

DOLLARS BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Aug 1995	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1995	248.88	204.08	48.24	0.00	352.32	853.52
Oct 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Nov 1995	248.88	255.10	48.24	0.00	660.60	1,212.82
Dec 1995	248.88	255.10	48.24	95.28	660.60	1,308.10
Jan 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Feb 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Mar 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
Apr 1996	261.36	270.00	51.04	0.00	701.10	1,283.50
May 1996	326.70	270.00	51.04	0.00	701.10	1,348.84
Jun 1996	261.36	216.00	51.04		560.88	1,089.28
TOTAL	3,126.78	3,046.58	595.68	95.28	7,721.70	14,586.02
AVG	260.57	253.88	49.64	7.94	643.48	1,215.50

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Aug-97	262.08	216.00	51.04	0.00	560.88	1,090.00
Sep-97	262.08	270.00	51.04	0.00	701.10	1,284.22
Oct-97						0.00
Nov-97						0.00
Dec-97						0.00
Jan-98						0.00
Feb-98						0.00
Mar-98						0.00
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	786.24	702.00	153.12	0.00	1,822.86	3,464.22
AVG	262.08	234.00	51.04	0.00	607.62	1,154.74

TIME BY TYPE OF WORKER

FY1995-1996	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1995	8.00	10.00	2.00	0.00	30.00	50.00
Aug 1995	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1995	8.00	8.00	2.00	0.00	16.00	34.00
Oct 1995	8.00	10.00	2.00	0.00	30.00	50.00
Nov 1995	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1995	8.00	10.00	2.00	4.00	30.00	54.00
Jan 1996	8.00	10.00	2.00		30.00	50.00
Feb 1996	8.00	10.00	2.00		30.00	50.00
Mar 1996	8.00	10.00	2.00		30.00	50.00
Apr 1996	8.00	10.00	2.00		30.00	50.00
May 1996	10.00	10.00	2.00		30.00	52.00
Jun 1996	8.00	8.00	2.00		24.00	42.00
TOTAL	98.00	116.00	24.00	4.00	340.00	582.00
AVG	8.17	9.67	2.00	0.33	28.33	48.50

TIME BY TYPE OF WORKER

FY1996-1997	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1996	10.00	10.00	2.00	0.00	30.00	52.00
Aug 1996	8.00	8.00	2.00	0.00	30.00	48.00
Sep 1996	8.00	8.00	2.00	0.00	30.00	48.00
Oct 1996	8.00	8.00	2.00	0.00	30.00	48.00
Nov 1996	8.00	8.00	2.00	0.00	30.00	48.00
Dec 1996	10.00	10.00	2.00	4.00	30.00	56.00
Jan 1997	8.00	8.00	2.00	0.00	24.00	42.00
Feb 1997	8.00	8.00	2.00	0.00	24.00	42.00
Mar 1997	8.00	8.00	2.00	0.00	24.00	42.00
Apr 1997	8.00	8.00	2.00	0.00	24.00	42.00
May 1997	8.00	8.00	2.00	0.00	24.00	42.00
Jun 1997	8.00	8.00	2.00	0.00	40.00	58.00
TOTAL	100.00	100.00	24.00	4.00	340.00	568.00
AVG	8.33	8.33	2.00	0.33	28.33	47.33

TIME BY TYPE OF WORKER

FY1997-1998	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul-97	8.00	8.00	2.00	0.00	24.00	42.00
Aug-97	8.00	8.00	2.00	0.00	24.00	42.00
Sep-97	8.00	10.00	2.00	0.00	30.00	50.00
Oct-97						0.00
Nov-97						0.00
Dec-97						0.00
Jan-98						0.00
Feb-98						0.00
Mar-98						0.00
Apr-98						0.00
May-98						0.00
Jun-98						0.00
TOTAL	24.00	26.00	6.00	0.00	78.00	134.00
AVG	8.00	8.67	2.00	0.00	26.00	44.67

10/16/97 17:56:42

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P. 01

MICHAEL F. DILLON & ASSOCIATES INC.

PARK EXECUTIVE BUILDING - 925 L STREET - SUITE 1400
SACRAMENTO, CA 95814 - (916) 448-2196 - FAX (916) 448-4808

October 16, 1997

TO: CLA MEMBERS AND ALL COOPERATIVE LIBRARY SYSTEMS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL AND LEGISLATIVE SUMMARY

I. GOVERNOR SIGNS/VETOES MANY BY MONDAY'S MIDNIGHT DEADLINE

Late Monday evening, the Governor concluded his action on hundreds of pieces of legislation, submitted to him during the months of August and September. The Legislature sent to the Governor approximately 1,100 of the 3,000 bills introduced this year. He vetoed almost 200 bills before heading off to a trade mission in London.

Some bills of interest to CLA members which were processed in the last few days are as follows:

II. "GUARDINO" BILL VETOED

The Governor refused to sign AB 1362-Mazzoni which would make "the decision of the California Supreme Court in Santa Clara County Transportation Authority v. Guardino inapplicable to 'any action or proceeding in which the validity of a tax or tax increase is contested...if the ordinance or resolution imposing...that tax was adopted prior to December 14, 1995.'" This bill, which was sponsored by CSAC, survived many hard-fought committee hearings and floor sessions. However, in the end, the Governor wrote in his veto message, "This bill is unconstitutional." He offered, "I am not unsympathetic, however, to those local governments which relied on the 1991 appellate decision, and note that while they have no remedy with the Legislature, they have remedies in the courts and through the initiative process with the electorate."

Proponents of the measure have been fearful that a Governor's veto would jeopardize numerous existing local taxes and cause uncertainty in the reliability of local revenues in the planning of county and city budgets.

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Post-It* Fax Note	7671	Date	10/16/97	# of Pages	6
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 Pl)	Fax #	818/683-8097		

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P.02

III. REDUCTIONS TO LIBRARY PROJECTS

AB 1571 is a Budget appropriations bill which was signed by the Governor on Sunday. The Governor did, however, make substantial reductions in the bill to a number of appropriations (\$38,987,000 total), which included \$1,765,000 for two library projects.

1) The Governor deleted a \$1,000,000 allocation from the General Fund to reimburse the Glendale Unified School District for costs incurred in modernizing facilities in connection with a joint use library project of the Edison School/Pacific Park Model Neighborhood Community. Said the Governor, "Although joint use library projects should be encouraged as a way to increase the efficiency in the use of public facilities, this particular project has recently received a \$1,000,000 grant from the State Allocation Board. Therefore, the allocation in this bill would be duplicative."

2) The Governor deleted the legislative augmentation of \$765,000 from the General Fund for the San Jose City College Library project. In the Governor's veto message he stated, "I am deleting this project because it circumvents the established procedures for evaluating and prioritizing the California Community College's capital outlay projects. The State has limited resources to address education capital outlay needs. Therefore, all projects must be considered in relationship to competing needs for available resources, and these resources should be allocated to the highest priority projects as identified by the segments. The circumvention of the established prioritization process undermines this approach."

IV. MOE WAIVERS

The Governor signed SB 1100 by Senator Hilda Solis, which will allow local governments to request a waiver from the State Librarian for maintenance of effort requirements if the local entity can prove that there has been a reduction in local revenues due to the requirements of Proposition 218.

V. ERAF "ALLIES" CONTINUE TO MEET DURING INTERIM

The Allies for Cities, Counties, and Special Districts, of which CLA is a member, continue to meet during the interim to plot Educational Revenue Augmentation Fund (ERAF) strategy for the issue. It is rumored that one Senate leader is interested in conducting a series of local government interim hearings, one of which will focus on the ERAF issue. The Allies are hopeful that when the legislature returns in January, they will be able to obtain more sympathy of the leadership on the need for a return of ERAF dollars to cities, counties, and special districts.

VI. LEGISLATIVE SUMMARY

Attached is a copy of the CLA Legislative Summary, highlighting the bills pertaining to libraries that the CLA Legislative Committee, chaired by Linda Crowe and Linda Kennedy, followed during the 1997 session.

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P.03

SUMMARY FOR THE 1997-98 LEGISLATIVE SESSION
California Library Association
 First Half: Final Report
 October 16, 1997 - 1997-98 Session

BILL#/AUTHOR	DESCRIPTION	STATUS
<u>AB 1-AGUIAR</u> Support	Would freeze the current ERAF (Educational Revenue Augmentation Fund) shift amount at 1996-97 levels, and gradually return property tax revenues to counties and other local governments that are annually transferred to the Educational Revenue Augmentation Fund.	Assembly Local Government; held in committee.
<u>AB 95-SWEENEY/AGUIAR</u> Support	Would provide for a return of 10% of the property tax base each year, over the next 10 years, to cities, counties, and special districts, according to the proportion of their current ERAF transfer, and cap the shift of local property taxes to ERAF.	Senate Appropriations Held on the Suspense File indefinitely
<u>AB 132-CAMPBELL</u> Disapprove	As amended, would require a school district that provides pupils with access to the Internet or an on-line service, to adopt a policy regarding access by pupils to Internet and on-line sites that contain or make reference to harmful matter, as defined, sexual acts, drugs or the drug culture, gambling, illegal activity, alcoholic beverages, and tobacco.	Chapter 86 Statutes of 1997
<u>AB 206-HERTZBERG</u> Watch	Citizen Complaint Act of 1997: would require each state agency, including CSU, to make available on its Internet web site, a form through which residents can register complaints. State agencies must then inform those with complaints, of the nearest public library providing Internet access. Libraries, "through the extent permitted through donations" must provide Internet service to patrons and, would advertise they provide this service.	Chapter 416 Statutes of 1997
<u>AB 345-GRANLUND</u> Support	Sponsored by San Bernardino county, would, in future years, distribute PLF funding on a per capita basis if funding reaches a level that holds all libraries harmless.	Chapter 167 Statutes of 1997

18/16/97 17:58:19

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P.04

AB 403-DUCHENY
Support

Creates the Literacy for Public Safety Program: a library services program to increase the English language literacy of persons convicted of a crime and sentenced to a local correctional facility, or released on parole or probation. Authorizes public libraries with current adult literacy services to coordinate efforts with local sheriffs, Director of Corrections, or parole or probation department. The CLSB would award competitive grants to eligible public libraries.

Assembly
Appropriations
Held on the
Suspense file
indefinitely.

AB 735-ORTIZ
Support

Increases the fees for filing a claim in small claims court by \$2. This amount would be deposited into the Law Library Trust Fund.

Assembly Floor
Failed
Passage

AB 862-DUCHENY
Support

Creates the Library Materials Fund, under the State Superintendent to annually apportion to each school district the sum of \$5 for each unit of ADA, to purchase materials that may include, but are not limited to books, references materials, periodicals, laser disks, etc.

Senate
Appropriations
Held on the Suspense
file indefinitely.

AB 927-THOMPSON
Disapprove

Sponsored by the city of Marietta, would allow for the withdrawal of libraries from the Riverside County free library system.

Chapter 248
Statutes of 1997

AB 1503-PERATA
Support

Would create the State Literacy Resource Center, a multiagency collaboration for the improvement of literacy research, staff development, resource sharing, and information dissemination. Also creates a Literacy Council on which a member of the State Library would be seated.

Assembly
Education
Held in Committee.

AB 1589-PRINGLE/
LOCKYER
Refer to Legislative
Committee

Library and Fire district ERAF 1997 Budget Trailer bill: Nullifies recent State Controller's opinion regarding SB 1648-Dills of 1994. Bill states that libraries must shift funds to ERAF under the 1992-93 and 1993-94 formulas.

Chapter 290
Statutes of 1997

AB 1608-PRINGLE
Support

Same as SB 1300-Calderon regarding a tax exemption for newspapers and periodicals.

Assembly
Appropriations
Held on the
Suspense File
indefinitely.

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OCT-16-97 THU 15:43

P. 05

ACA 4-AGUIAR/SWEENEY
Support

Same content as AB 95, but as a constitutional amendment, could be placed on the statewide ballot by a two-thirds vote of the legislature, thus avoiding a Governor's veto.

Senate Local Government. Failed Passage. Reconsideration Granted.

SB 147-AYALA/KOPP
Disapprove

Would require that no city, county, or local agency may incur any indebtedness (such as certificates of participation [COPs], as defined, without prior approval by a majority of the voters. Recently amended to pertain to the issuance of bonds by a joint exercise of powers authority, to assist local agencies in financing capital improvements, etc.

In Assembly Held at desk.

SB 154-THOMPSON
Sponsor/Support

Would authorize the board of supervisors in a county to impose a 1/4 or 1/8 cent sales tax, subject to a 2/3rds vote of the voters in a county, and not to exceed 15 years, to be used only for library purposes.

Chapter 88 Statutes of 1997

SB 356-RAINEY
Support

As amended, creates the State Literacy Resource Center, with parameters identical to AB 1503-Perata.

Senate Appropriations Held on the Suspense File indefinitely

SB 375-SHER
Support

Would place a cap on the amount that Board of Equalization can impose upon administration costs for the County of Stanislaus in collecting the tax for the support of countywide library programs. Bill also authorizes the Board of Supervisors in San Mateo County to levy a sales tax for the support of public elementary and secondary education, community colleges, parks, and libraries, subject to a 2/3rds vote of the voters in the county.

Governor Vetoes

SB 409-ALPERT & SWEENEY
CLA Sponsored

The Library of California: Sponsored by CLA, would establish a major, statewide networking system of resource-sharing, communications and delivery, and preservation of materials for approximately 8,000 of California's multi-type libraries.

Senate Appropriations Held on the Suspense File indefinitely.

10/16/97 17:59:17

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OCT-16-97 THU 15:44

P. 06

SB 431-LEE
Approve

Clarifies that the counties of Contra Costa, Sacramento and Sonoma, due to specific circumstances, need not contribute to ERAF.

Chapter 786
Statutes of 1997

SB 605-MADDY
Approve

Would name the law library of the California State Library the Bernard W. Witkin State Law Library of California.

Chapter 411
Statutes of 1997

SB 877-VASCONCELLOS
Support

Creates the California Community College Faculty, Counselor, and Librarian Full-Time Fund within the State Treasury to create a net increase in full-time faculty, counselor, and librarian positions in the California Community Colleges.

Assembly
Appropriations
Held in Committee
at Chair's recommendation.

SB 880-CRAVEN
Support

ERAF bill: Similar to AB 95-Sweeney/Aguiar.

Assembly
Floor.
Inactive File

SB 1100-SOLIS
Support

Sponsored by Los Angeles county, would allow a city, county or library district to request a PLF waiver if negatively impacted by Proposition 218. Recent amendments tie this bill ("double-join") to AB 345-Graniund.

Chapter 435
Statutes of
1997

SB 1285-JOHNSTON
Watch/Close

On a pilot basis, would allow for several joint-use library facility projects between a school district and a city or county public library. The State Allocation Board would award grants from current school bond funds to school districts of no more than \$50,000 for those school districts expressing interest, and \$200,000 up to three years for operational grants with schools demonstrating readiness.

Senate
Appropriations
Held on the
Suspense File
indefinitely.

SB 1300-CALDERON
Support

Would create a general tax exemption for all newspapers and periodicals in California.

Senate
Appropriations
Committee
Held on the
Suspense File
indefinitely.

10/16/97

CALIFORNIA LIBRARY ASSOCIATION
SUMMARY OF 1997 LEGISLATION

BILL#/AUTHOR	DESCRIPTION	STATUS
<u>AB 1-AGUIAR</u> Support	Would freeze the current ERAF (Educational Revenue Augmentation Fund) shift amount at 1996-97 levels, and gradually return property tax revenues to counties and other local governments that are annually transferred to the Educational Revenue Augmentation Fund.	Assembly Local Government; held in committee.
<u>AB 96-SWEENEY/AGUIAR</u> Support	Would provide for a return of 10% of the property tax base each year, over the next 10 years, to cities, counties, and special districts, according to the proportion of their current ERAF transfer, and cap the shift of local property taxes to ERAF.	Senate Appropriations Held on the Suspense File indefinitely
<u>AB 132-CAMPBELL</u> Disapprove	As amended, would require a school district that provides pupils with access to the Internet or an on-line service, to adopt a policy regarding access by pupils to Internet and on-line sites that contain or make reference to harmful matter, as defined, sexual acts, drugs or the drug culture, gambling, illegal activity, alcoholic beverages, and tobacco.	Chapter 86 Statutes of 1997
<u>AB 206-HERTZBERG</u> Watch	Citizen Complaint Act of 1997: would require each state agency, including CSU, to make available on its Internet web site, a form through which residents can register complaints. State agencies must then inform those with complaints, of the nearest public library providing Internet access. Libraries, "through the extent permitted through donations" must provide Internet service to patrons and, would advertise they provide this service.	To Governor
<u>AB 345-GRANLUND</u> Support	Sponsored by San Bernardino county, would, in future years, distribute PLF funding on a per capita basis if funding reaches a level that holds all libraries harmless.	Chapter 167 Statutes of 1997
<u>AB 403-DUCHENY</u> Support	Creates the Literacy for Public Safety Program: a library services program to increase the English language	Assembly Appropriations Held on the

Post-It Fax Note	7671	Date	9/23/97	Pages	4
To	MCLS/SLIS/Associates	From	MCLS/SLIS HQ		
Co/Dept.	Member Directors	Co.			
Phone #	Sue Curzon, CSUN	Phone #	818/683-8244		
Fax #	(Eugenie Wong, Orange PL)	Fax #	818/683-8097		

89/18/97 09:52:00

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SEP-18-97 THU 07:39

P. 02

literacy of persons convicted of a crime and sentenced to a local correctional facility, or released on parole or probation. Authorizes public libraries with current adult literacy services to coordinate efforts with local sheriffs, Director of Corrections, or parole or probation department. The CLSB would award competitive grants to eligible public libraries.

Suspense file indefinitely.

AB 735-ORTIZ
Support

Increases the fees for filing a claim in small claims court by \$2. This amount would be deposited into the Law Library Trust Fund.

Assembly Floor
Failed
Passage

AB 862-DUCHENY
Support

Creates the Library Materials Fund, under the State Superintendent to annually apportion to each school district the sum of \$5 for each unit of ADA, to purchase materials that may include, but are not limited to books, references materials, periodicals, laser disks, etc.

Senate
Appropriations
Held on the Suspense
file indefinitely.

AB 927-THOMPSON
Disapprove

Sponsored by the city of Marietta, would allow for the withdrawal of libraries from the Riverside County free library system.

Chapter 248
Statutes of 1997

AB 1503-PERATA
Support

Would create the State Literacy Resource Center, a multiagency collaboration for the improvement of literacy research, staff development, resource sharing, and information dissemination. Also creates a Literacy Council on which a member of the State Library would be seated.

Assembly
Education
Held in Committee.

AB 1589-PRINGLE/
LOCKYER
Refer to Legislative
Committee

Library and Fire district ERAF 1997 Budget Trailer bill: Nullifies recent State Controller's opinion regarding SB 1648-Dills of 1994. Bill states that libraries must shift funds to ERAF under the 1992-93 and 1993-94 formulas.

Chapter 290
Statutes of 1997

AB 1608-PRINGLE
Support

Same as SB 1300-Calderon regarding a tax exemption for newspapers and periodicals.

Assembly
Appropriations
Held on the
Suspense File
indefinitely.

ACA 4-AGUIAR/SWEENEY
Support

Same content as AB 95, but as a constitutional amendment, could

Senate Local
Government.

09/18/97 09:52:36

-> 818 683 8097 Metro

SEP-18-97 THU 07:39

P. 03

be placed on the statewide ballot by a two-thirds vote of the legislature, thus avoiding a Governor's veto.

Failed Passage.
Reconsideration
Granted.

SB 147-AYALA/KOPP
Disapprove

Would require that no city, county, or local agency may incur any indebtedness (such as certificates of participation [COPs], as defined, without prior approval by a majority of the voters. Recently amended to pertain to the issuance of bonds by a joint exercise of powers authority, to assist local agencies in financing capital improvements, etc.

In Assembly
Held at
desk.

SB 154-THOMPSON
Sponsor/Support

Would authorize the board of supervisors in a county to impose a 1/4 or 1/8 cent sales tax, subject to a 2/3rds vote of the voters in a county, and not to exceed 16 years, to be used only for library purposes.

Chapter 68
Statutes of 1997

SB 356-RAINEY
Support

As amended, creates the State Literacy Resource Center, with parameters identical to AB 1503-Perata.

Senate
Appropriations
Held on the Suspense
File indefinitely

SB 375-SHER
Support

Would place a cap on the amount that Board of Equalization can impose upon administration costs for the County of Stanislaus in collecting the tax for the support of countywide library programs. Bill also authorizes the Board of Supervisors in San Mateo County to levy a sales tax for the support of public elementary and secondary education, community colleges, parks, and libraries, subject to a 2/3rds vote of the voters in the county.

