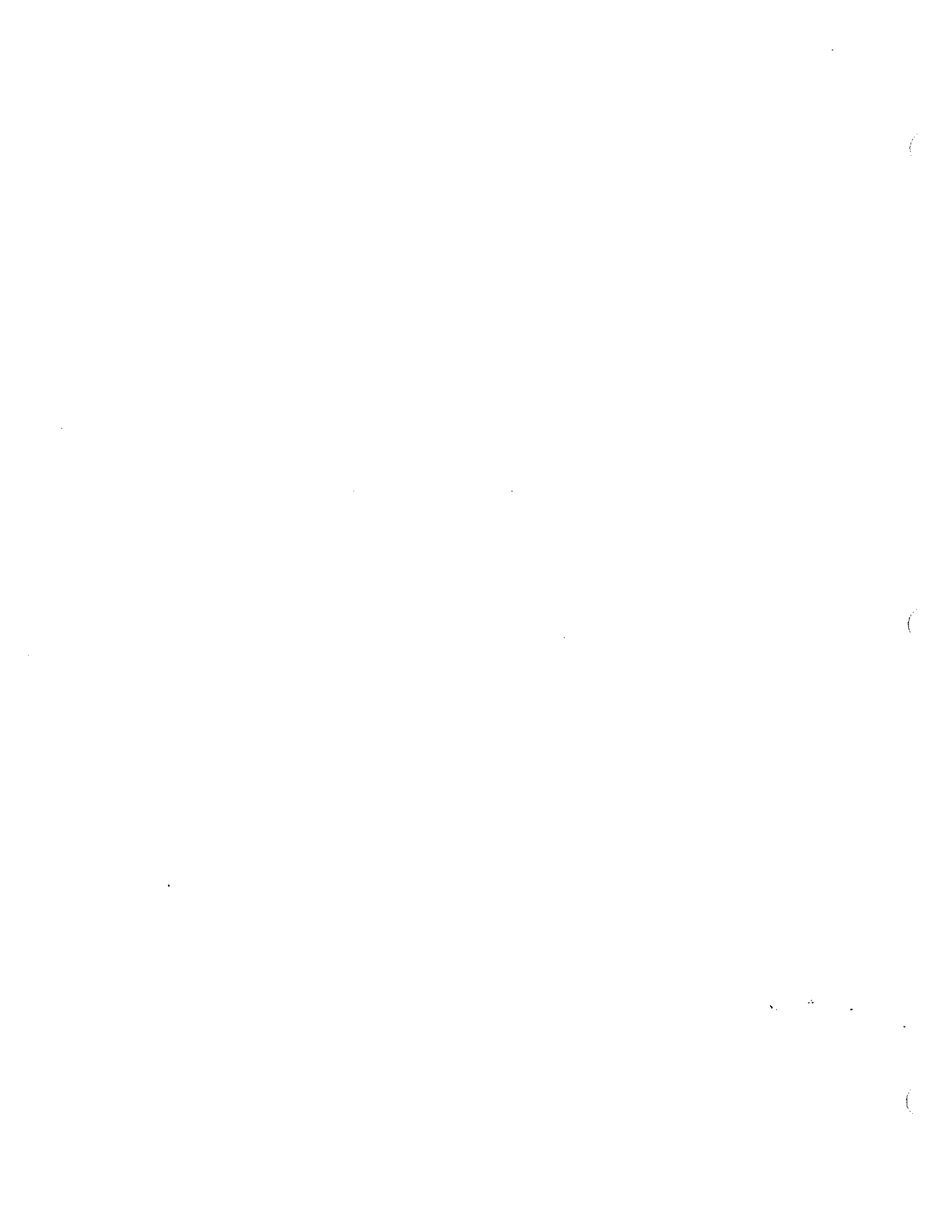
At its meeting on June 24, 1997, the Library Board ratified the submission of an application for a grant of \$9,846 from the State Library of California to support a project of a new or developing public library foundation. The grant was awarded and accepted by the Board on July 17.

A contract for consulting services for development of a direct mail letter and brochure was awarded to Devon Dougherty at a Special Meeting of the Board on July 24.

Mr. Dougherty will present his recommendation for mailing services to the Board at the Meeting on August 19.

RECOMMENDATION:

Award contract as recommended by the Grant Consultant



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Travel Authorization For CSDA Annual Conference
DATE: August 19, 1997

BACKGROUND:

The California Special Districts Association 1997 Annual Conference will be held at the Anaheim Sheraton Hotel on September 24-26.

Please review the Conference Program (Attachment A) to determine whether the programs are of interest to you.

Special District funding issues and consolidation issues will be discussed at several sessions.

RECOMMENDATION:

Determine who will attend and authorize payment of registration fees

ickey Mouse and his friends Minnie, Dumbo and Goofy are not the only attractions this fall in Anaheim. The California Special Districts Association will hold its annual "roundup" -

RIDE TALL IN THE SADDLE: Special Districts: Pad'ners in Local Government - at the Sheraton Anaheim from September 24-26, 1997.

This year's theme promotes and reinforces special districts unique ability to work in concert with other forms of local government to serve their constituents. The "nuts and bolts" workshops offered at this year's conference have been developed to help attendees build upon their already strong performance foundation. The broad choice of educational opportunities offers "something for everyone." Elected officials, administrators and staff will all benefit from the information, networking, and training they receive at the CSDA annual conference. When participants leave Anaheim, they will be better equipped to serve their constituents as an effective government leader or manager.

CSDA's annual conference is modeled after special districts - cost effective and efficient. No where else can special district representatives attend sessions on key topics as: administration, personnel, legal, management, and legislative for such a moderate registration fee. The goal of CSDA's annual conference is to inform, enlighten and enhance attendees ability to deliver services.

This year, CSDA offers attendees a little "foot stompin', knee slappin'" western entertainment. Wednesday's welcome introduces Doc Blakely a keynote speaker, humorist, business consultant, seminar leader, storyteller, yarn spinner, and author. At Thursday evening's annual banquet, Doc will be joined by his son, Mike, a western novel writer to perform as the Swing Riders.

For a real taste of "How the West Was Fun" this year's special event is an evening at Wild Bill's Wild West Dinner Show. Separate registration is required (see Special Event Highlight Box).



CSDA 28th ANNUAL CONFERENCE

SEPTEMBER 24-26, 1997

SHERATON HOTEL

ANAHEIM, CALIFORNIA

T E N T A T I V E P R O G R A M

WEDNESDAY, SEPTEMBER 24, 1997

8:00 a.m.

Registration Opens

11:00 a.m. - 1:00 p.m.

