

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

March 16, 2000

7:30 P.M.

Library Conference Room

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

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

730
1. Roll Call Administrative Assistant *Stark.*

2. Adoption of Agenda *Peggy / Gae*

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

Presentation: Library Director
Recommendation: Adopt by Motion

3. Minutes of the February 17, 2000 Regular Meeting. *Peggy / Gae*

Presentation: Library Director
Recommendation: Approve by Motion

4. Oral Communications

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

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

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

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

- 5. Board President Report *Author's Luncheon*
Construct team

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

Done - no report

- 6. Trustee Reports

The Trustees make announcements of general interest to the community and the Library Board of Trustees, and report on meetings attended on behalf of the Board of Trustees.

Authorization of memorial book for Tom Rankin

- 7. Library Director Report

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

- 8. Friends of Placentia Library Board of Directors Report

Presentation: Friends Representative

- 9. Placentia Library Foundation Board of Directors Report

Presentation: Trustees Wood and Stark

*I need board mem.
Jim Farris
Kathy Pollock*

CLAIMS (Items 10 - 13)

Done / Made
Presentation: Library Director
Recommendation: Approve by Motion

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

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

No Nonstandard Claims were processed during this report period.

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

Claims 3873, 3874, 3876, 3877, 3878 and 3879 for a total of \$21,293.09 forwarded by Library Director, and Claim 3875 for \$35,900 forwarded by Library Trustees, for a combined total of \$57,193.09 during this report period.

- 12. Current Claims and Payroll (Approve)

Current Claims 3882, 3883, 3884 and 3885 for \$18,076.12; and Payrolls 3880 for \$22,520.00 and 3881 for \$22,520.00, for a combined total of Current Claims and Payroll of \$63,116.12.

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

FINANCIAL REPORTS (Items 14 - 19)

Dec / Feb.

Presentation: Library Director
Recommendation: Approve by Motion

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

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

GENERAL CONSENT CALENDAR (Items 20 - 31)

Dec / Feb.

Presentation: Library Director
Recommendation: Approve by Motion

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

20. Building Maintenance Report for February 2000 (Receive & File)
21. Personnel Report for February 2000 (Receive, File, and Ratify Appointments)
22. Volunteer Reports for February 2000 (Receive & File)
23. Circulation Report for February 2000 (Receive & File)
24. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of February 1, 2000 (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Status report on the Placentia History Room project with the City of Placentia. (Receive & File)

27. Status report on the Gates Library Initiative Grant (Receive & File)
28. Legislative Reports from the California Special Districts Association and the California Library Association (Receive & File)
29. Notice of Proposed Amendment to Bylaws from the Special Districts Workers Compensation Authority, March 2, 2000(Receive & File)
30. Report from State Librarian Kevin Starr on the Progress Toward Implementation of the Recommendations from the Convocation on Providing Public Library Services to California's 21st Century Population (Receive & File)
31. Report on actions taken at the Library of California Board meeting on February 17-18, 2000 (Receive & File)
32. Final report on Orange County Investment Pool bankruptcy settlement (Receive & File)
33. Request to Assemblyman Dick Ackerman for funding for the Placentia Library Roof Replacement Project (Receive & File)
34. Status report on the District's Public Record's Act Request from the Los Angeles Times for name/address information for all borrowers who have had overdue books since January 1, 1999.

CONTINUING BUSINESS

35. Replacement of Meeting Room and Board Room window coverings

Presentation: Library Director

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

NEW BUSINESS

36. Authorization for Application for the Self Insurance Pool for the Special District Workers Compensation Authority (SDWCA)

Presentation: Administrative Assistant

Recommendation: Read Resolution 99-12 by title only; and

Adopt Resolution 99-14

Rob / P-05
Rob / G-02

STAFF REPORTS (Items 37 - 42)

Items 37 – 42 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 37. Program Committee Report for February 2000 (Roberts)
- 38. Children's Services Report for February 2000 (Smith)
- 39. Placentia Library Literacy Services Report for February 2000 (Roberts)
- 40. Placentia Library Web Site Report for February 2000 (Roberts)
- 41. Publicity Materials produced for February 2000 (Willauer)
- 42. Safety Committee Minutes for February 2000 (Matas)

ADJOURNMENT

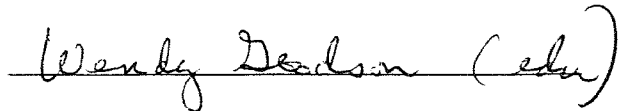
- 43. Agenda Preparation for the April Regular Meeting which will be held on Wednesday, April 19, 2000.
- 44. Review of Action Items.

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

- 45. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the March 16, 2000 Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, March 9, 2000.


_____ (edu)

Placentia Library Board Calendar

March 2000 - February 2001

| Mar 2000 | | | | | | |
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| Apr 2000 | | | | | | |
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March

- 4 10:00 AM -2:00 PM Author's Luncheon, Alta Vista Country Club
- 9:00 AM CALTAC Trustee Workshop, South Pasadena Library
- 6 7:00 PM Friends Board Meeting, Shkoler
- 15 5:30 PM Chamber Mixer, American Legion
- 16 7:30 PM Library Board Meeting
- 28 Public Library Assoc, Charlotte, NC, through 4/1
- 30 7:15 AM Placentia Chamber of Commerce Breakfast

April

- 3 7:00 PM Friends Board Meeting, Stark
- 9 National Library Week through Apr 15
- 10 CSDA Government Affairs Day, Sacramento
- 6:30 PM Friends Annual Meeting Program
- SLS/MCLS Annual Meeting
- 11 Library of California Workshop
- 19 5:30 PM Chamber Mixer, ISE Japanese Restaurant Sushi Bar
- 7:30 PM Library Board Meeting
- 23 Library Closed for Easter
- 27 7:15 AM Placentia Chamber of Commerce Breakfast
- 29 10:00 AM Chamber of Commerce Business Showcase

May

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

June

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

July

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

| Sep 2000 | | | | | | |
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| Jan 2001 | | | | | | |
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| Feb 2001 | | | | | | |
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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 17, 2000**

CALL TO ORDER

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

ROLL CALL

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

Members Absent: Secretary Robin Masters, Trustee Peggy Dinsmore

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

**ADOPTION OF
AGENDA**

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

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

Trustee Dinsmore arrived at 7:34 P.M.

MINUTES

It was moved by Trustee Stark, seconded by Trustee Wood to approve the Minutes of the January 19, 2000 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

**PRESIDENT'S
REPORT**

President Shkoler reported that he attended the Metropolitan Cooperative Library System Advocacy Workshop on February 5, 2000 with Elizabeth Minter, Peggy Dinsmore, and Gaeten Wood.

President Shkoler also reported that the Gates Foundation Library Ribbon Cutting Ceremony on February 14, 2000 was a success.

President Shkoler also attended the Community Emergency Response Training on February 16, 2000 with Elizabeth Minter, Peggy Dinsmore, Sandra Stark, and Gaeten Wood.

It was moved by Trustee Stark, seconded by Trustee Wood to approve purchase of a book and a subscription in honor of the late Mr. Tom Rankin to be billed against the book budget. Selection of purchase will be at the discretion of the Library Director.

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

TRUSTEES REPORT

No Trustee Report at this time.

**LIBRARY
DIRECTOR'S
REPORT**

Library Director Minter reported that the History Room Project is currently being implemented in coordination with the Friends of the Library and the City of Placentia. The storage area in the rear of the Library should be completed cleared out by end of February 2000.

Administrative Assistant reported that an injury occurred at the Library. Maria Cervantes, a volunteer from the Literacy Office, injured her finger in a dolly while moving boxes from the storage room on February 16, 2000. She was immediately taken to Placentia Linda Hospital, where she was treated and released. Incident was reported to the Library's insurance carrier and the proper forms have been completed and filed.

FRIENDS REPORT

Library Director Minter reviewed the Friends Report in the Agenda packet.

**FOUNDATION
REPORT**

Library Director Minter reported that at the Foundation Board Meeting of January 20, 2000, Gaeten Wood was elected President of the Placentia Library Foundation and Sandra Stark was re-elected Treasurer.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00

Claims 3860, 3861, 3862, 3863, 3864 and 3855 forwarded by the Library Director in the amount of \$24,224.29.

Current Claims 3868, 3869, 3870, 3871 and 3872; and Payroll Claims 3866 and 3867 for \$43,040, for a combined total of \$77,798.21.

FY1999-00 Cash Flow Analysis through February 17, 2000 and recommendation that no funds be transferred at this time.

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

**FINANCIAL
REPORTS**

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

Financial Reports for January, 2000

Office General Ledger & Check Registers for January, 2000

Acquisitions Report for January, 2000

Overdue Collection Report for January, 2000

Debit Card System Reimbursement Report for January , 2000

Gifts Report for January, 2000

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

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Wood, seconded by Trustee Dinsmore to receive and file Agenda Items 20-31:

Building Maintenance Report for January, 2000. (Receive & File)

Personnel Report for January, 2000 (Receive, File and Ratify Appointments)

Volunteer Report for January, 2000 (Receive & File)

Circulation Report for January, 2000 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of January 4, 2000 (Receive & File)

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

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

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

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

Fiscal Year 1998-1999 Annual Report for Placentia Library District as submitted to the California State Library (Receive & File)

California Library Literacy Services Mid-Year Report for Fiscal Year 1999-2000, as submitted to the State Library of California (Receive & File)

Distribution of Form 700 Statement of Economic Interests for the Fair Political Practices Commission (FPPC) to Library Trustees, Library Director, Manager of Public Services and Manager of Technical Services, to be returned to the Administrative Assistant No later than March 16, 2000 (Receive & File and Submit Report by March 16, 2000)

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

**SETTLEMENT
AGREEMENT &
LIMITED RELEASE,
ORANGE COUNTY
BANKRUPTCY**

It was moved by Trustee Dinsmore, seconded by Trustee Wood to approve Settlement Agreement and Limited Release and authorize signature by Library Board President Al Shkoler.

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

It was moved by Trustee Dinsmore, seconded by Trustee Wood to read Resolution 99-12, by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County to adopt Authorizing Resolution of Investment Pool Participants regarding Orange County Bankruptcy Proceedings for the Fiscal Year 1999-2000

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

It was moved by Trustee Wood, seconded by Trustee Dinsmore to adopt Resolution 99-12.

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

WINDOW COVERINGS

Trustee Stark offered \$1,000.00 as a matching grant for the window coverings and refer this offer and agenda item to the Foundation Major Gifts Committee.

It was moved Trustee Wood, seconded by Trustee Dinsmore to refer this agenda item to the Major Gifts Committee of the Foundation.

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

TRAVEL AUTHORIZATIONS

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve travel to the Public Library Association Conference in Charlotte, NC from March 27 through April 2 for Jim Roberts and Julie Shook, at a cost not to exceed \$3,882, with Robert's expenses being paid by the California Literacy Campaign Grant and Shook's expenses being paid by the District's staff training account at Santiago Library System.

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to approve travel to the State Library in Sacramento on February 24, for Jim Roberts at a cost not to exceed \$247 to be paid from the California Literacy Campaign Grant.

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

No one expressed interested in attending the California Special District Association Workshop in Riverside on March 2-3, 2000.

**REQUEST FOR
INFORMATION –
LOS ANGELES
TIMES**

Library Director Minter reported that the Los Angeles Times has requested information about Placentia Library patrons who have overdue books since January 1, 1999 and as of February 17, 2000 the newspaper had not contacted the Library to retrieve that information.

**URGENT AGENDA
ITEM
SPECIAL DISTRICT
WORKERS
COMPENSATION
AUTHORITY**

It was moved by Trustee Stark, seconded by Trustee Wood to declare Agenda Item 34b an Urgent Agenda Item to nominate Placentia Library District as a member of the Special District Workers Compensation Authority's Board of Directors.

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

It was moved by Trustee Stark, seconded by Trustee Dinsmore to read Resolution 99-13, by title only, A Resolution of the Board of Trustees of the Placentia Library District of Orange County Supporting the Nomination of Placentia Library District for the "Lower One-Third" Position on the Board of Directors of the Special District Workers Compensation Authority.

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

It was moved by Trustee Wood, seconded by Trustee Dinsmore to adopt Resolution 99-13.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Stark to approve Agenda Items 35-40:

Program Committee Report for January, 2000.

Children's Services Report for January, 2000.

Placentia Library Literacy Services Report for January, 2000.

Placentia Library Web Site Report for January, 2000.

Publicity Materials produced for January, 2000.

Safety Committee Minutes for January, 2000.

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

**AGENDA
PREPARATION**

The March Regular Meeting will be held on March 16, 2000.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for February 17, 2000 adjourned at 9:10 P.M.

Robin J. Masters, Secretary

TO: Library Board of Trustees
FROM: Pat Irot, Friends Representative
SUBJECT: Friends of Placentia Library Report
DATE: March 16, 2000

The Friends made two contributions to the Placentia Seniors Center of magazines and books based upon a need for "new" reading material.

Bev Johnson, one of our Directors Emeriti, had a stroke and might appreciate cards at 337 Eagle Drive.

Several decorators are purchasing hardbacks from us directly to use in model homes. These books need to have attractive spines. Books of authors who are not well known are boxed for their pickup. The cost will be 25 cents for each. This should keep our inventory of fiction within reasonable limits. It is better than tossing them after the Super Sale.

The Friends' Annual Meeting will be April 10th from 6:30 p.m. to 8:45 p.m., with volunteer recognition as part of the program as well as the election of Friends Board members. The speaker will be Bill Johnson, who will share memories of the past in this area. Refreshment will be available before and after the meeting.

There will be no May Super Sale. There are no plans for a subsequent Super Sale.



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
March 16, 2000

| TYPE | REPORT NUMBER | AMOUNT |
|------|------------------|--------|
| | TOTAL | 0.00 |

Prepared by: Wendy Goodson



PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director & Trustees
March 16, 2000

| | DATE | REPORT NUMBER | AMOUNT |
|----------|-------------------|------------------|-------------|
| DIRECTOR | February 24, 2000 | 3873 | 10,629.95 |
| | February 24, 2000 | 3874 | 5,257.65 |
| | March 2, 2000 | 3876 | 2,081.16 |
| | March 2, 2000 | 3877 | 1,288.72 |
| | March 2, 2000 | 3878 | 623.77 |
| | March 9, 2000 | 3879 | 1,411.84 |
| | | SUBTOTAL | \$21,293.09 |
| TRUSTEES | February 28, 2000 | 3875 | 35,900.00 |
| | | GRAND TOTAL | 57,193.09 |

Prepared by : Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

pd 2-29-00

DATE 02/24/00
REPORT NO 3873

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---|------|--------------------------|---------------------|-------------|----------|----------------|----|
| | | | | | | | Doc Number | SC |
| N03645A Blue Shield of California Cash Receiving - File 55331 Los Angeles CA 90074-5331 | 3/00 VH1181-000 | | 0300 | 00 | | 4,006.70 | | |
| N09110 SDWCA 1030 15th St Suite 300 Sacramento CA 95814 | 2/15/00 4th Qtr 4/1/00-6/30-00 | | 0350 | 00 | | 918.00 | | |
| N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001 | 2/4/00 524-8408 2/7/00 253-2062 | | 0700 | 08 | | 51.32 | | |
| | | | 0700 | 01 | | 326.36 | | |
| | | | TOTAL | | | 377.68 | | |
| N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225 | 2/3/00 223-1698 2/1/00 524-8408 1/31/00 996-4983 | | 0700 | 00 | | 12.08 | | |
| | | | 0700 | 08 | | 9.08 | | |
| | | | 0700 | 00 | | 10.80 | | |
| | | | TOTAL | | | 31.96 | | |
| N06903 Advanced Office Services 1430 Village Way Santa Ana CA 92705 | 2/18/00 227863 | | 1300 | 00 | | 87.86 | | |
| N22573 Causey Electric 3 Vanderbilt Irvine CA 92618-2011 | 2/9/00 09708 2/9/00 09709 | | 1400 | 00 | | 4,800.00 | | |
| | | | 1400 | 00 | | 314.00 | | |
| N01833 Christensen Electric UNIT 75 PO Box 4800 Portland OR 97208-4800 | 1/31/00 3117168 | | 1400 | 00 | | 93.75 | | |

The claims listed above (totaling \$10,629.95) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
ROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

10,629.95

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/24/00
REPORT NO 3874

pd 2-29-00

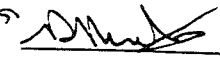
THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 707

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|--------------------------------------|------|--------------------------|---------------------|-------------|----------|----------------|----|
| | | | | | | | Doc Number | SC |
| N06931 D&S Systems 611-H South Palm St La Habra CA 90631 | 2/1/00 13729 1/1/00-12/31/00 | | 14000 | 00 | | 678.00 | | |
| N09141 Dicks Lock & Safe 602 W. Chapman Ave #F Placentia CA 92870 | 2/23/00 82273 2/23/00 82256 | | 1400 | 00 | | 1,190.65 | | |
| | TOTAL | | | | | 197.32 | | |
| | | | | | | 1,387.97 | | |
| N06572 SPS Data Communications 1569 Greenwich Rd. San Dimas CA 91773 | 2/9/00 00020007 | | 1400 | 00 | | 3,168.00 | | |
| N03649C Staples Inc Dept 31-0000073264 Box 30292 Salt Lake City UT 84130-0292 | 2/6/00 7972 3100 0007 3264 | | 1800 | 00 | | 23.68 | | |

The claims listed above (totaling \$5,257.65) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/02/00
REPORT NO 3876

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|---------------------------------|------|--------------------------|---------------------|-------------|--------|----------------|----|
| | | | | | | | Doc Number | SC |
| N19932 Ameritas Life Insurance 5900 O St. PO Box 81889 Lincoln NE 68501-1889 | March 00 010-19000-05435 | | 0300 | 00 | | 487.50 | | |
| N03646 Vision Service Plan PO Box 45210 San Francisco CA 94145-5210 | March 00 12 099603 0001 0001 | | 0300 | 00 | | 415.22 | | |
| N05030I AT&T PO Box 78225 Phoenix AZ 85062-8225 | 2/16/00 528-8236 | | 0700 | 00 | | 76.48 | | |
| N03752 Pacific Bell Payment Center Van Nuys CA 91388-0001 | 1/7/00 253-2062 | | 0700 | 01 | | 326.53 | | |
| | 2/17/00 528-1906 | | 0700 | 00 | | 46.31 | | |
| | 2/17/00 528-8236 | | 0700 | 01 | | 34.58 | | |
| | TOTAL | | | | | | 407.42 | |
| NetManage FED ID 77-0252226 PO Box 45557 San Francisco CA 94145-0557 | 2/10/00 90072011 | | 1300 | 01 | | 48.49 | | |
| N06556 C N A Group Benefits 75 Remittance Dr Ste 1641 Chicago IL 60675-1641 | Mar 00 0000005182 | | 00300 | 00 | | 182.88 | | |
| N09163A Manwill Plumbing CO PO Box 1597 Brea CA 92822-1597 | 2/25/00 28011 | | 1400 | 00 | | 161.67 | | |
| | 2/25/00 27859 | | 1400 | 00 | | 301.50 | | |
| | TOTAL | | | | | | 463.17 | |

The claims listed above (totaling \$2,081.16) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/02/00
REPORT NO 3877

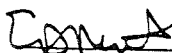
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ | Sub | Rept Cat | AMOUNT | A C's Use Only | |
|---|---------------------------------------|------|---------------|--------------|-------------|--------|----------------|----|
| | | | BS Acct | Objt/ Rev | | | Doc Number | SC |
| N03940 Gaylord Bros PO Box 4901 Syracuse NY 13221-4901 | 2/16/00 OG63805008 | | 1800 | 00 | | 251.94 | | |
| N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021 | 2/29/00 279504 3/1/00 140227 | | 1800 | 00 | | 28.77 | | |
| | TOTAL | | | | | 180.20 | | |
| | | | | | | 208.97 | | |
| N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City UT 84130-0292 | 2/21/00 6011 5661 8397 6509 | | 1800 | 00 | | 358.75 | | |
| N03648B Special "T" Water Systems 11934 Washington Blvd /hittier CA 90606 | 3/1/00 0314133 | | 1800 | 00 | | 50.00 | | |
| N06557 Care Resources 9550 Warner Ave Ste 228 Fountain Valley CA 92708 | 3/1/00 Mar 00 | | 1900 | 00 | | 35.00 | | |
| N06671 MD Medical Clinics POBox 66012 Anaheim CA 92816 | 3/1/00 00297 | | 1900 | 00 | | 157.50 | | |
| N03656 Pacific Clippings Box 11789 Santa Ana CA 92711 | 2/25/00 Feb 00 | | 1900 | 00 | | 37.71 | | |
| N06965 Paychex PO Box 25159 Santa Ana CA 92799-5159 | 2/24/00 20000224 | | 1900 | 00 | | 188.85 | | |

The claims listed above (totaling \$1,288.72) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



ROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/02/00
REPORT NO 3878

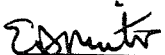
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---------------------------|------|--------------------------|---------------------|-------------|--------|----------------|----|
| | | | | | | | Doc Number | SC |
| N01074 Southern California Gas PO Box C Monterey Park CA 91756 | 2/24/00 053 911 8800 9 | | 2800 | 00 | | 346.02 | | |
| N03659F Southern California Water 500 Cameron St Placentia CA 92870 | 2/22/00 312083-9 | | 2800 | 00 | | 277.75 | | |

The claims listed above (totaling \$623.77) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



ROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|------------------------|------|--------------------------|---------------------|-------------|---------------|----------------|----|
| | | | | | | | Doc Number | SC |
| N06785 Hector Vargas Cleaning Service 318 Capistrano St Placentia CA 92870 | 3/7/00 096839 | | 1400 | 00 | | 950.00 | | |
| N21533 Kelly Paper 1441 E. 16th Street Los Angeles CA 90021 | 3/2/00 355720 | | 1800 | 00 | | 141.80 | | |
| N03650C Kinkos PO Box 672085 Dallas TX 75267-2085 | 3/8/00 030200090941 | | 1800 | 00 | | 11.31 | | |
| N03738B Pitney Bowes P O Box 85390 Louisville KY 40285-5390 | 3/16/00 628575 | | 1800 | 00 | | 163.79 | | |
| 13034A Omnigrafix 1744 W. Katella Ave Ste 9 Orange CA 92867 | 3/3/00 A33895 | | 1800 | 00 | | 44.18 | | |
| | 3/3/00 A33894 | | 1800 | 08 | | 80.81 | | |
| TOTAL | | | | | | 124.99 | | |
| N15508 Cosmoslink 3030 Saturn Stree Ste 204 Brea CA 92821 | 3/8/00 200002-175 | | 0700 | 02 | | 19.95 | | |

The claims listed above (totaling \$1,411.84) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

PROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

pd 3-3-00

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|--|------|---------------|---------------------|-------------|-----------|----------------|----|
| | | | BS Acct | | | | Doc Number | SC |
| N18379A BNY Western Trust Company Corporate Trust Services 700 S. Flower St. Suite 500 Los Angeles CA 90017 Attn: Teresa Fructuoso | 2/11/00 410538 Semi Annual Bond Payment | | 2200 | 00 | | 35,900.00 | | |
| PLEASE PAY IMMEDIATELY, Thank you | | | | | | | | |

The claims listed above (totaling \$35,900.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