Governor Vetoes

SB 409-ALPERT
& SWEENEY
CLA Sponsored

The Library of California; Sponsored by CLA, would establish a major, statewide networking system of resource-sharing, communications and delivery, and preservation of materials for approximately 8,000 of California's multi-type libraries.

Senate
Appropriations
Held on the
Suspense File
indefinitely.

09/18/97 09:53:01

→ 010 683 8097 Metro

SEP-18-97 THU 07:40

P. 04

SB 431-LEE
Approve

Clarifies that the counties of Contra Costa, Sacramento and Sonoma, due to specific circumstances, need not contribute to ERAF.

To Governor

SB 605-MADDY
Approve

Would name the law library of the California State Library the Bernard W. Witkin State Law Library of California.

Chapter 411
Statutes of 1997

SB 877-VASCONCELLOS
Support

Creates the California Community College Faculty, Counselor, and Librarian Full-Time Fund within the State Treasury to create a net increase in full-time faculty, counselor, and librarian positions in the California Community Colleges.

Assembly
Appropriations
Held in Committee
at Chair's recommendation.

SB 880-CRAVEN
Support

ERAF bill: Similar to AB 95-Sweeney/Aguilar.

Assembly
Floor

SB 1100-SOLIS
Support

Sponsored by Los Angeles county, would allow a city, county or library district to request a PLF waiver if negatively impacted by Proposition 218. Recent amendments tie this bill ("double-join") to AB 345-Granlund.

To Governor

SB 1265-JOHNSTON
Watch/Close

On a pilot basis, would allow for several joint-use library facility projects between a school district and a city or county public library. The State Allocation Board would award grants from current school bond funds to school districts of no more than \$50,000 for those school districts expressing interest, and \$200,000 up to three years for operational grants with schools demonstrating readiness.

Senate
Appropriations
Held on the
Suspense File
indefinitely.

SB 1300-CALDERON
Support

Would create a general tax exemption for all newspapers and periodicals in California.

Senate
Appropriations
Committee
Held on the
Suspense File
indefinitely.

9/17/97

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: November 18, 1997

BACKGROUND:

There has been no activity on the Strategic Plan since the September 16, 1997 Board Meeting.

RECOMMENDATION:

Receive and File





SANTIAGO LIBRARY SYSTEM

C/O METROPOLITAN COOPERATIVE LIBRARY SYSTEM
3675 EAST HUNTINGTON DRIVE, SUITE 100
PASADENA, CALIFORNIA 91107

800/211-7944 PHONE
818/683-8097 FAX

MINUTES
SYSTEM ADVISORY BOARD MEETING
Yorba Linda Public Library
18181 Imperial Highway, Yorba Linda
Tuesday, January 14, 1997
6:30 p.m.

SAB
Members
Present:

Marty Martini, Chair
Rilda Jamieson
Dora Rodriguez
Ted Farkas
Randie Noell

Orange Pub. Lib.
Anaheim Pub. Lib.
OCPL
Placentia Lib. Dist.
Yorba Linda Pub. Lib.

Council
Members
Present:

Al Milo
CarolAnn Tassios

Fullerton Public Lib.
Yorba Linda Pub. Lib.

Staff:

Linda Katsouleas, Exec. Dir.
Peg Fox, Consultant

Santiago Library System
Santiago Library System

I. CALL TO ORDER

Marty Martini, Chair, called the meeting to order at 6:50 p.m.

II. INTRODUCTIONS

Introductions were made around the table.

SANTIAGO LIBRARY SYSTEM MEMBERS:

ANAHEIM PUBLIC LIBRARY
BUENA PARK LIBRARY DISTRICT
FULLERTON PUBLIC LIBRARY

NEWPORT BEACH PUBLIC LIBRARY
ORANGE COUNTY PUBLIC LIBRARY

ORANGE PUBLIC LIBRARY
PLACENTIA LIBRARY DISTRICT
YORBA LINDA PUBLIC LIBRARY

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III. APPROVAL OF MINUTES

ACTION: It was M/S/C (R. Jamieson, D. Rodriguez) unanimously to approve the minutes of September 10, 1996.

IV. OLD BUSINESS**A. Report on the SLS Council's discussion of activity levels for the System - Al Milo**

A. Milo stated that the SLS Council was very satisfied with their association with MCLS. L. Katsouleas stated that the MCLS Council was very happy as well.

B. Discussion of SAB role and activities - Al Milo and Linda Katsouleas

CALTAC Meetings: Linda Katsouleas stated that CALTAC meetings will continue and the SAB members will be notified of the next meeting. Programs will be mailed to the SAB.

SLS Council and Committee meetings: M. Martini will notify the MCLS office if he cannot attend either of these meetings. The SLS Council agenda will be sent from the MCLS office.

Community Meetings: Attendance at these meetings will be decided upon between the SAB members and their Library Directors.

Special Projects: It was suggested by Al Milo that a "Library Volunteer of the Year" award be initiated. Applications for the "Volunteer of the Year" would be reviewed by the SAB. A general discussion followed with various ideas presented by the members. A question was raised about the feasibility and work load of such an award. The decision was made to refer this idea to the Council at its next meeting.

C. Action Plan for 1997

The Action Plan for 1997 would be as reviewed under (B) above.

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V. NEW BUSINESS**A. Library of California Report**

L. Katsouleas reported that Dr. Starr, State Librarian, had attended a joint meeting of the Councils of MCLS, SLS, Black Gold and others. Augmentation funds for TBRs and PLF were considered a priority over new legislative programs. The Library of California replaces existing public library systems with a new multitype library structure. The Library of California is the name of the old "networking" concept which has been around for 8 years. The librarians felt that the Legislature is not funding what is already in place.

VI. REPORTS**A. SAB Chair's Report - M. Martini**

The Chair had no report at this time.

B. System Chair's Report - A. Milo

A. Milo reported on the TBR report by the State Library. The State will investigate their actual legal powers, at which time the Systems would make the decision regarding how to handle that.

C. Executive Director's Report

L. Katsouleas reported that at the Children's Committee Meeting last week a new theme was chosen for the summer reading program. Wells Fargo has given over \$200,000 towards this program.

The Linked Systems grant has been reviewed by the State Library.

VII. ROUND TABLE

M. Martini, Orange P.L. reported that the main library is open 49 hours a week and each branch is open 30 hours a week. There is a discussion now about opening the city offices on Friday. The library is trying to be open for more morning hours. They are continuing their strategic planning sessions.

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R. Jamieson, Anaheim P.L. reported that Anaheim P.L. has received \$12,500 from Elsie Horn. On December 16 the first community meeting regarding the APL strategic plan was held. This meeting was extremely well attended by library supporters, Library Directors, SAB members and other community leaders.

A. Milo, Fullerton P.L. reported that the Fullerton Library Foundation is planning a reception and will be attending a joint meeting with Anaheim and Placentia. Fullerton P.L. is going through the process of hiring a consultant to conduct a space planning study of the Main Library.

D. Rodriguez, Orange County P.L. LAN will have five stations when initially completed. READ is a new reading program being introduced by OCPL.

T. Farkas, Placentia Library Dist. is currently having discussions regarding accessing the library computer.

VIII. DATE AND LOCATION OF NEXT REGULAR MEETING

There was not a date or location chosen for the next meeting.

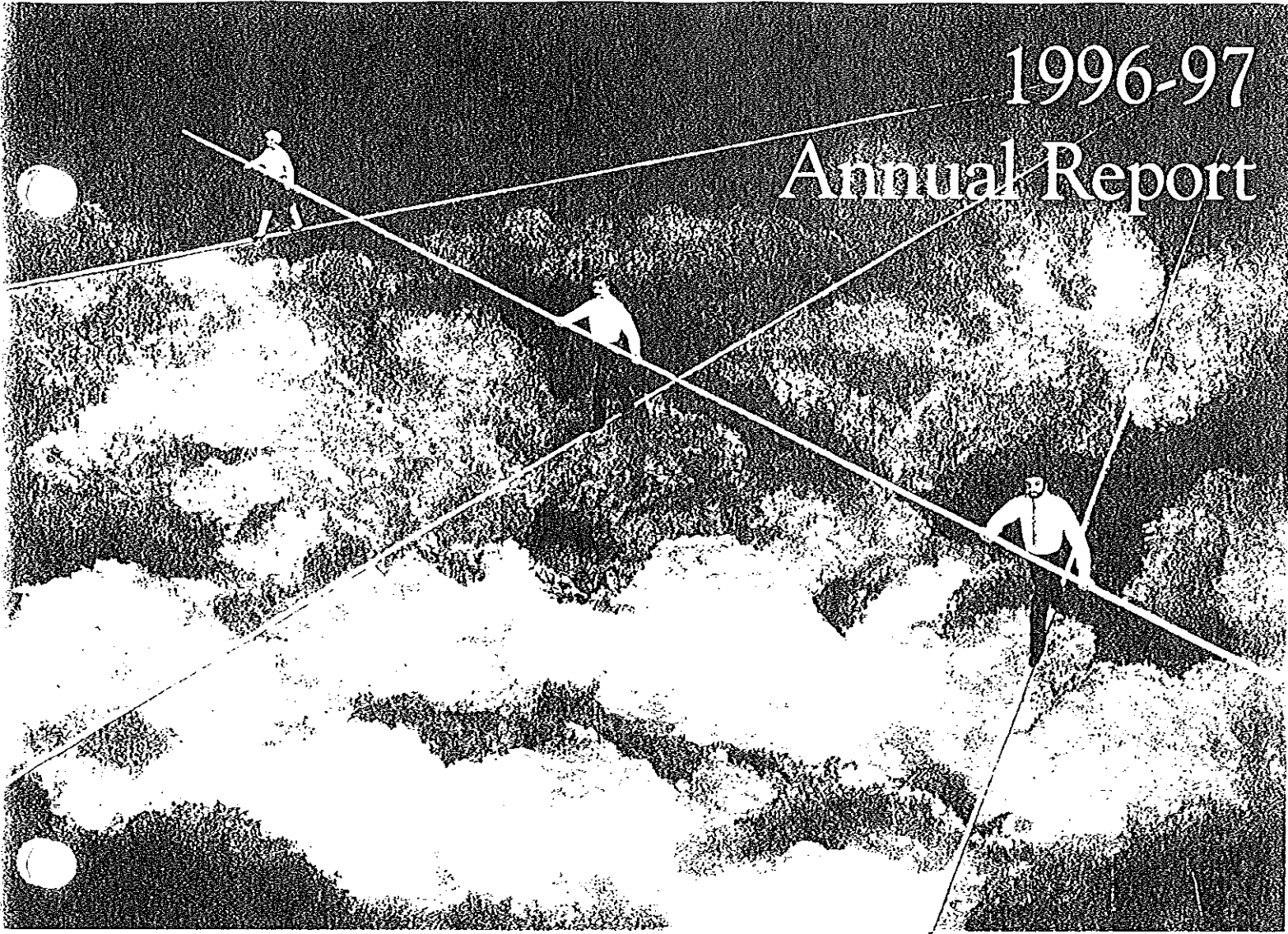
IX. ADJOURNMENT

There being no further business the meeting adjourned at 8:30 p.m.

Respectfully submitted,


Peg Fox, Consultant

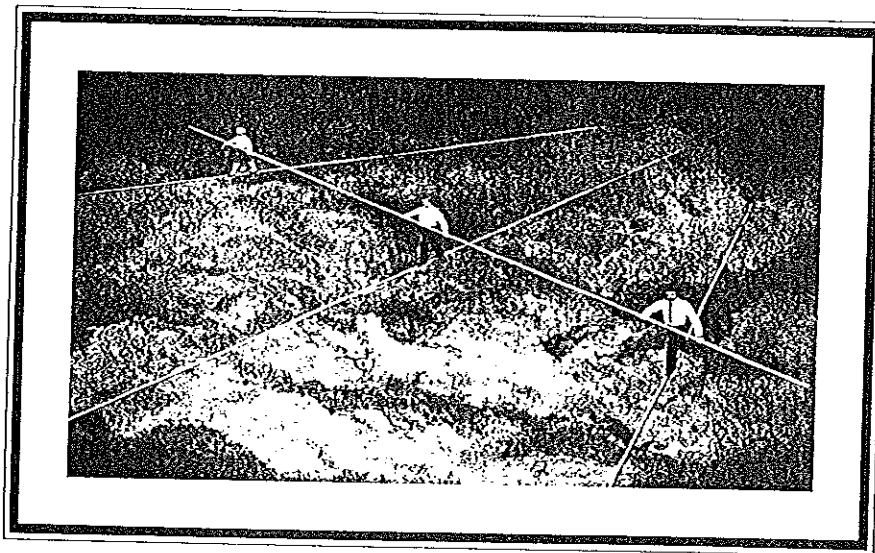
1996-97
Annual Report



SPECIAL
DISTRICT
RISK
MANAGEMENT
AUTHORITY

MEMBERS HELPING MEMBERS

The Mission of SDRMA is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost-efficient manner, responsive to the needs of the districts.



AS A SPECIAL RECOGNITION AND TO EXPRESS OUR APPRECIATION FOR OUR CHARTER MEMBERS' 10 YEARS OF SUPPORT, WE COMMISSIONED THIS LIMITED EDITION ART PRINT ESPECIALLY FOR OUR "CHARTER MEMBERS". THE CLOUDS SYMBOLIZE THE ADVERSITIES THAT SPECIAL DISTRICTS FACE, AND THE SUCCESS THAT HAS BEEN ACHIEVED WHEN WE RISE ABOVE THEM AND WORK TOGETHER.

a message from SDRMA President, Ken Sonksen:

I would like to take this opportunity to express my appreciation to our members for their commitment to SDRMA and continued confidence in pooling programs. This past year was an exciting year for SDRMA. We experienced an unprecedented 20% growth in membership. This brings our total membership to 232 members. I believe this growth is the result of member satisfaction and the dedicated efforts of our Board and staff to providing a high quality product and service to California Special Districts. This growth was carefully planned and was part of a strategy to enhance SDRMA's financial strength, while providing rate savings to our members. Additional highlights were:

- Three Year Rate Guarantee with the Excess Carrier
- Rate structure responsive to a competitive market
- Strategic Plan - "Vision 2000" with prioritized focus on financial strength, coverages, claims handling, member services, and marketing/retention
- Claims Examiner received an Associate in Claims (AIC) Designation
- Executive Director received an Associate in Risk Management (ARM) Designation

During this next year our goals will include the development of a pro-active litigation and claims management plan; strengthening our Loss Prevention/Education Programs with an increased emphasis on member technical assistance; and continued professional development of our staff.

We recognize that our members are under tremendous pressure to reduce costs whenever possible. Districts may be tempted to consider short term savings at the risk of sacrificing coverage protection, while facing uncertainty of future coverages and costs. In order to meet this challenge our Board implemented a three-point plan to reduce expenditures, improve operating efficiency and increase membership. This resulted in a significant reduction in rates to our members.

SDRMA's fundamental purpose is very different from insurance providers. Our purpose is to offer stable, renewable, affordable coverage, along with risk management services. The benefits of belonging to a pool are long-term. One of the biggest challenges facing SDRMA is to provide our members with competitive rates and to secure the highest level of protection possible. SDRMA remains committed to assisting our members in any way we can to make their job less difficult.

I am extremely proud of our program and I consider it a privilege to be a part of this team. Our success would not have been possible without the efforts of our staff, consultants, Board of Directors and especially our members.

We are looking forward to the upcoming year and working to meet our members needs.

Sincerely,



BOARD OF DIRECTORS

KEN SONKSEN

President
Sanger-Del Rey CD
10575 East Butler
Sanger, CA 93657
(209) 875-7222

BRUCE BUEL

Vice-President
McKinleyville CSD
P.O. Box 2037
McKinleyville, CA 95519
(707) 839-3251

EARL F. SAYRE

Secretary
Trinity County WD#1
P.O. Box 1152
Hayfork, CA 96041
(916) 628-5512

RITA VELASQUEZ

8820 Elk Grove Blvd.
Elk Grove, CA 95624
(916) 685-7069

JOSEPH C. MARTIN

Rossmoor/Los Alamitos
Area Sewer District
3092 Inverness Drive
Los Alamitos, CA 90720
(562) 596-6064

CAROL E. BARTELS

Riverside-Corona RCD
P.O. Box 1213
Riverside, CA 92502
(909) 638-7500

DEWEY L. AUSMUS

North County CD
2640 Glenridge Rd.
Escondido, CA 92027
(760) 745-1781

"BY GOING THE EXTRA MILE, MR. LOTT, SDRMA AND GALLAGHER-HEFFERNAN WELL SERVED THIS SPECIAL DISTRICT AND FACILITATED OUR MISSION ACCOMPLISHMENT.

IT IS REASSURING TO KNOW WE CAN COUNT ON SDRMA TO PAY ATTENTION TO DETAILS AND PROVIDE A TIMELY RESPONSE WHEN THE NEED ARISES."

-Darby Fuerst, General Manager
Monterey Peninsula Water Management District

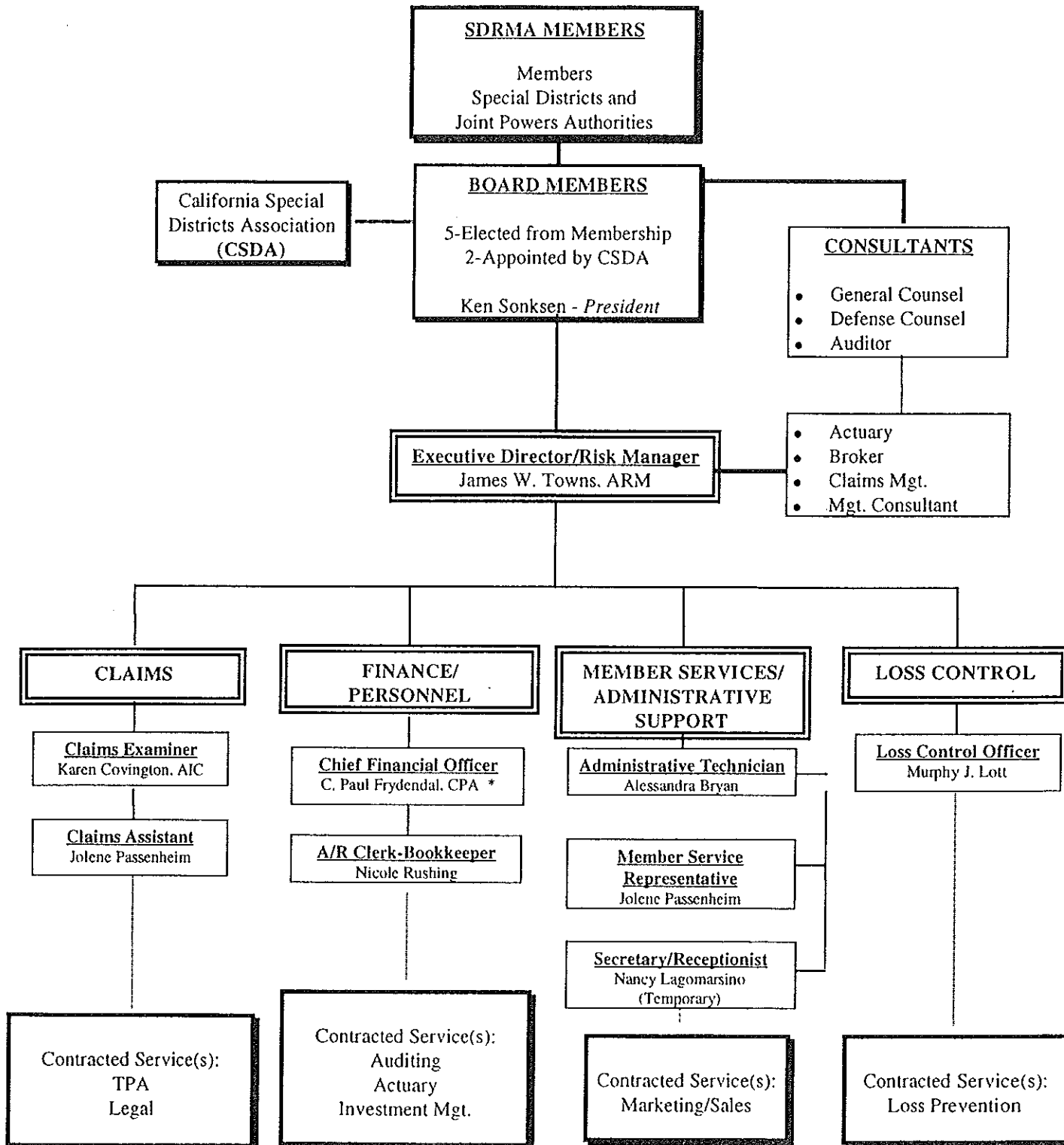
"BY CREATING A [RISK MANAGEMENT] SYSTEM THAT WORKS EVERY TIME AND MISSES NO ONE, WE AVOID SOME POTENTIAL RISK."