Welcome Luncheon and "Yee Haw" Opening
Entertainment with Doc Blakeley

1:15 p.m. - 2:45 p.m.

STRATEGIC WORKSHOPS - Session I

A) Planning Tools: Establishing a Mission Statement and Long/Short Range Plans

Presenter: Robert Rauch, Rauch Communication Consultants

B) Part I - You Are the Jury - Sexual Harassment Goes to Trial

Presenter: Dennis J. Walsh, Esq.

C) Communicating with Your Constituents

Presenter: Patricia Tennyson, Katz & Associates

3:00 p.m. - 4:30 p.m.

STRATEGIC WORKSHOPS - Session II

D) It's the Law: Legal Update '97

Presenter: David McMurchie, Esq.

E) Part II - You Are the Jury - Sexual Harassment Goes to Trial

Presenter: Dennis J. Walsh, Esq.

F) Emergency Planning and Response

Presenter: Don Kendall, Calleguas Mun. Water District

6:00 p.m. - 9:30 p.m.

Special Event (Separate registration and fee required)
Wild Bill's Wild West Show



Just a little over a hundred years ago, America's unbridled west was being entrained by one of the country's most famous frontiersmen, Buffalo Bill Cody. Now guests can enjoy his rugged western wit and wisdom during the two-hour, sensational Wild Bill's West Dinner Extravaganza.

Staged in a huge rustic dining hall, Wild Bill and co-host Miss Annie head up a cast of dancing girls, native American Indians, and a rope trick artist for an action-packed musical jamboree. The non-stop revelry continues throughout an abundant four-course dinner (includes beer, wine and soft drinks). Transportation is included in registration fee.

THURSDAY, SEPTEMBER 25, 1997

7:00 a.m. - 8:00 a.m.

CSDA Fun Run/Walk (all attendees are invited to participate)

8:30 a.m. - 5:00 p.m.

Exhibitor Trade Show

8:30 a.m. - 9:30 a.m.

SDRMA Annual Meeting and Elections

9:30 a.m. - 10:45 a.m.

STRATEGIC WORKSHOPS - Session III

G) Effective Use of the Internet

Presenter: Dawnie Andrak, Capital Web Works

H) Conducting a Legal and Complete Performance Review

Presenter: John Adkisson, Esq.

I) Understanding LAFCO in the '90s

Presenter: Mike Gotch, Local Government Consultant

11:00 a.m. - 12:30 p.m.

STRATEGIC WORKSHOPS - Session IV

J) Outcome Based Evaluations for Special Districts

Presenter: Glenn Reiter, Reiter Lowry Associates

K) Keeping Staff Morale High

Presenter: Michael Glaze, MPA

L) Reorganization Issues: Consolidation, Dissolution, Annexation, and Cooperative Agreements

Presenter: Mike Gotch, Local Government Consultant

12:30 p.m. - 2:00 p.m.

LUNCH

2:00 p.m. - 3:30 p.m.

STRATEGIC WORKSHOPS - Session V

M) You're Out of Order! How Not to Run a Board Meeting

Presenter: John Fox, Local Government Institute

WILD BILL'S WILD WEST



So join your fellow CSDA conference attendees for some "down home" entertainment and tasty vittles. This special event is one you won't want to miss!

A G E N D A

- N) Proper Hiring and Screening Techniques
Presenter: Janice Sperow, Ruiz & Sperow
- O) Making the Decision to Issue Debt
Presenter: Peter Schaafsma - C.A. Debt and Investment
Advisory Commission

3:45 p.m. - 5:00 p.m.
Local Chapter Roundtable

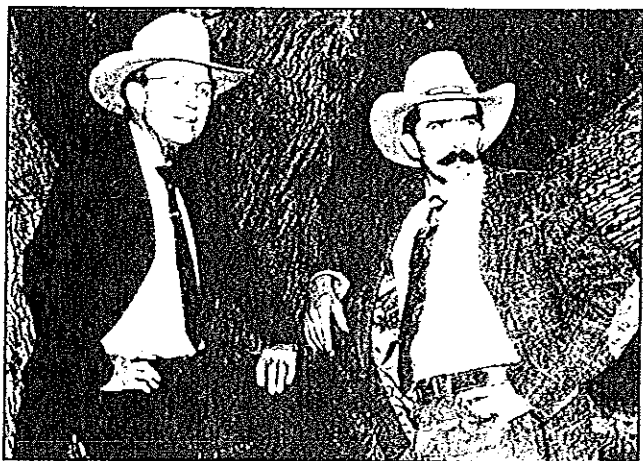
3:45 p.m. - 4:15 p.m.
SDWC Annual Meeting

4:15 p.m. - 4:45 p.m.
CSDA Finance Corporation Annual Meeting

6:00 p.m. - 7:00 p.m.
Exhibitors' Reception

7:00 p.m. - 9:30 p.m.
Annual Awards Banquet & Entertainment
The Swing Riders will perform immediately following the
awards presentation.

SWING RIDERS



Brace yourselves for a stampede of music and fun! Father and son, Doc and Mike Blakely - The Swing Riders - invite us all to join their outfit for a musical trail drive straight out of the 1870s. They offer a unique brand of foot-stompin' music and cowboy humor.

"So take up your cinch, shake out your reins, wake your old bronco, and break for the plains" on Thursday evening immediately following the CSDA awards presentation.

FRIDAY, SEPTEMBER 26, 1997

7:00 a.m. - 9:00 a.m.
CSDA Board of Directors Meeting

9:00 a.m. - 10:15 a.m.
CSDA Annual Meeting, Elections and Year-end Review

10:15 a.m. - 11:30 a.m.
CSDA Legislative Update
Presenter: Ralph Heim, CSDA Legislative Advocate

Register now for CSDA's Annual Conference by completing the registration form. Return it on or before September 12, 1997 to receive the early bird rate. All conference pre-registrations must be received by September 19, 1997. Send your payment to CSDA, 1121 L Street, Suite 508, Sacramento, CA 95814. Registration requested after September 19, 1997 will be subject to space availability.

HOTEL ACCOMMODATIONS

The 1997 Annual Conference will be held at the beautiful Sheraton Hotel in Anaheim. The hotel has set aside a block of rooms for CSDA that are available on a first-come, first-served basis at a special rate of \$85 single and \$95 double per night. To make reservations call the Sheraton at (714) 778-1700 and identify yourself as a CSDA conference delegate. The deadline for making hotel reservations is September 24, 1997. Reservations requested after September 24 will be accepted at the prevailing hotel rate at a space available basis.