[Signature]
APPROVED BY

[Signature: Gaston M. Wood]
COUNTERSIGNED BY

[Signature]
ATTESTED AND/OR COUNTERSIGNED BY

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll
March 16, 2000

| TYPE | REPORT NUMBER | AMOUNT |
|----------------------|------------------|-----------|
| Regular | 3882 | 7,023.02 |
| | 3883 | 3,329.25 |
| | 3884 | 7,124.25 |
| | 3885 | 599.60 |
| Subtotal for Regular | | 18,076.12 |
| Payroll | 3880 | 22,520.00 |
| | 3881 | 22,520.00 |
| Subtotal for Payroll | | 45,040.00 |
| TOTAL CURRENT CLAIMS | | 63,116.12 |

Prepared by: Wendy Goodson

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/16/00
REPORT NO 3882

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ | | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|-------------------|------|---------|-----|---------------------|-------------|-----------------|----------------|----|
| | | | BS Acct | Rev | | | | Doc Number | SC |
| N01035 | 3/1/00 | | 1400 | 00 | | | 1,134.45 | | |
| City of Placentia | 53599 | | 2800 | 00 | | | 2,405.10 | | |
| 401 E. Chapman Ave | 3/1/00 | | 1400 | 00 | | | 198.36 | | |
| Placentia CA 92870 | 53598 | | | | | | | | |
| | 3/1/00 | | 1800 | 00 | | | 2,283.00 | | |
| | 53597 | | | | | | | | |
| | TOTAL | | | | | | 6,020.91 | | |
| N14904 | 3/3/00 | | 1900 | 00 | | | 75.00 | | |
| Allard, Shelton, & O'Connor | 12191 | | | | | | | | |
| 319 Harvard Ave | | | | | | | | | |
| Claremont CA 91711-4746 | | | | | | | | | |
| N03858A | Jan 00 | | 1900 | 00 | | | 42.11 | | |
| American Agencies | PLA400 | | | | | | | | |
| PO Box 2829 | | | | | | | | | |
| Torrance CA 90509-2829 | | | | | | | | | |
| N19776 | Feb 00 | | 1900 | 00 | | | 120.00 | | |
| Donna Bass | Thurs AM | | | | | | | | |
| 00 Vanderbilt Dr | Feb 00 | | 1900 | 00 | | | 360.00 | | |
| Placentia CA 92870 | Wed, Thurs am&pm | | | | | | | | |
| | TOTAL | | | | | | 480.00 | | |
| Linda Baesler | Jan - Feb 00 | | 1900 | 00 | | | 405.00 | | |
| 150 Anned Dr | Musictime | | | | | | | | |
| Placentia CA 92870 | | | | | | | | | |

The claims listed above (totaling \$7,023.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/16/00
REPORT NO 3883

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | | |
|---|--------------------|--------------|--------------------------|---------------------|-------------|----------|-----------------|----|--|
| | | | | | | | Doc Number | SC | |
| N03833 Brodart 500 Arch Street Williamsport PA 17705 | 2/16/00 U356671 | | 2400 | 01 | | 74.43 | | | |
| | 2/10/00 U343002 | | 2400 | 01 | | 252.22 | | | |
| | 2/21/00 U366378 | | 2400 | 01 | | 42.75 | | | |
| | 2/10/00 U343003 | | 2400 | 01 | | 63.15 | | | |
| | 2/11/00 U345986 | | 2400 | 01 | | 1,002.00 | | | |
| | 2/7/00 U335006 | | 2400 | 01 | | 221.40 | | | |
| | 2/7/00 U335004 | | 2400 | 01 | | 223.61 | | | |
| | 2/7/00 U335003 | | 2400 | 01 | | 390.48 | | | |
| | 2/7/00 U335010 | | 2400 | 01 | | 101.83 | | | |
| | 2/7/00 U335009 | | 2400 | 01 | | 12.02 | | | |
| | 2/7/00 U335008 | | 2400 | 01 | | 27.86 | | | |
| | 2/4/00 U332011 | | 2400 | 01 | | 460.58 | | | |
| | 2/4/00 U332010 | | 2400 | 01 | | 55.71 | | | |
| | 2/11/00 U345987 | | 2400 | 01 | | 64.21 | | | |
| | 2/11/00 U345984 | | 2400 | 01 | | 22.96 | | | |
| | 2/11/00 U345983 | | 2400 | 01 | | 113.06 | | | |
| | 2/10/00 U343005 | | 2400 | 01 | | 64.13 | | | |
| | 2/7/00 U335007 | | 2400 | 01 | | 136.85 | | | |
| | | TOTAL | | | | | 3,329.25 | | |

The claims listed above (totaling \$3,329.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

3,329.25

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/16/00
REPORT NO 3884

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|--|------|--------------------------|---------------------|-------------|--|----------------|----|
| | | | | | | | Doc Number | SC |
| N09111A EBSCO PO Box 92901 Los Angeles CA 90009-2901 | 2/13/00 S-53546 | | 2400 | 04 | | 17.00 | | |
| N03845A Marshall Cavendish 99 White Plains PO BOX 2001 Tarrytown NY 10591-9001 | 1/3/00 R490715 1/13/00 R491758 | | 2400 | 01 | | 1,254.15 25.54 | | |
| | TOTAL | | | | | 1,279.69 | | |
| Impact - Library Channel 325 Meditation Lane Columbus OH 43235 | 2/24/00 0200002011 | | 2400 | 03 | | 5,000.00 | | |
| N03842A Ingram PO Box 502779 St Louis MO 63150-2779 | 1/11/00 26104846 W/credit memo 2/9/00 26970895 2/9/00 26970896 2/9/00 26970898 2/9/00 26983870 2/15/00 27107809 2/15/00 2717810 2/15/00 27107811 2/15/00 27107812 2/9/00 26970897 2/9/00 26970899 | | 2400 | 01 | | 0.15 17.00 17.10 42.50 41.07 15.53 16.00 21.45 261.55 53.30 341.91 | | |
| | TOTAL | | | | | 827.56 | | |

The claims listed above (totaling \$7,124.25) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

PROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/16/00
REPORT NO 3885

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|---|-----------------------------|------|--------------------------|---------------------|-------------|---------------|----------------|----|
| | | | | | | | Doc Number | SC |
| N20858 Wendy Goodson Placentia Library District 411 E. Chapman Ave Placentia CA 92870 | Feb Mar 00 Mileage Reimb | | 2700 | 01 | | 12.03 | | |
| | Mar 00 Travel Reimb | | 2700 | 00 | | 91.65 | | |
| | TOTAL | | | | | 103.68 | | |
| James Roberts Placentia Library District 411 E. Chapman Ave Placentia CA 92870 | Feb 00 Travel Reimb | | 2700 | 00 | | 62.72 | | |
| | | | | | | | | |
| N22357 William Brown 122 Anned Dr. Placentia CA 92870 | 3/7/00 002366 | | 1300 | 00 | | 337.38 | | |
| N19647 Unique Management Services 515 Michigan Ave Jeffersonville IN 47130 | 2/28/00 4630 | | 1900 | 00 | | 95.82 | | |

The claims listed above (totaling \$599.60) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/16/00
REPORT NO 3880

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---|------|--------------------------|---------------------|-------------|-----------|----------------|----|
| | | | | | | | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 | March 16, 2000 Pay period # 7 March 24, 2000 April 6, 2000 | | 0100 | 00 | | 20,947.00 | | |
| | FICA | | 0200 | 00 | | 1,573.00 | | |
| PLEASE WIRE ON THURSDAY, APRIL 6, 2000 | | | | | | | | |

The claims listed above (totaling \$22,520.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

22,520.00

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/16/00
REPORT NO 3881

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

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

APPROVED CLAIMS

| Payee Name and Address Social Security/Tax ID | Date/ Invoice# | Orgn | Objt/ Rev/ BS Acct | Sub Objt/ Rev | Rept Cat | AMOUNT | A C's Use Only | |
|--|---|------|--------------------------|---------------------|-------------|-----------|----------------|----|
| | | | | | | | Doc Number | SC |
| BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358 | March 16, 2000 Pay period # 8 April 7, 2000 April 20, 2000 | | 0100 | 00 | | 20,947.00 | | |
| | FICA | | 0200 | 00 | | 1,573.00 | | |
| PLEASE WIRE ON THURSDAY, APRIL 20, 2000 | | | | | | | | |

The claims listed above (totaling \$22,520.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total 22,520.00

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: March 16, 2000

BACKGROUND:

General Fund

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

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

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

RECOMMENDATION:

Receive & File the Cash Flow Analysis for Fiscal Year 1999-2000 through March 16, 2000

Placentia Library District
 FY1999-2000 General Fund Cash Flow

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

Placentia Library District
FY1999-2000 General Fund Cash Flow

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

Placentia Library District
FY1999-2000 General Fund Cash Flow

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

Placentia Library District
FY1999-2000 General Fund Cash Flow

| DATE | CLAIM # | DESCRIPTION | CREDIT | DEBIT | BALANCE |
|----------|---------|------------------------------------|-----------|-----------|------------|
| 01/20/00 | | Unsecured 2nd Actual | 7,741.30 | 19.35 | 190,064.77 |
| 01/24/00 | | Secured 4th | 98,657.59 | 246.64 | 288,475.72 |
| 01/24/00 | 3860 | General by Library Director | | 2,735.20 | 285,740.52 |
| 01/25/00 | | Interest for 10/99 | 556.91 | 12.57 | 286,284.86 |
| 02/01/00 | 3861 | General by Library Director | | 14,542.85 | 271,742.01 |
| 02/03/00 | 3862 | General by Library Director | | 1,161.80 | 270,580.21 |
| 02/03/00 | 3863 | General by Library Director | | 1,735.86 | 268,844.35 |
| 02/07/00 | | ERAF Fiscal Relief | 18,180.32 | | 287,024.67 |
| 02/07/00 | | Public Utility #1 | 13,222.58 | 33.06 | 300,214.19 |
| 02/10/00 | 3864 | General by Library Director | | 2,108.41 | 298,105.78 |
| 02/10/00 | 3865 | General by Library Director | | 1,940.17 | 296,165.61 |
| 02/11/00 | | Interest for 11/99 | 337.28 | 7.47 | 296,495.42 |
| 02/16/00 | | Supplemental 7th Actual | 1,196.79 | | 297,692.21 |
| 02/17/00 | 3866 | Payroll to wire March 9, 2000 | | 21,520.00 | 276,172.21 |
| 02/17/00 | 3867 | Payroll to wire March 23, 2000 | | 21,520.00 | 254,652.21 |
| 02/17/00 | 3868 | General | | 5,880.97 | 248,771.24 |
| 02/17/00 | 3869 | General | | 3,359.65 | 245,411.59 |
| 02/17/00 | 3870 | General | | 3,128.09 | 242,283.50 |
| 02/17/00 | 3871 | General | | 932.52 | 241,350.98 |
| 02/17/00 | 3872 | General | | 21,456.98 | 219,894.00 |
| 02/24/00 | | California Literacy Campaign Grant | 10,390.00 | | 230,284.00 |
| 02/24/00 | | SDAF Apportionment #1 | 8,120.00 | | 238,404.00 |
| 02/24/00 | | Library Passport Revenue, Feb | 5,987.30 | | 244,391.30 |
| 02/24/00 | | Library Revenue, Feb | 3,260.44 | | 247,651.74 |
| 02/24/00 | 3873 | General by Library Director | | 10,629.95 | 237,021.79 |
| 02/24/00 | 3874 | General by Library Director | | 5,257.65 | 231,764.14 |
| 02/25/00 | | OCIP Bankruptcy Recovery | 82,399.33 | | 314,163.47 |
| 02/25/00 | | Library Passport Revenue, Feb | 854.75 | | 315,018.22 |
| 02/25/00 | | Library Revenue, Feb | 521.92 | | 315,540.14 |
| 02/28/00 | 3875 | PPI by Library Trustees | | 35,900.00 | 279,640.14 |
| 02/29/00 | | Final Distribution to B-12's | 2,899.03 | | 282,539.17 |
| 03/02/00 | 3876 | General by Library Director | | 2,081.16 | 280,458.01 |
| 03/02/00 | 3877 | General by Library Director | | 1,288.72 | 279,169.29 |
| 03/02/00 | 3878 | General by Library Director | | 623.77 | 278,545.52 |
| 03/09/00 | 3879 | General by Library Director | | 1,411.84 | 277,133.68 |
| 03/16/00 | 3880 | Payroll to wire April 6, 2000 | | 22,520.00 | 254,613.68 |
| 03/16/00 | 3881 | Payroll to wire April 20, 2000 | | 22,520.00 | 232,093.68 |
| 03/16/00 | 3882 | General | | 7,023.02 | 225,070.66 |
| 03/16/00 | 3883 | General | | 3,329.25 | 221,741.41 |
| 03/16/00 | 3884 | General | | 7,124.25 | 214,617.16 |
| 03/16/00 | 3885 | General | | 599.60 | 214,017.56 |

Placentia Library District
Property Tax Apportionments
Fiscal Year 1999-2000

Agenda Item 13
Attachment B

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

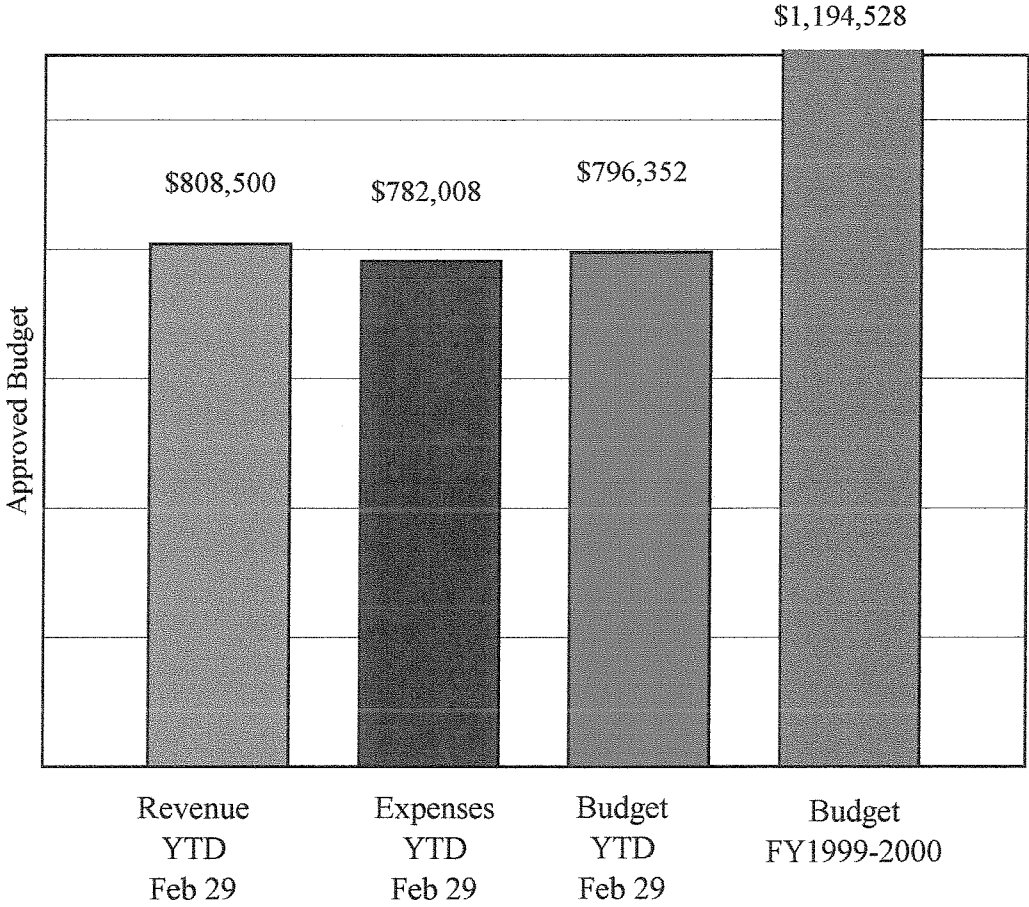
Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 March 16, 2000

| | Fiscal Year 1999-2000 | | | | | | TOTAL | TOTAL |
|------------------|-----------------------------|-------------------------|--------------------------|--------------------------|----------------------------|--------------------|---------------|-------|
| | Fund 702 Maj Equip/Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | TOTAL ALL FUNDS | EXCL GEN FUND | |
| 30-Jun-99 | 84,141.81 | 3,163.80 | 116,479.67 | 164,804.90 | 7,601.61 | 376,191.79 | 211,386.89 | |
| 31-Jul-99 | 84,141.81 | 3,163.80 | 116,479.67 | 83,601.60 | 7,601.61 | 294,988.49 | 211,386.89 | |
| 31-Aug-99 | 84,377.12 | 3,177.11 | 26,647.68 | 58,725.33 | 7,633.59 | 180,560.83 | 121,835.50 | |
| 30-Sep-99 | 4,714.39 | 3,189.79 | 17,114.57 | 127,531.60 | 7,664.06 | 160,214.41 | 32,682.81 | |
| 31-Oct-99 | 5,076.22 | 3,203.40 | 17,615.46 | 84,484.27 | 7,696.75 | 118,076.10 | 33,591.83 | |
| 30-Nov-99 | 5,446.35 | 3,217.33 | 18,050.74 | 107,852.20 | 7,730.23 | 142,296.85 | 34,444.65 | |
| 31-Dec-99 | 5,446.35 | 3,217.33 | 18,050.74 | 280,800.57 | 7,730.23 | 315,245.22 | 34,444.65 | |
| 31-Jan-00 | 5,706.41 | 3,245.65 | 18,231.72 | 360,942.41 | 7,798.27 | 395,924.46 | 34,982.05 | |
| 29-Feb-00 | 5,731.04 | 3,260.20 | 18,313.36 | 373,843.21 | 7,833.23 | 408,981.04 | 35,137.83 | |
| 31-Mar-00 | | | | | | 0.00 | 0.00 | |
| 30-Apr-00 | | | | | | 0.00 | 0.00 | |
| 31-May-00 | | | | | | 0.00 | 0.00 | |
| 30-Jun-00 | | | | | | 0.00 | 0.00 | |
| Petty Cash | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | |
| General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

| | Fiscal Year 1998-1999 | | | | | | TOTAL | TOTAL |
|------------------|-----------------------------|-------------------------|--------------------------|--------------------------|----------------------------|--------------------|---------------|-------|
| | Fund 702 Maj Equip/Struc | Fund 703 Auto Replac | Fund 706 Bond Redempt | Fund 707 General Fund | Fund 708 Sick Lv Payoff | TOTAL ALL FUNDS | EXCL GEN FUND | |
| 30-Jun-98 | 80,922.00 | 3,000.25 | 113,501.01 | 148,379.49 | 7,208.63 | 353,011.38 | 204,631.89 | |
| 31-Jul-98 | 80,922.00 | 3,000.25 | 113,501.01 | 85,097.19 | 7,208.63 | 289,729.08 | 204,631.89 | |
| 31-Aug-98 | 81,298.47 | 3,014.21 | 113,559.16 | 47,662.34 | 7,242.17 | 252,776.35 | 205,114.01 | |
| 30-Sep-98 | 46,669.15 | 3,027.95 | 113,940.28 | 31,823.69 | 7,275.19 | 202,736.26 | 170,912.57 | |
| 31-Oct-98 | 47,048.97 | 3,042.03 | 19,473.02 | 69,815.14 | 7,309.02 | 146,688.18 | 76,873.04 | |
| 30-Nov-98 | 47,429.54 | 3,056.14 | 20,005.39 | 105,523.50 | 7,342.92 | 183,357.49 | 77,833.99 | |
| 31-Dec-98 | 47,680.58 | 3,070.01 | 20,527.00 | 288,559.41 | 7,376.22 | 367,213.22 | 78,653.81 | |
| 31-Jan-99 | 48,104.49 | 3,097.37 | 21,025.34 | 329,877.61 | 7,441.97 | 409,546.78 | 79,669.17 | |
| 28-Feb-99 | 48,317.16 | 3,111.06 | 21,116.89 | 240,267.04 | 7,474.87 | 320,287.02 | 80,019.98 | |
| 31-Mar-99 | 48,532.03 | 3,124.89 | 21,210.67 | 276,464.48 | 7,508.11 | 356,840.18 | 80,375.70 | |
| 30-Apr-99 | 48,741.56 | 3,138.03 | 21,304.73 | 381,943.00 | 7,539.69 | 462,667.01 | 80,724.01 | |
| 31-May-99 | 83,944.83 | 3,151.12 | 116,393.57 | 232,977.87 | 7,571.13 | 444,038.52 | 211,060.65 | |
| 30-Jun-99 | 84,141.81 | 3,163.80 | 116,479.67 | 164,804.90 | 7,601.61 | 376,191.79 | 211,386.89 | |
| Petty Cash | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 | |
| General Reserves | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |



PLACENTIA LIBRARY DISTRICT
Fiscal Year 1999-2000
General Fund Cash Flow





PLACENTIA LIBRARY DISTRICT
REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
March 16, 2000

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 FEB 2000 | FY 1998-1999 FEB 1999 | FY 1999-2000 % REV BUD |
|-------------|--|-----------------------|-------------------|-------------------|-----------------------|-----------------------|------------------------|
| 6210-00 | Prop. Taxes - current secured | 817,940 | 484,066.29 | 438,508.87 | 0.00 | 0.00 | 59.18% |
| 6210-01 | Public Utility | 24,000 | 13,222.58 | 11,735.95 | 13,222.58 | 11,735.95 | 55.09% |
| 6210-04 | Teeter Plan - current delinquent | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES - CURRENT SECURED | 841,940 | 497,288.87 | 450,244.82 | 13,222.58 | 11,735.95 | 59.06% |
| 6220 | PROP. TAXES - CURRENT UNSECURED | 50,000 | 48,594.91 | 50,053.31 | 0.00 | 0.00 | 97.19% |
| 6230-00 | Prop. Taxes - Prior Secured | 20,060 | 11,120.83 | 10,950.23 | 0.00 | 0.00 | |
| 6230-01 | Prior year's secured final apportionment | 0 | 8,812.21 | 8,714.72 | 0.00 | 0.00 | |
| 6230-02 | Secured prior years | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-03 | Tax deed land sales | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-04 | Teeter Plan buyout - FY 1993-1994 only | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-10 | Release of impounds | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6230-11 | (1994 ERAF Refund) | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES - PRIOR SECURED | 20,060 | 19,933.04 | 19,664.95 | 0.00 | 0.00 | 99.37% |
| 6240 | TOTAL PROP. TAXES PRIOR UNSECURED | 1,100 | 0.00 | 1,053.76 | 0.00 | 0.00 | 0.00% |
| 6250 | TAXES - SPECIAL DISTRICT AUGMENTATION | 40,000 | 8,120.00 | 4,431.24 | 8,120.00 | 4,431.24 | |
| 6260 | PENALTIES & COSTS ON DELINQUENT TAXES | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6280-00 | Property taxes current supplemental | 24,500 | 10,250.53 | 15,529.68 | 1,196.79 | 822.76 | 41.84% |
| 6280-01 | Final supplemental for prior years | 0 | 11,331.60 | 778.40 | 0.00 | 0.00 | |
| | TOTAL PROP. TAXES SUPPLEMENTAL - CURREN | 24,500 | 21,582.13 | 16,308.08 | 1,196.79 | 822.76 | 88.09% |
| 6300 | PROP. TAXES SUPPLEMENTAL - PRIOR | 800 | 719.86 | 780.95 | 0.00 | 0.00 | 89.98% |
| 6540 | PENALTIES & COSTS ON DELINQUENT TAXES | 300 | 249.47 | 270.35 | 0.00 | 0.00 | |
| | TOTAL TAXES | 978,700 | 596,488.28 | 542,807.46 | 22,539.37 | 16,989.95 | 60.95% |