- John Martin, Safety Coordinator
Bear Valley Community Services District

"[SDRMA] STAFF PROVIDED EXAMPLES OF POLICIES AND MANUALS FROM THEIR REFERENCE LIBRARY FOR US TO USE AS GUIDES IN THE DEVELOPMENT OF A WSRCD RISK MANAGEMENT PROGRAM."

-From West Stanislaus RCD
1997 Loss Control Program Questionnaire

ORGANIZATIONAL OVERVIEW



* In the absence of the ED/RM, Mr. Frydendal will be acting ED/RM.

THE INCEPTION:

The Special District Risk Management Authority (SDRMA) is a Joint Powers Authority that provides liability/property risk financing, errors and omissions coverage, and risk management services for California Special Districts (local governmental public agencies). SDRMA was formed on January 7, 1986 when representatives of over 60 special districts throughout California met in Sacramento at the invitation of the California Special Districts Association. Their goal was to study the feasibility of developing a self-funded liability risk financing pool. In addition to establishing direction for the feasibility study, the formation meeting resulted in the election of a seven (7) member board of directors, that included two CSDA appointees.

THE ORIGINAL BOARD OF DIRECTORS:

<i>Nancy Lemieux</i>	<i>Juan Lopez</i>
<i>Art Holmes</i>	<i>Richard Kimball</i>
<i>R.K. Maddalena</i>	<i>Al Ricksecker</i>
<i>A.R. Sedano</i>	

From early January until the end of July 1986, the Board worked with various consultants, obtained underwriting questionnaires from approximately 125 districts and provided quotations to those districts. The Board also sought commitment from the districts to charter SDRMA, which was then known as SDIA - the Special District Insurance Authority. The name was changed on March 1, 1990.

On August 1, 1986, SDRMA began operations with 73 members and revenue of approximately \$1.5 million in original contributions. The initial package of coverage included general liability, auto liability and property loss coverages. By October 1 of 1986, 18 additional districts had joined SDRMA, and now, over a decade later, we have over 200 members.

*"WE POOLED TOGETHER TO CREATE OUR
OWN INSURANCE PROGRAM"*

WHO WE SERVE:

Independent Special Districts are sanctioned under Calif. law for the performance of local governmental functions within specified boundaries. Agencies range in size from small to very large and often cross political boundary lines, such as city and county borders, to serve a common community of interest. There is a clear identification between agency name and services provided, which has resulted in a high level of accountability and responsibility to the public, and a high degree of customer satisfaction. As such, they are an integral part of local government and contribute significantly to the quality of life in the communities they serve.

HOW THEY SERVE:

These agencies fill in local service gaps throughout the State, as requested by local voters. Services provided include airport, cemetery, fire protection, irrigation, mosquito and vector control, park and rec, water, and other related community services.

WHO RUNS THEM:

Districts are governed by boards of directors, elected or appointed for fixed terms, and are directly accountable to the public. Boards are subject to initiative, referendum, recall, the Brown act, and other related public agency statutes. The directors are members of the communities they serve and must reside or own property within their respective service area. They often work and interact within the community they reside.

A FISCAL STATEMENT:

According to the State Legislative Analyst, independent special districts have consistently shown the slowest rate of spending growth for local governments. Independent special districts are independently audited, and subject to state and public scrutiny like other forms of local government.

THE FORMATION:

SDRMA was formed pursuant to the *joint powers* provisions of the California Government Code, Section 6500 et. seq. The codes did not require capitalized funding in order to begin this risk financing program because, by Code, joint powers authorities (JPA's) that administer risk financing programs are *not* insurance companies. Therefore, these JPA's are not regulated by the provisions of the California Insurance Code. The principal reasoning is that California risk financing JPA's are able to include assessment provisions in the joint powers agreements executed by their members, and thus do not require capital to support potential losses.

While the provisions of the Government Code allowed SDRMA to begin operations with only the contributions from the members to fund operations *and* losses, sound financial planning necessitated the purchase of excess coverage above SDRMA's self-funded retention (also known as self insured retention or SIR). This excess coverage was obtained for losses above SDRMA's \$10,000 SIR for property and \$250,000 SIR for liability (both auto and general). The purchase of excess coverage is done by following form of the excess carrier, meaning that the *excess carrier* dictates:

1. *Who* will be covered.
2. Under what *terms and conditions* coverage will be issued.
3. Who will *handle claims*, and how.

In 1986-1987, the excess general and auto liability carrier (General Star Indemnity Company) wrote limits of \$750,000 over SDRMA's \$250,000 self-insured retention (SIR), providing total limits of \$1 million per occurrence. In 1995-96, the excess general and auto liability carrier (Insurance Company of the State of Pennsylvania) wrote limits of \$2 million, \$5 million, or \$10 million over SDRMA's \$500,000 SIR. This provided our members as much as \$10.5 million in coverage limits.

In addition to insurance coverage, SDRMA includes these valuable services for our members at no additional cost:

- ❖ *SAFETY AND CLAIMS HANDLING WORKSHOPS*
- ❖ *CONTRACT REVIEW - RISK ANALYSIS*
- ❖ *ON SITE RISK MANAGEMENT REVIEW*
- ❖ *RISK MANAGEMENT VIDEO TAPE LIBRARY*
- ❖ *POLICY MANUALS ON SAFETY AND OTHER RISK MANAGEMENT ISSUES*

SUMMARY OF FINANCIAL STATEMENTS AS OF

The financial statements are prepared from the... They are provided for management information... Authority on the date shown, nor the results of... are also not included.

The balance sheet reserves are reported at value... administrator. The reserves are for incurred reported... Incurred-But-Not-Reported (IBNR) Reserves... from information supplied by Ward North America.

BALANCE SHEET

ASSETS

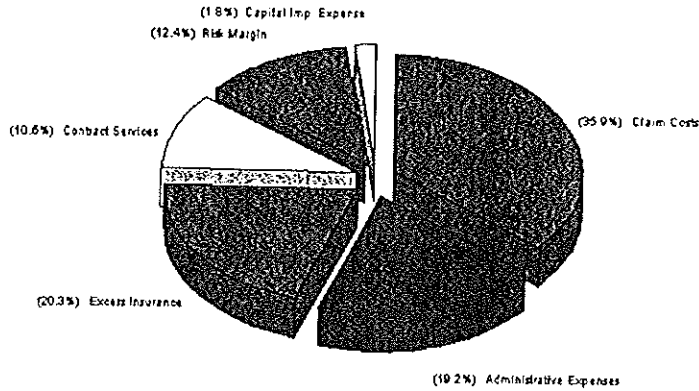
CASH	\$541,387
INVESTMENTS	\$8,338,026
RECEIVABLES	\$2,872,690
PROPERTY/EQUIPMENT (NET)	\$111,224
RESTRICTED ASSETS, TSA	\$5,000
OTHER ASSETS	\$7,000

TOTAL ASSETS \$11,994,592

INCOME STATEMENT FOR 11 PERIODS

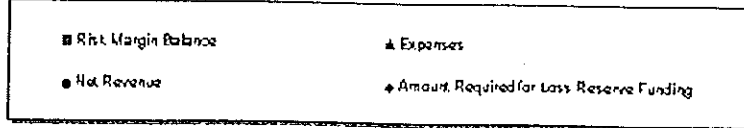
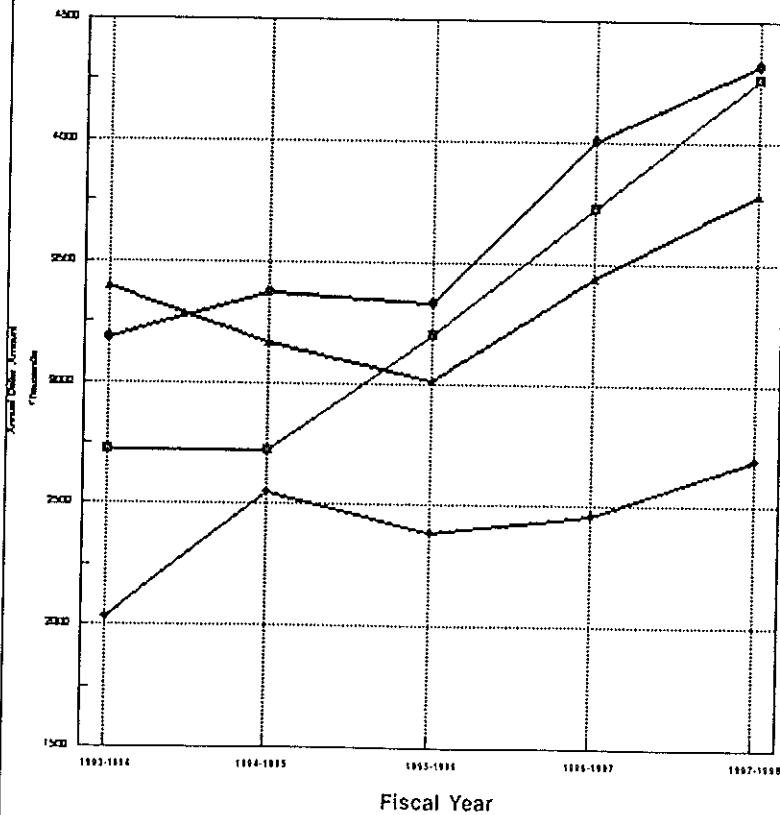
INCOME
LESS:
CLAIM COSTS
INSURANCE PREMIUMS
CONTRACT SERVICES
GENERAL OPERATING EXPENSES
AVAILABLE FOR RISK MAINTENANCE

WHERE EACH 1997-98 DOLLAR IS SPENT



NET REVENUE = \$4,317,000
(Projected)

COMPARISON OF REVENUE, EXPENSES & RISK MARGIN BALANCE by Fiscal Year



FINANCIAL STATEMENTS

June 30, 1997

ledger but may not include all final year-end audit adjustments. They are not intended to fairly present the financial position of the Authority for the period then ended. All disclosures required by GAAP

for Ward North America, the Authority's third-party claims administrator through the date of this statement, adjusted for recent information. Information from the most recent actuarial study, as well as

AMOUNT (IN DOLLARS)
AS OF JUNE 30, 1997

LIABILITIES

ACCOUNTS PAYABLE	\$65,727
UNEARNED CONTRIBUTIONS	\$3,305,925
DEFERRED COMP. PLAN LIABILITY	\$56,041
RESERVES, REPORTED CLAIMS	\$1,398,937
RESERVES, IBNR CLAIMS	\$3,455,209
RESERVES, UNALL.LOSS ADJ. EXP	\$216,000

RISK MARGIN \$3,496,753

TOTAL LIAB. & RISK MARGIN \$11,994,592

AMOUNT (IN DOLLARS)
AS OF JUNE 30, 1997

\$3,572,413

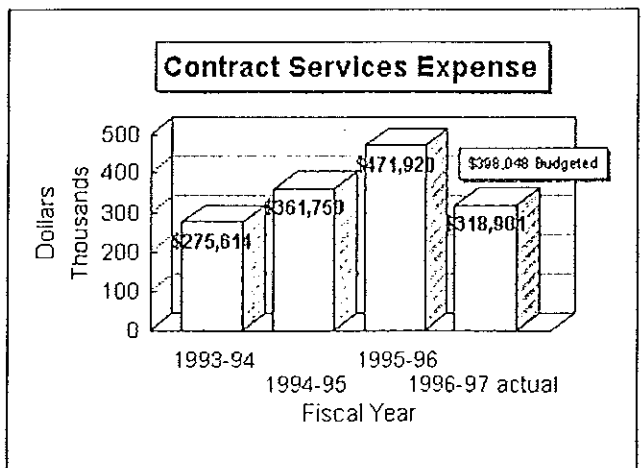
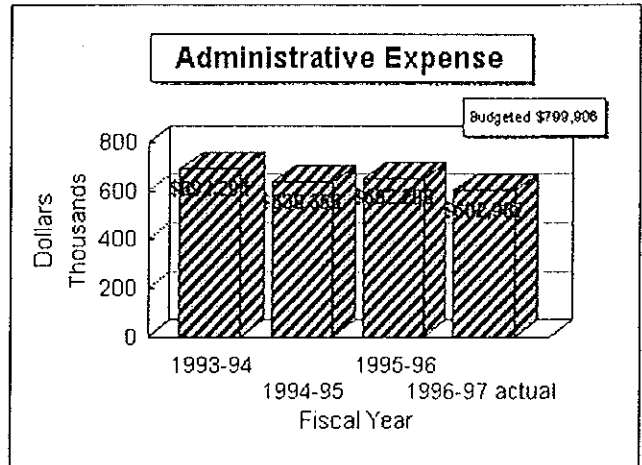
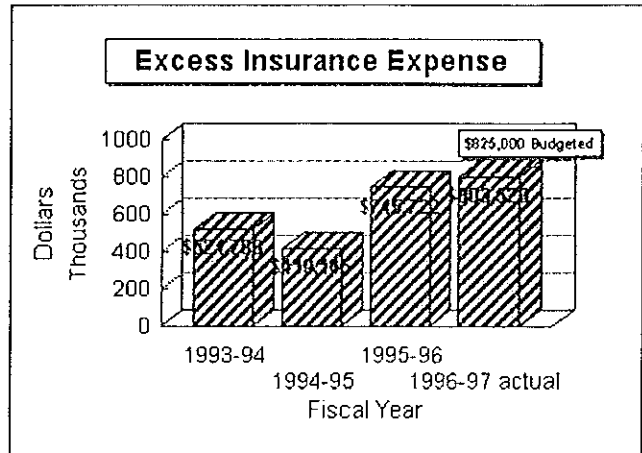
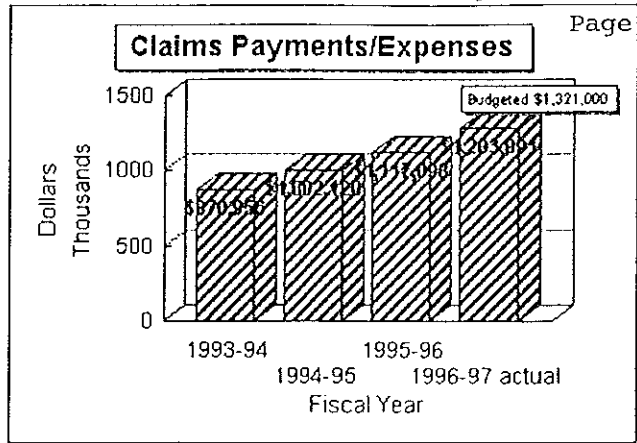
\$1,500,096

\$803,520

\$318,900

EXPENSES \$655,655

\$294,242



FINANCIAL BENCHMARKING ANALYSIS

SDRMA requested that Tillinghast-Towers Perrin perform a Touchstone financial benchmarking study of its self-insured liability program.

OBJECTIVES:

- *Compare SDRMA's financial ratios to the financial ratios of SDRMA's peer group. SDRMA's peer group is all property and liability pools contained in Tillinghast's database.*
- *Compare SDRMA's financial ratios with Tillinghast-Towers Perrin's established benchmarks for public entity pools.*

"We computed a series of financial ratios for SDRMA and compared these ratios with two different sets of benchmarks. The first benchmarks are average ratios from our database of all pools; the second set of benchmarks are based on solvency targets developed by Tillinghast-Towers Perrin. In other words, we compared SDRMA's ratios to its peer group and also to more general standards designed to reflect prudent funding philosophy.

It should be noted that we reviewed only the ratio results and the financial statements of SDRMA. These sources of information do not fully reflect subjective considerations, which can impact the financial ratios of SDRMA. For example, we are aware that some pools make conscious decisions to draw down surplus. In this scenario, some of the financial ratios may appear adverse even though the result was intended. We have attempted to interpret the results of the ratios in the framework of what we know about SDRMA."

- TILLINGHAST-TOWERS PERRIN
JUNE 27, 1997

The financial ratios reviewed are segregated into broad categories of leverage, liquidity and profitability.

The *leverage* ratios measure the degree to which members' equity is leveraged with respect to operating results; therefore, the leverage ratios are also called solvency ratios.

The *profitability* ratios measure the financial performance of the pool over the latest one or two fiscal years. For example, the ratio that measures changes in members' equity can be viewed as traditional return of equity.

The *liquidity* ratio measures the pool ability to quickly dispose of claims and other financial obligations.

“SDRMA PASSES ALL LEVERAGE RATIOS INDICATING ADEQUATE MEMBERS’ EQUITY”

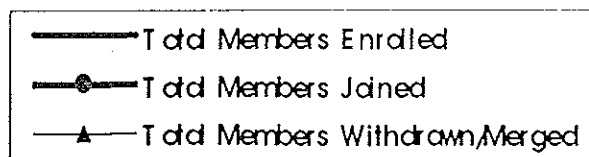
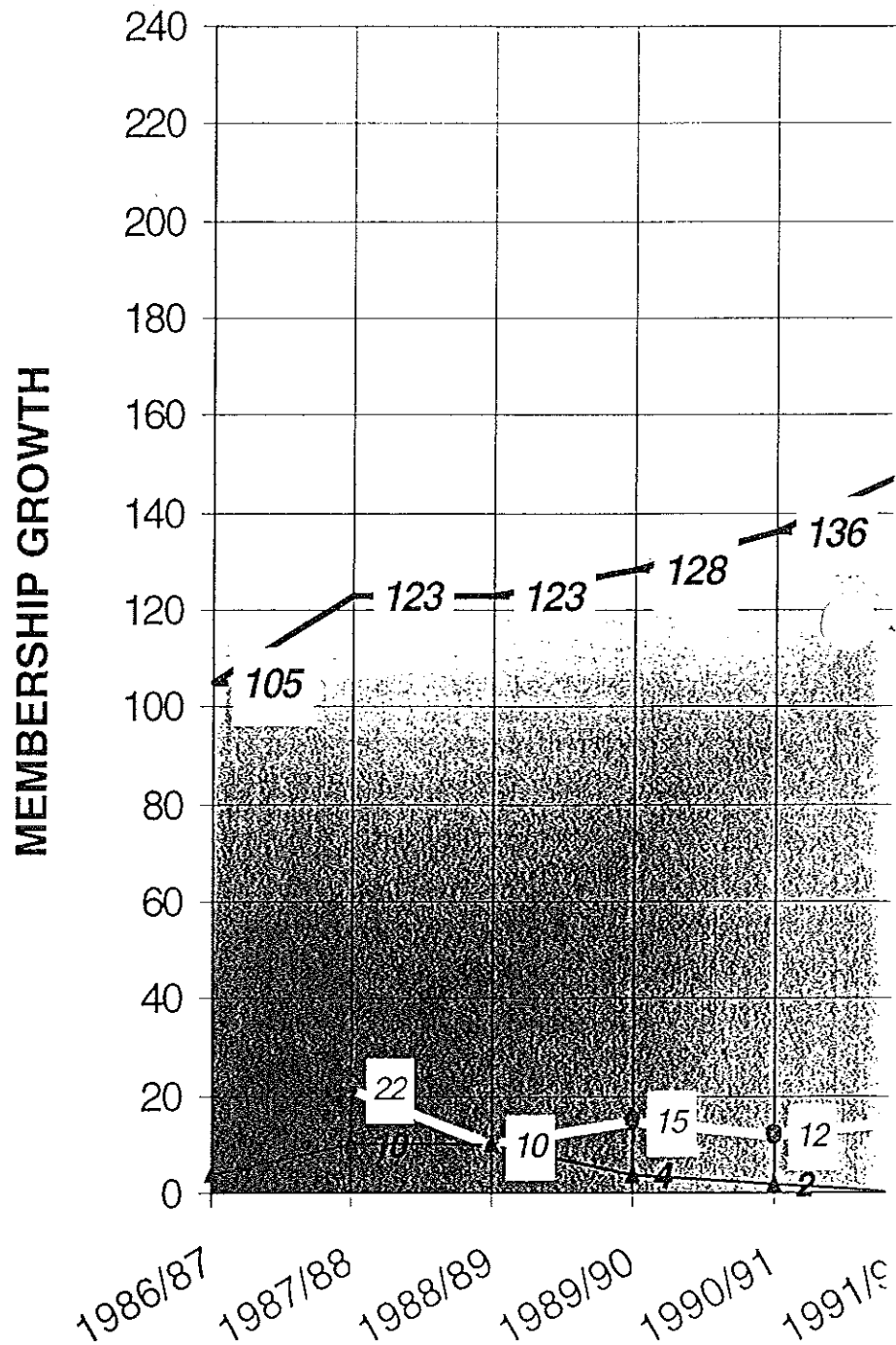
FINANCIAL RATIO	TILLINGHAST BENCHMARK	RATIO	RESULT
<i>LEVERAGE RATIOS:</i>			
Net Contributions to Members' Equity:	<2.5	.74	Pass
Members' Equity to Self-Insured Retention (SIR):	>5.0	6.41	Pass
Loss Reserves to Members' Equity:	<3.0	1.52	Pass
Net Leverage:	<5.0	2.26	Pass
<i>PROFITABILITY RATIOS:</i>			
Changes in Members' Equity:	> -10%	18%	Pass
Retained Losses to Net Contributions:	< 85%	54.6%	Pass
Operating Ratio (one- and two-year)	< 100%	80-90%	Pass
Investment Income to Cash and Invested Assets:	N/A	4.9%	Pass
One-year reserve loss development:	< 25%	-4.1%	Pass
<i>LIQUIDITY RATIO:</i>			
Total Liabilities to Liquidity Assets	< 100%	71.6%	Pass

“SDRMA’S LIQUID ASSETS EXCEED LIABILITIES INDICATING THAT LIQUID FUNDS ARE SUFFICIENT TO DISPOSE OF EXPECTED LOSSES AND OTHER EXPENSES.”