TRAVEL INFORMATION

CSDA attendees can receive discounted fares on United Airlines. Discounted rates for the annual conference include: 5 percent off any published tariff excursion fare or the Shuttle flights; or 10 percent off full, unrestricted coach fares (however, for the discount, tickets must be purchased at least seven days prior to departure and space must be available in "M" category).

To make travel arrangements using the discounted fares contact Giselle's Travel, Inc. You will receive the best price available at the time you call. Giselle's toll-free number is (800) 782-5545, fax number is (916) 482-3975.

To travel from local airports to the Sheraton Anaheim, attendees can make arrangements with the Airport Bus or the SuperShuttle Blue Van. The Airport Bus takes approximately 30 minutes and costs \$16 round-trip (may stop at other hotels). For more information call (800) 772-5299. The SuperShuttle Blue Van costs \$20 round-trip (direct trip). For more information call (714) 517-6600.

CANCELLATION POLICY

Cancellations must be made in writing and faxed or mailed by September 12, 1997. All cancellations received by September 12, 1997, will be refunded less a \$25 processing fee. There will be no refunds for cancellations made after September 12, 1997. NO EXCEPTIONS.

REGISTRATION FEES

The registration fees include admittance to the 1997 program, including your choice of sessions from the strategic workshops offered, as well as all conference materials. Also included are all breaks, luncheons, Friday morning breakfast, exhibitors' reception, and the annual banquet. Participation in the 1997 CSDA Fun/Run Walk is included. (Wednesday night's special event to Wild Bill's Wild West Show is optional and must be registered for separately.)

Please return your completed registration form and payment to CSDA according to the fee and schedule on the registration form. For your convenience, CSDA accepts VISA and MasterCard.

GUESTS

Guests may join you for all meal functions provided a separate meal pass is purchased in advance. Your guest will be given a separate set of meal tickets and a name badge that must be worn at all functions.

EXHIBITORS, SPONSORS AND DOOR PRIZES

CSDA is once again proud to offer exhibit and sponsorship opportunities. For more information, please call Belinda Bunac at the CSDA office (916) 442-7887. CSDA is seeking donations for door prizes from any of its CSDA members (hats, t-shirts, coffee cups, local or regional specialties, etc.) Call CSDA for more details.

CONFERENCE REGISTRATION MATERIALS

ELIZABETH WINTER
PLACENTIA LIBRARY DIST
411 E GRANMAN AVE
PLACENTIA CA 92970-6101

FIRST CLASS MAIL
U.S. POSTAGE
PAID
PERMIT NO. 2472
SACRAMENTO, CA

CALIFORNIA SPECIAL
DISTRICTS ASSOCIATION
1121 L STREET, SUITE 508
SACRAMENTO, CA 95814

REGISTRATION FORM

PLEASE CHECK ALL APPROPRIATE BOXES

ON OR BEFORE SEPTEMBER 12, 1997

- CSDA Members: \$275
- Non-CSDA Members: \$325
- Special Event: Wild Bill's Wild West Show (including transportation) \$35

After September 12, 1997

- CSDA Members: \$300
- Non-CSDA Members: \$350
- Special Event: Wild Bill's Wild West Show (including transportation) \$35

Guests:

- Conference Meal Pass: \$150
- Special Event: Wild Bill's Wild West Show (including transportation) \$35

Total Amount Enclosed: \$ _____

Name _____

Title _____

District/Organization _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____ FAX (____) _____

Guest Name _____

Method of Payment: Check VISA MasterCard

Print Account Name _____

Account # _____ Expiration Date _____

Authorized Signature _____

Special needs you have that may require assistance:

- Wheelchair Access
- Hearing Impaired
- Vegetarian
- Other _____



CSDA 28th ANNUAL CONFERENCE

SEPTEMBER 24-26, 1997
SHERATON HOTEL
ANAHEIM, CALIFORNIA

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ed*
SUBJECT: Ballot For Special District Workers Compensation Authority (SDWCA)
DATE: August 19, 1997

BACKGROUND:

Placentia Library District is a member of the SDWCA.

Trustee Sandra Stark represents the District on the SDWCA Board of Directors and knows the current SDWCA Board Members.

RECOMMENDATION:

Authorize the District's representative to the SDWCA Board of Directors to cast the vote on behalf of the District.



SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie
Administrator

ALL-MAIL BALLOT

Pursuant to Section I-B of the Manual of Policies and Procedures, each member district shall have one vote for each category of district to be elected. The district receiving the greatest number of votes in each category shall designate a director to serve on the Board of Directors.

UPPER ONE-THIRD

- | | |
|---|--------------------------|
| Big Bear City Community Services District | <input type="checkbox"/> |
| El Dorado Hills Community Services District | <input type="checkbox"/> |
| Olivenhain Municipal Water District (Incumbent) | <input type="checkbox"/> |

MIDDLE ONE-THIRD

- | | |
|---|--------------------------|
| McKinleyville Community Services District | <input type="checkbox"/> |
| Minter Field Airport District (Incumbent) | <input type="checkbox"/> |

The official ballot must be returned to the principal business address of SDWCA, 1030 15th Street, Suite 300, Sacramento, CA 95814, prior to the close of business on Friday, September 5, 1997, to be considered valid and counted.

This ballot is cast by _____
Name of District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *ELM*
SUBJECT: Proxy Request For The Special District Risk Management Authority
(SDRMA) Ballot
DATE: August 19, 1997

BACKGROUND:

Placentia Library District received a proxy request (Attachment A) from David Aranda, Manager of the Stallion Springs Community Services District, for the SDRMA election that will be held at the California Special Districts Association Annual Conference in Anaheim on September 25.

If the proxy is used the Resolution number will be 97-5.

RECOMMENDATION:

Determine whether a District representative will attend the SDRMA Annual Meeting on September 25, 1997 in Anaheim, and whether to submit a proxy resolution.



I NEED YOUR VOTE!

My name is David Aranda, Manager for the Stallion Springs C.S.D. and a Director for the California Special District Association. I would like to have your support at the upcoming election for the Board of Directors of the Special District Risk Management Authority.

SDRMA has a good track record as our provider for risk management. SDRMA has good programs for risk prevention and is responsive to the needs of our membership. I want to continue these policies and with my experience as a manager for over 15 years, including risk management, I will work hard to hold down our rates.

The election will be on September 25, 1997 at the CSDA annual conference. You can vote in person then. If you cannot be there, I would like to have your proxy. To vote by proxy, your Board must adopt a resolution authorizing same and execute a form to actually cast the proxy ballot. A sample resolution and the proxy form are enclosed. Please agendaize these action items at your next Board meeting, naming Mr. Kit Carter on the proxy form and mail both documents to him at 4870 Heritage Road, Paso Robles, CA 93446.