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
March 16, 2000

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 FEB 2000 | FY 1998-1999 FEB 1999 | FY 1999-2000 % REV BUD |
|--------------|--|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| 6610-00 | Interest | 12,800 | 5,160.74 | 8,619.37 | 337.28 | 1,074.80 | 40.32% |
| 6610-01 | Interest - old bond fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6610-23 | Interest on impounded taxes released | 0 | 0.00 | 0.95 | 0.00 | 0.00 | |
| | TOTAL INTEREST | 12,800 | 5,160.74 | 8,620.32 | 337.28 | 1,074.80 | 40.32% |
| 6690 | STATE - HOMEOWNER PROP TAX RELIEF | 15,580 | 8,111.77 | 10,125.87 | 0.00 | 0.00 | 52.07% |
| 6970-00 | State - ILL & Direct Loan Reimbursement | 8,000 | 6,049.46 | 4,957.41 | 0.00 | 0.00 | 75.62% |
| 6970-01 | State - CA Foundation Funds | 88,450 | 8.77 | 0.00 | 0.00 | 0.00 | 0.01% |
| 6970-02 | State - CA Literacy Campaign | 8,800 | 10,390.00 | 8,872.00 | 10,390.00 | 0.00 | 118.07% |
| 6970-03 | State - Family Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 6970-04 | State - Dept of Education 321 Grant | 0 | 1,988.16 | 2,189.00 | 0.00 | 0.00 | |
| 6970-05 | State - Project Grants | 0 | 10,000.00 | 0.00 | (6,669.35) | 0.00 | |
| 6970-07 & 66 | State - Timber Yield Apport | 0 | 18,180.32 | 0.65 | 18,180.32 | 0.00 | |
| | TOTAL STATE - OTHER GOVERNMENTAL | 103,250 | 46,616.71 | 16,019.06 | 21,900.97 | 0.00 | 44.29% |
| 7130-00 | BANKRUPTCY RECOVERY DISTRIBUTIONS | 0 | 82,399.33 | 0.00 | 82,399.33 | 0.00 | |
| 7670-00 | Local Revenue | 22,500 | 17,935.23 | 14,772.92 | 3,782.36 | 1,970.71 | 79.71% |
| 7670-01 | Local Revenue -- Passport | 45,000 | 26,376.70 | 6,743.67 | 6,842.05 | 2,641.80 | 58.61% |
| 7670-02 & 56 | Local Revenue -- Non-Gov't. Grants & Gifts | 14,698 | 25,331.38 | 0.00 | 9,568.38 | 0.00 | 172.35% |
| | TOTAL LOCAL REVENUE | 82,198 | 69,643 | 21,517 | 20,192.79 | 4,612.51 | 84.73% |
| 7680 | 6-MONTH EXPIRED (OUTLAWED) CHECKS | 0 | 79.68 | 223.93 | 0.00 | 0.00 | |
| 7810 | TRANSFER FROM/TO OTHER LIBRARY FUNDS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | FUND 707 TOTAL | 1,194,528 | 808,499.82 | 599,313.23 | 147,369.74 | 22,677.26 | 67.68% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 16, 2000

| OBJECT CODE | DESCRIPTION | FY1999-2000 BUDGETED | FY1999-2000 YTD | FY1998-1999 YTD | FY1999-2000 FEB 2000 | FY1998-1999 FEB 1999 | FY1999-2000 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 0100 | Salaries & Wages | 537,045 | 358,886.52 | 338,842.00 | 40,047.52 | 37,760.00 | 66.83% |
| 0200 | Retirement (Social Security & Pension Contribution) | 75,695 | 56,538.45 | 26,009.00 | 3,012.00 | 2,890.00 | 74.69% |
| | Health Insurance/Blue Shield CA | 32,880 | 19,803.62 | 11,246.14 | 2,784.62 | (685.90) | 60.23% |
| | Long Term Disability/CNA | 2,690 | 1,294.59 | 1,560.75 | 182.88 | 173.17 | 48.12% |
| | Vision Service Plan/VSP | 2,225 | 1,569.04 | 1,230.33 | 196.13 | 196.13 | 70.53% |
| | Dental/Ameritas | 5,205 | 3,675.00 | 3,302.79 | 437.50 | 0.00 | 70.60% |
| | Total Employee Insurance | 43,000 | 26,342.25 | 17,340.01 | 3,601.13 | (316.60) | 61.26% |
| 0310 | Unemployment Insurance | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0350 | Workers Compensation - General | 5,400 | 2,754.00 | 2,568.00 | 918.00 | 0.00 | 51.00% |
| | TOTAL SALARIES & EMPLOYEE BENEFITS | 661,140 | 444,521.22 | 384,759.01 | 47,578.65 | 40,333.40 | 67.24% |
| 0700-00 | Communications - Telephone | 2,600 | 1,417.78 | 1,268.88 | 147.62 | 138.43 | 54.53% |
| 0700-01 | Communications - Modem/Fax | 4,400 | 3,153.24 | 1,830.14 | 607.37 | 26.53 | 71.66% |
| 0700-02 | Communications - Internet/Database | 5,000 | 5,090.87 | 3,177.72 | 34.95 | 381.34 | 101.82% |
| 0700-05 | Communications - Cataloging & Acquisitions Vendor | 5,160 | 1,786.96 | 3,531.40 | 215.50 | 423.82 | 34.63% |
| 0700-07 | Communications - 321 Grant | 0 | 0.00 | 379.96 | 0.00 | 19.95 | |
| 0700-08 | Communications - Adult Literacy | 800 | 295.10 | 241.69 | 91.93 | 0.00 | 36.89% |
| | Total Communications | 17,960 | 11,743.95 | 10,429.79 | 1,097.37 | 990.07 | 65.39% |
| 0900-00 | Food - General Fund | 50 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0900-07 | Food - 321 Grant | 50 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 0900-08 | Food - Adult Literacy | 50 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 090-009 | Food - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Food | 150 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 1000-00 | Household Expense | 3,750 | 3,046.95 | 3,467.79 | 53.17 | 1,397.66 | 81.25% |
| 1100-00 | Insurance - Liability | 7,000 | 6,820.51 | 10,124.25 | 0.00 | 0.00 | 97.44% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 16, 2000

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 FEB 2000 | FY 1998-1999 FEB 1999 | FY 1999-2000 % EXP BUD |
|-------------|---|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| 1300-00 | Maintenance of Equipment - General Fund (Other than Computer) | 3,000 | 1,626.13 | 8,602.53 | 87.86 | 6,500.00 | 54.20% |
| 1300-01 | Maintenance of Equipment - General Fund (Computer) | 12,000 | 8,779.13 | 0.00 | 0.00 | 0.00 | 73.16% |
| 1300-07 | Maintenance of Equipment - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1300-08 | Maintenance of Equipment - Adult Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1300-09 | Maintenance of Equipment - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Maintenance of Equipment | 15,000 | 10,405.26 | 8,602.53 | 87.86 | 6,500.00 | 69.37% |
| | HVAC | 5,500 | 2,104.65 | 1,925.53 | 117.42 | 294.84 | 38.27% |
| | Carpet Cleaning | 500 | 1,741.00 | 0.00 | 0.00 | 0.00 | 348.20% |
| | Groundskeeping, City of Placentia | 28,000 | 25,532.77 | 18,224.49 | 2,107.04 | 6,206.08 | 91.19% |
| | Plumbing | 1,200 | 807.01 | 62.00 | 0.00 | 0.00 | 67.25% |
| | Electrical | 4,500 | 15,519.86 | 2,565.00 | 8,634.75 | 285.00 | 344.89% |
| | Cleaning Service | 11,700 | 7,600.00 | 7,600.00 | 950.00 | 950.00 | 64.96% |
| | Locksmith | 200 | 1,592.11 | 73.72 | 1,387.97 | 0.00 | 796.06% |
| | Other (Includes Fire Alarm & Seismic Retrofit Project) | 11,000 | 1,140.50 | 1,000.66 | 678.00 | 90.00 | 10.37% |
| 1400-00 | Total Maintenance of Building & Grounds | 62,600 | 56,037.90 | 31,451.40 | 13,875.18 | 7,825.92 | 89.52% |
| 1600-00 | Memberships - General Fund | 2,750 | 3,049.50 | 2,375.00 | 442.50 | 417.00 | 110.89% |
| 1600-07 | Memberships - 321 Grant | 0 | 0.00 | 100.00 | 0.00 | 0.00 | |
| 1600-08 | Memberships - Adult Literacy | 475 | 150.00 | 240.00 | 150.00 | 0.00 | |
| 1600-09 | Memberships - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Memberships | 3,225 | 3,199.50 | 2,715.00 | 592.50 | 417.00 | 99.21% |
| 1700-00 | Miscellaneous Expense - General Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-07 | Miscellaneous Expense - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-08 | Miscellaneous Expense - Adult Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1700-09 | Miscellaneous Expense - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Miscellaneous Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 16, 2000

| OBJECT CODE | DESCRIPTION | FY1999-2000 BUDGETED | FY1999-2000 YTD | FY1998-1999 YTD | FY1999-2000 FEB 2000 | FY1998-1999 FEB 1999 | FY1999-2000 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 1800-00 | Library Supplies | 7,000 | 4,460.50 | 4,435.02 | 632.04 | 364.30 | 63.72% |
| | Printing | 9,300 | 3,721.84 | 4,845.86 | 316.10 | 2,367.07 | 40.02% |
| | EZ Copy - copy cards for sale to patrons | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Publications | 1,000 | 188.46 | 729.86 | 0.00 | 0.00 | 18.85% |
| | Paper | 1,200 | 827.75 | 562.90 | 88.25 | 289.15 | 68.98% |
| | Drinking Water Service | 300 | 150.00 | 199.60 | 25.00 | 24.95 | 50.00% |
| | Other Office Supplies | 4,000 | 6,233.15 | 2,979.25 | 299.98 | 287.48 | 155.83% |
| | Total Office Supply Expense - General Fund | 22,800 | 15,581.70 | 13,752.49 | 1,361.37 | 3,332.95 | 68.34% |
| 1800-07 | Literacy Dept Educ 321 Grant Supply Expense | 0 | 0.00 | 1,858.76 | 0.00 | 0.00 | |
| | Printing | 2,625 | 703.23 | 1,044.96 | 0.00 | 0.00 | |
| | Publications | 0 | 874.00 | 0.00 | 0.00 | 0.00 | |
| | Paper | 50 | 50.74 | 0.00 | 0.00 | 0.00 | |
| | Other Office Supplies | 550 | 20.49 | 514.31 | 20.49 | 0.00 | |
| | Total Adult Literacy Office Supply Expense | 3,225 | 1,648.46 | 1,559.27 | 20.49 | 0.00 | 51.12% |
| 1800-09 | LSCA Grant Supply Expense | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Office Expense | 26,025 | 17,230.16 | 17,170.52 | 1,381.86 | 3,332.95 | 66.21% |
| 1803-00 | Postage Expense - General Fund | 4,700 | 3,070.49 | 997.41 | 692.44 | 488.75 | 65.33% |
| 1803-04 | Postage Expense - LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1803-08 | Postage Expense - Adult Literacy | 100 | 0.00 | 64.00 | 0.00 | 0.00 | 0.00% |
| 1803-09 | Postage Expense - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Postage Expense | 4,800 | 3,070.49 | 1,061.41 | 692.44 | 488.75 | 63.97% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 16, 2000

| OBJECT CODE | DESCRIPTION | FY 1999-2000 BUDGETED | FY 1999-2000 YTD | FY 1998-1999 YTD | FY 1999-2000 FEB 2000 | FY 1998-1999 FEB 1999 | FY 1999-2000 % EXP BUD |
|-------------|---|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| | Care Resources (Employee Assistance) | 420 | 245.00 | 245.00 | 35.00 | 35.00 | 58.33% |
| | Pension Contribution & Operating Expenses | 7,500 | 5,423.49 | 1,750.00 | 1,217.92 | 0.00 | 72.31% |
| | Anaheim Consortium Automated Library System | 40,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Anaheim Consortium Computer Technical & Consulting Services | 4,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Clipping Service | 420 | 245.97 | 277.68 | 37.71 | 69.42 | 58.56% |
| | Interest Allocation & Tax Collection Charges | 350 | 1,170.05 | 124.94 | 7.47 | 29.85 | 334.30% |
| | Advertising (Including WEB Site) | 4,000 | 1,200.00 | 733.74 | 0.00 | 0.00 | 30.00% |
| | Medical Exams | 500 | 157.50 | 367.50 | 52.50 | 0.00 | 31.50% |
| | Collection Services - Accounts Receivable | 2,400 | 1,263.95 | 86.62 | 169.52 | 0.00 | 52.66% |
| | Audit & Accounting Services | 4,500 | 3,775.00 | 4,060.00 | 0.00 | 180.00 | 83.89% |
| | Payroll Preparation | 2,500 | 1,735.57 | 1,609.95 | 305.35 | 341.95 | 69.42% |
| | Election Expenses | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Staff Training in Library | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Other (Includes Contract Storyteller) | 5,000 | 15,954.38 | 1,666.16 | 6,748.00 | 315.00 | 319.09% |
| 1900-00 | Total Specialized Services - General Fund | 71,590 | 31,170.91 | 10,921.59 | 8,573.47 | 971.22 | 43.54% |
| 1900-01 | Specialized Services - LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-07 | Specialized Services - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-08 | Specialized Services - Adult Literacy | 1,000 | 80.00 | 80.00 | 0.00 | 0.00 | 8.00% |
| 1900-09 | Specialized Services - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1900-18 | Tax Collection Services & Fees by Orange County | 2,400 | 299.05 | 1,238.48 | 33.06 | 29.34 | 12.46% |
| | Total Specialized Services | 74,990 | 31,549.96 | 12,240.07 | 8,606.53 | 1,000.56 | 42.07% |
| 2000-00 | Legal Notices - General Fund | 500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2000-01 | Legal Notices - LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Legal Notices | 500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 2100-00 | Rents/Leases-Equipment | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 16, 2000

| OBJECT CODE | DESCRIPTION | FY1999-2000 BUDGETED | FY1999-2000 YTD | FY1998-1999 YTD | FY1999-2000 FEB 2000 | FY1998-1999 FEB 1999 | FY1999-2000 % EXP BUD |
|-------------|---|----------------------|-----------------|-----------------|----------------------|----------------------|-----------------------|
| 2200-00 | Semi-Annual Bond Payment | 74,175 | 44,387.85 | 69,850.61 | 8,487.85 | 35,900.00 | 59.84% |
| 2300-00 | Small Tools/Instruments | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-00 | Special Department Expense - Miscellaneous | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-01 | Special Department Expense- Books | 133,450 | 37,328.25 | 14,690.36 | 5,797.87 | 10,112.72 | 27.97% |
| 2400-02 | Special Department Expense - Video | 0 | 1,006.05 | 0.00 | 0.00 | 0.00 | |
| 2400-03 | Special Department Expense - Electronic | 0 | 14,109.49 | 5,230.00 | 0.00 | 0.00 | |
| 2400-04 | Special Department Expense - Periodicals | 0 | 19,810.48 | 4,164.52 | 0.00 | 0.00 | |
| 2400-05 | Special Department Expense - Audio | 0 | 2,132.25 | 287.80 | 0.00 | 0.00 | |
| 2400-07 | Special Department Expense - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2400-08 | Special Department Expense - Adult Literacy | 1,500 | 2,054.34 | 1,367.02 | 0.00 | 0.00 | 136.96% |
| 2400-09 | Special Department Expense - Family Literacy | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Special Department Expense | 134,950 | 76,440.86 | 25,739.70 | 5,797.87 | 10,112.72 | 56.64% |
| 2600-00 | Transportation/Travel - General | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-00 | Transportation/Travel - Meetings, Staff Out of Town | 1,500 | 1,290.19 | 798.34 | 67.20 | 449.42 | 86.01% |
| 2700-01 | Transportation/Travel - Meetings, Staff Local | 2,000 | 1,231.62 | 1,356.77 | 140.12 | 1,041.04 | 61.58% |
| 2700-02 | Transportation/Travel - Meetings, Board Out of Town | 1,000 | 124.00 | 279.55 | 0.00 | 129.55 | 12.40% |
| 2700-03 | Transportation/Travel - Meetings, Board Local | 600 | 202.33 | 492.00 | 0.00 | 336.00 | 33.72% |
| 2700-04 | Transportation/Travel - Meetings, LSCA II Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2700-07 | Transportation/Travel - Meetings, 321 Grant | 0 | 0.00 | 914.79 | 0.00 | 8.13 | |
| 2700-08 | Transportation/Travel - Meetings - Adult Literacy | 1,000 | 324.15 | 0.00 | 0.00 | 0.00 | 32.42% |
| 2700-09 | Transportation/Travel - Meetings - LSCA Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Transportation/Travel - Meetings | 6,100 | 3,172.29 | 3,841.45 | 207.32 | 1,964.14 | 52.00% |

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
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|-------------|---|-----------------------|------------------|------------------|-----------------------|-----------------------|------------------------|
| 2800-00 | Electricity | 43,000 | 30,942.20 | 28,492.90 | 2,340.88 | 0.00 | 71.96% |
| | Gas | 6,500 | 2,135.95 | 3,127.53 | 684.72 | 898.65 | 32.86% |
| | Water | 3,000 | 2,597.62 | 1,455.52 | 297.88 | 84.43 | 86.59% |
| | Total Utilities | 52,500 | 35,675.77 | 33,075.95 | 3,323.48 | 983.08 | 67.95% |
| | TOTAL SUPPLIES & SERVICES | 483,725 | 302,781.45 | 229,770.47 | 44,203.43 | 70,912.85 | 62.59% |
| 3700-00 | Taxes, Assessments (Sales Tax) | 1,100 | 3,652.24 | 352.00 | 1,725.00 | 352.00 | 332.02% |
| 4000-00 | Equipment - General Fund | 32,865 | 16,616.76 | 7,453.10 | 6,295.01 | 689.58 | 50.56% |
| 4000-07 | Equipment - 321 Grant | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 4000-08 | Equipment - Adult Literacy | 1,000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 4000-09 | Equipment - Gates Foundation Grant | 14,698 | 14,436.36 | 0.00 | 14,436.36 | 0.00 | 98.22% |
| 4000-11 | Equipment - County Assigned Fund | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | Total Equipment | 48,563 | 31,053.12 | 7,453.10 | 20,731.37 | 689.58 | 63.94% |
| 4200-00 | Structures/Improvements | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | TOTAL EQUIPMENT EXPENSE | 48,563 | 31,053.12 | 7,453.10 | 20,731.37 | 689.58 | 63.94% |
| 4807 | OPERATING TRANSFER TO ANOTHER DISTRICT FUND | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 5600 | INVESTMENT POOL LOSS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| | TOTAL EXPENSES | 1,194,528 | 782,008.03 | 622,334.58 | 114,238.45 | 112,287.83 | 65.47% |

03/08/00

**Placentia Library District
Balance Sheet
As of February 29, 2000**

| | <u>Feb 29, '00</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| County Exempt - Checking | 5,831.95 |
| County Exempt - Savings | 2,720.18 |
| General Fund - Checking | 6,672.71 |
| General Fund - Savings | 9,243.31 |
| Literacy Fund - Savings | 3,807.96 |
| Payroll Checking | 22,408.53 |
| Payroll Checking (CDs) | |
| 174445017 | 5,000.00 |
| 174445018 | 5,000.00 |
| 174445019 | 5,000.00 |
| 174445020 | 5,000.00 |
| 174445021 | 2,500.00 |
| 174445022 | 2,500.00 |
| 174445055 | 2,500.00 |
| 174448482 | 2,500.00 |
| 174448483 | 2,500.00 |
| Total Payroll Checking (CDs) | <u>32,500.00</u> |
| Payroll Savings (Fees) | 2,346.86 |
| Payroll Savings (Int CDs) | 3,556.20 |
| Total Checking/Savings | <u>89,087.70</u> |
| Total Current Assets | <u>89,087.70</u> |
| TOTAL ASSETS | <u><u>89,087.70</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| Retained Earnings | 12,038.73 |
| Net Income | 9,826.60 |
| Total Capital | 67,222.37 |
| Total Equity | <u>89,087.70</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>89,087.70</u></u> |

03/08/00

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

February 2000

| | <u>County Exempt Fund</u> | <u>General Fund</u> | <u>Literacy Fund</u> | <u>Payroll Fund</u> | <u>TOTAL</u> |
|---------------------------------|---------------------------|---------------------|----------------------|---------------------|-------------------|
| Income | | | | | |
| Bankcard Deposit | 0.00 | 724.50 | 0.00 | 0.00 | 724.50 |
| Bankruptcy Recovery Distributio | 0.00 | 82,399.33 | 0.00 | 0.00 | 82,399.33 |
| Cash Register - Audio Visual | 3.00 | 27.89 | 0.00 | 0.00 | 30.89 |
| Cash Register - Copy Cards | 433.45 | 0.00 | 0.00 | 0.00 | 433.45 |
| Cash Register - Fines | 0.00 | 1,215.67 | 0.00 | 0.00 | 1,215.67 |
| Cash Register - Lost Items | 0.00 | 347.12 | 0.00 | 0.00 | 347.12 |
| Cash Register - Reserves | 3.00 | 118.00 | 0.00 | 0.00 | 121.00 |
| County Reimbursements | 0.00 | 1,075.25 | 0.00 | 0.00 | 1,075.25 |
| Friends Contributions | 2,800.00 | 0.00 | 0.00 | 0.00 | 2,800.00 |
| Interest Inc - CD's | 0.00 | 0.00 | 0.00 | 411.13 | 411.13 |
| Interest Inc - Savings | 4.85 | 33.19 | 8.30 | 0.00 | 46.34 |
| Meeting Room Income | 150.00 | 0.00 | 0.00 | 0.00 | 150.00 |
| Passport Check Reimbursement | 1,145.00 | 0.00 | 0.00 | 0.00 | 1,145.00 |
| Passport Revenue | 0.00 | 4,193.90 | 0.00 | 0.00 | 4,193.90 |
| State Library Reimbursements | 0.00 | 4,014.92 | 0.00 | 0.00 | 4,014.92 |
| Telephone Income | 0.00 | 301.45 | 0.00 | 0.00 | 301.45 |
| Test Proctoring Income | 20.00 | 0.00 | 0.00 | 0.00 | 20.00 |
| Transfers from County | 0.00 | 0.00 | 0.00 | 43,040.00 | 43,040.00 |
| Total Income | 4,559.30 | 94,451.22 | 8.30 | 43,451.13 | 142,469.95 |
| Expense | | | | | |
| Bankruptcy Rec Distribution | 0.00 | 82,399.33 | 0.00 | 0.00 | 82,399.33 |
| Children's Other | 225.00 | 0.00 | 0.00 | 0.00 | 225.00 |
| Copier Lease Payments | 446.34 | 0.00 | 0.00 | 0.00 | 446.34 |
| Copier Maintenance Contract | 229.65 | 0.00 | 0.00 | 0.00 | 229.65 |
| Debit Cards | 0.00 | 15.00 | 0.00 | 0.00 | 15.00 |
| Employee Benefits | 0.00 | 0.00 | 0.00 | 2,135.12 | 2,135.12 |
| Employee Insurance | 0.00 | 0.00 | 0.00 | 814.72 | 814.72 |
| Employer Payroll Taxes | 0.00 | 0.00 | 0.00 | 12,580.60 | 12,580.60 |
| Friend's Director's Fund | 8.10 | 0.00 | 0.00 | 0.00 | 8.10 |
| Household Expenses | 0.00 | 48.08 | 0.00 | 0.00 | 48.08 |
| Library Board Expenses | 21.55 | 0.00 | 0.00 | 0.00 | 21.55 |
| Memberships | 0.00 | 54.00 | 0.00 | 0.00 | 54.00 |
| Office Expense | 0.00 | 160.00 | 0.00 | 0.00 | 160.00 |
| Passport Expenses | 1,621.75 | 0.00 | 0.00 | 0.00 | 1,621.75 |
| Postage | 0.00 | 122.75 | 0.00 | 0.00 | 122.75 |
| Salaries | 0.00 | 0.00 | 0.00 | 35,684.91 | 35,684.91 |
| Transfers to County | 0.00 | 19,637.74 | 0.00 | 0.00 | 19,637.74 |
| Transportation & Travel | 0.00 | 545.00 | 1,358.28 | 0.00 | 1,903.28 |
| Tutor Training Expense | 0.00 | 69.96 | 0.00 | 0.00 | 69.96 |
| Total Expense | 2,552.39 | 103,051.86 | 1,358.28 | 51,215.35 | 158,177.88 |
| Net Income | 2,006.91 | -8,600.64 | -1,349.98 | -7,764.22 | -15,707.93 |