MEMBER PROFILE BY TYPE

AIRPORT	2
AIR POLLUTION CONTROL	3
AIR QUALITY MANAGEMENT	4
CEMETERY	5
COMMUNITY SERVICES	94
EMERGENCY COMMUNICATION	2
FLOOD CONTROL	2
FIRE PROTECTION	5
HAZARDOUS MATERIAL	1
IRRIGATION	4
LIBRARY	5
MEMORIAL	6
PARK AND RECREATION	11
PEST CONTROL	1
PUBLIC UTILITY	12
RESOURCE CONSERVATION	7
RECLAMATION	4
RESORT IMPROVEMENT	2
SEWERAGE COMMISSION	1
SANITARY	13
WASTE MANAGEMENT	4
WATER	27
TOTAL	215

MEMBERSHIP PROFILE 1986/87



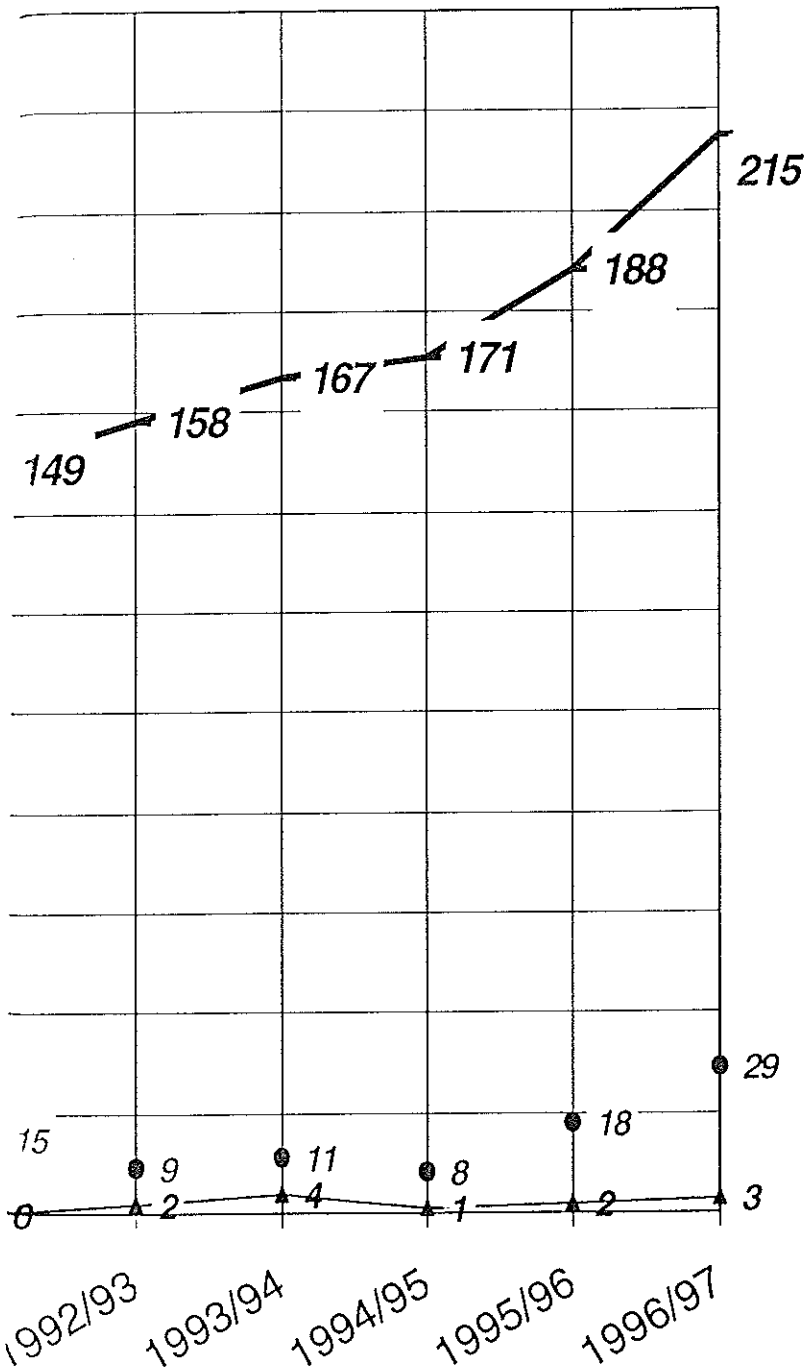
*"We experienced an unprecedented
20% growth in membership"*

-President Ken Sonksen

PRO F

PROGRAM YEAR

to 1996/97



YEAR

WELCOME TO OUR MEMBERS
JOINING IN 1996/97:

- Alameda County RCD
- Alpine Springs County Water District
- Arroyo Vista CSD
- Big Creek CSD
- Big Pine CSD
- Del Rio Woods Rec & Park District
- East Side Rural County FPD
- Fiddletown CSD
- Jamestown Sanitary District
- June Lake Public Utility District
- Lake of the Pines Ranchos CSD
- Lassen County Waterworks District
- Lincoln Rural County FPD
- Linne Community Services District
- Mission RCD
- Murrieta County Water District
- Palo Verde Valley District Library
- Peninsula Fire Protection District
- San Andreas Rec & Park District
- Santa Ynez Valley Airport Authority
- Shasta Area Safety Comm. Agency
- Squaw Valley County Water District
- Summerland Sanitary District
- Tuxedo-Country Club FPD
- Victor Valley Water District
- Wallace CSD
- Weaverville Sanitary District
- West Stanislaus RCD
- Willow County Water District

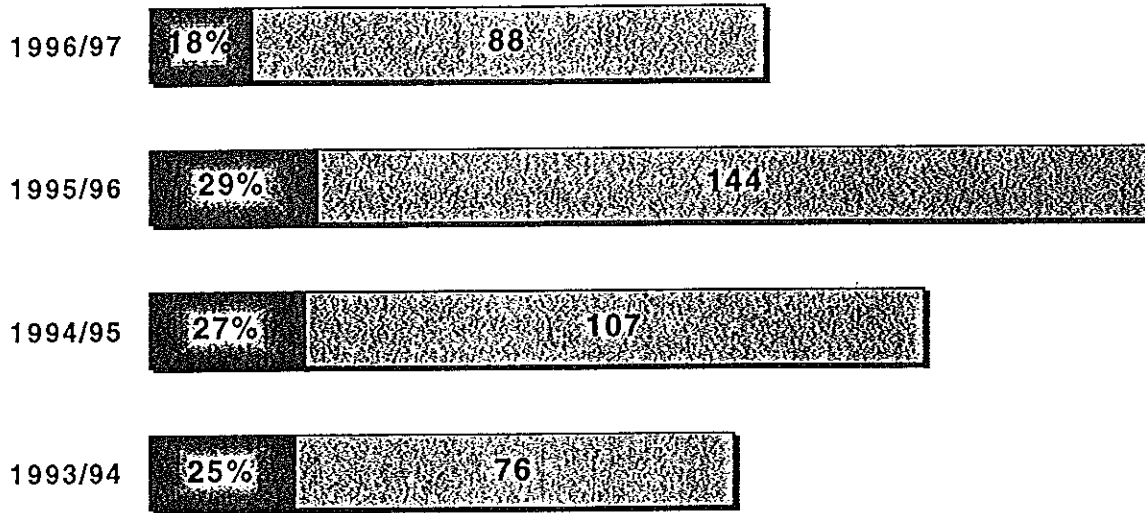
THE COVERAGE: August 1, 1996 - June 30, 1997 Agenda Item 27
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COVERAGE TYPE (OCCURRENCE FORM)	LIMIT	DEDUCTIBLE
GENERAL LIABILITY	\$2,500,000* per occurrence Annual Aggregate - NONE (Except for products & completed operation)	NONE (Except \$500 on property damage & 10% Co-Pay on Employment Claims between \$10k-500k)
PUBLIC OFFICIALS LIABILITY (E&O)	\$2,500,000* per occurrence/ annual aggregate per member	NONE (Except 10% Co-Pay on Employment Claims between \$10k-500k)
AUTO LIABILITY	\$2,500,000* per occurrence Annual Aggregate - NONE	NONE (Except \$1,000 on property damage)
PROPERTY	REPLACEMENT COST \$25,000,000 LIMIT	\$2,000
BOILER & MACHINERY	REPAIR/REPLACEMENT COST	POLICY DEDUCTIBLE
PUBLIC EMPLOYEES AND/OR OFFICIALS DISHONESTY BLANKET	\$100,000	NONE
COMP/COLLISION (OPTIONAL)	NONE	\$250/\$500 OR \$500/\$1,000

*ADDITIONAL COVERAGE AVAILABLE UP TO \$10,500,000 *

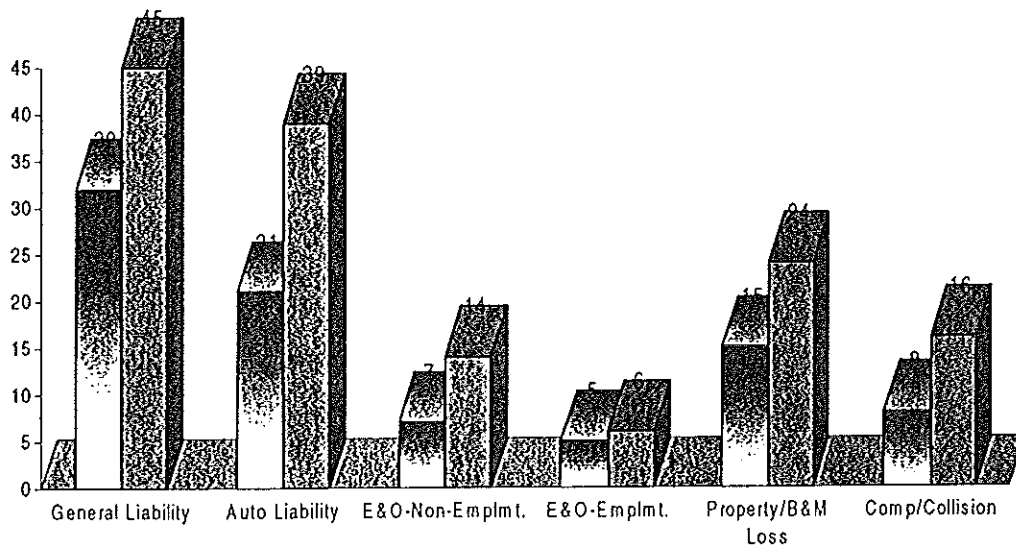
CLAIMS ANALYSIS

COMPARISON OF CLAIMS INCURRED BY PROGRAM YEAR



■ % OF MEMBERS REPORTING CLAIMS ■ # OF CLAIMS REPORTED

COMPARISON OF CLAIMS INCURRED BY TYPE 1996/97 TO 1995/96



■ 1996/97 ■ 1995/96

IN MEMORY OF

HARRY "HANK" MATTHEW MARSH

1948 - 1996

A dear friend and colleague of SDRMA, Hank Marsh, succumbed to cancer last year. Hank was the Authority's General Counsel since its inception and was greatly respected not only for his brilliance and creativity, but the constant giving and energy he had for his family, friends, colleagues, and clients. He is deeply missed.

We extend our deepest sympathies to his family.



SDRMA

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

2400 Venture Oaks Way, Suite 460
Sacramento, CA 95833-3291

In California: TOLL FREE NUMBER: (800) 537-7790 Elsewhere: (916) 641-2773
FAX: (916) 641-2776

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Fiscal Year 1996-1997 Audit Management Letter as prepared by Munson, Cronick & Associates

DATE: November 18, 1997

BACKGROUND:

Munson, Cronick & Associates have completed work on the District's Audit for Fiscal Year 1996-1997. The receipt of the Management Letter is the last step in the audit process for this year.

RECOMMENDATION:

Receive and File.



Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

Board Of Trustees
Placentia Library District

We have audited the general purpose financial statements of Placentia Library District, for the year ended June 30, 1997, and have issued our report thereon dated August 7, 1997.

We have conducted our audit in accordance with generally accepted auditing standards and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. /

In planning and performing our audit of the general purpose financial statements of Placentia Library District, for the year ended June 30, 1997, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure.

The management of Placentia Library District is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any internal control structure, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the structure to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the effectiveness of the design and operation of policies and procedures may deteriorate.

For the purpose of this report, we have classified the significant internal control structure policies and procedures in the following categories of cash and investments, payroll, accounts payable and cash disbursements, cash receipts and general ledger.

For all of the control categories listed above, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation, and we assessed control risk.

We noted certain matters involving the internal control structure and its operation that we consider to be reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control structure that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

The reportable condition is the absence of a fixed asset listing.

A material weakness is a reportable condition in which the design or operation of the specific internal control structure elements does not reduce to a relatively low level the risk that errors or irregularities in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

Our consideration of the internal control structure would not necessarily disclose all matters in the internal control structure that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses as defined above. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information of the Board of Trustees and management. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Fullerton, California
August 7, 1997

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Ratification of Acceptance of grant from the California Council for the Humanities in the amount of \$500 for participation in *Gold Rush: A Literary Exploration* Sesquicentennial Reading And Discussion Group Program.
DATE: November 18, 1997

BACKGROUND:

Placentia Library District has been awarded a \$500 grant to participate in a reading and discussion group program exploring the literary works of the California Gold Rush and other items of interest to the California Sesquicentennial Celebration.

Attachment A is the District's application.

Attachment B is the award notification.

Attachment C is the confirmation of Grant Acceptance.

Attachment D. is the Grant Agreement.

Attachment E is the certification of compliance with Federal nondiscrimination statutes.

RECOMMENDATION:

Ratify Grant Acceptance, Receive & File



CALIFORNIA STATE LIBRARY

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



TELEPHONE: (916) 654-0174

CALIFORNIA STATE LIBRARY and THE CALIFORNIA COUNCIL FOR THE HUMANITIES SESQUICENTENNIAL LIBRARY READING & DISCUSSION GROUP APPLICATION

Public Library Jurisdiction: Placentia Library District

411 E. Chapman Avenue, Placentia, CA 92870

District: State Assembly: 72 State Senate: 33

Congressional: 39 & 41

Project Manager: Suad Ammar

Address: 411 E. Chapman Ave.

Placentia, CA 92870

Telephone: (714) 528-1906, ext. 207

E-mail: sammar@cosmoslink.net

Number of copies of *Gold Rush: A Literary Exploration* required: 3

BUDGET (Allowable expenses to request to total no more than \$500)

Requested:

Scholar(s) Honorarium (up to \$400).....	<u>\$400.00</u>
Publicity & Printing (up to \$100).....	<u>100.00</u>
Total Amount Requested.....	<u>\$500.00</u>

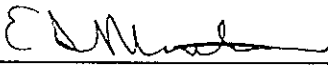
In-kind Cost Share (To match amount requested):

Rental of auditorium or meeting room.....	<u>\$ 160.00</u>
Staff or volunteer time.....	<u>2,000.00</u>
Phone.....	<u>20.00</u>
Postage.....	<u>15.00</u>
Other (Please specify).....refreshments.....	<u>40.00</u>
Total In-kind Cost Share.....	<u>2,235.00</u>

In addition to the above, your application must include the following in typed single-spaced 12 point characters. Please do not exceed the requested length.

1. Community Benefit (No more than 500 words)
Describe how hosting this reading and discussion group will benefit your community and library.
2. Partnerships (No more than 500 words)
List organizations in your community with which you will work on this project. Describe how you will coordinate the reading and discussion groups with other Sesquicentennial programs planned for your community. You may want to check with your local museum or historical society.
3. Program Details (No more than 750 words)
Where and when will your reading & discussion group take place? (Remember, that your group can meet any time before September 2000, think about how this will best fit in with other events in your community.) How many people do you expect to participate? How do you intend to attract a group of participants to these discussion groups?
4. Personnel (No more than 500 words)
List the name(s) and provide a brief biography of the humanities scholar(s) who will lead the discussions.
5. Publicity (No more than 500 words)
How will you publicize the discussion groups and publicly recognize the California State Library's and the California Council for the Humanities' creation and support of this project?

This application must be signed by the Library Director or authorized representative.

	Elizabeth Minter	October 9, 1997
Signature and Printed Name		date
<hr/>		
Library Director		
Title		

Please send three copies of the completed application to:

California's Reading & Discussion Groups
California Council for the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

**GOLD RUSH: A LITERARY EXPLORATION
SESQUICENTENNIAL LIBRARY
READING AND DISCUSSION GROUP APPLICATION**

1. COMMUNITY BENEFIT

How this program will benefit the Placentia Library and community? This Gold Rush/Statehood program will better define for groups and agencies within the city of Placentia their relationship to the past, their place in the present and their hope for the future. The program will emphasize these in the context of their group -to-group connection and the connection to the county and state within which they exist.

While the discovery of gold, the rush to get rich and the establishment of California statehood predates the city of Placentia, this area was comprised of agricultural lands at the time, with families from other states and countries seeking to establish a viable economic base; these newcomers' relationship with those indigenous to the area was an important factor. The character and elements we have today were evolving.

The goal of the reading/discussion activity will be for each group or agency to create its own plan, detailing its activities related to the discovery of gold, the Gold Rush, the Statehood of California and, important to us locally, the 75th anniversary of the founding of Placentia. This will require a four year plan, starting with 1998. The opportunity to study, discuss and develop plans together will result in representative and appropriate individualized plans along with a total overall coordinated effort and a total sense of cohesiveness, togetherness and a deeper appreciation of being a community.

The Placentia Library is regarded as the cultural and educational center of this community. Through the utilization of this discussion group, the Library, hosting other community agencies and organizations, will develop the concepts of pride, respect and vision for Placentia and its interdependence on the larger community. Each of the participating groups will understand that we are all benefactors of the risk-takers of past generations and that we owe today's fortune and challenges to their diligence.

By offering the sesquicentennial reading and discussion program, the Library will add visibility and exposure to its already established base of respect and support with the hope that the community will recognize its efforts and continue to help and support it.

2. PARTNERSHIPS

The Library will issue a call to all interested groups, organizations and agencies within our city to participate. The Library views success as first, creating the reading/discussion group and ultimately, being the hub for citywide sesquicentennial participation. Due to past experiences in community leadership, the Library has the respect and knowledge needed to generate the interest necessary for citywide participation.

The Placentia Library has a long history of providing leadership involving other community agencies; indeed, it has established itself as the educational institution that seeks opportunities and programs that concern, involve and connect the whole community, creating a sense of togetherness and belonging. Looking back over the years, this library was a pioneer in the Literacy movement when it established the first library sponsored Literacy Volunteers of America program. The Placentia Library has already been the recipient of two grants from the California Council for the Humanities, both of which focused on the enrichment of the Placentia community and beyond. The subject matter of one of these reading/study groups dealt with cultural understanding of the Gulf Arab States; the Library staff was responsible for the administration, implementation and evaluation of this grant for other participating libraries throughout California.

Following the conclusion of another reading/discussion group on Community, an action group was formed to increase community pride within our city.

The preservation of our local history is an ongoing project involving other city groups with similar interests; currently, the Library is creating the only archival retrieval center in our city, which has the possibility to be linked to similar databases in the State.

The Library has supported history celebrations, such as its own 75th anniversary event with Huell Howser as the keynote speaker, and has for sale a locally-designed afghan commemorating Placentia's local history.

Those invited to form the Sesquicentennial reading and discussion group will be key members of the Placentia community organizations. Each of these participants will then be able to inform their separate groups, thus extending the vision for the celebration. The Library is a natural host for such an activity, centrally located in the city and the source of many community cultural and educational events in the past.