**PLEASE VOTE FOR ME, DAVID ARANDA
DIRECTOR, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY**

AUTHORITY TO CAST PROXY BALLOT

In accordance with Resolution No. _____, a copy of which is attached, the Board of Directors of the _____ authorizes the person named below to cast the proxy ballot(s) at the Annual Meeting of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY scheduled for September 25, 1997 at the Sheraton Hotel in Anaheim, unless this authority is withdrawn prior to balloting.

The person so named is:

Signed: _____

President (or other officer)

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
_____ AUTHORIZING THE
CASTING OF A PROXY BALLOT AT THE 1997 ANNUAL
MEETING OF THE MEMBERS OF SDRMA

WHEREAS, the Bylaws of the Special District Risk Management Authority permit the casting of proxy ballots by members at the annual Member's meeting; and

WHEREAS, it is the desire of the Board of Directors of the referenced member to authorize such proxy voting;

NOW, therefore, be it resolved, that the Board of Directors of the _____
_____ does hereby authorize the casting of any vote or votes at the
1997 Annual Meeting of the Members of the Special District Risk Management Authority, and
designates the person named on the attached AUTHORITY TO CAST PROXY BALLOT to cast
such proxy vote(s).

Adopted this _____ day of _____, 1997, at a regular/special meeting of the Board of
Directors of _____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By _____
President, Board of Directors

ATTEST:

_____, Clerk

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: August 19, 1997
SUBJECT: Lighting Maintenance Contract 1997-1998

BACKGROUND:

Bid requests for maintenance of Library lighting were sent to all lighting maintenance and repair companies listed in the Pacific Bell Business to Business directory which are located in Orange County. Seventeen Bid requests were mailed and seven responses received. A copy of the bid letter is attached. Maintenance is to include monthly inspection and replacement of extinguished florescent and non-florescent lamps and cleaning of 25% of the fixtures quarterly.

The Lighting Maintenance contract for 1995-1997 was awarded to AMS Contracts, Mission Viejo, at a cost of \$224.00 per month. AMS Contracts has notified us that this is no longer a cost effective price for this service. AMS Contracts has also noted on their bid that many of the lamp holders and diffusers are very worn or broken and may give way under stress, such as an earthquake, causing lamps to fall. They recommend replacement of the worn parts, which would be an additional cost.

Bids received vary widely. Attached is a breakdown of proposals.

RECOMMENDATION:

Award lighting contract to Tri County Lighting, 611 N. Poplar St., Orange, at a cost of \$79.00 per month for service and \$1.30 per lamp for cleaning, plus initial inspection service call, for an annual total of \$3,391.00 and authorize Library Director to sign all contracts.

Prepared by: Charlene Dumitru, Administrative Assistant

COMPARISON OF BIDS FOR LIGHTING CONTRACT

Name of Company	Monthly Call Charge	Per lamp/per ballast charges	Cleaning/Washing	Other Charges	Approximate Annual Contract Cost
AMS Contracts 11 Chesterfield Mission Viejo, CA 92692	\$448.00	included	included	Recommends replacement of diffusers and broken lamp holders and clips at costs to be quoted separately.	\$5,376.00
Christenson Electric, Inc. 1391 N. Kraemer Blvd. Anaheim, CA 92806	\$285.00	included	included	No other charges specified in bid	\$3,420.00
Countrywide Lighting 15471 Redhill, STE B Tustin, CA 92780	waived	Lamps \$2.00 each Ballasts \$15.00 each approx. \$175.00/mo.	\$25.00 per fixture \$2,864.58 per mo.	Service calls beyond monthly service at \$40.00 per hour	\$37,668.00
Quality Lighting 17942 Sky Park Circle Suite 44-E Irvine, CA 92714	\$95.00	included	25% of fixtures/quarter \$1,095/quarter	Includes service once per month - additional calls will be billed separately	\$5,520.00
Sunset Lighting Services 4420 E. Miraloma, Unit J Anaheim, CA 92807	\$141.00	included	25% of fixtures/quarter \$1,458.89/quarter	No other charges specified in bid	\$7,527.56
Sylvania Lighting Services 2851 Pomona Blvd. Pomona, CA 91768	\$25.00	Lamps \$2.25 each Ballasts \$22.21 each approx \$223.55/mo	25% of fixtures/quarter \$1,279.75/quarter	Additional services calls billed at \$39.00 per hour.	\$8,101.00
Tri County Lighting 611 N. Poplar Street Orange, CA 92868	\$79.00	included	\$1.30 per lamp	Interim service calls at \$20.00 trip charge, plus \$32.00/hour for lighting \$49.00/hour electrical	\$3,391.00, includes one service call to be billed at regular rates prior to onset of monthly service, est. cost \$116.00

Note: Some companies based their bid as flexible depending on the amount of work done on each visit. For purposes of comparison, I have used an average, supplied by our current lighting contractor, of approximately 50 lamps replaced, and 5 ballasts replaced each month which includes approximately 10 hours labor.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
DATE: August 19, 1997
SUBJECT: Lighting Maintenance Contract 1997-1998

Bid requests for maintenance of Library lighting were sent to all lighting maintenance and repair companies listed in the Pacific Bell Business to Business directory which are located in Orange County. Seventeen Bid requests were mailed and seven responses received. A copy of the bid letter is attached. Maintenance is to include monthly inspection and replacement of extinguished florescent and non-florescent lamps and cleaning of 25% of the fixtures quarterly.

The Lighting Maintenance contract for 1995-1997 was awarded to AMS Contracts, Mission Viejo, at a cost of \$224.00 per month. AMS Contracts has notified us that this is no longer a cost effective price for this service. AMS Contracts has also noted on their bid that many of the lamp holders and diffusers are very worn or broken and may give way under stress, such as an earthquake, causing lamps to fall. They recommend replacement of the worn parts, which would be an additional cost.

An analysis of the bids received will be available at the Board Meeting.

Prepared by: Charlene Dumitru, Administrative Assistant



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Extension 202 (714) 528-8236 (Fax)
plalibd@cosmoslink.net

Board of Trustees

Margaret V. Dinsmore

Ray Evans

Robin J. Masters

Jean O. Pappas

Sandra M. Stark

FIELD(1)
FIELD(2)
FIELD(3)

August 5, 1997

SUBJECT: Request for Bid for Lighting Maintenance

The Placentia Library District is soliciting bids for maintenance of all light fixtures in the library. Total fluorescent lamps in the Library are 1,790. There also is a small number of non-fluorescent fixtures.

Monthly maintenance is to include:

1. Inspection of all lighting and replacement of extinguished fluorescent lamps in Library;
2. Replacement of ballasts as necessary;
3. Disposal of discarded ballasts and lamps.