03/08/00

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

| | County Exempt Fund | General Fund | Literacy Fund | Payroll Fund | TOTAL |
|----------------------------------|--------------------|-------------------|-----------------|-------------------|-------------------|
| Income | | | | | |
| Account Interest (IEC) | 0.00 | 2,842.27 | 0.00 | 0.00 | 2,842.27 |
| Bankcard Deposit | 187.00 | 1,145.15 | 0.00 | 0.00 | 1,332.15 |
| Bankruptcy Recovery Distributio | 0.00 | 82,399.33 | 0.00 | 0.00 | 82,399.33 |
| Camp Library (Friends) | 44.00 | 0.00 | 0.00 | 0.00 | 44.00 |
| Cash Register - Audio Visual | 3.00 | 55.89 | 0.00 | 0.00 | 58.89 |
| Cash Register - Copy Cards | 2,829.99 | 0.00 | 0.00 | 0.00 | 2,829.99 |
| Cash Register - Fines | 0.00 | 12,931.35 | 0.00 | 0.00 | 12,931.35 |
| Cash Register - Lost Items | 0.00 | 1,900.24 | 0.00 | 0.00 | 1,900.24 |
| Cash Register - Misc. | 0.00 | 199.20 | 0.00 | 0.00 | 199.20 |
| Cash Register - Reserves | 3.00 | 779.76 | 0.00 | 0.00 | 782.76 |
| Coffee Service Income | 22.00 | 0.00 | 0.00 | 0.00 | 22.00 |
| County Reimbursements | 0.00 | 6,047.78 | 0.00 | 0.00 | 6,047.78 |
| Debit Card Income | 23.40 | 882.20 | 0.00 | 0.00 | 905.60 |
| Directors Fund (Friends) | 1,599.93 | 0.00 | 0.00 | 0.00 | 1,599.93 |
| Donations to Literacy | 0.00 | 0.00 | 1,000.00 | 0.00 | 1,000.00 |
| Equipment (400) Reimbursement | 0.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| Friends Contributions | 2,800.00 | 0.00 | 0.00 | 0.00 | 2,800.00 |
| Gates Grant | 0.00 | 15,763.00 | 0.00 | 0.00 | 15,763.00 |
| Interest Inc - CD's | 0.00 | 0.00 | 0.00 | 1,315.31 | 1,315.31 |
| Interest Inc - Savings | 45.50 | 153.01 | 75.71 | 0.00 | 274.22 |
| Meeting Room Income | 2,408.05 | 0.00 | 0.00 | 0.00 | 2,408.05 |
| Miscellaneous Income | 172.92 | 922.10 | 0.00 | 0.00 | 1,095.02 |
| Non Government Grant | 0.00 | 6,669.35 | 0.00 | 0.00 | 6,669.35 |
| Passport Check Reimbursement | 4,846.25 | 16.00 | 0.00 | 0.00 | 4,862.25 |
| Passport Revenue | 45.00 | 23,793.45 | 0.00 | 0.00 | 23,838.45 |
| Special Event Retirement | 2,825.00 | 0.00 | 0.00 | 0.00 | 2,825.00 |
| Staff Appreciation Reimbursement | 439.25 | 0.00 | 0.00 | 0.00 | 439.25 |
| State Library Grants | 0.00 | 20,390.00 | 0.00 | 0.00 | 20,390.00 |
| State Library Reimbursements | 0.00 | 9,189.38 | 0.00 | 0.00 | 9,189.38 |
| Telephone Income | 0.00 | 408.66 | 0.00 | 0.00 | 408.66 |
| Test Proctoring Income | 60.00 | 0.00 | 0.00 | 0.00 | 60.00 |
| Transfers from County | 0.00 | 21,520.00 | 0.00 | 364,605.00 | 386,125.00 |
| Tutor Training Income | 0.00 | 0.00 | 60.00 | 0.00 | 60.00 |
| Typewriter Income | 0.00 | 37.76 | 0.00 | 0.00 | 37.76 |
| Total Income | 18,354.29 | 210,045.88 | 1,135.71 | 365,920.31 | 595,456.19 |
| Expense | | | | | |
| Advertising Expense | 0.00 | 33.00 | 0.00 | 0.00 | 33.00 |
| Bank Fees | 61.50 | 0.00 | 0.00 | 0.00 | 61.50 |
| Bankruptcy Rec Distribution | 0.00 | 82,399.33 | 0.00 | 0.00 | 82,399.33 |
| Children's Camp Library | 374.48 | 0.00 | 0.00 | 0.00 | 374.48 |
| Children's Other | 370.41 | 0.00 | 0.00 | 0.00 | 370.41 |
| Children's Storytime (Friends) | 180.00 | 0.00 | 0.00 | 0.00 | 180.00 |
| Children's Summer Reading Prgm | 854.83 | 0.00 | 0.00 | 0.00 | 854.83 |
| Coffee Service | 381.64 | 0.00 | 0.00 | 0.00 | 381.64 |
| Copier Lease Payments | 3,570.72 | 0.00 | 0.00 | 0.00 | 3,570.72 |
| Copier Maintenance Contract | 1,837.20 | 0.00 | 0.00 | 0.00 | 1,837.20 |
| Debit Cards | 15.00 | 128.52 | 0.00 | 0.00 | 143.52 |
| Employee Benefits | 0.00 | 0.00 | 0.00 | 20,703.66 | 20,703.66 |
| Employee Insurance | 0.00 | 155.00 | 0.00 | 6,547.12 | 6,702.12 |
| Employer Payroll Taxes | 0.00 | 0.00 | 0.00 | 108,357.31 | 108,357.31 |
| Food | 0.00 | 113.82 | 0.00 | 0.00 | 113.82 |
| Friend's Director's Fund | 1,817.77 | 0.00 | 0.00 | 0.00 | 1,817.77 |
| Household Expenses | 0.00 | 337.43 | 0.00 | 0.00 | 337.43 |
| Library Board Expenses | 271.71 | 0.00 | 0.00 | 0.00 | 271.71 |
| LVA Expenses | 0.00 | 80.00 | 0.00 | 0.00 | 80.00 |
| Meeting Room Upkeep Expense | 60.00 | 0.00 | 0.00 | 0.00 | 60.00 |
| Memberships | 0.00 | 734.00 | 0.00 | 0.00 | 734.00 |
| Miscellaneous | 0.00 | 62.50 | 0.00 | 0.00 | 62.50 |
| Office Expense | 0.00 | 854.96 | 0.00 | 0.00 | 854.96 |
| Passport Expenses | 6,834.00 | 398.95 | 0.00 | 0.00 | 7,232.95 |
| Petty Cash Reimbursement | 0.00 | 58.52 | 0.00 | 0.00 | 58.52 |
| Postage | 0.00 | 397.33 | 0.00 | 0.00 | 397.33 |
| Printing | 0.00 | 626.88 | 0.00 | 0.00 | 626.88 |
| Prof & Spec Services | 0.00 | 140.00 | 0.00 | 0.00 | 140.00 |
| Refreshments | 26.94 | 0.00 | 0.00 | 0.00 | 26.94 |
| Retirement Fund | 2,804.80 | 0.00 | 0.00 | 0.00 | 2,804.80 |
| Return Check Item & Fees | 0.00 | 78.30 | 0.00 | 0.00 | 78.30 |
| Salaries | 0.00 | 0.00 | 0.00 | 239,438.56 | 239,438.56 |
| Staff Appreciation | 684.50 | 0.00 | 0.00 | 0.00 | 684.50 |
| Taxes & Fees (370) | 0.00 | 1,725.00 | 0.00 | 0.00 | 1,725.00 |
| Transfers to County | 0.00 | 98,238.55 | 0.00 | 0.00 | 98,238.55 |
| Transportation & Travel | 0.00 | 2,447.13 | 1,358.28 | 0.00 | 3,805.41 |
| Tutor Training Expense | 0.00 | 69.96 | 0.00 | 0.00 | 69.96 |
| Total Expense | 20,145.50 | 189,079.16 | 1,358.28 | 375,046.65 | 585,629.59 |
| Net Income | -1,791.21 | 20,966.72 | -222.57 | -9,126.34 | 9,826.60 |

Reconciliation Report

County Exempt - Checking account reconciled for the period ending 02/29/2000

Cleared Transactions

| | | |
|------------------------------------|----------|-----------|
| Previous Balance | | 3,913.35 |
| Cleared Checks and Payments | 26 Items | -1,636.40 |
| Cleared Deposits and Other Credits | 15 Items | 3,990.00 |
| Cleared Balance | | 6,266.95 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|---------|
| Uncleared Checks and Payments | 9 Items | -480.00 |
| Uncleared Deposits and Other Credits | 1 Items | 45.00 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 02/29/2000 (statement closing date) | | 5,831.95 |
| New Checks and Payments | 8 Items | -425.00 |
| New Deposits and Other Credits | 4 Items | 410.45 |
| Ending Account Balance | | 5,817.40 |

Register

County Exempt - Checking Register through 02/29/2000:

| <u>Date</u> | <u>No./Ref.</u> | <u>Name</u> | <u>Account</u> | <u>Memo</u> | <u>Amount</u> | <u>C</u> | <u>Balance</u> |
|-------------|-----------------|----------------------|--------------------------|------------------|---------------|----------|----------------|
| 02/01/2000 | | | Passport Check Reimb... | Deposit | 90.00 | X | 3,808.35 |
| 02/01/2000 | 2162 | Passport Services | Passport Expenses | Alyssa Lynn ... | -45.00 | X | 3,763.35 |
| 02/02/2000 | 2163 | Passport Services | Passport Expenses | Joseph Augu... | -45.00 | X | 3,718.35 |
| 02/02/2000 | | | Passport Check Reimb... | Deposit | 45.00 | X | 3,763.35 |
| 02/02/2000 | 2165 | Passport Services | Passport Expenses | Isaac Anthon... | -45.00 | | 3,718.35 |
| 02/02/2000 | 2166 | Passport Services | Passport Expenses | Isaac Anthon... | -80.00 | X | 3,638.35 |
| 02/03/2000 | | | Passport Check Reimb... | Deposit | 125.00 | X | 3,763.35 |
| 02/03/2000 | 2167 | Passport Services | Passport Expenses | Erin Kathlee... | -45.00 | X | 3,718.35 |
| 02/03/2000 | 2168 | Passport Services | Passport Expenses | Stephen Ally... | -45.00 | X | 3,673.35 |
| 02/07/2000 | 2164 | Judith Helton | Children's Other | February 7, 2... | -225.00 | X | 3,448.35 |
| 02/07/2000 | | | Passport Check Reimb... | Deposit | 45.00 | X | 3,493.35 |
| 02/08/2000 | | | Passport Check Reimb... | Deposit | 140.00 | X | 3,633.35 |
| 02/08/2000 | 2169 | Passport Services | Passport Expenses | Cesar Magan... | -80.00 | X | 3,553.35 |
| 02/08/2000 | 2170 | Passport Services | Passport Expenses | Natalie Mari... | -80.00 | X | 3,473.35 |
| 02/08/2000 | 2171 | Passport Services | Passport Expenses | Marcus Willi... | -60.00 | X | 3,413.35 |
| 02/09/2000 | | | Friends Contributions | Deposit | 2,800.00 | X | 6,213.35 |
| 02/09/2000 | 2172 | Passport Services | Passport Expenses | Christopher J... | -45.00 | X | 6,168.35 |
| 02/09/2000 | 2173 | Passport Services | Passport Expenses | Sarah Ji-In C... | -60.00 | X | 6,108.35 |
| 02/09/2000 | 2174 | Placentia Library... | Directors Fund (Friends) | Reimburse... | -8.10 | X | 6,100.25 |
| 02/10/2000 | | | Passport Check Reimb... | Deposit | 60.00 | X | 6,160.25 |
| 02/10/2000 | 2175 | Passport Services | Passport Expenses | Linda Ann C... | -45.00 | X | 6,115.25 |
| 02/10/2000 | 2176 | Passport Services | Passport Expenses | Birgitta Corn... | -45.00 | X | 6,070.25 |
| 02/10/2000 | 2177 | Passport Services | Passport Expenses | Mark David ... | -80.00 | X | 5,990.25 |
| 02/14/2000 | | | Passport Check Reimb... | Deposit | 80.00 | X | 6,070.25 |
| 02/15/2000 | | | General Fund - Checki... | | 45.00 | X | 6,115.25 |
| 02/16/2000 | 1244 | Passport Services | Passport Expenses | 2/24/44 | -45.00 | X | 6,070.25 |
| 02/16/2000 | 1245 | Passport Services | Passport Expenses | | -45.00 | X | 6,025.25 |
| 02/17/2000 | | | Passport Check Reimb... | Deposit | 45.00 | X | 6,070.25 |
| 02/17/2000 | 1246 | Passport Services | Passport Expenses | Chandi Mari... | -45.00 | X | 6,025.25 |
| 02/17/2000 | | | Passport Check Reimb... | Deposit | 45.00 | X | 6,070.25 |
| 02/22/2000 | 2178 | Albertson's | Library Board Expenses | Library Boar... | -21.55 | X | 6,048.70 |
| 02/22/2000 | 2179 | Passport Services | Passport Expenses | Prabodhchan... | -45.00 | X | 6,003.70 |
| 02/22/2000 | 2180 | Passport Services | Passport Expenses | Harry Schult... | -160.00 | X | 5,843.70 |
| 02/23/2000 | | | Passport Check Reimb... | Deposit | 205.00 | X | 6,048.70 |
| 02/23/2000 | 1247 | Passport Services | Passport Expenses | Bryan J. Gier... | -91.75 | X | 5,956.95 |
| 02/24/2000 | 2182 | Passport Services | Passport Expenses | Nicholas C. ... | -70.00 | | 5,886.95 |
| 02/25/2000 | 2181 | Passport Services | Passport Expenses | Hoa Tu Quac... | -45.00 | | 5,841.95 |
| 02/27/2000 | 2183 | Passport Services | Passport Expenses | Susan Hinds... | -45.00 | | 5,796.95 |
| 02/27/2000 | 2184 | Passport Services | Passport Expenses | Mary D. Bro... | -45.00 | | 5,751.95 |
| 02/27/2000 | 2185 | Passport Services | Passport Expenses | Lilian Bich ... | -60.00 | | 5,691.95 |
| 02/27/2000 | | | Passport Check Reimb... | Deposit | 70.00 | X | 5,761.95 |

Register

County Exempt - Checking Register through 02/29/2000:

| <u>Date</u> | <u>No./Ref.</u> | <u>Name</u> | <u>Account</u> | <u>Memo</u> | <u>Amount</u> | <u>C</u> | <u>Balance</u> |
|-------------|-----------------|-------------------|-------------------------|-----------------|---------------|----------|----------------|
| 02/28/2000 | | | Passport Check Reimb... | Deposit | 150.00 | X | 5,911.95 |
| 02/29/2000 | | | Passport Check Reimb... | Deposit | 45.00 | X | 5,956.95 |
| 02/29/2000 | 2186 | Passport Services | Passport Expenses | Katherine Be... | -45.00 | | 5,911.95 |
| 02/29/2000 | 2187 | Passport Services | Passport Expenses | Mark Allen ... | -80.00 | | 5,831.95 |

Reconciliation Report

County Exempt - Savings account reconciled for the period ending 02/29/2000

Cleared Transactions

| | | |
|------------------------------------|----------|--------------|
| Previous Balance | | 2,787.87 |
| Cleared Checks and Payments | 2 Items | -675.99 |
| Cleared Deposits and Other Credits | 20 Items | 608.30 |
| Cleared Balance | | 2,720.18 |

Uncleared Transactions

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

New Transactions

| | | |
|---|---------|--------------|
| Account Balance as of 02/29/2000 (statement closing date) | | 2,720.18 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 4 Items | 133.00 |
| Ending Account Balance | | 2,853.18 |

Register

County Exempt - Savings Register through 02/29/2000:

| <u>Date</u> | <u>No./Ref.</u> | <u>Name</u> | <u>Account</u> | <u>Memo</u> | <u>Amount</u> | <u>C</u> | <u>Balance</u> |
|-------------|-----------------|-------------------|--------------------------|----------------|---------------|----------|----------------|
| 02/01/2000 | | | Cash Register - Copy ... | Deposit | 54.75 | X | 2,842.62 |
| 02/02/2000 | | | -split- | Deposit | 56.65 | X | 2,899.27 |
| 02/03/2000 | | | -split- | Deposit | 66.55 | X | 2,965.82 |
| 02/07/2000 | | | Cash Register - Copy ... | Deposit | 23.20 | X | 2,989.02 |
| 02/07/2000 | | | Cash Register - Copy ... | Deposit | 29.05 | X | 3,018.07 |
| 02/08/2000 | | | Cash Register - Copy ... | Deposit | 33.95 | X | 3,052.02 |
| 02/09/2000 | | | Cash Register - Copy ... | Deposit | 35.25 | X | 3,087.27 |
| 02/10/2000 | | | -split- | Deposit | 46.80 | X | 3,134.07 |
| 02/14/2000 | | | Cash Register - Copy ... | Deposit | 11.75 | X | 3,145.82 |
| 02/14/2000 | | | Cash Register - Copy ... | Deposit | 10.05 | X | 3,155.87 |
| 02/15/2000 | | | Cash Register - Copy ... | Deposit | 19.75 | X | 3,175.62 |
| 02/16/2000 | | | Cash Register - Copy ... | Deposit | 1.85 | X | 3,177.47 |
| 02/17/2000 | | | -split- | Deposit | 68.15 | X | 3,245.62 |
| 02/17/2000 | 1085 | Sharp Electronics | Copier Lease Payments | | -446.34 | X | 2,799.28 |
| 02/17/2000 | 1086 | IKON | Copier Maintenance C... | 21232177 dt... | -229.65 | X | 2,569.63 |
| 02/17/2000 | | | Cash Register - Copy ... | Deposit | 8.90 | X | 2,578.53 |
| 02/23/2000 | | | Cash Register - Copy ... | Deposit | 35.25 | X | 2,613.78 |
| 02/24/2000 | | | -split- | Deposit | 31.05 | X | 2,644.83 |
| 02/27/2000 | | | Cash Register - Copy ... | Deposit | 24.50 | X | 2,669.33 |
| 02/28/2000 | | | Cash Register - Copy ... | Deposit | 12.60 | X | 2,681.93 |
| 02/29/2000 | | | Cash Register - Copy ... | Deposit | 33.40 | X | 2,715.33 |
| 02/29/2000 | | | Interest Inc - Savings | Interest | 4.85 | X | 2,720.18 |

Reconciliation Report

General Fund - Checking account reconciled for the period ending 02/29/2000

Cleared Transactions

| | | |
|------------------------------------|----------|----------|
| Previous Balance | | 6,129.09 |
| Cleared Checks and Payments | 17 Items | -783.14 |
| Cleared Deposits and Other Credits | 2 Items | 1,799.75 |
| Cleared Balance | | 7,145.70 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|---------|
| Uncleared Checks and Payments | 6 Items | -472.99 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 02/29/2000 (statement closing date) | | 6,672.71 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 2 Items | 2,128.11 |
| Ending Account Balance | | 8,800.82 |

Register

General Fund - Checking Register through 02/29/2000:

| Date | No./Ref. | Name | Account | Memo | Amount | C | Balance |
|------------|----------|----------------------|-------------------------|------------------|----------|---|----------|
| 02/01/2000 | 4150 | Target | Office Expense | supplies | -8.17 | X | 6,046.95 |
| 02/01/2000 | 4151 | Nonprofit Resour... | Transportation & Travel | Pay for Perfo... | -30.00 | X | 6,016.93 |
| 02/02/2000 | 4154 | Jim Roberts | Tutor Training Expense | Reimbursem... | -20.49 | X | 5,996.44 |
| 02/03/2000 | 4153 | Von's | Household Expenses | SLS - Februa... | -33.98 | X | 5,962.46 |
| 02/03/2000 | 4155 | US Postmaster P... | Postage | Postage supply | -122.75 | X | 5,839.71 |
| 02/03/2000 | 4156 | Sam's Club | Tutor Training Expense | Tutor Traini... | -21.75 | X | 5,817.96 |
| 02/03/2000 | | Sanwa Bank | Debit Cards | bankcard fee... | -15.00 | X | 5,802.96 |
| 02/07/2000 | 4152 | Cinnamon Works | Household Expenses | SLS - Februa... | -14.10 | X | 5,788.86 |
| 02/08/2000 | | | County Reimbursements | Deposit | 1,075.25 | X | 6,864.11 |
| 02/09/2000 | 4157 | Home Depot | Office Expense | Supplies | -49.18 | X | 6,814.93 |
| 02/09/2000 | 4158 | Home Depot | Office Expense | | -27.92 | X | 6,787.01 |
| 02/09/2000 | 4159 | Albertson's | Office Expense | Gates Found... | -12.99 | X | 6,774.02 |
| 02/09/2000 | 4161 | Jim Roberts | Tutor Training Expense | | -27.72 | X | 6,746.30 |
| 02/14/2000 | 4160 | Von's | Office Expense | Gates Found... | -29.99 | X | 6,716.31 |
| 02/14/2000 | 4162 | Smart & Final | Office Expense | 1800-00 sup... | -31.75 | X | 6,684.56 |
| 02/15/2000 | | | General Fund - Savings | Funds Transf... | -122.35 | X | 6,562.21 |
| 02/15/2000 | | | County Exempt - Chec... | Funds Transf... | -45.00 | X | 6,517.21 |
| 02/17/2000 | 4164 | Travel In Style | Transportation & Travel | James Robert... | -170.00 | X | 6,347.21 |
| 02/17/2000 | 4165 | City of Santa Fe ... | Transportation & Travel | SCLLN Regi... | -315.00 | | 6,032.21 |
| 02/22/2000 | 4166 | CALTAC | Memberships | Membership ... | -54.00 | | 5,978.21 |
| 02/28/2000 | 4167 | PGRT-So Cal | Transportation & Travel | Elizabeth Mi... | -20.00 | | 5,958.21 |
| 02/29/2000 | 4169 | Placentia Chamb... | Transportation & Travel | Peggy Dinsm... | -10.00 | | 5,948.21 |
| 02/29/2000 | | | Bankcard Deposit | Deposit | 724.50 | X | 6,672.71 |