The Library will partner with:

- Placentia City Council, which plans a 75th anniversary in year 2001.
- Placentia Historical Committee, which developed a city historical buildings tour.
- Placentia Heritage Days Committee, which sponsors an annual theme event and parade involving the entire community.

Sesquicentennial Library Reading and Discussion Group Application Page 3

- Placentia Chamber of Commerce, which strongly supports the Library and influences the business community.
- Orange County Historical Society, whose activities are county wide.
- Placentia-Yorba Linda Unified School District, which supports curriculum focused on local and California History.
- George Key Ranch County Park, which supports study of the agricultural genesis of this community.
- Placentia Women's Club, which plans its 100th anniversary in 2002

3- PROGRAM DETAILS

The library will be at the center of the planning and organizing. Utilizing its past experiences of leadership in reading/discussion groups.

The calendar schedule will be based on the scholar's need: four meetings will be scheduled and held in the Library's Community Room. Because the readings and discussions are "key" to the planning of citywide activities, meeting schedules on a weekly or bi-weekly basis will be most efficient. Groups will be attracted to participate based on the Library's past record of generating and coordinating community events. The Library will publish the schedule, secure the scholar, contact local groups to participate, provide the meeting place, accomplish all organizational tasks, obtain news coverage and publicity, act as liaison between and among participating groups and disseminate final plans.

The Library will coordinate various groups' activities as their plans evolve. Efforts will be made to involve the Placentia Founders Society, which maintains the historic Bradford House, the perfect place to replicate the home life of the era. The Key Ranch is a restored property where the era's working conditions and social events can be re-staged. For the annual Heritage Days parade, the Committee's designated theme can carry out the sesquicentennial events; Huel Houser, host of California's Gold will be invited to Grand Marshall. The Library will make every effort to assist groups in the development and execution of their plans:

- a- Display adult and children's reading and video materials pertinent to that historic period.
- b- Assist with needed Internet access.
- c- Assist with research and reference sources.
- d- Display any of the groups' materials, particularly school children's work.

THE LIBRARY WILL THEN BE THE HUB ...FOR INFORMATION, FOR DEVELOPMENT, FOR COORDINATION, FOR ACTUALIZATION.

At the conclusion of the reading/discussion program, the participating groups will create a four year plan appropriate for their own organizations, coordinating schedules and activities with other groups. Additional groups outside of the reading/discussion groups will be identified and

Sesquicentennial Library Reading and Discussion Group Application Page 4

contacted , presented with the plans of the key groups and urged to “join the commemoration” by creating plans suitable for their own participation; the Library will be THE resource for all of them.

A framework exists within our community to commemorate our city’s history. We will build on that existing calendar of events to incorporate the Sesquicentennial Theme- Discovery of Gold 1998, Gold Rush 1999, California Statehood 2000 and Placentia’s 75th Anniversary 2001.

4- PERSONNEL

The Library will select, as in a previous reading/discussion project, an excellent scholar who will capably develop the concepts and evolve these concepts to the application level.

The Placentia Library has a very close relationship with the faculty at California State University, Fullerton. Many of whom reside in Placentia and have been involved in programs that were funded by California Council for the Humanities grants.

We consider ourselves privileged to have professor Wendy L. Elliott agree to work on this project, especially that she has a keen interest and understanding of California history.

Professor Elliott earned her M.A. and B.A. degrees in History with an emphasis on U.S. History from California State University, Fullerton. She is a doctoral candidate at Claremont Graduate School in California. Her fields are: 19th and 20th Century U.S. History, U.S. West, Immigration, Women’s, and Native American. Her dissertation subject is the historical cultural complexity of Boyle Heights in Los Angeles County. Her post graduate course work is completed and she awaits the award of her Doctor of Philosophy degree.

Professor Elliott is has been a history instructor at California State University, Fullerton since the Fall of 1996, where she has been developing course work and instructing in California History, Historical Writing, U.S. History and Immigration History. She is a certified Genealogist by the Board of Certification in Washington D.C. and a Certified Genealogical Lecturer by the same board. Her numerous publications reflect her deep knowledge of, and interest in, genealogy and oral history. Since 1985 she has been the recipient of Honors, Fellowships, scholarship and awards such as :

The Claremont Graduate School Fellowship	1994-1995
Professionals for Diversity Awareness award-CSUF	1994
McNeel-Pierce Scholarship-CSUF Oral History Dept.	1991
Outstanding Service-CA State Genealogical Alliance	1985, 1990, 1994, 1997

Professor Elliott is a Placentia resident.

5. **PUBLICITY**

The success of the reading/discussion group program will depend heavily on a well planned and carried out publicity campaign. The Library will utilize its excellent relations with the press, both the L.A. Times the Orange County Register and will solicit coverage at the organizational, operational and concluding stages of the program.

The Library has several vehicles for dissemination of information. First, of course, is the local press, L.A. Times, and the Orange County Register. Additionally, the Library maintains a page in the City's Quarterly newsletter the is mailed to all households across the City. Cable communications will be utilized as part of the current routine used to announce Library events. A web page, if feasible will be developed. Flyers will be included in the school teachers' quarterly newsletters and the Chamber's monthly publication. Flyers will also be available at the Library, the City Hall and local businesses. Posters will be displayed in the Library announcing the dates and times of the reading/discussion group meetings. Also members of the involved groups and organizations will utilize their own newsletters to provide information. Nothing, however can match the personal contacts accomplished by the nucleus group. The California State Library and the California Council for the Humanities will be identified and acknowledged in all communications and printed materials as the funding source as well as the motivators and inspiration for this effort.



CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 301
San Francisco
CA 94108
415.398.0472



November 3, 1997

Suad Ammar
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Grant Number: R&D97-31

Dear Ms. Ammar:

Congratulations! I am pleased to inform you that the California Council for the Humanities, in collaboration with the California State Library, has given approval to your request for participation in *Gold Rush: A Literary Exploration* Sesquicentennial Reading and Discussion Groups. The award is in the amount \$500 and 30 copies of *Gold Rush: A Literary Exploration*.

You, along with the other grantees, are invited and encouraged to meet the publisher of the anthology, Malcolm Margolin of Heyday Press, at the California Library Association Annual Conference to discuss the book and how it can be used in a reading and discussion group. We will be meeting in the Pasadena Convention Center, Room 107 (the Little Theater), from 10:30 am - 12:00 pm, Sunday, November 16, 1997.

Please sign the enclosed copy of this letter, along with the certification sheet, and return it in the self-addressed envelope provided. This will confirm acceptance of the grant and the provisions outlined in the enclosed "Grant Agreement." Upon receipt of the signed copy of this letter, the CCH will issue a check in the full amount of the award and have the books you requested sent to the above address.

All publicity and printed or visual materials related to the project must specify that "this project is made possible in part by a grant from the *California Council for the Humanities*, a state affiliate of the *National Endowment for the Humanities* and the *California State Library*." The publicity materials will be sent to you shortly.

Thank you for playing an important role in stimulating a statewide discussion about the historic events that have shaped and continue to shape California.

Please feel free to call on our staff for any assistance we might be able to provide.

Sincerely,

Ralph Lewin
Assistant Director

PS: Please know that the Old Courthouse Museum of Santa Ana will display an exhibit entitled "Gold Fever!" in Fall 2000 that explores many of the themes that you will explore in your Reading & Discussion Group.

cc: County Librarian

RL/cgp
Enclosures

CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 601
San Francisco
CA 94108
415/391-1474



November 3, 1997

Suad Ammar
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Grant Number: R&D97-31

Dear Ms. Ammar:

Congratulations! I am pleased to inform you that the California Council for the Humanities, in collaboration with the California State Library, has given approval to your request for participation in *Gold Rush: A Literary Exploration* Sesquicentennial Reading and Discussion Groups. The award is in the amount \$500 and 30 copies of *Gold Rush: A Literary Exploration*.

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Thank you for playing an important role in stimulating a statewide discussion about the historic events that have shaped and continue to shape California.

Please feel free to call on our staff for any assistance we might be able to provide.

Sincerely,

Your signature confirms the non-profit status of the sponsoring organization and acceptance of all provisions outlined in the enclosed "Grant Agreement."

Ralph Lewin

Assistant Director DATE: 11-12-97

SIGNED: Suad S. Ammar

TITLE: Principal Librarian, Project Director



CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 601
San Francisco
CA 94108
415/391-1474



GRANT AGREEMENT

for all planning and mini-grant projects
funded by the California Council for the Humanities

Date: 11/3/47

Grant Number: R4097-31

Between the California Council for the Humanities (hereinafter, CCH) and:
PLACENTIA LIBRARY DIST.

(hereinafter, Grantee) for the project entitled:
GOLD RUSH FTD

described in Grantee's proposal to the CCH, dated:
10/17/47

Upon receipt of a signed copy of the CCH grant award letter, the CCH will provide a grant to the Grantee subject to the terms and conditions set forth below.

1. GRANT PAYMENT

Upon receipt of the grant award letter from the CCH office, the project director must sign and return the copy of the letter acknowledging acceptance of the grant award and the provisions outlined in this Agreement. A check for the full amount of the grant award will be sent upon receipt by the CCH of the signed copy of the grant award letter.

2. LIMITATIONS ON THE USE OF GRANT FUNDS

Title VI of the Civil Rights Act of 1965 provides that "no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." (Section 601) Grantee's activities will be subject to review to determine whether Grantee is meeting the requirements of Title VI and is eligible to continue to receive such federal assistance.

Grant funds may be expended only for project purposes and activities set forth in the budget as originally approved or subsequently amended. Proposed amendments must be submitted by the Grantee for written approval by the CCH. Significant changes requiring such action include the following:

- a. Changes in the project director or other key professional personnel identified in the approved application. A change in the project director brings an automatic suspension of the grant until the new director has been specifically approved by the CCH.

- b. Changes of project scope, purpose, or activities.
- c. Changes in the project budget which exceed 20 percent in any budget line item or which introduce or eliminate types or categories of expenditures.
- d. Changes in duration of the grant period. (Changes should be requested at least 30 days prior to the termination of the grant period.)

The grant period begins on the date of the award letter and terminates six months later. Commitment of grant funds must occur during the grant period. Such commitments must relate to goods or services provided and used within the grant period.

The total payment by the CCH to the Grantee will not exceed the amount set forth in the original grant award letter or written modification thereof.

3. MISAPPLIED FUNDS

In cases where funds are determined by the CCH to have been misapplied by Grantee, Grantee agrees to repay to the CCH all such funds or transfer to the CCH all property acquired through the use of such funds.

4. UNCOMMITTED FUNDS

Any funds actually received by Grantee which remain uncommitted at the termination of the grant period must be returned by check payable to the California Council for the Humanities, at the time of submitting the final financial report.

5. COST PRINCIPLES

Only those costs set forth in the approved project budget are allowable. The following list of such special items is not intended to be a comprehensive statement of all nonallowable costs. In the event of a conflict between the general standard below and any special provisions in the grant award letter, the special provisions shall be applicable and binding.

- a. Per Diem Reimbursements. Costs may not exceed the current rates allowable by the CCH and may be for lesser amounts at the Grantee's discretion.
- b. Travel Reimbursements. Whenever possible, less than first class accommodations should be used for air or rail travel. If first class accommodations are used, records should contain a certification that less than first class accommodations were not available. When necessary, travel by other than the above modes may be authorized. The maximum automobile mileage reimbursement rate is that currently authorized by the CCH.
- c. Capital Items. Capital items include land, buildings, automotive equipment, office equipment, electronic equipment, etc. **THE PURCHASE OF ANY ITEM WITH GRANT FUNDS REQUIRES PRIOR WRITTEN APPROVAL BY THE CCH.**
- d. Food Costs. Food costs for luncheons, banquets, coffee, or any other purpose, other than per diem reimbursements for project personnel in travel status, are unallowable.

Grant Agreement
Page three

6. GRANT ACCOUNTING AND RECORDS

- a. General. Grantee shall maintain records and accounts consistent with generally accepted accounting principles and also shall provide for such fiscal control and fund accounting procedures as are necessary to assure proper disbursement of and accounting for grant project funds. Accounts and supporting documentation relating to project expenditures shall be adequate to permit an accurate and expeditious audit.
- b. Matching Funds. Grantee shall maintain records to demonstrate that matching contributions are not less than the amount proposed in the application or any subsequent revision thereof. The amount of Grantee's contribution is subject to audit.
- c. In-Kind Contributions. Some objective record as to both type and value of in-kind contributions by Grantee (such as signed in-kind contribution statements) is required. When the contribution is made by a third party, written evidence from the third party is required as to both type and value.

7. REPORTS

Grantee shall submit, by the end-date of the grant period: (1) a brief narrative report and evaluation stating what was accomplished with the CCH support; and (2) a final financial report which summarizes all expenditures of CCH grant funds and local matching amounts. The financial report must be based on receipts documenting actual expenditures, as well as signed statements documenting the provision of in-kind goods and services, but these receipts should not be sent to the CCH office; they are to be kept in the office of the project sponsor for a period of three years in case an audit is requested. Only the final narrative report and evaluation and the financial report are to be filed with the CCH.

This requirement also includes the right of the federal government to make an audit of any third party accounts related to the grant.

8. AUDITS

The CCH may inspect and audit Grantee's financial accounts and records, or may designate a qualified person to do so on its behalf, at any time during reasonable business hours and with such frequency as may be deemed necessary. Inspection and audit may include prefunding visits to determine the adequacy of Grantee's accounting system. In addition, the National Endowment for the Humanities and the United States General Accounting Office may conduct inspections and audits when and to the extent deemed advisable.

FINANCIAL RECORDS MUST BE KEPT ON FILE FOR A MINIMUM OF THREE YEARS FOLLOWING THE TERMINATION OF THE GRANT PERIOD. The required retention period may be extended by written notification from either the CCH or the National Endowment for the Humanities.

9. EQUIPMENT AND TITLE TO PROPERTY

The CCH reserves title to equipment purchased with CCH funds. Title to such equipment may, with special written permission from the CCH, be vested in Grantee subject to the conditions that Grantee continues to use the equipment for the purposes of activities in the humanities.

10. COLLECTION OF INFORMATION

Grantee collects information from the public in connection with a research or other general purpose project on its own initiative. Grantee shall not, without prior approval from the CCH, in any way represent that the information is being collected by or for the CCH or a federal agency.

11. PRINTING AND DUPLICATING

Grantee shall not use grant funds for printing or duplication of one thousand or more copies of material other than advertising flyers, programs, and similar materials, unless specifically authorized by the grant award letter or other written CCH approval.

12. PUBLICATION AND ACKNOWLEDGEMENT OF CCH FUNDS

Grantee may publish or produce without charge to grant funds the result of grant activities, provided that such materials (written, visual, or audio) contain an acknowledgement of the support provided by the CCH and the National Endowment for the Humanities. Publications must include in an appropriate place the statement that "the findings, conclusions, and opinions presented herein do not necessarily represent the views of either the California Council for the Humanities or the National Endowment for the Humanities." At least three copies of such publications must be furnished to the CCH unless otherwise specified in the grant award letter.

Any tangible result of grant activity (productions, displays, exhibits, films, etc.) must bear an acknowledgement of support by the California Council for the Humanities and the National Endowment for the Humanities.

Films, tapes, or publications which may be produced as a result of grant activity but after conclusion of the grant will be subject to review by the CCH for determination as to what form of acknowledgement, if any, shall be included.

13. ACCESS BY CCH TO PRODUCED MATERIALS

- a. Grantee understands and agrees that the purpose of all grant activity is to inform and educate members of the public on the broad areas of public concern with which this project was intended to deal. Toward this end, the CCH and Grantee agree to engage in a relationship of good faith and cooperation to ensure that all produced materials will be reasonably available to the CCH.
- b. For the purposes of this Agreement, the term "produced materials" refers to all intellectual property, whether copyrighted or not, including but not limited to productions, displays, exhibits, films, tapes, books, articles, and transcripts which are produced by Grantee or by participants enlisted by Grantee as a result of activity funded under this grant award.
- c. The federal government and the CCH reserve a non-exclusive license to use and reproduce, without payment, any produced materials, including copyrighted material, arising out of grant activities where the government or the CCH deems it in its interest to do so.

This provision is subject to, modified by, and supplemented by any additional provisions in this Grant Agreement or in the award letter covering use of and rights to all produced materials.

Grant Agreement
Page five

- d. Ownership and copyright of produced materials are held by Grantee subject to all other provisions and conditions governing access by the CCH and the federal government to produced materials included in this Agreement, the grant award letter, and any other applicable written agreement.
- e. If ownership and/or copyright of produced materials is claimed by any person other than Grantee such as a scriptwriter, editor, consultant, filmmaker, author, or lecturer, Grantee agrees to take any action that shall be necessary to ensure that the Council retains all rights that would accrue to the CCH under this Agreement if copyright was fully vested in Grantee. Grantee agrees to conduct its activities in such a manner and to make such agreements with any other persons wishing to copyright produced materials to ensure that the CCH will continue to be able to exercise freely all its rights under the provisions of this Agreement. Grantee's duties will include but not be limited to the duty to obtain assurances from lecturers that the transcripts of their lectures may be used by the CCH in the CCH newsletter, annual report, or for other purposes.

14. INCOME EARNED FROM THE PROJECT

All income earned by Grantee as part of or as a result of the conduct of the grant project shall be accounted for and reported by Grantee to the CCH.

- a. Use of Income. Any income earned from registration fees, service charges or fees, or similar sources during the conduct of the project shall be used by Grantee for activities for the project approved by the CCH. If the income cannot be so used, it shall be paid by Grantee to the CCH for further regranting purposes.
- b. Distribution of Income. Any income earned from the sale, rental, distribution, or other merchandising of produced materials will be distributed as follows:
 - 1) From net income, payment of 50 percent will be made to the CCH and 50 percent to the Grantee. It is agreed that net income will be determined by subtracting the reasonable and ordinary costs of distributing the produced materials from the total gross income derived from the merchandising. No other costs may be deducted from the gross income before income division, such as cost overrun for production of the materials, whether or not such costs were included in the original budget request or grant amount awarded.
 - 2) Income division will remain in effect for a period of five years, beginning on the last day of the grant period, or until the CCH has received repayment of all CCH funds distributed to Grantee, whichever comes first, at which time Grantee will receive 100 percent of the income.

15. TRANSFER OF COPYRIGHT OR OWNERSHIP

In the event that Grantee transfers copyright or ownership of any produced materials for distribution or for any other purpose, Grantee agrees to take any action that shall be necessary to ensure that the CCH shall continue to be able to freely exercise all rights reserved under this Agreement.

If Grantee in transferring copyright or in allowing copyright to vest in any other person fails to fully protect the rights reserved to the CCH and the federal government under this Agreement, then Grantee agrees to indemnify and hold the CCH harmless from any claims, actions, liabilities, losses, or expenses for which the CCH might otherwise be held responsible resulting from infringement in the use of material, invasion of privacy, libel, breach of contract, or third party indebtedness.

16. OTHER AGREEMENTS

The provisions and conditions of this Agreement may be supplemented and modified by special provisions included in the grant award letter. This Agreement is the complete and integrated agreement between the parties only to the extent that no prior or subsequent oral agreement may contradict specific written provisions and is not intended to prevent other written agreements from being made.

17. NON-COMPLIANCE

Grantee and CCH agree that upon non-satisfaction by Grantee of any of the conditions set forth in this Agreement or in the grant award letter, the CCH may at its option: (1) suspend all of its duties under this Agreement, including the duty to pay the grant money; or (2) declare these duties discharged and require Grantee to repay grant money previously awarded; and Grantee agrees to do so.

By signing the copy of the grant award letter, Grantee acknowledges having read and understood all of the provisions and conditions in this Agreement and promises to fully comply with each and all of them.