Quarterly maintenance is to include:

1. Clean 25% of fixtures quarterly so that all fixtures are cleaned within a one-year period.

The Library will supply materials for relamping. Your quote should reflect labor and cleaning materials.

If you wish to inspect the lighting before submitting your bid, you are invited to visit the Library on Monday, August 11, between 2:00 and 6:00 P. M.

Bids are due no later than 5:00 P.M. Wednesday, August 13, 1997.

Sincerely,

Charlene Dumitru
Administrative Assistant

TO: Library Board of Trustees
FROM: Charlene Dumitru, Administrative Assistant
DATE: August 26, 1997
SUBJECT: Heritage Days Parade

BACKGROUND:

The date for the annual Heritage Days Parade has been set for Saturday, October 4, 1997. In past years the Library Board has participated in the parade by riding in vintage automobiles accompanied by volunteers in costume. The theme for this year's parade is "Placentia: A Heritage of Good Food".

RECOMMENDATION:

Determine the level of participation by the Board for the 1997 Heritage Days Parade.



TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian
 DATE: August 19, 1997
 SUBJECT: Program Committee Report for the Month of July 1997

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	JULY 97	
	# of Programs	#of Attendees
<i>LITERACY SERVICES</i>		
Citizenship Exam	2	31
Tutor Training Workshop	5	115(25 each)
Supplemental Tutor Workshop	1	16
<i>CHILDREN'S SERVICES</i>		
Storytimes	10	255
Way-Out-Wednesdays	4	402
Summer Reading Program (SRP) Special Program	1	45



To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian *cmg*

Date: August 19, 1997

Subject: July Activities in the Children's Department

Programming- Storytimes continued through the month of July. There were 10 performances for children ages 3 – 6. 234 children and 21 adults attended the storytimes.

Way Out Wednesdays- In the month of July there were four programs in this Wednesday afternoon series for children ages 4 – 12 years. 375 children and 27 adults attended these programs. Franklin Hayes and his Marionettes were particularly well received.

Summer Reading Program- By the end of July the Children's Department had finished the sixth week of the eight week Summer Reading Program. Approximately 843 children have been registered for the Summer Reading Program. Approximately 7835 books have been read by children participating in the Summer Reading Program.

Out in the Community- The Children's Librarian taped a segment for Placentia Community Television, talking about the Summer Reading Program and upcoming fall events. The segment was scheduled to air on Thursday July 31st. Also our new storyteller, Donna Bass, in the guise of Missus Spintales, was photographed and interviewed for the Placentia News Times during one of her storytimes for 3 – 6 year olds. The article appeared in the July 31st Placentia News Times.

Special Programs- Missus Spintales (Donna Bass) did a special performance one Wednesday evening for the entire family. 35 children and 10 adults attended the storytelling performance. 10 children from the audience came up and participated in a little impromptu story telling of their own, with the help of Missus Spintales.

Teen Volunteers- Teen volunteers have been very important in keeping the Summer Reading Program running smoothly. They have been responsible for signing children up for the program, stamping the children's logs and handing out prize markers and prizes, and have been working on cleaning and relabeling all the children's picture books. Teen volunteers contributed 267.25 hours to the Summer Reading Program in the month of July.

TO: Elizabeth Minter, Library Director

FROM: Cheryl Willauer^ω, Library Assistant

DATE: August 19, 1997

SUBJECT: Publicity materials produced for July 1997

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. July quote.
4. Afghan for sale at Circulation Desk.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Summer Reading Program.
8. Friends of Placentia Library bookstore and on going sale in lobby.
9. Storytime for children.

Newspaper articles published:

1. Literacy Tutor Training at the Library.
2. Children's storytime meets 10:30 A.M.
3. Literacy tutors are needed.
4. Mime tales with Ruben Gerard.
5. Library fund-raiser launched.
6. The art of storytelling. 'Missus Spintales' eschews corporate life to entertain children.
7. Library Rights, Responsibilities. Parents must do their part to make Internet work for children.
8. Orange County – Funding approved to open library 5 days a week.
9. San Clemente Branch Library could get \$34,000 from public utility funds.
10. Orange County – Libraries to be open at least 5 days a week (with schedule).

Library Newsletter:

Attached are copies of the Library Newsletter that appeared in the Fall Placentia Quarterly.

pacific clippings
 post office box 11789
 santa ana, calif. 92711

Placentia News
 Weekly JUL 17 1997

Library fund-raiser launched

Foundation sets Giving Campaign

By Sandra A. Bernardo
 for the Placentia News-Times

332
 Struggling to find the funds necessary to keep the Placentia library running, the Library Foundation will launch its annual Giving Campaign this month to raise money for books and other expenses.

Tax and budget cuts led to the foundation's beginnings in 1994 as a way to raise money to help the library's shrinking funds.

Another effort to recoup lost revenue was a local library tax, which would have assessed homeowners about \$29 per year to help pay for books and other services.

According to Library Foundation President Sandra Stark, the taxes previously given to libraries were reallocated to public schools. Measure W would have made up for those losses, she said.

"Libraries have been hit monumentally," said Stark. "It's an all-encompassing problem, whether they are city, county or district libraries."

The lack of resources has made it difficult for the local library to obtain new and current books, and has forced a reduction in operating hours from six days a week to five.

Stark said this would affect many students who look to public facilities for information now that school libraries also have suffered cutbacks.

The Giving Campaign is one of several efforts to keep a steady stream of information available to the community. The campaign will consist of mailers being sent to previous donors of the library outlining two ways they can help.

A donor can provide money to buy books immediately or give \$250 to an endowment fund with proceeds being used to buy one book each year in the donor's name.

The local community also is doing its part to support the library. People volunteer more than 700 hours a month performing various tasks such as shelving books, tutoring or running the bookstore.

A walk-a-thon was held in Placentia, and the Mom's Club of Placentia recently held a fund-raising event with Knowlwood Hamburger restaurant, which donated a percentage of its earnings that day to the library.

"The community has really been pulling together on this," Stark said.

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Placentia News
Weekly

JUL 17 1997

Bridge 10 a.m. at the Senior Center, 143 S. Bradford Ave. Call 993-8281.
Literacy Tutor Training 6 p.m. at the library, 411 E. Chapman Ave. Call 528-1906.

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Los Angeles Times JUL - 1 1997
OC Edition
Daily

Placentia Library Literacy Services.
Literacy tutors for adults are needed. Katie Matas, (714) 524-8408, Ext. 213.

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Placentia News
Weekly

JUL 17 1997

Childrens storytime meets 10:30 a.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

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santa ana, calif. 92711

Placentia News
Weekly

JUL 31 1997

Mimes Tales with Ruben Geard ree performances for children age 4 to 13, from 1 p.m. to 2 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906, ext 212.