Reconciliation Report

General Fund - Savings account reconciled for the period ending 02/29/2000

Cleared Transactions

| | | |
|------------------------------------|----------|-------------|
| Previous Balance | | 18,500.56 |
| Cleared Checks and Payments | 2 Items | -103,413.74 |
| Cleared Deposits and Other Credits | 30 Items | 94,156.49 |
| Cleared Balance | | 9,243.31 |

Uncleared Transactions

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

New Transactions

| | | |
|---|---------|-----------|
| Account Balance as of 02/29/2000 (statement closing date) | | 9,243.31 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 8 Items | 90,544.10 |
| Ending Account Balance | | 99,787.41 |

Register

General Fund - Savings Register through 02/29/2000:

| <u>Date</u> | <u>No./Ref.</u> | <u>Name</u> | <u>Account</u> | <u>Memo</u> | <u>Amount</u> | <u>C</u> | <u>Balance</u> |
|-------------|-----------------|--------------------|--------------------------|------------------|---------------|----------|----------------|
| 02/01/2000 | | | -split- | Deposit | 283.35 | X | 18,783.91 |
| 02/02/2000 | | | -split- | Deposit | 401.25 | X | 19,185.16 |
| 02/03/2000 | | | -split- | Deposit | 218.65 | X | 19,403.81 |
| 02/07/2000 | | | -split- | Deposit | 270.61 | X | 19,674.42 |
| 02/07/2000 | | | -split- | Deposit | 309.20 | X | 19,983.62 |
| 02/08/2000 | | | -split- | Deposit | 415.88 | X | 20,399.50 |
| 02/09/2000 | | | -split- | | 328.35 | X | 20,727.85 |
| 02/10/2000 | | | -split- | Deposit | 357.35 | X | 21,085.20 |
| 02/14/2000 | | | -split- | Deposit | 277.10 | X | 21,362.30 |
| 02/14/2000 | | | -split- | Deposit | 427.70 | X | 21,790.00 |
| 02/15/2000 | | | -split- | Deposit | 272.35 | X | 22,062.35 |
| 02/15/2000 | | | General Fund - Checki... | | 122.35 | X | 22,184.70 |
| 02/16/2000 | | | -split- | Deposit | 255.86 | X | 22,440.56 |
| 02/16/2000 | | | Telephone Income | Deposit | 287.03 | X | 22,727.59 |
| 02/17/2000 | | | -split- | Deposit | 348.45 | X | 23,076.04 |
| 02/17/2000 | 1075 | Orange County A... | Transfers to County | local revenue... | -19,637.74 | X | 3,438.30 |
| 02/17/2000 | | | -split- | Deposit | 199.60 | X | 3,637.90 |
| 02/23/2000 | | | -split- | Deposit | 326.75 | X | 3,964.65 |
| 02/23/2000 | | | -split- | Deposit | 326.06 | X | 4,290.71 |
| 02/23/2000 | | | Telephone Income | Deposit | 8.60 | X | 4,299.31 |
| 02/24/2000 | | | -split- | Deposit | 225.00 | X | 4,524.31 |
| 02/24/2000 | | | -split- | Deposit | 277.84 | X | 4,802.15 |
| 02/24/2000 | | | -split- | Deposit | 5.82 | X | 4,807.97 |
| 02/25/2000 | 1076 | Orange County A... | Bankruptcy Recovery ... | 7130-00 Ban... | -83,776.00 | X | -78,968.03 |
| 02/25/2000 | | | -split- | Deposit | 82,399.33 | X | 3,431.30 |
| 02/27/2000 | | | -split- | Deposit | 334.35 | X | 3,765.65 |
| 02/28/2000 | | | -split- | Deposit | 476.75 | X | 4,242.40 |
| 02/28/2000 | | | -split- | Deposit | 398.30 | X | 4,640.70 |
| 02/29/2000 | | | -split- | Deposit | 361.00 | X | 5,001.70 |
| 02/29/2000 | | | -split- | Deposit | 193.50 | X | 5,195.20 |
| 02/29/2000 | | | State Library Reimbur... | Deposit | 4,014.92 | X | 9,210.12 |
| 02/29/2000 | | | Interest Inc - Savings | Interest | 33.19 | X | 9,243.31 |

Reconciliation Report

Literacy Fund - Savings account reconciled for the period ending 02/29/2000

Cleared Transactions

| | | |
|------------------------------------|---------|----------|
| Previous Balance | | 5,157.94 |
| Cleared Checks and Payments | 1 Items | -351.00 |
| Cleared Deposits and Other Credits | 1 Items | 8.30 |
| Cleared Balance | | 4,815.24 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|-----------|
| Uncleared Checks and Payments | 2 Items | -1,007.28 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00 |

New Transactions

| | | |
|---|---------|----------|
| Account Balance as of 02/29/2000 (statement closing date) | | 3,807.96 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 3,807.96 |

Register

Literacy Fund - Savings Register through 02/29/2000:

| <u>Date</u> | <u>No./Ref.</u> | <u>Name</u> | <u>Account</u> | <u>Memo</u> | <u>Amount</u> | <u>C</u> | <u>Balance</u> |
|-------------|-----------------|--------------------|-------------------------|-----------------|---------------|----------|----------------|
| 02/17/2000 | 1005 | Travel In Style | Transportation & Travel | James Robert... | -351.00 | X | 4,806.94 |
| 02/17/2000 | 1006 | Residence Inn | Transportation & Travel | Reservation ... | -641.28 | | 4,165.66 |
| 02/17/2000 | 1007 | PLA Conference ... | Transportation & Travel | James Roberts | -366.00 | | 3,799.66 |
| 02/29/2000 | | | Interest Inc - Savings | Interest | 8.30 | X | 3,807.96 |

Reconciliation Report

Payroll Checking account reconciled for the period ending 02/29/2000

Cleared Transactions

| | | |
|------------------------------------|----------|------------|
| Previous Balance | | 31,320.76 |
| Cleared Checks and Payments | 42 Items | -51,444.89 |
| Cleared Deposits and Other Credits | 2 Items | 43,040.00 |
| Cleared Balance | | 22,915.87 |

Uncleared Transactions

| | | |
|--------------------------------------|---------|---------|
| Uncleared Checks and Payments | 2 Items | -507.34 |
| Uncleared Deposits and Other Credits | 0 Items | 0.00 |

New Transactions

| | | |
|---|---------|-----------|
| Account Balance as of 02/29/2000 (statement closing date) | | 22,408.53 |
| New Checks and Payments | 0 Items | 0.00 |
| New Deposits and Other Credits | 0 Items | 0.00 |
| Ending Account Balance | | 22,408.53 |



ACQUISITIONS REPORT FOR THE MONTH OF FEBRUARY 2000
Prepared by Julie Shook, Technical Services Manager

| | GENERAL FUND | | | ADOPT-A-BOOK | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|---------------------------------------|--------------|---------|--------|--------------|---------|--------|-----------------|---------|--------|---------|---------|--------|-------------|---------|--------|
| | Amount | Volumes | Titles | Amount | Volumes | Titles | Amount | Volumes | Titles | Value | Volumes | Titles | Amount | Volumes | Titles |
| Adult Fiction | 814.90 | 47 | 44 | 0.00 | 0 | 0 | 814.90 | 47 | 44 | 115.85 | 5 | 5 | 930.75 | 52 | 49 |
| Adult Circulating Non-Fiction | 1,918.27 | 90 | 81 | 0.00 | 0 | 0 | 1,918.27 | 90 | 81 | 322.83 | 12 | 12 | 2,241.10 | 102 | 93 |
| Adult Reference | 548.24 | 13 | 3 | 0.00 | 0 | 0 | 548.24 | 13 | 3 | 95.00 | 3 | 2 | 643.24 | 16 | 5 |
| Adult Print Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Electronic Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Adult Non-Fiction | 2,466.51 | 103 | 84 | 0.00 | 0 | 0 | 2,466.51 | 103 | 84 | 417.83 | 15 | 14 | 2,884.34 | 118 | 98 |
| TOTAL ADULT PRINT MATERIALS | 3,281.41 | 150 | 128 | 0.00 | 0 | 0 | 3,281.41 | 150 | 128 | 533.68 | 20 | 19 | 3,815.09 | 170 | 147 |
| Adult Audio/Music | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Audio Books | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Adult Audio | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Video Entertainment | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Adult Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL ADULT NON-PRINT MATERIALS | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL ADULT MATERIALS | 3,281.41 | 150 | 128 | 0.00 | 0 | 0 | 3,281.41 | 150 | 128 | 533.68 | 20 | 19 | 3,815.09 | 170 | 147 |
| Juvenile Fiction | 1,786.94 | 114 | 70 | 381.54 | 23 | 22 | 2,168.48 | 137 | 92 | 6.00 | 1 | 1 | 2,174.48 | 138 | 93 |
| Juvenile Circulating Non-Fiction | 1,467.73 | 71 | 67 | 0.00 | 0 | 0 | 1,467.73 | 71 | 67 | 0.00 | 0 | 0 | 1,467.73 | 71 | 67 |
| Juvenile Reference | 752.27 | 32 | 2 | 0.00 | 0 | 0 | 752.27 | 32 | 2 | 80.00 | 2 | 1 | 832.27 | 34 | 3 |
| Juvenile Print Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Electronic Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Juvenile Non-Fiction | 2,220.00 | 103 | 69 | 0.00 | 0 | 0 | 2,220.00 | 103 | 69 | 80.00 | 2 | 1 | 2,300.00 | 105 | 70 |
| Young Adult Grant (Print & Non-Print) | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL JUVENILE PRINT MATERIALS | 4,006.94 | 217 | 139 | 381.54 | 23 | 22 | 4,388.48 | 240 | 161 | 86.00 | 3 | 2 | 4,474.48 | 243 | 163 |
| Juvenile Audio/Music | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Audio Books | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 |
| Total Juvenile Audio | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 |
| Juvenile Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Video Entertainment | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Juvenile Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL JUVENILE NON-PRINT MATERIALS | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 |
| TOTAL JUVENILE MATERIALS | 4,129.46 | 223 | 142 | 381.54 | 23 | 22 | 4,511.00 | 246 | 164 | 86.00 | 3 | 2 | 4,597.00 | 249 | 166 |
| Total Fiction | 2,601.84 | 161 | 114 | 381.54 | 23 | 22 | 2,983.38 | 184 | 136 | 121.85 | 6 | 6 | 3,105.23 | 190 | 142 |
| Total Non-Fiction | 4,686.51 | 206 | 153 | 0.00 | 0 | 0 | 4,686.51 | 206 | 153 | 497.83 | 17 | 15 | 5,184.34 | 223 | 168 |
| Total Audio | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 |
| Total Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL MATERIALS | 7,410.87 | 373 | 270 | 381.54 | 23 | 22 | 7,792.41 | 396 | 292 | 619.68 | 23 | 21 | 8,412.09 | 419 | 313 |

OUTSTANDING ORDERS AS OF FEBRUARY 28, 2000

| | | | |
|--------------|-------------|--------------|-------------|
| General Fund | Amount | Adopt-A-Book | TOTAL |
| | \$13,206.25 | Amount | Amount |
| | | \$1,456.98 | \$14,663.23 |

ACQUISITIONS REPORT FOR FISCAL YEAR 1999-200 THROUGH THE MONTH OF FEBRUARY 2000
Prepared by Julie Shook, Technical Services Librarian

| | GENERAL FUND | | | ADOPT-A-BOOK | | | TOTAL PURCHASED | | | DONATED | | | TOTAL ITEMS | | |
|---------------------------------------|--------------|---------|--------|--------------|---------|--------|-----------------|---------|--------|-----------|---------|--------|-------------|---------|--------|
| | Amount | Volumes | Titles | Amount | Volumes | Titles | Amount | Volumes | Titles | Value | Volumes | Titles | Amount | Volumes | Titles |
| Adult Fiction | 6,558.74 | 393 | 380 | 844.83 | 46 | 44 | 7,403.57 | 439 | 424 | 2,864.20 | 134 | 131 | 10,267.77 | 573 | 555 |
| Adult Circulating Non-Fiction | 6,573.94 | 420 | 410 | 5,356.10 | 206 | 199 | 11,930.04 | 626 | 609 | 10,282.38 | 525 | 471 | 22,212.42 | 1,151 | 1,080 |
| Adult Reference | 10,826.61 | 93 | 44 | 195.40 | 2 | 2 | 11,022.01 | 95 | 46 | 2,095.90 | 84 | 32 | 13,117.91 | 179 | 78 |
| Adult Print Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Electronic Continuations | 14,109.49 | 5 | 5 | 0.00 | 0 | 0 | 14,109.49 | 5 | 5 | 0.00 | 0 | 0 | 14,109.49 | 5 | 5 |
| Total Adult Non-Fiction | 31,510.04 | 518 | 459 | 5,551.50 | 208 | 201 | 37,061.54 | 726 | 660 | 12,378.28 | 609 | 503 | 49,439.82 | 1,335 | 1,163 |
| TOTAL ADULT PRINT MATERIALS | 38,068.78 | 911 | 911 | 6,396.33 | 254 | 245 | 44,465.11 | 1,165 | 1,084 | 15,242.48 | 743 | 634 | 59,707.59 | 1,908 | 1,718 |
| Adult Audio/Music | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Adult Audio Books | 110.24 | 0 | 0 | 0.00 | 0 | 0 | 110.24 | 0 | 0 | 0.00 | 0 | 0 | 110.24 | 0 | 0 |
| Total Adult Audio | 110.24 | 0 | 0 | 0.00 | 0 | 0 | 110.24 | 0 | 0 | 0.00 | 0 | 0 | 110.24 | 0 | 0 |
| Adult Video Educational | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 125.00 | 7 | 7 | 125.00 | 7 | 7 |
| Adult Video Entertainment | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 275.00 | 13 | 13 | 275.00 | 13 | 13 |
| Total Adult Video | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 400.00 | 20 | 20 | 400.00 | 20 | 20 |
| Adult Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL ADULT NON-PRINT MATERIALS | 110.24 | 0 | 0 | 0.00 | 0 | 0 | 110.24 | 0 | 0 | 400.00 | 20 | 20 | 510.24 | 20 | 20 |
| TOTAL ADULT MATERIALS | 38,179.02 | 911 | 911 | 6,396.33 | 254 | 245 | 44,575.35 | 1,165 | 1,084 | 15,642.48 | 763 | 654 | 60,217.83 | 1,928 | 1,738 |
| Juvenile Fiction | 3,907.01 | 598 | 324 | 469.63 | 27 | 26 | 4,376.64 | 625 | 350 | 1,228.15 | 123 | 110 | 5,604.79 | 748 | 460 |
| Juvenile Circulating Non-Fiction | 5,499.25 | 314 | 236 | 832.51 | 36 | 34 | 6,331.76 | 350 | 270 | 648.94 | 49 | 46 | 6,980.70 | 399 | 316 |
| Juvenile Reference | 752.27 | 32 | 2 | 0.00 | 0 | 0 | 752.27 | 32 | 2 | 110.00 | 3 | 2 | 862.27 | 35 | 4 |
| Juvenile Print Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Juvenile Electronic Continuations | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| Total Juvenile Non-Fiction | 6,251.52 | 346 | 238 | 832.51 | 36 | 34 | 7,084.03 | 382 | 272 | 758.94 | 52 | 48 | 7,842.97 | 434 | 320 |
| Young Adult Grant (Print & Non-Print) | 11,030.35 | 762 | 573 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL JUVENILE PRINT MATERIALS | 21,188.88 | 1,706 | 1,135 | 1,302.14 | 63 | 60 | 11,460.67 | 1,007 | 622 | 1,987.09 | 175 | 158 | 13,447.76 | 1,182 | 780 |
| Juvenile Audio/Music | 0.00 | 0 | 0 | 92.21 | 11 | 9 | 92.21 | 11 | 9 | 0.00 | 0 | 0 | 92.21 | 11 | 9 |
| Juvenile Audio Books | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 | 0.00 | 0 | 0 | 122.52 | 6 | 3 |
| Total Juvenile Audio | 122.52 | 6 | 3 | 92.21 | 11 | 9 | 214.73 | 17 | 12 | 0.00 | 0 | 0 | 214.73 | 17 | 12 |
| Juvenile Video Educational | 580.08 | 24 | 24 | 362.25 | 20 | 20 | 942.33 | 44 | 44 | 10.00 | 1 | 1 | 952.33 | 45 | 45 |
| Juvenile Video Entertainment | 369.77 | 15 | 15 | 0.00 | 0 | 0 | 369.77 | 15 | 15 | 0.00 | 0 | 0 | 369.77 | 15 | 15 |
| Total Juvenile Video | 949.85 | 39 | 39 | 362.25 | 20 | 20 | 1,312.10 | 59 | 59 | 10.00 | 1 | 1 | 1,322.10 | 60 | 60 |
| Juvenile Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL JUVENILE NON-PRINT MATERIALS | 1,072.37 | 45 | 42 | 454.46 | 31 | 29 | 1,526.83 | 76 | 71 | 10.00 | 1 | 1 | 1,536.83 | 77 | 72 |
| TOTAL JUVENILE MATERIALS | 22,261.25 | 1,751 | 1,177 | 1,756.60 | 94 | 89 | 12,987.50 | 1,083 | 693 | 1,997.09 | 176 | 159 | 14,984.59 | 1,259 | 852 |
| Total Fiction | 10,465.75 | 991 | 704 | 1,314.46 | 73 | 70 | 11,780.21 | 1,064 | 774 | 4,092.35 | 257 | 241 | 15,872.56 | 1,321 | 1,015 |
| Total Non-Fiction | 37,761.56 | 864 | 697 | 6,384.01 | 244 | 235 | 44,145.57 | 1,108 | 932 | 13,137.22 | 661 | 551 | 57,282.79 | 1,769 | 1,483 |
| Total Audio | 232.76 | 6 | 3 | 92.21 | 11 | 9 | 324.97 | 17 | 12 | 0.00 | 0 | 0 | 324.97 | 17 | 12 |
| Total Video | 949.85 | 39 | 39 | 362.25 | 20 | 20 | 1,312.10 | 59 | 59 | 410.00 | 21 | 21 | 1,722.10 | 80 | 80 |
| Total Computer Software | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 | 0.00 | 0 | 0 |
| TOTAL MATERIALS | 49,409.92 | 1,900 | 1,443 | 8,152.93 | 348 | 334 | 57,562.85 | 2,248 | 1,777 | 17,639.57 | 939 | 813 | 75,202.42 | 3,187 | 2,590 |

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy D. Burkich, Circulation Supervisor *PDB*
 DATE: March 16, 2000
 SUBJECT: Unique Management Services, Inc. Report for Month of February

This report was received from Unique Management on March 9, 2000.
 Attachment A is enclosed.

A summary of the current status is as follows:

| | # New Accounts Submitted | Total # Active Accounts | # Paid In Full Curr. Month | Amount Received Curr. Month | # Written Off Suspended Curr. Month |
|------------|--------------------------------|-------------------------------|----------------------------------|-----------------------------------|---|
| FY 1998-99 | | | | | |
| July | 0 | 69 | 10 | 292.01 | 20 |
| August | 28 | 57 | 3 | 116.85 | 10 |
| September | 12 | 79 | 4 | 319.65 | 15 |
| October | 32 | 92 | 9 | 532.75 | 11 |
| November | 4 | 99 | 7 | 412.49 | 4 |
| December | 10 | 109 | 7 | 413.30 | 4 |
| January | 16 | 116 | 3 | 154.60 | 8 |
| February | 12 | 121 | 4 | 268.21 | 0 |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| TOTAL YTD | 114 | 742 | 47 | 2,509.86 | 72 |



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *ed*
 DATE: March 16, 2000
 SUBJECT: **DEBIT CARD SYSTEM REIMBURSEMENT FEBRUARY, 2000**

SUMMARY OF PRINTER/COPIER ACCOUNTS FEBRUARY, 2000

| | | | |
|--|---------------|----------------|---------------------|
| Beginning Balance 1/31/00 | | | (\$3,807.76) |
| | <u>Income</u> | <u>Expend.</u> | |
| Total Deposits in | 433.45 | | |
| Total Loans from Literacy Fund | 0.00 | | |
| Total Materials & Supplies | | 0.00 | |
| Total Repairs | | 0.00 | |
| Total Copier Paper Expense | | 0.00 | |
| Total Copier Lease Payments in February | | 446.34 | |
| Total Copier Maintenance Payment in February | | 229.65 | |
| Debit Card System Loan Payback | | <u>0.00</u> | |
| | <u>433.45</u> | <u>675.99</u> | |
| Ending Balance 02/29/00 | | | <u>(\$4,050.30)</u> |
| February payment | | | \$ 0.00 |

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

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

| | |
|---|---------------------|
| Loan Amount as of 10/3/96 (Fund 702) | 16,559.50 |
| Loan Repayment through 2/29/00 | (8,565.48) |
| Loan Amount as of 2/29/00 (Literacy Fund) | 7,700.00 |
| February Payment (Fund 702) | 0.00 |
| February Payment (Literacy Fund) | <u>0.00</u> |
| Balance 2/29/00 | <u>\$ 15,694.02</u> |

Prepared by: Wendy Goodson

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edw*
DATE: March 16, 2000
SUBJECT: **GIFT REPORT**

The following gifts were received from Feb 1, 2000 through February 29, 2000

| | | | |
|------------------------------|----------|-----------------------------------|-------------------|
| Brodart | \$100.00 | Esther Kim | \$50.00 |
| Dura-Chem | \$100.00 | Kay Lennon | \$25.00 |
| FKC LLL | \$100.00 | JoAnne McAllister | \$ 50.00 |
| Friends of Placentia Library | \$146.00 | John Mulholland | \$ 50.00 |
| McMullen Argus | \$100.00 | JoAnn Nelson | \$ 30.00 |
| Southern California Water Co | \$100.00 | John Penner | \$ 50.00 |
| Bink Baksh | \$54.67 | Mr & Mrs Rice | \$ 10.00 |
| Margarete Barnes | \$25.00 | Marie Schmidt | \$ 30.00 |
| James DeJovine | \$250.00 | Marjorie Scudder | \$ 25.00 |
| W.J. Dorritie | \$25.00 | Renee Scott | \$ 100.00 |
| John & Lora Hanel | \$50.00 | Mr & Mrs Delbert Sevre | \$ 25.00 |
| Edward Hartman | \$60.00 | Robert Suda | \$ 15.00 |
| Kazuya Ichikawa | \$25.00 | Jean & Robert Turner | \$ 25.00 |
| Pat Irot | \$25.00 | John Wheatley | \$ 50.00 |
| | | Victoria Weselich | \$ 25.00 |
| | | Lester Yan | \$ 100.00 |
| | | TOTAL AAB DONATIONS | \$1,820.67 |
| | | TOTAL BE DONATIONS | \$0.00 |
| | | <u>TOTAL ALL DONATIONS</u> | \$1,820.67 |

Prepared by : Wendy Goodson



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EdM*
DATE: March 16, 2000

SUBJECT: BUILDING MAINTENANCE REPORT FOR FEBRUARY, 2000

1. **Air Conditioning** – Regular maintenance of HVAC system by Bear State. IEC continues to do periodic checks of chillers and reading meters regularly.
2. **Electrical** – Causey Electric installed an additional dedicated circuit in the workroom area by the fax machine to accommodate additional computers.
3. **History Room Project** – Packing and moving boxes containing History Room books and other pertinent items continues with a deadline of February 25, 2000.
4. **Keyless Entry System** – Dick's Lock & Safe installed the keyless entry system to the rear doors of the Library by the loading dock. This system has a audit trail mechanism to track traffic in and out of the Library.
5. **Fire Alarm System** – D & S Systems conducted their semi-annual fire system check.