PLEASE COMPLETE AND RETURN TO: California Council For the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

CERTIFICATION

By signing and submitting this application, the authorizing official of the applicant institution (sponsoring organization) is providing the applicable certifications regarding debarment and suspension and compliance with the nondiscrimination statutes, as set forth in the attached "Instructions for Certification"

(a) Authorizing Official of Applicant Institution

Name and Title (Print or Type)



Signature

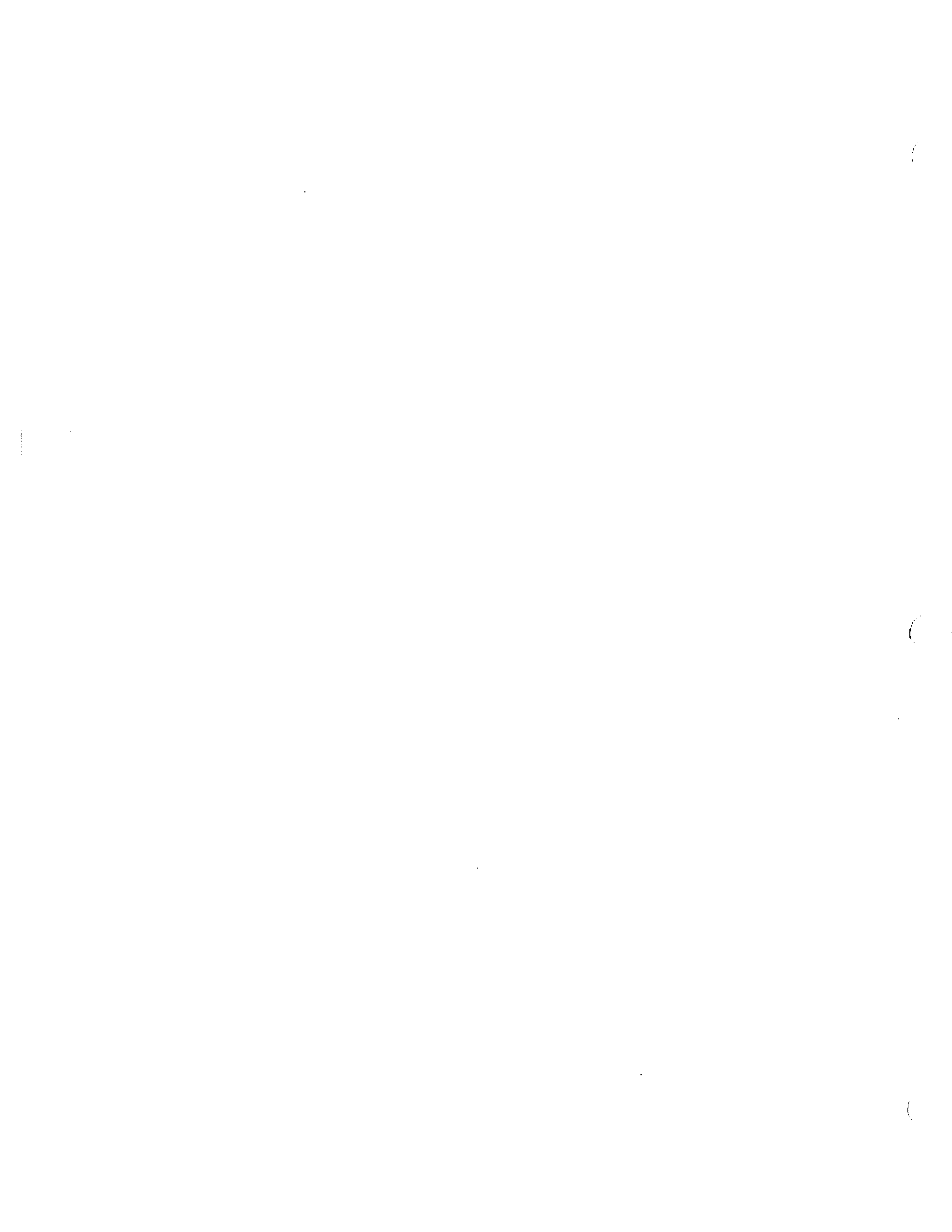
Date

(b) Information concerning this Application

Name of Applicant Institution

Title of Project

Name of Project Director



CALIFORNIA
COUNCIL
FOR THE
HUMANITIES

312 Sutter Street
Suite 601
San Francisco
CA 94108
415/391-1474

Agenda Item 29
Attachment



Dear Applicant:

The California Council for the Humanities is required to seek certification from institutional applicants regarding the nondiscrimination statutes and from all applicants regarding federal debt status and debarment and suspension. Attached are instructions for these certifications and the certification form itself. The last page of this packet must be signed and dated by the authorizing official of the sponsoring organization and returned to us as soon as possible. This grant cannot be made until we have received this signed certificate.

We appreciate your cooperation with this federal requirement. If you have any questions, please don't hesitate to give us a call.

INSTRUCTIONS FOR CERTIFICATION

1. The California Council for the Humanities (CCH) is required to seek from institutional applicants a certification regarding the nondiscrimination statutes and from all applicants the certification regarding debarment and suspension.
2. By signing and submitting this proposal, the authorizing official of the applicant institution (sponsoring organization) provides the applicable certifications. When a prospective applicant is unable to provide the CCH with certification regarding the nondiscrimination statutes, the prospective applicant is not eligible to apply for funding from the CCH. When the applicant is unable to provide certification regarding debarment and suspension, the applicant shall attach an explanation to the proposal. The explanation of why the certification on debarment and suspension cannot be submitted will be considered in connection with the CCH funding determination. Failure to furnish a certification or an explanation shall disqualify such person from receiving an award from the CCH.
3. The certification regarding the nondiscrimination statutes shall obligate the applicant for the period during which the federal financial assistance is extending. There are two exceptions. If any personal property is acquired with CCH assistance, this certification shall obligate the applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with CCH support, this certification shall obligate the applicant or any transferee for as long as the property or structure is used for the grant or similar purposes. This certification is binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application cover sheet for this proposal.
4. The certifications are material representations of fact on which reliance will be placed when the CCH determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification, in addition to other remedies available to the federal government, the National Endowment for the Humanities may pursue available remedies including suspension and/or debarment.
5. The applicant shall provide immediate written notice to the CCH if at any time the applicant learns that its certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.
6. The applicant agrees by submitting this proposal that, should the proposal be funded by the CCH, it shall not knowingly enter into any project related transactions (as defined under "lower tier covered transactions") with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the National Endowment for the Humanities.
7. The applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions and in all solicitations for lower tier covered transactions:
 - (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Certification Instructions, page 2

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

8. A participant in a covered transaction may rely on the certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of "Parties Excluded from Nonprocurement Programs."

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except when specifically authorized by the National Endowment for the Humanities, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the other remedies available to the federal government, the National Endowment for the Humanities may pursue available remedies, including suspension and/or debarment.

11. The following definitions apply to the terms used in each of the certifications.

Definitions

Covered Transactions: A covered transaction is either a primary covered transaction or a lower tier covered transaction.

Debarment: An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Lower Tier Covered Transaction:

(a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.

(b) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a primary covered transaction.

Certification Instructions, page three

(c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participant: Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person: Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except foreign governments or foreign governmental entities, public international organizations, or foreign government owned or controlled entities.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transaction between a federal agency and a person.

Principal: Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Proposal: A solicited or unsolicited bid, application, request, invitation to consider, or similar communication by or on behalf of a person seeking to participate or to receive benefit, directly or indirectly, in or under a covered transaction.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded: The status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

(Continued on Reverse Side)

CERTIFICATIONS

1. Certification Regarding the Nondiscrimination Statutes

The applicant (other than an individual who submits an application to the CCH) certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and

(d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6106 et seq.), which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions (45 CFR 1169)

(a) The prospective lower tier participant (applicant) certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant (applicant) is unable to certify to any of the statements in the certification, such prospective participant shall attach an explanation to this proposal.

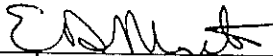
PLEASE COMPLETE AND RETURN TO: California Council For the Humanities
312 Sutter Street, Suite 601
San Francisco, CA 94108

CERTIFICATION

By signing and submitting this application, the authorizing official of the applicant institution (sponsoring organization) is providing the applicable certifications regarding debarment and suspension and compliance with the nondiscrimination statutes, as set forth in the attached "Instructions for Certification"

(a) Authorizing Official of Applicant Institution

Elizabeth D. Minter, Library Director
Name and Title (Print or Type)


Signature

11/12/97
Date

(b) Information concerning this Application

Placentia Library District
Name of Applicant Institution

Gold Rush: A Literary Exploration
Title of Project

Suad S. Ammar
Name of Project Director

*M*unson,
*C*ronick &
*A*ssociates
CERTIFIED PUBLIC ACCOUNTANTS

September 23, 1997

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

Re: Annual Report Of Financial Transactions Of Special Districts

Dear Elizabeth:

Attached is a copy of the State Of California Annual Report Of Financial Transactions Of Special Districts for the fiscal year ended June 30, 1997. This report was submitted to the State Controller's Office via 3 1/2" diskette on September 23, 1997.

If you have any questions, please do not hesitate to contact me.

Sincerely,

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

Munson, Cronick & Associates
Merrilyce McHenry
Merrilyce McHenry, CPA



ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS

NUMBER OF ERRORS IN REPORT = 0

TO: State Controller
Division of Accounting
and Reporting
Local Government Reporting Section
P. O. Box 942850
Sacramento, CA 94250
(916) 445-5153

VERIFY that your District ID listed below
is correct. (must be the full 11 digits)

District ID: 17300400000

Fiscal Year Ended
Date: JUNE 30, 1997

This report is due within 90 days
after the end of the fiscal year.

Pursuant to Government Code Section
26909, an audit is to be filed with
the State Controller within 12 months
of the end of the fiscal year.

Principal County:
ORANGE COUNTY
Other Counties:

District Name
PLACENTIA LIBRARY DISTRICT

Street Address or P.O. Box
411 E CHAPMAN AVENUE
City, State, Zip Code
PLACENTIA CA 92670

Place an 'X' in the box if your
mailing address has changed > | |

Phone Ext.

Location (if different from above)
Street Address

City, State, Zip Code

Report prepared by (contact person)

First M.I. Last
1 HERRIALYCE MC HENRY, CPA
Phone Ext.
2 (714)449-9909

MEMBERS OF GOVERNING BODY

Please do not abbreviate ---
Name | 2 | Title | 3

1 MARGARET V DINSMORE | PRESIDENT
2 SAUNDRA M STARK | SECRETARY
3 RAY EVANS | BOARD MEMBER
4 ROBIN J MASTERS | BOARD MEMBER
5 JEAN PAPPAS | BOARD MEMBER
6 ELIZABETH D. MINTER | DIRECTOR

GOVERNING BODY

County Board of Supervisors | |

City Council | |

Other | |

Address
3 2501 E CHAPMAN AVE STE 220
City (Please do not use commas)
4 FULLERTON

Submitted by (signature)

Title
Date

CLIENT'S COPY

Independent Auditor
5 MUNSON CRONICK & ASSOCIATES

OTHER OFFICIALS

Secretary
Mgr/Supt/Chief

STATE USE ONLY

Reviewed by

Date

Cleared by

Date

Contact Person
6 HERRIALYCE MC HENRY, CPA
Phone Ext.
7 (714)449-9909

Address
8 2501 E CHAPMAN AVE STE 220
City (Please do not use commas)

9 FULLERTON

Attorney
COUNTY COUNSEL
Fiscal Officer

SUMMARY OF FINANCIAL TRANSACTIONS IN THE
"ANNUAL REPORT OF FINANCIAL TRANSACTIONS OF SPECIAL DISTRICTS"

PLACENTIA LIBRARY DISTRICT	Total Memorandum Only
	=====
1. TOTAL ASSETS:	3098950
2. TOTAL LIABILITIES:	570213
3. FUND EQUITY :	2528737

4. TOTAL REVENUES:	919937
5. TOTAL EXPENDITURES/EXPENSES:	1009404
6. TOTAL OTHER FINANCING SOURCES (USES):	0

LA BENTIA LIBRARY DISTRICT

ASSETS		General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Cash and cash equivalents	1	\$ 531467	\$ 0	\$ 0	0			\$ 531467
Taxes receivable	2	41631	480000	0	0			521631
Interest receivable	3	1878	0	0	0			1878
Accounts receivable	4	0	0	0	0			0
Loans notes & contracts rec	5	0	0	0	0			0
Due from other funds	6	0	0	0	0			0
Inv of materials & supplies	7	0			0			0
Other current assets	8				0			0
Lease payments receivable	9		0					0
Unearned finance charge	10		(0)				(0)
Investments	11	27500	0	0	0			27500
Restricted assets	12				0			0
Deferred charges	13				0			0
Unamortized disc on L/T debt	14				0			0
Other assets	15	3072	0	0	0			3072
Fixed Assets:								
Land	16				0 \$	81498		81498
Buildings & improvements	17				0	1383219		1383219
Equipment	18				0	548685		548685
Construction in progress	19				0	0		0
Total fixed assets (pg 56)	20				\$ 0 \$	2013402		\$ 2013402
Accumulated depreciation (pg 56)	21				(0)	0)	(0)
Net fixed assets (pg 56)	22				\$ 0 \$	2013402		\$ 2013402
Other Debits								
Amt avail in debt service funds	23						\$ 0	0
Amount to be provided	24						0	0
TOTAL ASSETS (lines 1.0 thru 24.0)	25	\$ 605548	\$ 480000	\$ 0	\$ 0	2013402	\$ 0	3098950

LIABILITIES & EQUITY	General & Special Rev Funds [1]	Debt Service Funds [2]	Capital Projects Funds [3]	Enterprise Funds [4]	General Fixed Assets [5]	General Long-Term Debt [6]	Total Memorandum Only
Accounts/warrants payable	26 \$ 13048	\$ 0	\$ 0	\$ 0		\$ 0	13048
Loans & notes payable	27 0	480000	0	0			480000
Int payable - matured/accrued	28 6816	0	0	0			6816
Other current liabilities	29 12806	0	0	0			12806
Compensated absences payable	30 57543					\$ 0	57543
Due to other governments	31 0	0	0	0			0
Due to other funds	32 0	0	0	0			0
Long-Term Debt - Include current & long-term portion:							
G O bonds (pg 59)	33			0		0	0
Revenue bonds (pg 62)	34			0		0	0
C O P's (pg 65)	35			0		0	0
Sp Assmt Bd (pg 68, col 2 only)	36			0		0	0
Federal (pg 71)	37			0		0	0
State (pg 74)	38			0		0	0
Time warrants (pg 77)	39			0		0	0
Other long-term liab (pg 80)	40			0		0	0
Unamortized premium on L/T debt	41			0			0
Advance for construction	42			0			0
Deferred revenue	43 0	0		0			0
All other non-current liab	44			0			0
Total liabilities (lines 26.0 thru 44.0)	45 \$ 90213	\$ 480000	\$ 0	\$ 0	\$ 0	\$ 0	570213
Fund Equity:							
Contributed capital	46			0			0
Investments in gen fixed assets	47				\$ 2013402		2013402
Retained earnings	48			0			0
Fund balances:							
Reserved	49 3072	0	0				3072
Unreserved designated	50 139742	0	0				139742
Unreserved undesignated	51 372521	0	0				372521
Total Fund Equity (lines 46.0 thru 51.0)	52 \$ 515335	\$ 0	\$ 0	\$ 0	2013402	\$ 0	2528737
Total Liabilities & Fund Equity (lines 45.0 + 52.0)	53 \$ 605548	\$ 480000	\$ 0	\$ 0	2013402	\$ 0	3098950

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
Part A PLACENTIA LIBRARY DISTRICT

REVENUES	Col A	Col B	Col C	Col D
Activity Codes (See instructions)	9	0	0	0
Activity (specify):				
Taxes & Assessments:				
Current secured				
(Include supplemental roll)	1 \$ 697820	\$ 0	\$ 0	0
Current unsecured				
(Include supplemental roll)	2 33423	0	0	0
Prior Year				
(Include supplemental roll)	3 33412	0	0	0
Special district augmentation fund	4 0	0	0	0
Property assessments				
(Service type assessments go on line 19.0)	5 0	0	0	0
Special assessments				
(Not 1911 or 1915 Bonds, include Mello/Roos, Mark/Roos Bonds only)	6 0	0	0	0
Penalties & cost on delinquent tax and assessments	7 448	0	0	0
Licenses, permits & franchises	8 0	0	0	0
Fines, forfeits & penalties	9 0	0	0	0
Revenue from use of money & property:				
Interest				
(Includes gain (loss) on investments)	10 28130	0	0	0
Rents, concessions & royalties	11 0	0	0	0
Intergovernmental:				
STATE				
Aid for construction	12 0	0	0	0
Homeowner's property tax relief	13 14896	0	0	0
Spcl supplemental subv. (repealed)	14			
Other - i.e. Timber Yield, State Water (specify): (here)	15 84609	0	0	0
FEDERAL				
Aid for construction	16 0	0	0	0
Other (specify): (here)	17 0	0	0	0
Other governmental agencies	18 0	0	0	0
Charges for current services				
(Include service type assessments)	19 0	0	0	0
Other revenues	20 27199	0	0	0
Total Revenues	21 \$ 919937	\$ 0	\$ 0	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
 Part B PLACENTIA LIBRARY DISTRICT

EXPENDITURES		Col A	Col B	Col C	Col D
Activity Codes (See instructions)		9	0	0	0
Activity (specify):					
Salaries & wages	22 \$	486559 \$	0 \$	0 \$	0
Employee benefits	23	104854	0	0	0
Services & supplies (include contractual services)	24	369489	0	0	0
Contributions to outside agencies	25	0	0	0	0
Debt Service:					
Retirement of long-term debt	26	45000	0	0	0
Interest on long-term debt	27	0	0	0	0
Interest on short-term notes & warrants	28	0	0	0	0
Other (specify):(here)	29	0	0	0	0
Fixed Assets:					
Land (include on Page 56, line 2.0) (include on Page 56, line 2.0)	30	0	0	0	0
Structures and improvements (include on Page 56, line 2.0)	31	0	0	0	0
Equipment (include on Page 56, line 2.0)	32	3502	0	0	0
Total Expenditures	33 \$	1009404 \$	0 \$	0 \$	0
Excess (Deficiency) Revenues Over (Under) Expenditures (21.0 less 33.0)	34 \$	-89467 \$	0 \$	0 \$	0

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 PAGE 10 GENERAL & SPECIAL REVENUE FUNDS
 Part C PLACENTIA LIBRARY DISTRICT

OTHER FINANCING SOURCES (USES)	Col A	Col B	Col C	Col D
Activity Codes (See instructions)	9	0	0	0
Activity (specify):				
Proceeds of long-term debt 35 \$	0 \$	0 \$	0 \$	0
Inception of lease purchase agreements 36	0	0	0	0
Other (specify):(here) 37	0	0	0	0
Operating transfers in (intra-district) 38	0	0	0	0
Operating transfers out (intra-district) 39 (0)(0)(0)(0)
Total Other Financing Sources (Uses) 40 \$	0 \$	0 \$	0 \$	0

Excess (Deficiency) Of Revenues & Other Financing Sources Over Expenditures		
Other Financing Uses		
(Total column, line 34.0 + 40.0) 41 \$	-89467	
Fund Equity Beginning Of Period (Must agree with prior year General & Special Revenue Fund Equity - line 46.0) 42 \$	604802	
Prior period adjustments 43	0	
Residual equity transfers 44	0	
Other - (specify): (here) 45	0	
Fund Equity End Of Period (lines 41.0 thru 45.0) (Must agree with Balance Sheet General & Special Revenue Fund Equity line 52.0) 46 \$	515335	

FIXED ASSETS & DEPRECIATION SCHEDULE

Report fixed assets by activity (i.e., Fire, Water, Waste, etc.)

PAGE 56 PLACENTIA LIBRARY DISTRICT

Activity Code (See instructions)	Col A	Col B	Col C	Col D
	9	0	0	0
FIXED ASSETS				
Activity (specify):				
Balance beginning of year (Must agree with prior year Page 56, line 5.0)				
1	\$ 1994524	\$ 0	\$ 0	\$ 0
Additions (include construction in progress)				
2	18878	0	0	0
Less retirements				
3	0	0	0	0
Adjustments - increase (decrease)				
4	0	0	0	0
Balance end of year				
5	\$ 2013402	\$ 0	\$ 0	\$ 0
ACCUMULATED DEPRECIATION				
Balance beginning of year (Must agree with prior year Page 56, line 10.0)				
6	\$ 0	\$ 0	\$ 0	\$ 0
Depreciation accruals				
7	0	0	0	0
Less net charges for plant retired				
8	0	0	0	0
Adjustments - increase (decrease)				
9	0	0	0	0
Balance, end of year				
10	\$ 0	\$ 0	\$ 0	\$ 0
NET FIXED ASSETS				
11	\$ 2013402	\$ 0	\$ 0	\$ 0
ENTERPRISE ONLY				
Total depreciation + amortization (from income statement)				
12.0	\$ 0	\$ 0	\$ 0	\$ 0
Less amortization included				
13.0	(0)	(0)	(0)	(0)
Add/Subtract capitalized depreciation				
14.0	0	0	0	0
Other				
15.0	0	0	0	0
TOTAL (should agree with Line 7)				
16.0	\$ 0	\$ 0	\$ 0	\$ 0

APPROPRIATIONS LIMIT (GANN) SCHEDULE

Senate Bill 813 (Chapter 1025, Statutes of 1987) requires the State Controller's annual report to include the appropriations limit and the total annual appropriations subject to the limit for each special district in accordance with California Constitution Article XIII B.
PAGE 89

PLACENTIA LIBRARY DISTRICT

Appropriations limit as of the end of fiscal year	1	1752223
Total annual appropriations subject to the limit as of the end of the fiscal year	2	1003890
Amount (over)/under the appropriation limit (line 1.0 less 2.0)	3	748333

Article XIII B of the California Constitution provides exceptions for some Special Districts for establishing an appropriations limit. Please refer to Section 9 a-c on the reverse of this form.