THE ART OF STORYTELLING

'Missus Spintales' eschews corporate life to entertain children

By Vivianne Wightman
Placentia News-Times

A white bonnet can't hide the animated face or the round, expressive eyes of Missus Spintales from an entranced crowd of small, fidgety children.

Even if the costume — which looks like it belongs to "Mary" of "Mary Had a Little Lamb" — is alluring, it's no competition for the character's voice, which can grumble and roar as Papa Bear or squeak and sing saccharin-sweet as Goldilocks.

Reality fades into make-believe for the 30 young children as Missus Spintales — Donna Bass of Placentia — spins tales of talking bears, blue horses and bear hunts.

Bass, 54, is the Placentia Library's newest storyteller, a role she plays Tuesdays at 6:30 p.m. and Thursdays at 10:30 a.m.

Armed only with books and a few visual props, her world of imagination comes to life for the boys and girls through the simple exchange of the written word.

Head turning from side-to-side like a periscope scanning the faces of anxious youngsters, Bass opens a book, turns it toward the crowd and reads, "I open the book and what do I see? I see a blue horse looking at me."

Timmy Plett, 7, pipes in, "I've never heard of a blue horse."

She continues: "The blue horse looks over his shoulder and what does he see? He sees a purple cat looking at him."

The boy's voice, loud and confident for his tiny stature, booms, "But, I've never heard of a purple cat."

Bass is so absorbed in telling her story that his observations go ignored. She eventually encourages the children to help her tell the story. Their small voices mixed with laughter try to mimic Bass' large voice.

Bass, who was raised not in the



Stan Bird/Placentia News-Times

TELLING TALES: Placentia Library's new children's storyteller Donna Bass makes the stories come alive to local children by her animated voice, gestures and costumes.

company of a television but with books in the Pennsylvania countryside, said she has always loved to tell stories.

"You can just see the children's little minds working as the stories make their imaginations come alive," she said.

Fittingly, it was a book that set Bass on the road to self discovery after a 25-year career in human resources and communications at Rockwell International.

The book, "What Color is Your Parachute?" revealed to the 20-year resident of Placentia that she had a deep need for human interaction and meaningful experiences with others.

Storytelling has answered that calling.

"Having children come up, talk to me afterward and say, 'Oh, I liked that story,' is most rewarding because I know I reached them," she said. "And, today a little boy said goodbye five times and told me, 'That was fun.' So if educating becomes fun for them, what else is it for me



Please see BASS/6

BASS

FROM 3

but fun, too?"

Storytelling is not just for children, Bass emphasized.

"I tell stories to adults, too," she said. "I can see them becom-

ing children again. It's something they remember."

And for parents who are uncomfortable reading to their own children or find it difficult to put a lot of emotion into stories, Bass' storytime becomes a teaching session.

"It can be a neat learning ex-

perience for parents to hear somebody else put more expression into the books and watch the kids respond," said part Jeanile Plett, a Placentia resident whose three children often attend storytime.

For more information on storytime, call 528-1906, ext. 212.

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Los Angeles Times

OC Edition

Daily JUL - 6 1997

Library Rights, Responsibilities

Parents must do their part to make Internet work for children

Huntington Beach's director of library services cites computers and the World Wide Web as a "tremendous draw" for youngsters. Getting children into libraries benefits everyone, but parents have to be aware of just what is available on those machines and through that marvel known as the Internet.

Gone are the days when librarians were able to page through books and magazines, decide which ones would go on the shelves, and feel comfortable that their offerings would not outrage their community.

True, some residents whose taxes paid for library acquisitions and operations might feel that some of the materials offered for circulation were a bit on the racy side. But the librarians were able to please most of the readers most of the time.

These days the problems are more abundant. To their credit, Orange County libraries, both city-run and county-operated, are grappling with the challenges.

Librarians and parents understandably are concerned that children can hook up with the Internet and view hard-core pornography. Last year, Congress passed and President Clinton

signed the Communications Decency Act, which sponsors said was designed to shield youngsters from pornography transmitted on the Internet. But last month the U.S. Supreme Court rightly struck the act down as an unconstitutional infringement of the 1st Amendment guarantees of free speech.

That does not mean that anything goes in the world of computers. Some libraries have filters designed to block objectionable material. The problem there is that information may not be objectionable to everyone. A number of librarians have complained as well that the filters block out too much. Barring receipt of everything labeled "sex" also knocks out topics such as sextants and sextuplets.

A number of libraries have installed filters on computers in the children's section but wisely have omitted them from computers in the rest of the building. Others have required that parents monitor their children's use of the machines. That may be burdensome to parents, but until new mechanisms are developed to prevent children from gaining access to material they clearly should not be exposed to, that may be the best system for now.

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The Register JUL 21 1997
Daily

SAN CLEMENTE

The local branch library could get a \$34,000 infusion in coming months as its share of \$2.3 million in public-utility funds that may be made available countywide. County Librarian John Adams said a proposal to divide up the money is expected to be presented to the Orange County Board of Supervisors toward the end of July. In San Clemente, Librarian Heather Pizzuto said city officials, library staffers and the community can help decide how best to spend the money.

- Fred Swegles/(714) 492-5127

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Los Angeles Times

OC Edition

Daily JUL 22 1997



Funding Approved to Open Library 5 Days a Week

The public library will be open five days a week beginning next month, thanks to additional funding for the county library system.

The county Board of Supervisors last month approved a \$21.4-million budget for the 26-library system, an increase of \$2.3 million from the previous year.

Stanton's only library will get a \$67,000 budget boost, increasing the annual budget to \$204,000.

Council members previously spent reserve funds to extend library service from three to four days a week. Under the plan approved Tuesday by the City Council, the library will be open Monday through Thursday, and Saturdays. Library hours also will increase, from 26 to 39 hours a week.

Councilman Harry M. Dotson, the city's liaison to the county Library Advisory Board, said he expects additional funding for books and other materials.

All of the county-operated libraries will be open at least five days a week for the first time in a decade, County Librarian John M. Adams said. "We certainly are hopeful it's going to last. The county CEO and the Board of Supervisors have shown their concern for the importance of libraries. All the players are holding hands."

Beginning Aug. 2, the Stanton library, on Katella Avenue across from City Hall, will be open from noon to 8 p.m. on Mondays and Tuesdays; 10 a.m. to 6 p.m. on Wednesdays and Thursdays; and 10 a.m. to 5 p.m. on Saturdays.