Prepared by: Wendy Goodson



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: March 16, 2000
SUBJECT: **PERSONNEL REPORT FOR FEBRUARY, 2000**

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

None

Prepared by: Wendy Goodson

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

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

| REGULAR | FY99/00 February | FY99/00 YTD | Starting | Cumulative |
|---|---------------------|-----------------|----------|------------------|
| Andrade, Linda | 12.00 | 57.00 | 9/95 | 417.25 |
| Backes, Theresa | 5.50 | 32.50 | 6/98 | 137.25 |
| Brown, Bill | 0.00 | 4.00 | 8/99 | 4.00 |
| Chou, Tzu-Shiu | 8.25 | 8.25 | 2/00 | 8.25 |
| Chou, Yi-Sern | 5.50 | 5.50 | 2/00 | 5.50 |
| Clugston, Patricia | 7.25 | 43.75 | 6/98 | 98.75 |
| Cravotta, Leo | 0.00 | 28.50 | 5/99 | 29.50 |
| Dell, Lyla | 16.00 | 89.25 | 8/98 | 341.75 |
| Farkas, Ted | 0.00 | 6.50 | 10/98 | 25.50 |
| Fioroni, Pete | 6.00 | 23.00 | 3/97 | 176.00 |
| Fioroni, Ruth | 0.00 | 4.00 | 3/97 | 152.00 |
| Fitzgerald, Joan | 12.00 | 83.75 | 10/93 | 1,767.25 |
| Godwin, Nita | 6.00 | 50.00 | 2/96 | 197.25 |
| Hemmerling, Barbara | 0.00 | 21.25 | 10/95 | 314.50 |
| Hochman, Sue | 5.00 | 58.50 | 1/98 | 175.00 |
| Horrocks, Marjorie | 4.00 | 24.00 | 10/95 | 221.00 |
| Hyams, Rose | 9.00 | 88.00 | 7/98 | 312.00 |
| Irot, Pat | 53.00 | 178.75 | 2/96 | 1,217.75 |
| Jertberg, Pat | 20.00 | 70.50 | 4/98 | 206.75 |
| Livezey, Jane | 8.00 | 58.00 | 4/96 | 407.50 |
| McGuire, Gloria | 0.00 | 2.50 | 9/99 | 2.50 |
| Mignot, John | 2.00 | 25.25 | 6/98 | 60.75 |
| Mignot, Shirley | 8.00 | 61.25 | 9/95 | 398.50 |
| Myers, Claire | 11.00 | 111.00 | 10/95 | 774.00 |
| Olson, Bob | 0.00 | 27.00 | 9/95 | 267.25 |
| Pence, Thomas | 4.00 | 53.25 | 1/99 | 82.75 |
| Project Independence | 15.00 | 171.25 | | 397.00 |
| Robb, Barbara | 0.00 | 6.50 | 7/98 | 38.00 |
| Robbins, Kate | 0.00 | 43.00 | 11/99 | 584.50 |
| Rodriguez, Carmen | 5.00 | 5.00 | 2/00 | 5.00 |
| Schlichter, Allan | 8.00 | 63.00 | 10/93 | 604.50 |
| Schmidt, Marie | 18.00 | 76.50 | 4/98 | 156.25 |
| Schwartzkopf, Jan | 0.00 | 10.50 | 6/99 | 22.25 |
| Shaw, Dixie | 1.50 | 11.50 | 5/94 | 155.50 |
| Stark, Allan | 2.00 | 6.00 | 4/97 | 38.00 |
| Stark, Sandra | 6.00 | 18.00 | | 196.75 |
| Vaughn, Judy | 5.00 | 46.75 | 8/99 | 46.75 |
| Walker, Jim | 0.00 | 4.50 | 9/99 | 4.50 |
| Walker, Virginia | 0.00 | 4.50 | 3/99 | 111.50 |
| Wymer, Betty | 10.50 | 89.25 | 1/96 | 540.75 |
| J.T.P.A. / Job Training Partnership Act | 0.00 | 120.00 | | 1,170.50 |
| S.T.E.P. / Senior Training & Employment Program | 64.00 | 824.00 | | 6,377.75 |
| TOTAL | 337.50 | 2,708.50 | | 17,832.50 |

TEMPORARAY VOLUNTEERS

| | FY99/00 | | | FY99/00 | |
|---------------------|--------------|---------------|---------------------|---------------|---------------|
| | February | YTD | | February | YTD |
| Ahmed, Amin | 12.00 | 12.00 | Le, Stephanie | 0.00 | 31.75 |
| Aiam, Antara | 0.00 | 3.50 | Lee, Paihan | 0.00 | 18.00 |
| Alpert, David | 0.00 | 1.00 | Levreault, Michelle | 0.00 | 2.00 |
| Baek, Jisco | 0.00 | 6.50 | Lim, Esther | 0.00 | 4.50 |
| Bone, Shawnda | 6.00 | 42.75 | Lopez, Julio | 8.00 | 13.50 |
| Brudenbaker | 0.00 | 2.25 | Luna, Laura | 6.00 | 18.25 |
| Burke, Marsha | 0.00 | 10.25 | Margary, Gale | 0.00 | 9.00 |
| Bui, Jennifer | 0.00 | 32.00 | Marghard, Yvonne | 0.00 | 6.00 |
| Cai, Quynhvy | 0.00 | 40.00 | Martinez, Alberto | 22.50 | 22.50 |
| Cai, Hoangvy | 0.00 | 31.00 | Martinez, Carlos | 3.00 | 3.00 |
| Canseco, Demetri | 0.00 | 3.00 | Martinez, Josh | 0.00 | 39.00 |
| Castro, Miguel | 6.75 | 23.75 | Matta, Manuel | 12.00 | 57.75 |
| Cassidy, Chris | 1.50 | 1.50 | Molina, Enio | 3.00 | 10.00 |
| Cervantes, Maria | 19.00 | 19.00 | Nguyen, Cindy | 0.00 | 20.00 |
| Chavez, Alfredo | 0.00 | 8.25 | Nguyen, Don | 0.00 | 41.00 |
| Cheam, Makyka | 0.00 | 16.00 | Nguyen, Trung | 0.00 | 10.00 |
| Cho, Soonj | 0.00 | 13.00 | Nogales, Jenny | 0.00 | 14.00 |
| Chopra, Kunal | 0.00 | 28.00 | Ocana, Nick | 48.00 | 48.00 |
| Chu, Tim | 0.00 | 3.50 | Oakins, Cindy | 0.00 | 3.00 |
| Cooper, Hamilton | 0.00 | 30.25 | Ortiz, Christina | 5.50 | 5.50 |
| De Carlo, Joey | 3.00 | 8.50 | Osorio, Christina | 17.50 | 17.50 |
| Delcon, Noel | 0.00 | 3.00 | Padilla, Erica | 0.00 | 4.50 |
| DeVillez, Jennifer | 0.00 | 36.50 | Patel, Krunal | 6.00 | 20.00 |
| Diaz, Jeannie | 0.00 | 19.00 | Peck, Jean | 0.00 | 3.00 |
| Falcon, Maria | 0.00 | 17.75 | Perry, Maria | 0.00 | 4.50 |
| Fluss, Michelle | 0.00 | 3.00 | Pham, Nhu | 7.75 | 7.75 |
| Garcia, Innocente | 11.50 | 11.50 | Piha, Richard | 3.00 | 16.00 |
| Garry, Kevin | 0.00 | 61.00 | Pina, Christina | 0.00 | 4.50 |
| Gil, Alicia | 14.50 | 14.50 | Reed, Renee | 0.00 | 3.00 |
| Gomez, Jessica | 0.00 | 10.00 | Robertson, Jessica | 0.00 | 10.00 |
| Gonzales, Omar | 8.50 | 8.50 | Rorex, Jamie | 3.00 | 15.00 |
| Grim, Cindy | 0.00 | 6.00 | Runyon, Beth | 9.00 | 15.00 |
| Grim, Lisa | 0.00 | 6.00 | Sabandith, Kane | 4.00 | 8.00 |
| Guzzi, Rebecca | 0.00 | 4.50 | Shah, Janki | 0.00 | 60.25 |
| Hanizavareh, Sheri | 0.00 | 21.00 | Sung, (Alice) Chi | 0.00 | 21.00 |
| Hasirauni, Layal | 0.00 | 10.25 | Tran, David | 0.00 | 64.00 |
| Hamett, Tom | 6.00 | 19.25 | Tran, Joey | 5.75 | 5.75 |
| Hernandez, A. J. | 0.00 | 18.00 | Ulloa, Fabiola | 0.00 | 6.50 |
| Hernandez, Freddy | 8.00 | 8.00 | Valadez, Violette | 0.00 | 36.25 |
| Hernandez, Mia | 0.00 | 3.00 | Vasquez, Joel | 0.00 | 6.00 |
| Hibino, Satoko | 0.00 | 9.50 | Vidhyarkorn, Tammy | 0.00 | 4.50 |
| Ho, Irene | 0.00 | 3.50 | Villanoeva, Jorge | 0.00 | 20.25 |
| Jucker, Krister | 0.00 | 6.00 | Walcek, Angela | 0.00 | 4.50 |
| Keyuravong, Francis | 0.00 | 12.00 | Wang, Grace | 0.00 | 12.00 |
| Kim, Jessica | 0.00 | 4.50 | Wang, Shuan | 0.00 | 16.50 |
| | | | Whalen, Mark | 0.00 | 3.00 |
| | | | Yada, Julie | 0.00 | 7.00 |
| TOTAL | 96.75 | 652.25 | TOTAL | 164.00 | 773.00 |

LVA VOLUNTEERS

Literacy Volunteer Hours 530.00

TOTAL VOLUNTEERS HOURS

1,128.25

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

| | Regular/Temp. Volunteers | | | Literacy Volunteers | | |
|-----------|--------------------------|---------|---------|---------------------|---------|---------|
| | FY97/98 | FY98/99 | FY99/00 | FY97/98 | FY98/99 | FY99/00 |
| July | 898.50 | 929.00 | 601.25 | 818.00 | 449.00 | 222.00 |
| August | 864.25 | 919.25 | 885.00 | 405.00 | 427.00 | 202.00 |
| September | 433.00 | 531.75 | 471.25 | 376.00 | 261.00 | 220.00 |
| October | 486.00 | 497.00 | 490.00 | 435.00 | 332.00 | 458.50 |
| November | 492.75 | 443.75 | 368.00 | 369.00 | 345.00 | 425.00 |
| December | 556.00 | 312.25 | 330.50 | 273.00 | 179.00 | 178.00 |
| January | 558.25 | 413.75 | 397.00 | 301.00 | 242.00 | 142.00 |
| February | 533.50 | 372.00 | 598.25 | 450.00 | 504.00 | 530.00 |
| March | 687.00 | 478.75 | | 398.00 | 347.00 | |
| April | 594.00 | 601.75 | | 383.00 | 265.00 | |
| May | 453.50 | 423.25 | | 480.00 | 346.00 | |
| June | 805.25 | 543.25 | | 317.00 | 283.00 | |

Placentia Library District
Circulation Report
MARCH 16, 2000

| | FY99-00 YTD | FY98-99 YTD | % CHANGE FY99 TO FY00 | FY99-00 FEBRUARY 00 | FY98-99 FEBRUARY 99 |
|------------------------------------|-------------|-------------|--------------------------|------------------------|------------------------|
| 1st Time Checkouts | 93,097 | 92,204 | 0.97% | 12,647 | 11,185 |
| Phone Renewals | 13,792 | 10,916 | 26.35% | 2,126 | 1,549 |
| In-Building Renewals | 2,698 | 5,120 | -47.30% | 390 | 382 |
| Total Renewals | 16,490 | 16,036 | 2.83% | 2,516 | 1,931 |
| TOTAL CHECKOUTS | 109,587 | 108,240 | 1.24% | 15,163 | 13,116 |
| On-Time Checkins | 88,860 | 103,399 | -14.06% | 11,256 | 10,810 |
| Late Checkins | 16,187 | 20,361 | -20.50% | 2,366 | 2,175 |
| TOTAL CHECKINS | 105,047 | 123,582 | -15.00% | 13,622 | 12,985 |
| Holds Placed | 2,148 | 2,405 | -10.69% | 236 | 294 |
| Holds Cancelled | 423 | 490 | -13.67% | 40 | 52 |
| Holds Filled | 2,050 | 2,227 | -7.95% | 269 | 275 |
| Holds Expired | 14 | 25 | -44.00% | 2 | 3 |
| Overdue Items | 6,199 | 7,586 | -18.28% | 883 | 835 |
| Overdue Notices | 2,759 | 3,183 | -13.32% | 395 | 375 |
| Billing Notices | 3,146 | 3,798 | -17.17% | 414 | 376 |
| Patrons Registered | 2,314 | 2,287 | 1.18% | 313 | 249 |
| Titles Added | 6,533 | 4,166 | 56.82% | 624 | 1,058 |
| Volumes Added | 12,195 | 7,606 | 60.33% | 890 | 1,325 |
| CIRCULATION BY TYPE OF MATERIAL | | | | | |
| Adult Print | 48,630 | 54,290 | -10.43% | 6,102 | 5,759 |
| Juvenile Print | 53,373 | 62,620 | -14.77% | 7,931 | 6,403 |
| Total Print | 102,003 | 116,910 | -12.75% | 14,033 | 12,168 |
| Audio | 3,935 | 3,988 | -1.33% | 454 | 383 |
| Visual | 4,866 | 6,153 | -20.92% | 525 | 565 |
| Equipment | 0 | 0 | 0.00% | 0 | 0 |
| Total Audio Visual | 8,801 | 10,141 | -13.21% | 979 | 948 |
| TOTAL CIRCULATION | 109,587 | 126,391 | -13.30% | 15,163 | 13,116 |
| Placentia Circulation | 69,197 | 82,650 | -16.28% | 9,328 | 8,064 |
| % Placentia Circulation | 62.45% | 65.05% | -4.00% | 62.14% | 61.48% |
| Anaheim/Yorba Linda Circulation | 20,855 | 22,340 | -6.65% | 3,109 | 2,568 |
| % Anaheim/Yorba Linda Circulation | 18.82% | 17.58% | 7.05% | 20.71% | 19.58% |
| TYPES OF ACTIVE BORROWERS | | | | | |
| Adult | 72,623 | 80,602 | -9.90% | 9,722 | 8,581 |
| Young Adult | 2,956 | 2,683 | 10.18% | 393 | 386 |
| Juvenile | 26,452 | 35,017 | -24.46% | 3,978 | 3,317 |
| New Borrower | 8,773 | 8,736 | 0.42% | 1,141 | 832 |
| Non Resident | 0 | 0 | 0.00% | 0 | 0 |
| Other | 0 | 0 | 0.00% | 0 | 0 |
| TOTAL ACTIVE BORROWERS | 110,804 | 127,038 | -12.78% | 15,234 | 13,116 |
| TOTAL REGISTERED BORROWERS | 21,872 | 27,776 | -21.26% | 21,872 | 26,919 |
| ATTENDANCE | 280,180 | 208,731 | 34.23% | 30,533 | 24,427 |
| Adult Reference - In Building | 7,024 | 8,312 | -15.50% | 945 | 1,078 |
| Adult Reference - Telephone | 1,523 | 2,063 | -26.18% | 153 | 233 |
| Children's Reference - In Building | 4,775 | 4,198 | 13.74% | 716 | 518 |
| Children's Reference - Telephone | 230 | 238 | -3.36% | 21 | 28 |
| Total Adult Reference | 8,547 | 10,375 | -17.62% | 1,098 | 1,311 |
| Total Children's Reference | 5,005 | 4,436 | 12.83% | 737 | 546 |
| Total In Building Reference | 11,799 | 12,510 | -5.68% | 1,661 | 1,596 |
| Total Telephone Reference | 1,753 | 2,301 | -23.82% | 174 | 261 |
| TOTAL REFERENCE | 13,552 | 14,811 | -8.50% | 1,835 | 1,857 |

**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. - February 1, 2000**

ISDOC Executive Committee Members Present:

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

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

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

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

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

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

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

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

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

Call to Order

1. **Preliminaries**

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

2. **Review Minutes of January 4, 2000 Executive Committee Meeting.**

Minutes of January 4, 2000 meeting approved as submitted.

3. **Financial Report**

Financial report presented by Joan Finnegan covered the following:

- A. Treasurer's Report indicating a balance on hand of \$4,123.58 including receipts totaling \$650.00 for annual dues.
- B. Loss of ISDOC members.
- C. Income & Expense Statement for period of January 1, 1999 - January 3, 2000.

Joan also recommended that we hold the fee for luncheon meetings to \$12.00.

The reports were received and filed and the luncheon fee recommendation approved.

4. **March 30th luncheon meeting.** -

Mary Aileen Matheis reported that John Schatz has confirmed that he will be our guest speaker and will comment on the report prepared by the Local Governance Commission.

5. **LAFCO Matters** -

Bill Goodwin reported on recent LAFCO meetings. Susan Wilson, new Vice Chair of Orange County LAFCO, was introduced. Bill's report included a status report on the Tri-Cities consolidation with Coastal MWD and a review of the Strategic Planning Workshop Meeting held by LAFCO on January 21, 2000. Minutes of that meeting will be distributed when available.

6. **CSDA Report** -

Russell Paris was absent so there was no report. Keith Coolidge reported that MWDOC will not be renewing their CSDA membership.

7. **Legislative Report -**

Keith Coolidge reported on status of AB 185 (Implementation of Recommendations from Commission on Local Governance for the 21st Century).

8. **Other Comments**

Phil Anthony reported that Peer Swan (IRWD) will be representing sanitation districts on Orange County COG.

9. **Adjourn**

At 9:00 AM the meeting was adjourned.

Next Meeting - March 7, 2000 at 7:30 AM at MWDOC.

#

Dated February 1, 2000

Respectfully submitted,

By: 

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

ISDOC

INCOME & EXPENSES

JANUARY 1, 1999 - JANUARY 3, 2000

BALANCE ON HAND AS OF JANUARY 1, 1999: \$ 3,221.67

RECEIPTS:

MEMBERSHIP DUES PAID \$ 1,650.00

LUNCHEON MEETINGS 1,920.00

TOTAL RECEIPTS 1/6/99 - 1/3/00 \$ 3,570.00

EXPENSES:

PRINTINGS & MAILINGS \$ 784.63

ISDOC DIRECTORIES 824.83

LUNCHEON MEETINGS CATERED 1,559.15

PLAQUE FOR TERRI CABLE 14.31

TOTAL EXPENSES 1/6/99 - 1/3/00 (\$ 3,182.92)

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

Treasurer's Report

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

RECEIPTS:

Membership Dues Paid:

| | |
|---|--------------|
| Bowie, Arneson, Wiles & Giannone (Associate) | \$ 50.00 |
| Buena Park Library | 50.00 |
| East Orange County Water District | 50.00 |
| El Toro Water District | 50.00 |
| Emerald Bay Services District | 50.00 |
| Midway City Sanitary District | 50.00 |
| Moulton Niguel Water District | 50.00 |
| Rossmoor/Los Alamitos Area Sewer District | 50.00 |
| Santa Margarita Water District | 50.00 |
| South Coast Water District | 50.00 |
| Sunset Beach Sanitary District | 50.00 |
| Surfside Community Services District & Surfside Colony Water Protection Tax District | 50.00 |
| Yorba Linda Water District | <u>50.00</u> |

TOTAL RECEIPTS FOR JANUARY 3 - 31, 2000: \$ 650.00

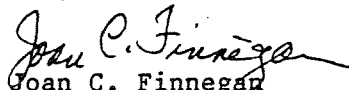
EXPENSES:

CK #1196 El Toro Water District - Printing & mailings for
11/16, 22 & 12/27/99 \$ 135.17

TOTAL EXPENSES FOR JANUARY 3 - 31, 2000: (\$ 135.17)

BALANCE ON HAND AS OF JANUARY 31, 2000: \$ 4,123.58

Respectfully submitted,


Joan C. Finnegan
ISDOC Treasurer

MEMBERSHIP DUES STATEMENTS MAILED

2000

LIBRARY - 2

Buena Park Library District
Placentia Library District of Orange County

SANITARY DISTRICTS - 4

Costa Mesa Sanitary District
Midway City Sanitary District
Rossmoor/Los Alamitos Area Sewer District
Sunset Beach Sanitary District

COMMUNITY SERVICES -5

Capistrano Bay Community Services District
Emerald Bay Community Services District
Rossmoor Community Services District
Surfside Colony Community Services & Surfside
Colony Water Protection Tax District
Three Arch Bay Community Services District

PARKS & RECREATION - 1

SILVERADO-MODJESKA PARKS & RECREATION DISTRICT

WATER DISTRICTS - 16

Coastal Municipal Water District
East Orange County Water District
El Toro Water District
Irvine Ranch Water District
Laguna Beach County Water District
Los Alisos Water District
Mesa Consolidated Water District
Moulton Niguel Water District
Municipal Water District of Orange County
Orange County Water District
Santiago County Water District
Santa Margarita Water District
Serrano Water District
South Coast Water District & Tri-Cities Municipal Water District
Trabuco Canyon Water District
Yorba Linda Water District

ASSOCIATE MEMBERS - 4

Bowie, Arneson, Wiles & Giannone
McNamara & Van Blarcom
Orange County Vector Control Board