If any of the following exceptions apply, please fill in the appropriate line with the number "1".

District's only tax revenues are Debt Service Taxes	4	0
District did not levy a tax rate greater than 12 1/2 cents per \$100 of assessed valuation and was in existence January 1, 1978	5	0
District is totally funded by sources other than "proceeds of taxes"	6	0
Other (explain) (here)	7	0

SUPPLEMENT TO THE ANNUAL REPORT OF SPECIAL DISTRICTS

17300400000 33 09

PLACENTIA LIBRARY DIST
411 E CHAPMAN AVE
PLACENTIA CA 92670

The U.S. Bureau of the Census requests the following information about the fiscal activities of your government for the year ended June 30, 1997. Governments furnishing this information will no longer receive Census Bureau Form F-29 or F-32, Survey of Local Government Finances. If you have any questions please contact Chris Kubacki at the Census Bureau 1-800-242-4523.

A. PERSONNEL EXPENDITURES

Report your government's total expenditure for salaries and wages during the year, including amounts paid on force account construction projects.

~~200~~

\$ 486,559

B. CASH AND INVESTMENTS HELD AT THE END OF THE FISCAL YEAR

Report separately for each of the three types of funds listed below, the total cash on hand and on deposit and investments in Federal government, Federal agency, State and local government and non-governmental securities. Report all investments at par value. Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property and non-security assets.

- | | |
|---|-------------------|
| 1. Sinking funds - Reserves held for redemption of long term debt. | <u>W01</u> |
| | \$ <u>-0-</u> |
| 2. Bond funds - Unexpended proceeds from sale of bond issues held pending disbursement. | <u>W31</u> |
| | \$ <u>-0-</u> |
| 3. All other funds - Exclude employee retirement funds. | <u>W61</u> |
| | \$ <u>558,967</u> |



California Library Services Board

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

(916) 654-0266

MEMORANDUM

TO: Members, California Library Services Board

FROM: Richard Terry, CLSA Program Coordinator *Sandy Jm RT*

DATE: September 2, 1997

SUBJECT: CLSB Actions taken at the August 20-21, 1997 Meeting

Purpose of the California Library Services Act:

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

Goals of the California Library Services Board:

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

The California Library Services Board will continue to support the California Literacy Campaign.

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

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

By the year 2000, the California Library Services Board will have successfully implemented the Library of California.

By the year 2000, the California Library Services Board will have been successful in seeing that unfunded components of the California Library Services Act are funded.

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

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

To achieve the purpose of the Act, the following actions were taken at the CLSB meeting in Sacramento on August 21, 1997:

1. **Adoption of Agenda**

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

2. **Approval of Minutes**

It was moved, seconded (Wang/Purucker) and carried unanimously that the California Library Services Board approve the draft minutes of the May 8-9, 1997 CLSB meeting as presented.

3. **CLSB Goals and Objectives**

It was moved, seconded (Steinhauser/Spence) and carried unanimously that the Board approve the adoption of the CLSB Goals and Objectives for 1997/98 as revised. (See Attachment A)

Special Services - Literacy

4. It was moved by the Literacy Committee (Wang) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 local assistance funding in an amount not to exceed \$1,500,000 for the CLSA Special Services - California Library Literacy Service program that will include a special interest demonstration effort.
5. It was moved by the Literacy Committee (Wang) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 funding in the amount of \$706,500 for the CLSA Special Services - Families For Literacy program.

Transaction Based Reimbursements

6. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to withhold 22% of all CLSA Transaction Based Reimbursement (TBR) Program payments throughout the 1997/98 fiscal year and that, after determining the full State cost of the TBR program for the 1997/98 fiscal year, the Chief Executive Officer shall pay the full amount remaining due to each participating library if sufficient funds remain in the 1997/98 CLSA TBR Program appropriation, or pro rate the final payment equitably if insufficient funds remain in the 1997/98 CLSA TBR Program appropriation.

7. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 local assistance funding in the amount of \$2,766,000 to eliminate the documented shortfall of the Transaction Based Reimbursements Program for qualifying Direct Loans and Interlibrary Loans.

Consolidations and Affiliations

8. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board approve the affiliation of the Riverside Public Library with the Inland Library System effective July 1, 1997.
9. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board approve the affiliation of the Riverside County Library System with the Inland Library System effective July 1, 1997. The Inland Library System will not receive CLSA funds under the formula allocation for the CLSA System Reference, System Communications and Delivery and System Advisory Board programs until July 1, 1998.

Statewide Data Base

10. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board provide an Electronic Batchloading Services (EBS) fee reimbursement of \$220 for the 1997/98 fiscal year to each library or cooperative library system that provides documentation of having utilized file transfer protocol to send holdings to OCLC and Electronic Batchloading Services to load holdings information to the Statewide Data Base. These funds are to be provided only to libraries using one of the authorized vendors.
11. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board provide an access fee reimbursement of \$65 for the 1997/98 fiscal year to each library or cooperative library system authorized to access the CLSA Statewide Data Base by means of an OCLC contract with CLSA Statewide Data Base provisions.
12. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to expend 1997/98 Statewide Data Base funds to support Linked System programs and the Statewide Data Base effort by hiring one or more independent consultants to conduct a study of the previous Linked Systems projects and to convene a conference of Linked Systems project participants to review and critique the results of the independent study and to make recommendations for the future direction of the Statewide Data Base program.

13. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board authorize its Chief Executive Officer to expend Statewide Data Base funds to support grants to fund portions of LSTA applications (fiscal 1997/98) that meet the criteria adopted by the Board for Linked Systems projects, fiscal 1997/98.

System Reference Program

14. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board approve the System Population and Membership figures for use in the allocation of System Reference Program funds for the 1997/98 fiscal year. (See Attachment B)
15. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 local assistance funding in the amount of \$17,000 for the System Reference Program.

16. State Reference Centers

It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board submit a Budget Change Proposal (BCP) of \$2,507,000 for the 1998/99 State Budget to implement the State Reference Centers Program.

17. System Communications and Delivery

It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board direct its Chief Executive Officer to seek additional 1998/99 local assistance funding in the amount of \$8,000 for the System Communications and Delivery Program.

1997/98 Budget Issues

18. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the State Board adopt the 1997/98 CLSA Budget as displayed in the chart entitled "Recommended 1997/98 CLSA Baseline Budget by Program" and that the aforementioned chart be included in the minutes of this meeting. (See Attachment C)
19. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the State Board take no other actions with respect to the 1997/98 CLSA Local Assistance Budget at this time.

1998/99 Budget Issues

20. It was moved, seconded (Spence/Patria) and carried unanimously that the State Board adopt the 1998/99 CLSA Budget as displayed in the chart entitled "Summary--1998/99 CLSA Baseline Budget Recommended by Program" and that the aforementioned chart be included in the minutes of this meeting. (See Attachment D)
21. It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the State Board take no other actions with respect to the 1998/99 CLSA Local Assistance Budget at this time.

22. System Advisory Board

It was moved, seconded (Patria/Fong) and carried unanimously that the California Library Services Board approve the use of 1997/98 allocated SAB Program funds, where available within each approved SAB budget, and where requested, to reimburse one SAB member from each System for expenses incurred in attending the November 1997 California Library Services Board meeting and the California Library Association conference to be held in Pasadena.

23. Resolutions

It was moved, seconded (Fong/Wang) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 97-01 in honor of CLSA Program Coordinator Richard Terry. (See Attachment E)

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL I

***THE CALIFORNIA LIBRARY SERVICES BOARD WILL BE AND
WILL BE KNOWN AS A PRO-ACTIVE BOARD WITH AN
IMPACT ON STATE AND FEDERAL LEGISLATION
AFFECTING LIBRARIES.***

OBJECTIVES

- Develop positions on State and Federal legislation relevant to the Board's mission and responsibilities, and advocate these positions to the appropriate elected officials in at least one of the following means:
 - a) letters;
 - b) office visits to State legislators;
 - c) office visits to Federal legislators;
 - d) testimony at hearings;
 - e) resolutions honoring elected officials; and
 - f) other appropriate venues.
- NOTE: CLSB budget will support these efforts to the extent that funds are available
- Develop and advocate for Federal and State legislation and/or regulations related to the Board's mission and responsibilities.
- Review and revise, as appropriate, the regulations of the California Library Services Act to improve the implementation of that Act.
- Concurrent with passage of the Library of California Act, develop regulations to implement it.
- Provide leadership for and participate in advocacy efforts sponsored by the library community, as relevant and appropriate to the Board's mission and responsibilities, including CLA Legislative Day and ALA Library Day.
- As appropriate, write articles and speak in public forums on legislation relevant to the Board's mission and responsibilities.
- Work in concert with other Board committees on legislation, coordinating the review of pending legislation by Board committees as appropriate and seeking their input so that all legislation relevant to the Board's mission and responsibilities is reviewed and acted upon.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL II

***THE CALIFORNIA LIBRARY SERVICES BOARD WILL
CONTINUE TO SUPPORT THE CALIFORNIA LITERACY
CAMPAIGN.***

OBJECTIVES

- Implement the California Library Literacy Services and the Families For Literacy Program according to the law.
- Obtain full funding of the CLC
- Analyze current CLC funding and participation to determine the best use of resources.
- Determine the impact of various funding levels on increased participation.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

REVISED GOAL III

THE CALIFORNIA LIBRARY SERVICES BOARD WILL DEVELOP AND IMPLEMENT A STATEWIDE PROGRAM FOR YOUNG ADULT SERVICES, BASED ON APPROPRIATE SUPPORTING STATISTICS AND EVALUATION.

OBJECTIVES

- Identify state agencies and, as appropriate, local agencies and other entities working with young adults that collaborate or will collaborate with libraries to provide a Young Adult Services Program.
- Meet with agency and entity representatives to identify ways that libraries and these agencies/entities can collaborate to provide Young Adult Service Programs.
- Survey the library community to update earlier data from the Young Adult Services Questionnaire on Young Adult Services Programs.
- Design a statewide Young Adult Services Program that implements a collaborative approach to services for young adults that is based on information from the questionnaire, forum and other relevant data.
- Convene one statewide forum to obtain input on development of a program design for a statewide Young Adult Services Program from the library community, young adults and, as appropriate, other agencies and entities working with young adults.
- Refine the program design for the statewide Young Adult Services program to incorporate input from the statewide forum and other relevant sources.
- Secure CLSB approval for the Young Adult Services Program and for generation of a Budget Change Proposal (BCP) to fund this Program.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL IV

***THE CALIFORNIA LIBRARY SERVICES BOARD SEEKS TO
PROVIDE ADEQUATE FINANCIAL AND TECHNICAL SUPPORT
TO LIBRARIES FOR RESOURCE SHARING SERVICES.***

OBJECTIVES

- Obtain full funding for the "Transaction-Based Reimbursements" programs of CLSA.
- Obtain adequate state, local, and private funding to begin incremental implementation of the Library of California.
- Assist the State Librarian in his attempts to obtain staffing sufficient to provide adequate technical assistance for the effective operation of CLSA and the implementation of the Library of California.
- Improve the effectiveness of Equal Access in all systems through the Plans of Service, special reports, and staff reviews.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL V

BY THE YEAR 2000, THE CALIFORNIA LIBRARY SERVICES BOARD WILL HAVE SUCCESSFULLY IMPLEMENTED THE LIBRARY OF CALIFORNIA.

OBJECTIVES

- Share information on the Library of California concept and status at each Board meeting.
- Work with the CLSB Legislative Committee on defining and securing the passage of a Library of California Act most beneficial to Californians.
- Draft a 3-5 year plan for the transition of the California Library Services Board into the Library of California Board and begin implementation upon passage and funding of relevant legislation.
- Draft a 5-phase plan for the implementation of the Library of California which will begin implementation upon passage and funding of relevant legislation.
- Upon passage of the Library of California Act:
 - a) Develop regulations to implement it through the State process, in conjunction with the CLSB Legislative Committee, other CLSB committees, and the full Board
 - b) Initiate and oversee the planning process for the Regional Library Networks
 - c) Initiate and oversee the planning process for the Statewide Resource Libraries Group
 - d) Initiate Budget Change Proposals as appropriate to advance the program in each succeeding year.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL VI

BY THE YEAR 2000, THE CALIFORNIA LIBRARY SERVICES BOARD WILL HAVE BEEN SUCCESSFUL IN SEEING THAT UNFUNDED COMPONENTS OF THE CALIFORNIA LIBRARY SERVICES ACT ARE FUNDED.

OBJECTIVES

- Initiate Board review of Budget Change Proposal concepts at its May meeting prior to final action at the August meeting, to allow sufficient time for development of complete proposals for the Board's consideration and completion of required documentation within the state's budgetary timelines.
- Develop Budget Change Proposals to seek adequate funding for one or more of the four currently-underfunded CLSA program components: Transaction Based Reimbursements (Equal Access, Universal Borrowing, and ILL); Special Services, California Library Literacy Service; Special Services, Families for Literacy; and System Planning, Coordination, and Evaluation.
- Develop Budget Change Proposals to seek adequate funding for one or more of the three currently-unfunded CLSA program components: Statewide Communications and Delivery; State Reference Centers; and Special Services, Young Adult Services Program.
- Work with the CLSB Legislative Committee to obtain legislative and gubernatorial approval of enabling legislation defining the mission, goals, and concepts of the Library of California, as a base for subsequent budgetary requests.
- Ensure that all components of CLSA are adequately supported as integral elements of the Library of California legislation, funding, and implementation or as separate, adequately-funded programs.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL VII

***THE CALIFORNIA LIBRARY SERVICES BOARD WILL
CONTINUE TO SEEK A HIGHER VISIBILITY THROUGHOUT
THE STATE.***

OBJECTIVES DETERMINED BY EACH COMMITTEE

- Develop and maintain a web-site presence for CLSA and CLSB functions, programs, and activities.
- As funding allows, provide for CLSB member attendance at appropriate, CLSA-related programs at the California Library Association conference.
- Visibility at the local level at CLSA literacy activities.
- Share information on the Library of California initiative with librarians, library supporters, and public policy officials through mailings, electronic media, informational packages, and meetings.
- Seek public input on the Library of California service programs through surveys and meetings at the appropriate times.
- Communicate the Board's positions on proposed State and Federal legislation and/or regulations to the library community through the summary of meeting actions issued to CLSA participants after each meeting.
- Communicate the Board's legislative positions to appropriate persons through letters, telephone calls, office visits, testimonies, and other appropriate venues.
- Testify for CLSB legislative priorities at appropriate hearings in the California legislature.
- Provide for a CLSB presence at federal and state legislative days, as funding and state law allow.

**California Library Services Board
Goal VII**

- Reports to appointing authorities about the successes of resource sharing.
- Press releases on our services by the staff on behalf of the Board, and those by our systems and participating libraries which reflect the program successes locally.
- CLSB Members advocate on behalf of the statewide Young Adult Services Program to the legislature, state agencies, library community, local elected officials, and civic groups (League of California Cities, League of Women Voters, etc.).
- Encourage the library community and local elected representatives to advocate on behalf of the statewide Young Adult Services Program to the Legislature.
- Convene forums with state agency heads, the library community, and teens regarding the Young Adult Services Program.
- Form a celebrity advisory council for Young Adult Services Program.
- Enhance cooperation between CLSB and SAB members through CLSB member visits to SAB and/or Administrative Council meetings in their local systems. Include CLSB members in activities sponsored by their local SABs.

**CALIFORNIA LIBRARY SERVICES BOARD
GOALS & OBJECTIVES**

GOAL VIII

***THE CALIFORNIA LIBRARY SERVICES BOARD WILL REVIEW
AND DEVELOP INITIATIVES TO ENSURE ADEQUATE
CITIZEN PARTICIPATION.***

OBJECTIVES

- Review the current System Advisory Board program by June 30, 1997 - completed with survey conducted in April 1997.
- In response to the identified need for recruiting and training new SAB members, prepare an SAB information manual outlining the role of the CLSB and the SAB. The manual would include suggestions for types of activities in which SABs could participate, and systems could add local information to the manual if they wished. Systems will be contacted to determine if they have SAB training manuals and the types of general information that they may include. The manual will be prepared by August 1997 CLSB meeting so that it can be reviewed by the Citizen Participation Committee and be ready for distribution in Fall 1997.
- Coordinate System Advisory Board Recognition luncheon for Friday, November 14, 1997, in Pasadena. Luncheon program will be determined; considerations include a speaker detailing the changing role of SABs in the Library of California or round table presentations by SAB members regarding their activities.



1997/98 System Population & Membership

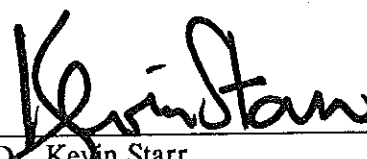
The following pages contain the System membership and System population figures which will be used to allocate funds to the individual Systems for the System Reference Program in the 1997/98 fiscal year.

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

Pursuant to Section 20106 of the Code of California Regulations the population figures, certified by the California State Librarian, are based on the most recently published (May 1997) combined estimate for cities and counties from the California State Department of Finance.

STATEMENT OF CERTIFICATION

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



Dr. Kevin Starr
State Librarian of California
June 2, 1997

SYSTEM/MEMBER

BALIS

2,960,600

Alameda County Library
Alameda Free Library
Berkeley Public Library
Contra Costa County Library
Hayward Public Library
Livermore Public Library
Oakland Public Library
Richmond Public Library
San Francisco Public Library

TOTAL: 9

BLACK GOLD

1,083,300

Lompoc Public Library
Paso Robles Public Library
San Luis Obispo City-County Library
Santa Barbara Public Library
Santa Maria Public Library
Santa Paula (Blanchard Community) Library
Ventura County Library Services Agency

TOTAL: 7

49-99

1,278,250

Amador County Library
Calaveras County Library
Lodi Public Library
Merced County Library
Stanislaus County Free Library
Stockton-San Joaquin County Public Library
Tuolumne County Free Library

TOTAL: 7

INLAND

2,920,550

Banning Unified School District Library
Beaumont Library District
Colton Public Library
Corona Public Library
Hemet Public Library
Inyo County Free Library
Ontario City Library
Palm Springs Public Library
Palo Verde Valley Library District
Rancho Cucamonga Public Library
Rancho Mirage Public Library
Riverside City & County Public Library
San Bernardino County Library
San Bernardino Public Library
Upland Public Library

TOTAL: 15

SYSTEM/MEMBER

MCLS

6,010,430

- Alhambra Public Library
- Altadena Library District
- Arcadia Public Library
- Azusa City Library
- Beverly Hills Public Library
- Burbank Public Library
- Cerritos Public Library
- City of Commerce Public Library
- Covina Public Library
- Downey City Library
- El Segundo Public Library
- Glendale Public Library
- Glendora Library & Cultural Center
- Long Beach Public Library
- Los Angeles Public Library
- Monrovia Public Library
- Monterey Park (Bruggemeyer) Memorial Library
- Oxnard Public Library
- Palos Verdes Library District
- Pomona Public Library
- Redondo Beach Public Library
- San Marino Public Library
- Santa Fe Springs City Library
- Santa Monica Public Library
- Sierra Madre Public Library
- Signal Hill Public Library
- South Pasadena Public Library
- Thousand Oaks Library
- Torrance Public Library
- Whittier Public Library

TOTAL: 30

MOBAC

628,450

- Carmel (Harrison) Memorial Library
- Monterey County Free Library
- Pacific Grove Public Library
- Salinas Public Library
- San Benito County Free Library
- San Juan Bautista City Library
- Santa Cruz Public Library
- Watsonville Public Library

+ King City/Monterey County

TOTAL: 9

SYSTEM/MEMBER

MVLS

1,900,470

- Alpine County Library
- Auburn-Placer County Library
- Dixon Unified School District Library
- El Dorado County Library
- Folsom Public Library
- Lincoln Public Library
- Mono County Free Library
- Nevada County Library
- Roseville Public Library
- Sacramento Public Library
- Sutter County Library
- Woodland Public Library
- Yolo County Library
- Yuba County Library

TOTAL: 14

NORTH BAY

1,274,160

- Belvedere-Tiburon Library Agency
- Benicia Public Library
- Lake County Library
- Marin County Free Library
- Mendocino County Library
- Mill Valley Public Library
- Napa City-County Library
- San Anselmo Public Library
- San Rafael Public Library
- Sausalito Public Library
- Solano County Library
- Sonoma County Library
- St. Helena Public Library