- RUSS LOAR

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post office box 11789
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The Register
Daily JUL 23 1997

Libraries to be open at least 5 days a week

332

GOVERNMENT: Supervisors OK an additional \$1.6 million to remedy past budget woes.

By DAVID PARRISH
The Orange County Register

All 26 county libraries will be open at least five days each week because of \$1.6 million in additional funding approved Tuesday by the Board of Supervisors.

The extra money will directly affect 12 of the county's libraries that were forced to curtail their hours or even shut their doors for an entire day because of budget woes brought on by a 1992 cut in their property-tax allotment by the state — that took funds away from libraries statewide — and the county's 1994 bankruptcy.

"It's going to mean a tremendous amount to allow the citizens to use something they have already paid for," said John Adams, county librarian. "We anticipate we will be able to see all or our libraries reach a minimum of five days a week on Aug. 1."

Some libraries, such as the Silverado branch, will be open an extra day because of the additional funds.

"It's the equivalent of opening

3.2 additional libraries," said Supervisor Jim Silva.

To expand the hours at the libraries, 35 full- and part-time employees will have to be hired, said Adams.

The additional \$1.6 million comes from a state fund that must be used only for special districts, which include the libraries and the county's beaches, parks and harbors. Next year it will again be up to the board to decide where the money should go.

In June the Board of Supervisors used money from the state fund to give the libraries an additional \$1.5 million. Those funds were used for the purchase of books and electronic-information services for computer users at the libraries, said Adams.

In other board actions Tuesday:

► The cost of recording property titles was reduced by \$1, to \$6. This is part of Clerk-Recorder Gary Granville's overall plan to cut costs in his department and pass on the savings.

► A plan to videotape the board meetings failed to gain support and was withdrawn by its two proponents, supervisors Tom Wilson and Todd Spitzer. In opposing it, Silva said it would lead to grandstanding by people who just want to get on television.

MORE TIME TO BROWSE FOR YOU BOOK LOVERS

The Orange County Register

On Aug. 1, 12 of 26 Orange County Library branches will have new, expanded hours:

Brea: Monday, Thursday: 10 a.m. to 6 p.m. Tuesday, Wednesday: noon to 8 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Costa Mesa: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

Mesa Verde (Costa Mesa): Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

Cypress: Monday, Tuesday: 10 a.m. to 9 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Dana Point/Dana Niguel: Monday, Tuesday, Wednesday: 10 a.m. to 9 p.m. Thursday: 10 a.m. to 6 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

Fountain Valley: Monday, Tuesday, Wednesday: 10 a.m. to 9 p.m. Thursday: 10 a.m. to 6 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed. (1)

Chapman (Garden Grove): Monday, Tuesday: noon to 8 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed. (1)

Regional (Garden Grove): Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed. (1)

West (Garden Grove): Monday, Tuesday: noon to 8 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed. (1)

Heritage Park (Irvine): Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

University Park (Irvine): Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

La Habra: Monday, Tuesday 10 a.m. to 9 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

La Palma: Monday, Thursday: 10 a.m. to 6 p.m. Tuesday, Wednesday: noon to 8 p.m. Saturday: 10 a.m. to 5

p.m. Friday, Sunday: closed.

Laguna Beach: Monday, Tuesday: noon to 8 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

Laguna Niguel/Crown Valley: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

Lake Forest/El Toro: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

Los Alamitos/Rossmoor: Monday, Tuesday, Wednesday: noon to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Thursday, Sunday: closed.

Rancho Santa Margarita: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

San Clemente: Monday, Tuesday, Wednesday: 10 a.m. to 9 p.m. Thursday: 10 a.m. to 6 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed. (2)

San Juan Capistrano: Monday, Tuesday, Wednesday: 10 a.m. to 6 p.m. Thursday: 10 a.m. to 6 p.m. Friday: closed. Saturday: 10 a.m. to 5 p.m. Sunday: noon to 5 p.m.

Seal Beach/Mary Wilson: Monday, Tuesday, Wednesday: noon to 8 p.m. Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Silverado: Monday, Wednesday: 1 p.m. to 8 p.m. Tuesday, Thursday: noon to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Stanton: Monday, Tuesday: noon to 8 p.m. Wednesday, Thursday: 10 a.m. to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Tustin: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

Villa Park: Monday, Wednesday: 1 p.m. to 8 p.m. Tuesday, Thursday: noon to 6 p.m. Saturday: 10 a.m. to 5 p.m. Friday, Sunday: closed.

Westminster: Monday, Tuesday, Wednesday, Thursday: 10 a.m. to 9 p.m. Friday, Saturday: 10 a.m. to 5 p.m. Sunday: closed.

(1) City has contracted with Orange County Public Library to augment service hours.

(2) Pending negotiation with city.

Source: Orange County

PLACENTIA LIBRARY DISTRICT NEWSLETTER

PROGRAMS FOR CHILDREN

This fall the Library will be having storytimes for three different age groups. One for prewalkers and toddlers up to age 2; one for children ages 2-3; one for children ages 4-6.

Children attending these storytime will enjoy stories, songs, flannel boards, poetry and more.

Storytime Corner Schedule No Registration Required

Ages 2-3 year olds
Wednesday Evenings 6:30 - 7:00 P.M.
October 8 - November 26

Ages 4-6 year olds
Tuesday Evenings 6:30- 7:00 P.M.
Thursday Afternoons 3:30-4:00 P.M.
October 7 - November 25

Lapsit stories
Prewalkers and walkers up to 2 years old
Thursday Mornings 10:30-11:00 A.M.
October 9 - October 30

✓ Come Check Us Out

The Placentia Library's video tapes, audio tapes, compact discs and CD-ROM software are FREE of charge for checkout.

✓ Do-it-yourself Reserves

An exciting feature of the Library's online circulation system allows patrons to place their own reserves on library materials that are not available at that time. You are notified by mail when the reserve item is available and a small fee of \$.50 per item is collected when the reserve item is picked up at the check-out desk.

EL Dorado Theatre Arts

Students from El Dorado High School, under the direction of Gai Jones, will present *Stage To Page - Stories to Delight* a performance of the California Young Readers' Medal Nominees

Monday, October 27 at 7:00 P.M.

Library Meeting Room

Come early, space is limited.
For more information please call the Children's Department at 528-1906 Ext. 212.

11th Annual Camp Library

To celebrate Children's Book Week, a national celebration to encourage children's enjoyment of reading, the Placentia Library Children's Department will host the 11th annual Camp Library.

Children, ages four to twelve accompanied by a parent, will spend the whole night at the Library. This event begins on Friday, November 21, 1997 at 7:30 P.M. and lasts until Saturday, November 22 at 7:30 A.M.