Rutan & Tucker

CITY OF PLACENTIA INVOICES

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

| PERIOD COVERED FY1998-1999 | DATE INVOICE | S. CA EDISON | TURF | GROUND S | MAINT/ REPAIRS | CIV CTR SEISMIC | CIV CTR BONDS | TOTAL |
|-------------------------------|-----------------|-----------------|----------|----------|-------------------|--------------------|------------------|-----------|
| Jul-98 | 9/10/98 | 0.00 | 818.37 | 763.01 | 107.50 | | | 1,688.88 |
| Aug-98 | 10/13/98 | 0.00 | 818.37 | 761.44 | 107.50 | | | 1,687.31 |
| Sep-98 | 10/15 & 11/10 | 15,065.20 | 958.00 | 760.98 | 107.50 | | | 16,891.68 |
| Oct-98 | 12/9/98 | 6,164.57 | 818.37 | 0.00 | 129.91 | | | 7,112.85 |
| Nov-98 | 1/6/98 | 0.00 | 818.37 | 1,666.85 | 0.00 | | | 2,485.22 |
| Dec-98 | 2/4/99 | 2,884.98 | 818.37 | 802.75 | 107.50 | | | 4,613.60 |
| Jan-99 | 3/8/99 | 2,921.46 | 818.37 | 743.32 | 107.50 | 3,357.52 | | 7,948.17 |
| Feb-99 | 3/31/99 | 3,032.51 | 818.37 | 805.98 | 107.40 | | 2,364.10 | 7,128.36 |
| Mar-99 | 4/28/99 | 3,009.57 | 892.35 | 828.49 | 0.00 | | | 4,730.41 |
| Apr-99 | 6/10/99 | 3,062.45 | 833.46 | 833.96 | 281.45 | | | 5,011.32 |
| May-99 | 7/7/99 | 3,302.65 | 839.51 | 826.51 | 107.50 | | | 5,076.17 |
| Jun-99 | 8/1/99 | 4,547.44 | | 871.47 | 107.50 | | | 5,526.41 |
| TOTAL | | 43,990.83 | 9,251.91 | 9,664.76 | 1,271.26 | 3,357.52 | 2,364.10 | 69,900.38 |
| AVG | | 3,665.90 | 841.08 | 805.40 | 105.94 | | | 5,825.03 |

| PERIOD COVERED FY1999-2000 | DATE INVOICE | S. CA EDISON | TURF | GROUND S | MAINT/ REPAIRS | CIV CTR SEISMIC | CIV CTR BONDS | TOTAL |
|-------------------------------|-----------------|-----------------|----------|----------|-------------------|--------------------|------------------|-----------|
| Jul-99 | 9/1/99 | 4,991.68 | 818.37 | 864.99 | 107.50 | | | 6,782.54 |
| Aug-99 | 10/7/99 | 4,956.38 | 818.37 | 870.23 | 107.50 | | | 6,752.48 |
| Sep-99 | 10/27/99 | 4,392.31 | 818.37 | 863.76 | 107.50 | | | 6,181.94 |
| Oct-99 | 12/7/99 | | 818.37 | 829.49 | 107.50 | | | 1,755.36 |
| Nov-99 | 1/11/00 | 6,410.86 | 818.37 | 831.73 | 314.56 | | | 8,375.52 |
| Dec-99 | 2/3/00 | 2,340.88 | 969.36 | 1,030.18 | 107.50 | | | 4,447.92 |
| Jan-00 | 3/1/00 | 1,405.10 | 0.00 | 1,026.95 | 107.50 | | | 2,539.55 |
| Feb-00 | | | | | | | | 0.00 |
| Mar-00 | | | | | | | | 0.00 |
| Apr-00 | | | | | | | | 0.00 |
| May-00 | | | | | | | | 0.00 |
| Jun-00 | | | | | | | | 0.00 |
| TOTAL | | 24,497.21 | 5,061.21 | 6,317.33 | 959.56 | 0.00 | 0.00 | 36,835.31 |
| AVG | | 3,499.60 | 723.03 | 902.48 | 137.08 | | | 5,262.19 |

TOTAL DOLLARS SPENT

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

TOTAL DOLLARS SPENT

| FY1998-1999 | LABOR | EQUIPMENT | MATERIAL | TOTAL | 50% LIBRARY |
|-------------|-----------|-----------|----------|-----------|-------------|
| Jul-98 | 1,315.54 | 204.00 | 6.48 | 1,526.02 | 763.01 |
| Aug-98 | 1,315.54 | 189.00 | 18.33 | 1,522.87 | 761.44 |
| Sep-98 | 1,315.54 | 189.00 | 17.41 | 1,521.95 | 760.98 |
| Oct-98 | 1,315.54 | 189.00 | 19.41 | 1,523.95 | 761.98 |
| Nov-98 | 1,367.26 | 438.00 | 4.48 | 1,809.74 | 904.87 |
| Dec-98 | 1,315.54 | 279.00 | 10.95 | 1,605.49 | 802.75 |
| Jan-99 | 1,263.22 | 204.00 | 19.41 | 1,486.63 | 743.32 |
| Feb-99 | 1,315.54 | 279.00 | 17.41 | 1,611.95 | 805.98 |
| Mar-99 | 1,440.04 | 204.00 | 12.94 | 1,656.98 | 828.49 |
| Apr-99 | 1,440.04 | 204.00 | 23.88 | 1,667.92 | 833.96 |
| May-99 | 1,440.04 | 204.00 | 8.97 | 1,653.01 | 826.51 |
| Jun-99 | 1,441.04 | 281.00 | 21.89 | 1,743.93 | 871.97 |
| TOTAL | 16,284.88 | 2,864.00 | 181.56 | 19,330.44 | 9,665.22 |
| AVG | 1,357.07 | 238.67 | 15.13 | 1,610.87 | 805.44 |

TOTAL DOLLARS SPENT

| FY1999-2000 | LABOR | EQUIPMENT | MATERIAL | TOTAL | 50% LIBRARY |
|-------------|-----------|-----------|----------|-----------|-------------|
| Jul-99 | 1,440.04 | 279.00 | 10.94 | 1,729.98 | 864.99 |
| Aug-99 | 1,440.04 | 281.00 | 19.41 | 1,740.45 | 870.23 |
| Sep-99 | 1,440.04 | 281.00 | 6.48 | 1,727.52 | 863.76 |
| Oct-99 | 1,440.04 | 206.00 | 12.94 | 1,658.98 | 829.49 |
| Nov-99 | 1,440.04 | 204.00 | 19.41 | 1,663.45 | 831.73 |
| Dec-99 | 1,723.42 | 324.00 | 12.94 | 2,060.36 | 1,030.18 |
| Jan-00 | 1,732.42 | 324.00 | 6.48 | 2,062.90 | 1,031.45 |
| Feb-00 | | | | 0.00 | 0.00 |
| Mar-00 | | | | 0.00 | 0.00 |
| Apr-00 | | | | 0.00 | 0.00 |
| May-00 | | | | 0.00 | 0.00 |
| Jun-00 | | | | 0.00 | 0.00 |
| TOTAL | 10,656.04 | 1,899.00 | 88.60 | 12,643.64 | 6,321.82 |
| AVG | 1,522.29 | 271.29 | 12.66 | 1,806.23 | 903.12 |

DOLLARS BY TYPE OF WORKER

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

DOLLARS BY TYPE OF WORKER

| FY1998-1999 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|---------|------------|-----------|
| Jul-98 | 267.92 | 276.80 | 52.32 | 0.00 | 718.50 | 1,315.54 |
| Aug-98 | 267.92 | 276.80 | 52.32 | 0.00 | 718.50 | 1,315.54 |
| Sep-98 | 267.92 | 276.80 | 52.32 | 0.00 | 718.50 | 1,315.54 |
| Oct-98 | 267.92 | 276.80 | 52.32 | 0.00 | 718.50 | 1,315.54 |
| Nov-98 | 267.92 | 276.80 | 52.32 | 51.72 | 718.50 | 1,367.26 |
| Dec-98 | 267.92 | 276.80 | 52.32 | 0.00 | 718.50 | 1,315.54 |
| Jan-99 | 267.92 | 276.80 | 0.00 | 0.00 | 718.50 | 1,263.22 |
| Feb-99 | 267.92 | 276.80 | 52.32 | 0.00 | 718.50 | 1,315.54 |
| Mar-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Apr-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| May-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Jun-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| TOTAL | 3,336.32 | 3,414.80 | 593.84 | 51.72 | 8,887.20 | 16,283.88 |
| AVG | 278.03 | 284.57 | 49.49 | 4.31 | 740.60 | 1,356.99 |

DOLLARS BY TYPE OF WORKER

| FY1999-2000 | SUPERVISOR | CREWLEAD | SWEEPER | TRIMMER | MAINT WORK | TOTAL |
|-------------|------------|----------|---------|---------|------------|-----------|
| Jul-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Aug-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Sep-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Oct-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Nov-99 | 298.24 | 300.10 | 56.90 | 0.00 | 784.80 | 1,440.04 |
| Dec-99 | 310.16 | 374.52 | 59.18 | 0.00 | 979.50 | 1,723.36 |
| Jan-00 | 310.16 | 374.52 | 59.18 | 0.00 | 979.56 | 1,723.42 |
| Feb-00 | | | | | | 0.00 |
| Mar-00 | | | | | | 0.00 |
| Apr-00 | | | | | | 0.00 |
| May-00 | | | | | | 0.00 |
| Jun-00 | | | | | | 0.00 |
| TOTAL | 2,111.52 | 2,249.54 | 402.86 | 0.00 | 5,883.06 | 10,646.98 |
| AVG | 301.65 | 321.36 | 57.55 | 0.00 | 840.44 | 1,521.00 |

TIME BY TYPE OF WORKER

| FY1997-1998 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT | | TOTAL |
|-------------|------------|----------|---------|------------|------------|--------|
| | | | | TRIMMER | MAINT WORK | |
| Jul-97 | 8.00 | 8.00 | 2.00 | 0.00 | 24.00 | 42.00 |
| Aug-97 | 8.00 | 8.00 | 2.00 | 0.00 | 24.00 | 42.00 |
| Sep-97 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Oct-97 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Nov-97 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Dec-97 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Jan-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Feb-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Mar-98 | 8.00 | 10.00 | 2.00 | 0.00 | 24.00 | 44.00 |
| Apr-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| May-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Jun-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| TOTAL | 96.00 | 116.00 | 24.00 | 0.00 | 342.00 | 578.00 |
| AVG | 8.00 | 9.67 | 2.00 | 0.00 | 28.50 | 48.17 |

TIME BY TYPE OF WORKER

| FY1998-1999 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT | | TOTAL |
|-------------|------------|----------|---------|------------|------------|--------|
| | | | | TRIMMER | MAINT WORK | |
| Jul-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Aug-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Sep-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Oct-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Nov-98 | 8.00 | 10.00 | 2.00 | 2.00 | 30.00 | 52.00 |
| Dec-98 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Jan-99 | 8.00 | 10.00 | 0.00 | 0.00 | 30.00 | 48.00 |
| Feb-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Mar-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Apr-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| May-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Jun-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| TOTAL | 96.00 | 120.00 | 22.00 | 2.00 | 360.00 | 600.00 |
| AVG | 8.00 | 10.00 | 1.83 | 0.17 | 30.00 | 50.00 |

TIME BY TYPE OF WORKER

| FY1999-2000 | SUPERVISOR | CREWLEAD | SWEEPER | BLDG MAINT | | TOTAL |
|-------------|------------|----------|---------|------------|------------|--------|
| | | | | TRIMMER | MAINT WORK | |
| Jul-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Aug-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Sep-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Oct-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Nov-99 | 8.00 | 10.00 | 2.00 | 0.00 | 30.00 | 50.00 |
| Dec-99 | 8.00 | 12.00 | 2.00 | 0.00 | 36.00 | 58.00 |
| Jan-00 | 8.00 | 12.00 | 2.00 | 0.00 | 36.00 | 58.00 |
| Feb-00 | | | | | | 0.00 |
| Mar-00 | | | | | | 0.00 |
| Apr-00 | | | | | | 0.00 |
| May-00 | | | | | | 0.00 |
| Jun-00 | | | | | | 0.00 |
| TOTAL | 56.00 | 74.00 | 14.00 | 0.00 | 222.00 | 366.00 |
| AVG | 8.00 | 10.57 | 2.00 | 0.00 | 31.71 | 52.29 |

TO: Library Board of Trustees

FROM: Pat Irot, Library Board Representative & History Room Committee

SUBJECT: Status of History Room Project


DATE: March 16, 2000

A collaboration of groups interested in the City's history will hold its second meeting during which we will brainstorm ways we can work together to heighten residents' awareness of the City's heritage. Many groups have been invited, but not all have attended. Working together with the History Room Committee are Key Ranch, Founders Society, Chamber of Commerce, and Santa Fe Merchants Association. The City and School District will have representation at our next meeting. One of the goals of this group will be the development of a local history teaching unit for the schools as well as updating and upgrading what was developed many years ago.

In terms of physical space, the committee is satisfied with the planning that is in progress and the opportunities we have had to give feedback. We have been included in the meetings with the City Planning Department and the Library Director. Elizabeth Minter has guided us as we transform the concept into reality.

The executor of the Brower Estate has brought to our attention that there is other memorabilia which includes two dresses, a hat, certificates, photos, and a collection of letters from 1900 written by Sarah McFadden to her son at Stanford University. We are currently photocopying each letter.



TO: Elizabeth Minter, Library Director
FROM: Julie Shook, Technical Services Manager 
DATE: March 16, 2000
SUBJECT: **Status Report on the Gates Library Initiative Computers**

Installation of the computers was done on February 14th. Eight staff members received training on the computers on February 14th and 15th.

The open house and ribbon cutting was held on the afternoon of February 14th. The event was well attended by members of the Chamber of Commerce, the press, and the general public, with approximately 40+ people enjoying the demonstration of the new computers and the refreshments provided by the Friends.

Bill Brown finished the modification of the library carrels and installed the keyboard drawers on March 3rd.

The Library Channel software was installed on the computers on March 6th.

The print vending software is in the final stages of being testing for compatibility by the Gates technicians.



CSDA LEGISLATIVE UPDATE

Tuesday, March 7, 2000

REMEMBER TO VOTE!



Bill Status

The last day for bills to be introduced this session was February 25, 2000 – and it was not a deadline that went by unnoticed with the introduction of hundreds of new pieces of legislation. On Friday, March 3, 2000, the CSDA Legislative Committee met and went through a stack of bills close to a foot high. The Committee took a watch position on a number of the bills as many are “spot bills” – placeholders stating legislative intent while awaiting the final drafting of the author’s language. In addition, many of the bills were recently introduced and the Committee/Legislative Advocate Ralph Heim will be seeking further clarification prior to taking a position. The Committee took positions on the following new bills: (*position – priority 1-3 – 1 being highest*)

- AB 1544 (*Oppose – 2*) – **Calderon** – Local Government Redevelopment
- AB 1740 (*Support – 3*) – **Ducheny** – 2000-2001 Budget
- AB 1757 (*Support – 1*) – **Oller** – Property Tax Shift
- AB 1772 (*Support – 3*) – **Pacheco, R** – Water
- AB 1806 (*Support – 1*) – **Pacheco, R** – Property Tax Shift
- AB 1821 (*Support – 1*) – **Mazzoni** – Property Tax Shift
- AB 1835 (*Support – 3*) – **Baugh** – Storm Water Discharges
- AB 1856 (*Oppose – 1*) – **Kuehl** – Harassment: Liability of Employees
- AB 2020 (*Oppose – 3*) – **Leach** – Infrastructure Financing
- AB 2078 (*Oppose – 3*) – **Granlund** – Elections: Voter Registration Programs
- AB 2220 (*Support – 3*) – **Battin** – Local Agency Investments
- AB 2366 (*Support – 2*) – **Margett** – Public Contracts: Design/Build Procurement
- AB 2580 (*Support – 3*) – **Cox** – Vandalism: Cemeteries & Places of Worship
- AB 2606 (*Support – 3*) – **Pacheco, R** – Public Contracting: Void Contracts
- AB 2724 (*Oppose – 3*) – **Olberg** – Public Officials: Voter-approved Enactments
- AB 2750 (*Oppose – 2*) – **Baugh** – Public Works Contracts: Competitive Bidding
- AB 2761 (*Oppose – 2*) – **Brewer** – Public Entities: Contracts
- SB 1323 (*Support – 3*) – **Committee on Local Government** - Validations
- SB 1327 (*Oppose – 2*) – **Escutia** – Employees: Inspection of Personnel Records
- SB 1350 (*Support – 3*) – **Local Government Committee** – 2000 Local Gov Omnibus Act
- SB 1477 (*Oppose Unless Amended*) – **Lewis** – Local Government Assessment Ballots
- SB 1493 (*Support – 3*) – **Lewis** – Local Agency Funds
- SB 1577 (*Support if Amended*) – **Murray** – Parks & Recreation: Grant Program
- SB 1637 (*Support – 1*) – **Burton** – Property Tax Revenue Shifts
- SB 1708 (*Support – 3*) – **Kelley** – Water or Sewer System Improvements
- SB 1822 (*Oppose – 3*) – **Bowen** – Employee Computer Records
- SB 2048 (*Oppose Unless Amended*) – **Leslie** – Infrastructure Improvement
- SB 2080 (*Support – 1*) – **Leslie** – Local Government Finance

SB 2095 (Support – 3) – Johnston – Subdivisions: Recycled Water
SB 2127 (Support – 3) – Bowen – Landlord/Tenant: Water and Sewer Services

Highlights

AB 1396 (Villaraigosa) – This bill will be the vehicle for the Speaker's Commission on State and Local Government Finance. This Commission's report is in its final stages and should be printed within the next few weeks. If you are interested in viewing the Commission's recommendations they are available on the following website location www.speaker.metroforum.org.

AB 2838 (Hertzberg) – This bill includes the recommendations from the Commission on Local Governance for the 21st Century. The 243-page bill is being discussed in detail by a Task Force called together by "soon-to-be Speaker" Assembly Member Hertzberg of which CSDA Legislative Advocate Ralph Heim is a participant. CSDA has taken a "support with amendments" position on the report and bill.

A **Joint Conference Committee** is being established in the Legislature to review all of the recent reports on state/local government finance and structure. Senators Peace, Poochigian and Perada appear to be the selected Senate members. The Assembly representatives have not yet been identified. CSDA will closely follow the activities of the Joint Committee and keep members informed of the discussions.

Retirement – A handfull of bills have been introduced that deal with public employees retirement benefits. A subcommittee has been established by the Legislative Committee to review these specific bills and report back with recommendations.

The next meeting of the CSDA Legislative Committee is scheduled for April. CSDA will report on any amended and established positions at that time. If you are interested in obtaining more detailed information on any of the bills mentioned above, please access the CSDA website – www.csda.net – and link to either the Assembly or Senate webpage.

2000 GOVERNMENT AFFAIRS DAY

2000 Governmental Affairs Day is scheduled for Monday, April 10, 2000 at the Sacramento Convention Center. This legislative session is shaping up to be one of the most significant in special district history as reports and recommendations are being released on local government structure and finance. We are including a registration form with this Legislative Update. If you need additional information on the program, please call CSDA at (916) 442-7887. We want the greatest turnout yet at Governmental Affairs Day! Show your support of local special district governance and be in Sacramento on April 10, 2000!

CSDA * 1121 L Street, Suite 508 * Sacramento, CA 95814 * (916) 442-7887 * (916) 442-7889 fax
Your Voice in the State Capitol!

Sacramento Convention Center
1400 J Street, Sacramento, California, Room 202 & 204

Monday, April 10, 2000
8:30 a.m.

HIGHLIGHTS

Commission on Local Governance for the 21st Century

Review by Commissioner John Schaatz of the final recommendations and how they may impact local government organization.

AB 8: Reconsidering Alternative Ways to Allocate Property Taxes

Legislative Analyst Elizabeth Hill will offer her thoughts on the recently released report on alternatives to improve local finance.

Hot Topics in the Capitol

Senate Local Government Chair Richard Rainey is preparing to give participants a heads-up on hot issues that may be discussed in the Senate Local Government Committee.

CSDA 2000 Legislative Agenda

CSDA Legislative Advocate Ralph Heim will be on hand to give his always popular annual overview of CSDA's legislative program for the year.

Local Government Issues

Other legislative experts will be available to offer participants valuable insight into a legislative year that is shaping up to be critical to local government representatives. Local government structure and finance continue to move to the front of the public policy forum. Reports, recommendations, bills, and trends will all be part of this important annual event.

INFORMATION

Registration: Register now for the 2000 Sacramento Government Affairs Day by completing the registration form on the back of this brochure, and returning it on or before April 5, 2000 to CSDA, 1121 L Street, Suite 508, Sacramento, CA 95814, (916) 442-7887, (916) 442-7889 Fax.

Hotel Accommodations: If your travel arrangements indicate you will need to stay overnight in Sacramento, the following hotels are close to the Sacramento Convention Center: Hyatt Regency (800) 233-1234; Residence Inn or Courtyard by Marriott (800) 331-3131; Holiday Inn (916) 446-0100 and The Clarion (916) 444-8000.

Legislative Visits: This year's event will allow time for participants to make appointments with their legislators, committee staff members or other key administrative officials. If you wish to meet with one or more of your legislative representatives or their staff, please phone each respective member's Capitol office appointment secretary as soon as possible to schedule the visit(s).

Call CSDA for appropriate telephone numbers or if you have any questions. CSDA staff is available to help you coordinate an appointment with your legislator(s). If you would like this assistance, please indicate who your representatives are on the registration form. If you know other district representatives in your area who are also attending the Government Affairs Day, you may wish to organize a small group appointment.

Cancellation Policy: Cancellations received on or before April 5, 2000 receive a full refund less a \$25 processing fee. No refunds will be granted for cancellations received after April 5. If you register by telephone and do not show up or cancel, you will be billed. **ALL CANCELLATIONS MUST BE IN WRITING.** If you cannot attend and would like to send a substitute, please call CSDA.

REGISTRATION

SACRAMENTO GOVERNMENT AFFAIRS DAY MONDAY, APRIL 10, 2000

Registration Information

Name: _____
 District: _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____
 Fax: _____
 E-mail: _____
 Legislative Representatives: _____
 Charge: Visa _____ MasterCard _____
 Print Account Name: _____
 Account Number: _____
 Expiration Date: _____

Registration Fees

(Includes morning beverages, luncheon and materials)

"Sponsoring member" includes any member of CSDA, CAPC, CARPD, MVCAC, or CRWA

Before March 31, 2000

| | | |
|---|-------|----------|
| Full Registration (Sponsoring Member) | \$100 | \$ _____ |
| Full Registration (Non-Sponsoring Member) | \$125 | \$ _____ |

After March 31, 2000

| | | |
|---|-------|----------|
| Full Registration (Sponsoring Member) | \$125 | \$ _____ |
| Full Registration (Non-Sponsoring Member) | \$150 | \$ _____ |

Please return by April 5, 2000 to:
California Special Districts Association

1121 L Street, Suite 508
Sacramento, CA 95814

California Library Association Summary of Legislation

SUMMARY FOR THE 1999-2000 LEGISLATIVE SESSION

California Library Association
 (Second Half of the Two Year Session)
 January 19, 2000

| BILL#/AUTHOR | DESCRIPTION | STATUS |
|--|--|---|
| SB 3-RAINEY/BURTON ALPERT Support | As introduced would provide \$1 billion in general obligation bonds for the California Library Construction and Renovation Bond Act to be placed on the November 2000 ballot. Negotiations with legislative leaders and the Governor reduced the dollar amount to \$350 million and, per the agreement, the bond will be placed on the March ballot. The bond also contains provisions for the funding of joint-use library projects. | Chapter 726, Statutes of 1999 |
| SB 48-SHER & SPEIER Watch Close | Would establish a new appeal procedure for an agency's denial of a written request or an agency's failure to respond to a written request. The bill would establish penalties of up to \$100 per day for the refusal to provide the information after the Attorney General has opined or the court has ruled the information should have been disclosed. | Vetoed by Governor |
| SB 165-RAINEY Support | As introduced, would provide a return of 10% of the property tax base each year, over the next 10 years to cities, counties, and special districts, and cap the shift amount. Recently amended January 4, 2000 to pertain to the local government relief court decision (County of Sonoma v. Commission on State Mandates) | Senate Appropriations |
| SB 238-BACA Strongly Oppose | Would require every public library that provides access to the Internet to purchase, install and maintain computer software which will prohibit access to obscene material on all computers used by children. As amended in Senate Judiciary Committee 4/20, would require an adult to provide supervision to a child using the Internet, or provide them with the option of using a filtered terminal, or signing a parental consent release. | Senate Public Safety Failed Passag Reconsideration Granted |
| SB 571-ALARCON Watch | Expands the Families for Literacy Program (which provides funding for eligible public libraries with the purpose of providing literacy, and coordinating literacy efforts) to also provide training to parents who are not reading skilled. | Vetoed by Governor |

SB 639-McPHERSON
 Support

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

Assy Apj

SB 921-VASCONCELLOS
 Support

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

Senate Appropriations Suspense F

SB 927-McPHERSON
 Support

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

Vetoed by Governor

SB 992-KNIGHT
 Oppose

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

Senate Education Failed Passage
 Reconsideration Granted.