- + Vacaville/Solano
- + Calistoga/Napa

TOTAL: 15

NORTH STATE

725,310

- Butte County Library
- Colusa County Free Library
- Del Norte County Library District
- Humboldt County Library
- Modoc County Library
- Orland Free Library
- Plumas County Library
- Shasta County Library
- Siskiyou County Free Library
- Susanville District Library
- Tehama County Library
- Trinity County Library
- Willows Public Library

- + Crescent City/Del Norte

TOTAL: 14

SYSTEM/MEMBER

SOUTH BAY

1,623,400

- Mountain View Public Library
- Palo Alto City Library
- San Jose Public Library
- Santa Clara County Free Library
- Santa Clara City Library
- Sunnyvale Public Library

TOTAL: 6

SOUTH STATE

3,741,440

- County of Los Angeles Public Library
- Inglewood Public Library
- Palmdale City Library
- Pasadena Public Library

TOTAL: 4

GRAND TOTALS:

All System Members: 169*
 All System Population: 31,881,860

Unaffiliated Public Libraries

708,990

- Huntington Beach Public Library
- Irwindale Public Library
- Larkspur Public Library
- Los Gatos Public Library
- Monterey Public Library
- Redlands (A.K. Smiley) Public Library
- San Leandro Community Library
- Santa Ana Public Library
- Vernon Public Library

TOTAL: 9

Areas Without Service

18,040

- Industry
- Unincorporated area of Lassen County

TOTAL STATE:

32,609,000

*Includes Consolidations since 1/1/78

SYSTEM/MEMBER

PENINSULA

701,100

- Burlingame Public Library
- Daly City Public Library
- Menlo Park Public Library
- Redwood City Public Library
- San Bruno Public Library
- San Mateo County Library
- San Mateo Public Library
- South San Francisco Public Library

TOTAL: 8

SIVLS

2,005,700

- Coalinga-Huron Unified School District Library
- Fresno County Public Library
- Kern County Library
- Kings County Library
- Madera County Library
- Mariposa County Library
- Porterville Public Library
- Tulare County Free Library
- Tulare Public Library

TOTAL: 9

SANTIAGO

2,163,800

- Anaheim Public Library
- Buena Park Library District
- Fullerton Public Library
- Mission Viejo Public Library
- Newport Beach Public Library
- Orange County Public Library
- Orange Public Library
- Placentia Library District
- Yorba Linda Public Library

TOTAL: 9

SERRA

2,864,900

- Brawley Public Library
- Calexico (Camarena Memorial) Public Library
- Carlsbad City Library
- Chula Vista Public Library
- Coronado Public Library
- El Centro Public Library
- Escondido Public Library
- Imperial County Library
- Imperial Public Library
- National City Public Library
- Oceanside Public Library
- San Diego County Library
- San Diego Public Library

TOTAL: 13

**SUMMARY -- 1998/99 CLSA BASELINE BUDGET
 RECOMMENDATION BY PROGRAM**

PROGRAM	1997/98 BUDGET	1998/99 BASELINE	ADDITIONAL FUNDING RECOMMENDED
Transaction Based Reimbursements	\$ 7,919,000	\$ 7,919,000	\$2,766,000
Consolidations & Affiliations	-0-	-0-	-0-
Statewide Data Base	275,000	275,000	-0-
System Advisory Boards	45,000	45,000	-0-
System Reference	1,860,000	1,860,000	17,000
System Communications & Delivery	1,255,000	1,255,000	8,000
Special Services: California Literacy Campaign	3,490,000	3,490,000	950,000
Special Services: Special Interest Literacy Demonstrations	-0-	-0-	550,000
Special Services: Families for Literacy	876,000	876,000	700,000
Special Services: Young Adult Services	-0-	-0-	-0-
System Planning, Coordination, & Evaluation	-0-	-0-	-0-
Statewide Communications & Delivery	-0-	-0-	-0-
State Reference Centers	-0-	-0-	1,200,000
Total	\$15,720,000	\$15,720,000	6,191,000
State Operations	\$646,410	\$646,410	1,313,500

RECOMMENDED 1997/98 CLSA BASELINE BUDGET BY PROGRAM

PROGRAM	1996/97 CLSA BASELINE BUDGET	1997/98 ADJUSTMENTS	RECOMMENDED 1997/98 CLSA BASELINE BUDGET
Transaction Based Reimbursements	\$ 6,537,000	\$ 1,382,000	\$ 7,919,000
Consolidations & Affiliations	-0-	-0-	-0-
Statewide Data Base	275,000	-0-	275,000
System Advisory Boards	45,000	-0-	45,000
System Reference	1,860,000	-0-	1,860,000
System Communications & Delivery	1,255,000	-0-	1,255,000
Special Services: California Literacy Campaign	3,490,000	-0-	3,490,000
Special Services: Families for Literacy	876,000	-0-	876,000
System Planning, Coordination, & Evaluation	-0-	-0-	-0-
Statewide Communications & Delivery	-0-	-0-	-0-
State Reference Centers	-0-	-0-	-0-
Total	\$14,338,000	\$1,382,000	\$15,720,000
State Operations	\$646,410	-0-	\$646,410

CLSB RESOLUTION 97-01

WHEREAS, The California Library Services Board desires to recognize the distinguished contributions of Richard Terry, its Program Coordinator, on the occasion of his retirement; and

WHEREAS, the Board wishes to honor him for his outstanding public service to California as librarian and as CLSA Program Coordinator since March 2, 1993; and

WHEREAS, it should be noted that Richard Terry has helped move forward the CLSA programs during a time of financial stress, maintaining participation by libraries who were changing their services and service areas while all the time showing a concern for people above form or bureaucratic process; and

WHEREAS, it should be noted that he has taken an active role, working hard to find solutions to the problems of Equal Access and TBR; and

WHEREAS, it should be noted that he proposed the Linked Systems Project and has developed and refined criteria for evaluating these projects; and

WHEREAS, it should be noted that he is a good thinker with excellent analytical skills, and approaches each activity with wit and humor; and

WHEREAS, he is a true Renaissance man, widely read, an accomplished astronomer; and a well informed enthusiast of airplanes, especially "War Birds."

NOW THEREFORE, BE IT RESOLVED, that

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

RICHARD TERRY

*for his contributions to the library profession, to libraries and to the people of California and wishes for Richard and his wife Carol
the very best in his retirement.*

Adopted: August 21, 1997

CLSA CALENDAR OF UPCOMING EVENTS & DEADLINES

September 1-14	1st 1997/98 Direct Loan Sample period
September 2	California Library Literacy Service (CLLS) quarterly reporting packages mailed from California State Library
September 2	System Annual Reports, System Uniform Budgets, System Uniform Expenditure Reports due at the California State Library
September 29	1st 1997/98 Direct Loan Sample data due at the California State Library
September 30	CLLS matching funds certifications postmarked to the California State Library
October 10	CLLS Plans of Service and Budgets mailed to libraries participating in the matching funds process
October 15	1st Quarter 1997/98 ILL claims due at the California State Library
October 30	CLLS 1st Quarter (1997/98) Reports due at the California State Library
November 3-16	2nd 1997/98 Direct Loan Sample period
November 7	CLLS Plans of Service and Budgets for matching funds postmarked to the California State Library
November 13-14	CLSB Meeting, Pasadena
November 14	1997 System Advisory Board Recognition Dinner, Pasadena
December 1	2nd 1997/98 Direct Loan Sample data due at the California State Library

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

Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - September 2, 1997

ISDOC Executive Committee Members Present:

Sterling Fox
President
4622 Plumosa Drive
Yorba Linda, Ca. 92686
TEL: (714) 777-9593
FAX: (714) 777-8304
HOME: (714) 693-1162

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

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

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

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

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

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

cc: LAFCO Representatives
John B. Withers - IRWD
Phillip L. Anthony - OCWD
Bob J. Huntley - MWDOC
Russ Behrens - McCormick, Kidman & Behrens
Dana Smith - LAFCO

Call to Order

1. Preliminaries

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

2. Review Minutes of August 12, 1997 Executive Committee Meeting.

Minutes of August 12, 1997 were approved as presented.

3. Financial Report - Joan Finnegan

Treasurer presented the financial report. (copy attached)

4. Critique of August 28 Luncheon Meeting

A review of the August 28th luncheon meeting confirmed that the event was a success.

5. LAFCO Matters

President Fox reported on the status of AB 556 and the LAFCO Advisory Committee activities.

6. Legislation

Keith Coolidge presented the Legislative Report. Keith reported that Supervisor Spitzer would be the speaker at our next luncheon meeting on October 30, 1996

(NOTE: since this meeting the date of the luncheon meeting has been changed to October 23, 1997.)

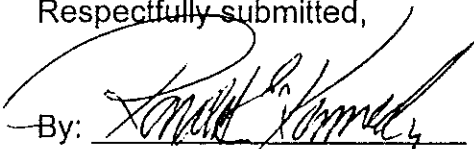
7. Adjourn

Meeting was adjourned at 8:30 A.M.

Dated September 2, 1997

Minutes Taken By
Bob Hanson

Respectfully submitted,

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

TREASURER'S REPORT

BALANCE ON HAND AS OF AUGUST 10, 1997: \$ 3,088.39

RECEIPTS:

None

EXPENSES:

#1163 El Toro Water District - Agenda Meetings for
7/8, 8/12 & 28, 97 \$ 145.06

#1164 French's Cupcake Bakery - Order of Cookies
for 8/28/97 Luncheon Meeting 15.00

TOTAL EXPENSES FOR 8/10 - 19/97: \$ 160.06

BALANCE ON HAND AS OF AUGUST 19, 1997: \$ 2,928.33

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

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

**Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - October 7, 1997**

ISDOC Executive Committee Members Present:

Sterling Fox
President
4622 Plumosa Drive
Yorba Linda, Ca. 92686
TEL: (714) 777-9593
FAX: (714) 777-8304
HOME: (714) 693-1162

Keith Coolidge
1st Vice President
c/o MWDOC
P.O. Box 20895
Fountain Valley, Ca. 92728
TEL: (714) 963-3058
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23301 Ridge Route Drive, #219
Laguna Hills, Ca. 92653
TEL: (714) 770-0736
FAX: (714) 770-1720

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

Call to Order

1. **Preliminaries**

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

2. **Review Minutes of September 2, 1997 Executive Committee Meeting.**

Committee approved Minutes of September 2, 1997 Executive Committee Meeting.

3. **Financial Report** - Joan Finnegan

Joan Finnegan presented the financial report. (copy attached) indicating cash on hand of \$2,986.33 as of October 6, 1997.

Bob Westphal of Laguna Beach County Water District has completed an audit of the ISDOC financial records finding everything to be in good order. The Committee expressed their appreciation to Bob for his effort.

4. **October 23, 1997 Luncheon Meeting**

The date for this meeting was changed (from October 30th) to accommodate the schedule of our speaker - County Supervisor Todd Spitzer. Todd is Supervisor of the Third District and a LAFCO Commissioner. He will speak on his vision for LAFCO and his role as LAFCO Commissioner.

The Committee will activate the telephone tree to urge the attendance of all Special District members.

It was suggested that we use a system accommodating written questions. The Committee accepted the suggestion with the understanding that questions from the floor would also be accepted.

Phil Anthony suggested that we include a report from COG on the Agenda. This will be included.

5. **LAFCO Matters**

LAFCO Commissioners Huntley, Anthony and Withers were present and participated in review of the recent LAFCO hearings involving Tri-Cities, Santa Ana Heights, Mesa Consolidated and Irvine Ranch Water District.

Concerns were expressed with the LAFCO process and discussion focused on new LAFCO policy regarding how to handle competing applications and effectively involving the Special District Advisory Committee in the process as partial solutions.

More new applications have been filed at LAFCO so interest is high and the Committee continues to observe the process with special attention attached.

Arlene Schafer expressed satisfaction with the representation of Special Districts by the Special District Commissioners and President Fox expressed his appreciation for their regular attendance at our Committee meetings.

6. **CSDA Report**

Bob Huntley reported that Harry Ehrlich will be the new President of CSDA.

Bob also discussed a certification program currently under consideration by CSDA. While the program is intended to put Special Districts on more of a par with cities, Bob identified several problems that must be resolved before the program goes forward. He will provide ISDOC with available documentation on how the program would work.

7. **Legislative Report**

Keith Coolidge reported the SB712 has not been signed by the Governor as of this date. This bill is designed to close loopholes in the LAFCO process and was sponsored by Goleta Water District.

8. **Other Items**

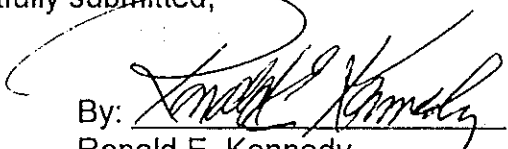
Reminder that ACWA Region 10 will be meeting in Oceanside on October 10, 1997.

9. **Adjourn**

Meeting was adjourned at 8:40 A.M.

Dated October 7, 1997

Respectfully submitted,

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

ISDOCINDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTYTREASURER'S REPORT

BALANCE ON HAND AS OF SEPTEMBER 4, 1997: \$ 2,928.33

RECEIPTS:

8/28/97 ISDOC LUNCHEON \$ 390.00

TOTAL RECEIPTS FOR PERIOD 9/4/97 - 10/6/97: 390.00

EXPENSES:


#1165 C.C.K. Food Ser. - 8/28/97 ISDOC
Luncheon \$ 320.00

Bank Charge - to be reimbursed 12.00

TOTAL EXPENSES FOR PERIOD 9/4/97 - 10/6/97: 332.00

BALANCE ON HAND AS OF OCTOBER 6, 1997: \$ 2,986.33

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

September 2, 1997

TO: Independent Special Districts of Orange County

FROM: Michael P. Dunbar
South Coast Water District

SUBJECT: INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
AUGUST QUARTERLY LUNCHEON MEETING

The meeting was called to order by President Sterling Fox (YLWD). Past President Robert Hanson (ETWD) announced there were forty (40) members and guests present.

Mr. Robert Huntley (MWDOC) presented the California Special Districts' Association (CSDA) report. CSDA's annual conference is scheduled to be held at the Sheraton Hotel in Anaheim at the end of September. At the conference there will be the election of officers. A vacancy exists in Region 5 (San Diego, Imperial, Riverside and Orange Counties). Director Eric Ehrlich from Olivenhaven Water District has submitted his name for the vacant position.

There was a good turnout for legislative day in Sacramento.

On the recruitment front, there are now 519 members in CSDA. This represents over 20% of all special districts in California.

Of interest to members in Orange County, Assembly Bill (AB 556), sponsored by Assembly Member Curt Pringle, was granted reconsideration by the Senate Rules Committee. The bill may now be heard at the Senate Local Government Committee sometime before the legislative recess on September 12, 1997.

CSDA also approved a \$3,000 fund for a lobbyist for local government issues.

Mr. Phil Anthony (OCWD) reported on the activities of the Local Agency Formation Commission (LAFCO). The LAFCO Commission meetings are held on the first Wednesday of each month. At the last meeting, the Tri-Cities Municipal Water District (TCMWD) dissolution was discussed for the third time.

Items on September's agenda include a proposal from Irvine Ranch Water District (IRWD) to serve the Santa Ana Heights area and the formation of the Capistrano Valley Water District (CVWD) as a department of the City of San Juan Capistrano (CSJC).

The LAFCO staff have prepared a proposed policy to deal with competing conflicting applications. This policy would address the situation that has arisen in which several

agencies have submitted scenarios that are substantially different. It may also help alleviate a situation that occurred with TCMWD that involved the submittal of scenarios at the last minute. The policy was developed to deal with different agencies presenting different solutions. Mr. Anthony indicated that letters from special districts helped shape the policy. The policy provides for logical steps in dealing with applications. The Special District Advisory Committee will formally review each application before it goes before the Commission.

Mr. Anthony also reported on the Council of Governments (COG). ISDOC is now a part of COG. The benefit to ISDOC is the ability to receive output from the Center for Demographic Research housed at Cal State Fullerton. The center provides information on housing, transportation and jobs for the local area. OCWD and MWDOC each contributed \$15,000 and CMWD contributed \$5,000. Mr. Bob Huntley is a member of the Steering Committee. Ms. Joan Finnigan is the alternate.

The featured presentation was given by Mr. Kevin Wattier of MWD on "Finding New Opportunities Within Public Agency Parameters." He spoke on a business development program formalized in June 1997. There were several reasons for developing this business program. MWD's member agencies were requesting additional services other than delivering potable water. MWD also wanted to maximize its resources. The emphasis of the program was to leverage personnel and resources that already exist. Another reason was to employ competitive business practices.

The program has a set of core principles that are followed. The first principle was that any activity must relate to the core business that MWD is already engaged. It must be a unique service. (MWD does not want to compete with the private sector). MWD wants to avoid the displacement of the private sector. The program would use existing resources.

The program is under five program offices: 1) seawater/desalination office (MWD does not see the need for this technology in Southern California in the long term future); 2) fee for service office (MWD would be a subconsultant on specific projects or provide services to member agencies); 3) office for real estate leases (this would include personal communications antennas/towers on MWD property); 4) office of intellectual property (MWD has developed a test for cryptosporidium that is being patented); and 5) the last office would be a miscellaneous category to cover all other areas.

Mr. Wattier elaborated on some of the challenges and opportunities of the program. The internal organization at MWD is not set up to do business. The legal issues have been overwhelming. MWD has substantial assets. Every contract is thoroughly scrutinized. Motivating employees to do this is a big challenge. Consultants in the private sector are somewhat nervous as MWD may begin to expand on their turf.

In summary, the program is making progress. The staff is generally supportive. At the present time, there are approximately twenty contracts in various stages of development.

During the question and answer period, Mr. Wattier indicated that MWD is basically selling its name. The program is projected to generate approximately 1% in revenues (\$10 million) in the future.

Mr. Huntley announced a tour of the Eastside Reservoir site on Wednesday, October 8, 1997. The tour would begin at the MWDOC office at 7:30 a.m. and return at 4:30 p.m.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Minutes of the Placentia Civic Center Authority Commission of October 6, 1997, and the Financial Statements and Audit for Fiscal Year 1996-97 as prepared by Diehl, Evans & Company, LLP, CPA
DATE: November 18, 1997

BACKGROUND:

The Annual Meeting of the Placentia Civic Center Authority Commission was held on October 6, 1997. Library District Representative Peggy Dinsmore attended. Library Representative Ray Evans and Library Director Elizabeth Minter were unable to attend.

The Report on Audit of Financial Statements for the year ended June 30, 1997, as prepared by Diehl, Evans & Company, LLP, CPA is Attachment A.

The Minutes for the October 6, 1997, Meeting are Attachment B.

RECOMMENDATION:

Receive & File



PLACENTIA CIVIC CENTER AUTHORITY
FINANCIAL STATEMENTS
WITH REPORT ON AUDIT BY CERTIFIED
PUBLIC ACCOUNTANTS
JUNE 30, 1997

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June 30, 1997

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A PARTNERSHIP INCLUDING ACCOUNTANCY CORPORATIONS

18401 VON KARMAN, SUITE 200
IRVINE, CALIFORNIA 92612-1542
(714) 757-7700 • FAX (714) 757-2707

• RODNEY K. McDANIEL, CPA
• MICHAEL R. LUDIN, CPA
• CRAIG W. SPRAKER, CPA
• NITIN P. PATEL, CPA
• PHILIP H. HOLTkamp, CPA
• THOMAS M. PERLOWSKI, CPA
• HARVEY J. SCHROEDER, CPA
• A PROFESSIONAL CORPORATION

September 5, 1997

INDEPENDENT AUDITORS' REPORT

Governing Board
Placentia Civic Center Authority
Placentia, California

We have audited the accompanying combined financial statements of the Placentia Civic Center Authority as of, and for the year ended, June 30, 1997. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Placentia Civic Center Authority as of June 30, 1997, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the combined financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the combined financial statements of the Placentia Civic Center Authority. Such information has been subjected to the auditing procedures applied in the audit of the combined financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined financial statements taken as a whole.

The statistical information on page 13 is not a required part of the combined financial statements or supplementary information. We did not audit or apply limited procedures to such information and do not express any assurance on such information.

Diehl, Evans and Company, LLP

-1-

OTHER OFFICES AT

2965 ROOSEVELT STREET
CARLSBAD, CALIFORNIA 92008-2389
(760) 729-2343 • FAX (760) 729-2234

613 W VALLEY PARKWAY, SUITE 330
ESCONDIDO, CALIFORNIA 92025-2598
(760) 741-3141 • FAX (760) 741-9890