There will be special performers, crafts, games, movies and food. A snack will be served in the evening and a continental breakfast will be available in the morning.

Bring your sleeping bag, pillows, comfy jammies and your favorite edtime buddy and get ready to have a great night at the Library. Registration begins Sunday, November 2 and costs \$3.00 per person (children and adults). Registration fee must be paid at time of registration. Sign ups for this event are limited to the first 50 children.

Camp Library is sponsored by The Friends of the Placentia Library

SEPTEMBER is "Every Child a Library Card Month"

Every child getting a new Library card in September will receive a free pencil from the Children's Department.

PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue
528-1906

Adult Services Ext. 209
Children's Desk Ext. 212
Renewals Ext. 6

HOURS

Sunday 1:00 - 5:00 P.M.
Monday - Wednesday 12:00 NOON - 9:00 P.M.
Thursday 10:00 A.M. - 6:00 P.M.
Friday Closed
Saturday Closed



Making A Difference

The purpose of the Friends of Placentia Library is to foster closer relations between the Placentia Library District and the citizens of Placentia and to support the function, resources, services and needs of the Library.

The Friends raise money through memberships, used books sales, annually and ongoing in the Library, and the Annual Author's Luncheon.

Library Projects supported by the Friends include:

- ▶ Annual Summer Reading Program
- ▶ Camp Library
- ▶ Telephone Message System
- ▶ Check-out Receipt Printers
- ▶ Shelving in the Children's Room
- ▶ Volunteer & Staff Recognition Receptions

Make a difference, join the Friends, donate books, support their bookstore. The semi-annual used books sale will be held in November. Call the Library 528-1906 for more details.

RESEARCH TIME

The Library has special collections and reference tools to aid students in their research. The Social Issues Research Series (SIRS); New York Times; Wall Street Journal; Los Angeles Times and Orange County Register are available on CD-ROM for quick and up-to-date information.

Placentia's professional staff is always prepared to guide students with their research and help them with reference tools and equipment.

INFORMATION ACCESS

This services provides access to 400 general interest title, 285 which are full text. The Information Access is available on all the public computer catalogs. Full image and full editorial content will be provided via the InfoTrac Articles Print Station.

The Health ASAP database includes 101 medical magazines and journals that provides the most up-to-date information on medical subjects and practices.

The Business ASAP database covers more than 300 business magazines and journals providing the most recent information about economy, finance, marketing, consumer affairs and company information.



If you know someone who needs to improve their basic literacy skills, tell them that free help is available at Placentia Library.

If you can read, write and speak English, and can meet two hours weekly with an adult learner, consider becoming a volunteer tutor.

LITERACY TUTOR TRAINING

Placentia Library Literacy Services will offer a 15 hour training class for prospective tutors this spring.

The class will meet on Tuesday evenings from 6:00 to 9:00 p.m. beginning October 7 and concluding November 4.

Training is provided without charge to volunteers making a minimum commitment of six months to Placentia Library Literacy Services or any other tutoring organization in the city of Placentia. Registration for tutors volunteering for other programs is \$30.00.

To enroll in the class or for more information about the program, please call the Literacy Office at 524-8408.

CITIZENSHIP EXAM

Since July 1995, Placentia Library Literacy Services has been administering basic skills exams to immigrants applying for U.S. citizenship, and will continue to offer the examinations monthly.

The test consists of 20 multiple choice questions and a writing section with two dictated English sentences which cover the history and government of the United States. Individuals who pass the exam are given an official "Notice of Test Results" to send to the INS with their application for citizenship. For more information or to pre-register for the exam, contact the literacy office at (714) 524-8408.

Placentia Library Literacy Services (PLLS), Library Program developed in partnership with the California Literacy Campaign, provides free and confidential basic literacy instruction to adults in the Placentia and Yorba Linda areas

TO: Elizabeth Minter, Library Director
FROM: Katie ^{KM} Matas, Literacy Coordinator
DATE: August 19, 1997
SUBJECT: Placentia Library Literacy Services Report for the month of July

Program Statistics

Active tutors: 63
Active students: 74
Students waiting to be matched: 27
Percentage of tutors reporting (July hours): 90%
Tutoring hours reported: 288
Other volunteer hours reported: 530
Total volunteer hours: 818

Citizenship Exam. The citizenship exam was administered Saturday, July 19, 1997. Thirty-one people took the exam. The exam was monitored by a representative of the Immigration and Naturalization Service and found to be in compliance with the regulations of that agency. The next exam is scheduled for Saturday, September 20, 1997. The citizenship exam has been offered at the Library for two years. To date, 339 people have taken the exam representing 45 different countries.

Tutor Training. Twenty-two people completed a 15-hour tutor training workshop, and all but four were matched with waiting students. Those not matched plan to take students in the next couple of months. Sixteen tutors attended a special 2-hour workshop to learn new ideas to add variety to their tutoring sessions.

Southern California Library Literacy Network (SCLLN). The July 10, 1997 meeting of SCLLN was held in Santa Fe Springs and was attended by Literacy Coordinator Matas. The featured speaker was Tracy Gath from the American Association for the Advancement of Science (AAAS). The AAAS has a Literacy for Health Project who's goal is to educate people about the effects of drugs.

Other Networking Activities. Volunteers from PLLS staffed the SCLLN booth at the Orange County fair on July 16, 1997 from noon until 11:00 P.M. Close to 500 hand fans advertising PLLS were distributed at Taste of Placentia on July 26, 1997.

SAFETY COMMITTEE MEETING
JULY 23, 1997
MINUTES

I. Call to Order: 3:20 P.M.

II. Members Attending: Katie Matas
Jerry Conn
Esther Guzman
Cindy McClain

III. Old Business

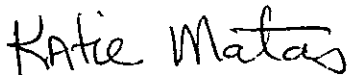
1. The first aid kit was resupplied.

IV. New Business

1. Library Director Minter will attend the Special Districts Workers Compensation Authority (SDWCA) Summer Safety Seminar in Ontario, CA on Tuesday, August 5, 1997.

The next meeting will be August 27, 1997 at 3:15 P.M.

Respectfully submitted,



Katie Matas

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Set Date For October Regular Meeting
DATE: August 19, 1997

BACKGROUND:

The departure for the Rotary Group Study Exchange trip to Korea has been moved up to Monday, October 6.

Colleen McGregor has agreed to be available in case the Board needs to meet between October 6 and November 1.

Since this is the time of year the District must transfer funds from one account to another to cover operating expense cash flow it may be advisable to schedule a meeting as close to my departure date as possible.

RECOMMENDATION:

Determine whether the Board wants to have an additional meeting between September 16 and October 5 and set the date and time.