SCA 9-PEACE
 Watch Close

As introduced, would have required that 1/4 of the state sales tax would be appropriated for capital improvements included in a state capital expenditure plan. As amended, requires the Governor to submit a capital expenditure plan to the legislature in conjunction with the Budget by the year 2001.

Assembly Appropriations" Suspens
 File"

SCR 30-RAINEY
 Support

Declares the week of April 11 through April 17, 1999, California Library Week.

Resol. Chapter 16, Statutes of
 1999

AB 24-RUNNER
 Support Concept

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

Assy Appropriations. Held on Susp
 File by Committee

AB 185-HERTZBERG
 Watch Close

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

Re-referred to Assy Local Govern

AB 187-HERTZBERG
 Watch Close

Would establish the Grant Information Act of 1999, to require state agencies to make

Chapter 405, Statutes of 1999

available on their Internet websites, on or before July 1, 2000 a listing of all grants administered by that agency. State agencies would also advise individuals that many public libraries provide Internet access.

| | | |
|--|---|---|
| AB 304-WILDMAN Support | Reduces the ERAF shift by a schedule of unspecified percentages over an unspecified number of years. | Assy Budget Committee |
| AB 424-WILDMAN Support | As introduced, establishes a program to award planning and operational grants to school districts and local government entities for the joint-use of libraries. As amended January 2000, pertains now to design-build contract agreements for K-12 schools only. | Assy Appropriations. |
| AB 494-DAVIS Support | Allows the County of San Diego and the San Diego County Free Library to authorize a permanent shift of property taxes from the county to the library. | Chapter 824, Statutes of 1999 |
| AB 1194-LEONARD Watch Close | The Assembly Local Government Caucus alternate vehicle for an ERAF solution. | Assy Local Government |
| AB 1195-LONGVILLE & RAINEY Support | The Assembly Local Government Caucus vehicle for ERAF. Would provide for a return of 10% of the property tax base each year, over the next 10 years to cities, counties, and special districts, and cap the shift amount. | Senate Local Government |
| AB 1289-BAUGH Drop as amended | As introduced, established the California School Library Media Teacher Expansion Program administered by the State Department of Education, to serve as an incentive program to encourage school districts to hire professional library personnel in every public school. Bill was gutted and amended to conform state tax law to the federal self-employed health insurance deduction percentages. | Chapter 117, Statutes of 1999. |
| ACA 11-BRIGGS Watch Close | Caps, in the State Constitution, the property tax shifts from cities, counties, and special districts to the ERAF fund in each county. | Assy Elections, Reapportionment & Constit. Amendments |
| ACA 23-TORLAKSON Refer to Leg. Committee | Would lower the 2/3rds vote threshold for general obligation bonds for public library facilities to a simple majority. | Assy. Local Government |

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

CLA BILL POSITIONS

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

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

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

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

Disapprove - Same activity as approve

Oppose - Same activity as support



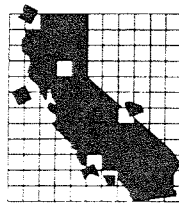
*California Library Association
717 K Street, Suite 300
Sacramento, CA 95814-3477
Phone: 916-447-8541
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Email: info@cla-net.org*

Last Modified: 7/22/1999

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SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie
Administrator

March 2, 2000

Re: **Proposed Amendment to Bylaws**

Dear Member District:

Article X of the Bylaws of SDWCA provides that the Bylaws may be amended at any time by a majority vote of the Board of Directors following a thirty (30) day written notice to all participating member districts of the amendment proposed to be adopted. The Board of Directors has voted to notify member district of a proposed amendment to Article II Section D of the Bylaws with respect to filling vacancies on the Board of Directors.

Currently the Bylaws of the Authority are silent on the issue of how to fill a position on the Board of Directors which is to be filled by election, but for which no accepted nominations are received during the election process. This circumstance occurred with respect to the all-mail ballot election conducted in June 1999 for the position on the Board to be filled by a district from the lower one-third in terms of total premium paid to SDWCA during the fiscal year prior to the election. Since no nominations were received, a vacancy occurred on the Board of Directors upon the expiration of the term of the director occupying that position subject to election. The only alternative provided to the Board of Directors by the Bylaws to fill this position was to repeat the all-mail ballot procedure for that position, which is currently underway. The Board of Directors of the Authority believes that a more effective and timely procedure to fill the vacancy would be to allow the remaining members of the Board of Directors to appoint a representative of a participating member district which is in the same category of participating member districts listed in the order of total annual premium paid as the category of district that designated the director whose vacancy has occurred.

The language of the proposed amendment to the Bylaws is set forth below with the new language specified in bold lettering and the deleted language appearing with a line crossed through it.

D. Vacancy

Upon the death or resignation of a member of the Board of Directors appointed by the Board of Directors of the California Special Districts Association, the vacancy shall be filled for the balance of the unexpired term

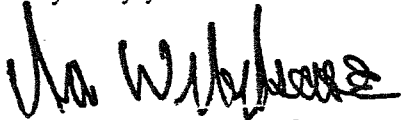
To Member Districts of SDWCA
March 2, 2000
Page 2

Re: Proposed Amendment to Bylaws

by appointment by said CSDA Board of Directors. Upon the death, resignation, or ineligibility of any other member of the Board of Directors, or upon the withdrawal or involuntary termination of the membership of any district that designated a member to the Board of Directors, a vacancy shall occur. Such a vacancy shall be filled for the balance of the unexpired term by appointment by the participating member district that originally selected the deceased, resigned, or ineligible director, except that in the event that participating member district is no longer a member of SDWCA or does not fill the vacancy within 30 days after the vacancy occurred, then the vacancy shall be filled by appointment by the remaining members of the Board of Directors. **In the event no accepted nominations are received for a position to be filled on the Board of Directors at an election, a vacancy shall occur upon the expiration of the term of the current district occupying the position subject to such election. Such a vacancy shall be filled for the balance of the unexpired term by appointment by the remaining members of the Board of Directors.** ~~Such a~~ Any director appointed by the remaining members of the Board of Directors shall be a representative of a participating member district which is in the same category of participating member districts listed in the order of total annual premium paid to SDWCA during the year prior to the filling of the vacancy as the category of district that designated the director whose vacancy has occurred in order to maintain the balance of one director from each of the upper, middle, and lower one-third category of districts and one from the membership-at-large.

Should you have any questions or comments regarding the proposed Bylaw amendment, please contact me directly.

Very truly yours,



DAVID W. McMURCHIE
Administrator

DMC/smr



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

MEMORANDUM

Date: Friday, February 25, 2000

TO: Participants in the *Convocation on Providing Public Library Services to California's 21st Century Population*

California Public Library Directors

FROM: Dr. Kevin Starr, Librarian of California *Kevin Starr*

RE: Progress Toward Implementation of the Recommendations

In November of 1997 I provided you with a report on our efforts to address the priority recommendations resulting from the Convocation on Providing Public Library Services to California's 21st Century Population, which occurred in May of that year. Since my last report, I am pleased to say we have made significantly more progress toward implementation of many of the recommendations. Following is an update on those priority recommendations which have been addressed up to this point in time.

Recommendations by Priority

The recommendations below have been prioritized according to votes by Convocation participants with the top priorities listed first.

1. The State Library should take a leadership role (working with the California Library Association and membership, ALA¹, CALTAC², Friends, and partners) to develop a statewide public relations campaign. This would include a grant to develop a 3-5 year plan of ongoing activities, and a millennium conference. The campaign should tap major metropolitan areas of San Francisco, San Diego and Los Angeles and include messages that could be replicated locally, with a cost/benefit analysis (Promoting the Values of Libraries).

In April of 1998 the State Library began working with a joint CLA/CSL appointed task force charged with planning for a statewide library awareness campaign. The planning is now complete, and a San Diego pilot media campaign began January 3rd and will run until April 10, 2000. Detailed information regarding the planning, the pilot media campaign, as well as the public opinion poll conducted, and other background

information will be accessible shortly on the State Library's homepage (www.library.ca.gov).

2. **The State Library and public libraries should develop collections and programs for ages 10-18 years, beyond homework assignments (Collection Development).**

During the last year, the State Library implemented the Youth Services Materials Grant Program which enabled public libraries to apply for \$5,000 or \$10,000 grants to develop collections for children's services and collections for young adults. Requests totaling \$2.8 million dollars were received and a total of 218 grants (\$1,760,000) were awarded. (144 grants for young adult collections and 74 grants for children's collections).

3. **The California Library Association should take a leadership role (with the State Library providing funding) to develop opportunities for internships, models and programs that develop managers into directors. This would include release time grants to go to school plus tuition, while working to remove local restrictions (Staffing).**

As reported in November 1997, the CLA Annual Conference in 1996, the California Library Association announced the creation of the Leadership Development Fund which is designed to support a wide variety of specialized training opportunities for CLA members who are becoming the leaders of tomorrow.

5. **The State Library should implement a grant program for organizational joint ventures (institutional) to raise awareness of libraries in the community (Community Collaboration).**

A 2000/2001 Library Services and Technology Act (LSTA) grant proposal addressing this recommendation has been submitted for my consideration by staff.

8. **Barriers to access should be addressed.**

Library schools, The California Library Association, and all public libraries should work together to address and improve staff attitudes, lack of skills, and staff's need for training.

As reported in November of 1997, the California Library Association makes a significant contribution to staff training and continuing education through the presentation of its annual conference, which includes an enormous variety of training programs, as well as continuing education activities sponsored by CLA during the year at various locations in the state. In addition, the State Library will continue to support training events as appropriate.

The State Library, the California Library Association and public libraries should address the issue of disparities in funding.

As reported in November of 1997, the California Library Association (CLA) adopted a strong legislative platform in 1998 that addresses the disparities of funding through support of augmentation to the public library fund, legislation reversing the impacts of the property tax shifts of the early 1990s (ERAF) and a public library construction and renovation bond act. For current information on CLA's legislative platform, visit their website at www.cla-net/org.

11. **The State Library, working with library schools, should train all library staff on the value of community joint ventures, using regional workshops, a manual, and a "train the trainer" approach (Community Collaboration).**

A 2000/2001 Library Services and Technology Act (LSTA) grant proposal addressing this recommendation has been submitted for my consideration by staff.

12. **All public libraries should provide technology and information literacy training for the public in group and individual instruction with support from the State Library and library schools (Technology).**

To address this issue, I have provided LSTA grant funds to a number of projects which could serve as models for other libraries. One such project is the INFOPEOPLE Program which many of you are already familiar with. Examples of other projects currently being funded in 1999/2000 which might serve as models include the "Certified Library Users" Project at the Sunnyvale Public Library, and the "Computadoras para tu Futuro" project at the Oceanside Public Library.

13. **The State Library should expand Internet access in local public libraries through the InfoPeople project and other appropriate initiatives (Technology).**

In 1997/98 the INFOPEOPLE program was expanded to another eighty-nine public library sites, dubbed Cycle III INFOPEOPLE libraries. In 1998/99 the program was expanded again to include an additional 87 public and special library sites. In 1999/2000 one of the project goals is to deliver training in new ways in order to make it more accessible to California library staff and community partners regardless of work schedule or geographic location.

15. **The State Library should repeat the Immigrant Grant Program with small, easy-to-implement grants (Collection Development).**

This recommendation has been implemented. The State Library awarded a series of non-English language materials grants in 1997/98.

16. **The State Library and library schools should survey Partnerships for Change (PFC) libraries to determine the extent of impact on communities and library services and share findings statewide. This should be done with the idea that it may result in future grant projects (Community Collaboration).**

Implemented. The survey has been completed. See recommendation #30 for additional information.

17. **The State Library, the California Library Association, library schools and all public libraries should publicize the library's unique role in lifelong learning, both to the profession and to the public (Lifelong Learning).**

Bookmarks promoting the role of libraries in lifelong learning have been produced and are in the process of being distributed to libraries.

18. **The State Library should introduce at a public library director's forum the concept of managing organizational change, followed by a series of targeted programs that would enable libraries to receive customized assistance (Community Collaboration).**

The topic was discussed at the 1998 Public Library Director's Forum.

20. **The State Library should provide technology consulting services to public libraries, including a list of qualified consultants (Technology).**

The State Library hired a Technology Coordinator in 1997, and an Electronic Resources Consultant in 1999.

22. **The State Library should develop "Recommendations for Effective Library Service to Asian and Pacific Island Americans to complete the recommendations series on serving California's major ethnic populations" (Collection Development).**

This recommendation was implemented with the publication of *Harmony in Diversity: Recommendations for Providing Effective Library Services to Asian Language Speakers*. This document is accessible on the State Library's homepage.

24. **The State Library, the California Library Association and all public libraries should provide training for all library staff in customer service, technology, and working with diverse communities, particularly but not exclusively ethnic communities (Staffing).**

In 1998/99 the State library provided Library Services and Technology Act (LSTA) grant funds to each of the CLSA Systems to conduct customer service training for staff in their

region libraries. In addition, the California Library Association has also provided customer service training opportunities.

The State Library has awarded Library Services and Technology Act grant funds for various technology training projects such as INFOPEOPLE, and for 1999/2000 has also awarded LSTA grant funds for a series of training sessions on serving diverse communities. (See recommendation #30 for more information.)

- 26. The State Library should bring library schools and public librarians together for discussion of core competencies (Staffing).**

The California Library Association has issued a set of core competencies which can be accessed at www.cla-net.org/pubs/competencies.html

- 27. The State Library, the California Library Association and public libraries should develop bilingual, bicultural staff and work to empower a "feminine" profession (Lifelong Learning).**

To help address this issue, in 1998 the State Library initiated the "Public Library Staff Education Program". The program seeks to aid non-professional library staff from all backgrounds move into the library profession by providing tuition reimbursement, on a competitive basis, for library staff members pursuing a Master's degree in library science, or a paraprofessional library certificate or degree.

- 29. The State Library should develop a needs assessment template for collection development and distribute it to all California public libraries (Collection Development).**

A 2000/2001 Library Services and Technology Act (LSTA) grant proposal addressing this recommendation has been submitted for my consideration by staff.

- 30. The State Library should expand the PFC methodology to include children, young adults, aging baby boomers, seniors, etc. (Community Collaboration)**

In 1998/99, a Partnerships for Change manual was developed in 1999/2000, the State Librarian awarded Library Services and Technology Act grant funds for the presentation of a series of workshops on implementing a local Partnerships for Change program, utilizing the manual recently developed. Information about those workshops was recently mailed to all public library directors.

- 31. The State Library should fund internships for high school students at local public libraries (Staffing).**

Before this issue could be addressed, State Library staff determined the need for a survey of the current status of the use of high school interns in public libraries. Therefore, in 1998/99, a survey was conducted. The results of that survey will be posted to the State Library's homepage.

33. **The State Library, the California Library Association, library schools and all public libraries should recognize and respond to the need for continuing education in the areas of managing technology (Technology).**

To help address issue, and other issues pertaining to continuing education, I have provided LSTA funding for the establishment of the Stanford-California State Library Institute for 21st Century Librarianship. More information on the institute can be found on their website at <http://institute21.stanford.edu/>

Still to be Addressed:

4. **The State Library and public libraries should establish LSTA³ mini-grants for promoting local libraries and community awareness activities (Promoting the Value of Libraries).**
6. **The State Library should establish and maintain an Internet site that includes core lists of selected multicultural resources, plus hard-to-find materials, collection development policies, etc. (Collection Development).**
7. **The California Library Association should establish minimum levels of technology standards for public libraries in order to ensure equity of access. This should also include an assessment of current technology levels in California public libraries (Technology).**
9. **The State Library and library schools should provide comprehensive technology training in a "train the trainers" format (Technology).**
10. **The State Library, the California Library Association and library schools should continue to develop tools for organizing the World Wide Web to support language and cultural diversity in California (Technology).**
14. **The State Library and all public libraries should support and facilitate community-based planning to determine their individual community's priorities for access (Access).**
19. **The State Library should create and fill a principal librarian position that specializes in development, public relations, networking and fundraising (Promoting the Value of Libraries).**

21. **Library schools should sponsor research on the implications of lifelong learning on collection development – e.g., career and job changes, welfare reform, the technologically illiterate (Collection Development).**
23. **The State Library should encourage the formation of a task force to create a new performance measures for electronic library services (Technology).**
25. **The Library of Congress should continue to maintain standards for Spanish and Asian languages subject headings – and other language subject headings -- e.g., Bilindex (Collection Development).**
28. **All public libraries should develop adequate resources in terms of staff, material and hours (Lifelong Learning).**
32. **All public libraries should reexamine and redefine staff duties and expectations so that being flexible, adapting to change, and being creative with the community equals success (Staffing).**

Should you have questions regarding the convocation or the recommendations, please contact Kathy Low at: (916) 653-6822.

¹ American Library Association

² California Association of Library Trustees and Commissioners

³ The Library Services and Technology Act (LSTA), a federal grants-in-paid program for local libraries.



LIBRARY OF
CALIFORNIA
BOARD

February 23, 2000

To: Members, Library of California Board

From: Diana Paque, Director
Library of California

DP by map

Tom Andersen, CLSA Program Coordinator

Subject: Library of California Board actions taken at the February 17-18, 2000 Meeting

Purpose of the Library of California Act:

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



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Los Angeles on February 17-18, 2000:

Adoption of Agenda

1. It was moved, seconded (Fong/Kallenberg) and carried unanimously that the Library of California Board adopt the agenda as modified.

Approval of Minutes

2. It was moved, seconded (Kallenberg/Fong) and carried unanimously to approve the draft minutes of the November 11-12, 1999 Library of California Board meeting as revised.

Suspend the agenda to take emergency action

3. It was moved, seconded (Fong/Purucker) and carried unanimously that the Library of California Board suspends the agenda to take emergency action related to the Board's Program Priorities for FY 1999-2000.

900 N Street, Suite 500
P.O. Box 942837
Sacramento, CA 94237-0001

(916) 653-6033 phone
(916) 653-8443 fax
www.library.ca.gov
csiloc.ca.gov

Library of California Program Priorities

4. It was moved, seconded (Fong/Kallenberg) and carried unanimously that the Library of California Board adopt the following Program Priorities which the Board identified as part of their Planning Session on February 16, 2000:

For FY 1999-2000 (not in priority order):

- Infrastructure for regional network development including operational funding
- Implement online databases in all regions aimed at the general public and youth
- Board decides the telecommunications model at the regional level and implements the selected model
- Begin the direct loan pilot

Regulations for the Library of California Act

5. It was moved by the Legislation Committee (Steinhauser) and carried unanimously that the Library of California Board direct its Chief Executive Officer to notice changes in the proposed regulations (Text of Modified Regulations, as revised by the Board on February 17, 2000 which adds a substitute page for page 27 of Exhibit C). The Board requests that the notice include a cover letter summarizing the changes and indicating that they do not inhibit the authority of Regional Library Networks to develop protocols. If no comments are received during that period, the Board further directs the Chief Executive Officer to submit these proposed regulations to the Office of Administrative Law. The Board further instructs its Chief Executive Officer to make any necessary changes without regulatory effect in the proposed regulations as defined in Title 1, California Code of Regulations Section 100, Subsections (a) 1, (a) 4, and (a) 5; and to provide additional information or clarification or corrections if necessary in the Rulemaking File. (See Attachment A)

Multitype Pilot Loan Programs

6. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board direct its Chief Executive Officer to allocate Library of California funds not to exceed \$1,085,000 to implement a year-long Direct Loan Pilot Program commencing in April 2000.

Special Services Program – Literacy

7. It was moved, seconded (Tuttle/Purucker) and carried unanimously that the Library of California Board authorize its Chief Executive Officer to allocate, as soon as the state budget makes them available, the 2000/2001 California Library Literacy Service Act funds to local programs in accordance with the provisions of Section 18733.2 of the Education Code of California.

Special Services Program - Literacy

8. It was moved, seconded (Tuttle/Purucker) and carried unanimously that the Library of California Board authorize its Chief Executive Officer to allocate, as soon as the state budget makes them available, the 2000/2001 California Library Services Act Families for Literacy funds in accordance with the provisions of Education Code Section 18735 to local participants based upon the criteria set forth in the Families for Literacy application materials and prior performance in the Program, where applicable.

CLSA Consolidations and Affiliations

9. It was moved by the CLSA Transition Committee (Kallenberg) and carried unanimously that the Library of California Board approve the affiliation of the Los Gatos Public Library with the Silicon Valley Library System effective July 1, 2000, and waive the September 30, 1999 filing date for 2000/2001 affiliations.

CLSA Consolidations and Affiliations

10. It was moved by the CLSA Transition Committee (Kallenberg) and carried unanimously that the Library of California Board approve the affiliation of the Larkspur Public Library with the North Bay Cooperative Library System effective July 1, 2000, and waive the September 30, 1999 filing date for 2000/2001 affiliations.

Regional Library Network Development

11. It was moved, seconded (Kallenberg/Fong) and carried unanimously that the Library of California Board acknowledges the recommendation submitted by Region 2 and Region 8, that they become a single region for planning purposes, that there now be 7 instead of 8 Library of California Regional Planning Groups.

Regional Library Network Development

12. It was moved, seconded (Kallenberg/Purucker) and carried unanimously that the Library of California Board approve the criteria as listed on Page 5, Criteria 1 through 7 of Document 16, to be used to evaluate and critique applications for planning and project funding for network development from Library of California funds, and that the Chief Executive Officer be directed to apply these criteria in evaluating applications for FY 1998/99 and FY 1999/2000 funds. (See Attachment B)

Regional Library Network Development

13. It was moved, seconded (Kallenberg/Tuttle) and carried unanimously that the Library of California Board authorize the expenditure of Library of California funds not to exceed the following:

| | |
|---|----------------------------|
| ▪ for Telecommunications Project requests (approximately 50% of request amounts submitted) | \$ 860,000 |
| ▪ for Database Project requests (approximately 75% of request amounts submitted) | 1,200,000 |
| ▪ for Network Development requests (100% of request amounts submitted) | 700,000 |
| <u>for a total of</u> | <u>\$2,760,000;</u> |

and that this current expenditure does not constitute Board policy for long term distribution of funds; and that the Board directs the Chief Executive Officer to continue the process of accepting and reviewing applications for projects in funded areas of the Library of California Act both from regions and from staff, including development of initiatives which address the Board's adopted priorities for Library of California programs and services, and that a report be presented to the Board at their April 2000 meeting which includes an update on expenditures and recommendations for additional allocations.



NOTE: * identifies a content change.

TITLE 5 (Chapter 24, subchapter 2). LIBRARY OF CALIFORNIA

TEXT OF MODIFIED REGULATIONS

The Board has illustrated changes to the original text of the regulations (as modified and noticed in September 1999) in the following manner: regulation language __ originally proposed is underlined; deletions from the language originally proposed are shown in strikeout using a "—"; and additions to the language originally proposed are double-underlined.

Article 9 1. General Provisions

20300. Scope. The regulations contained in this chapter shall implement the Library of California Act, Chapter 4.5 of Part 11 of Division 1 of Title 1 of the Education Code, beginning with Section 18800 thereof.

Authority cited: Section 18821, Education Code.

Reference: Chapter 948, Statutes of 1998; Chapter 4.5, commencing with Section 18800 of the Education Code.

20301. Funding Provisions.

(a) Funding distributed according to Library of California Act provisions shall be used to support library purposes.

(b) Institutions and public library jurisdictions receiving reimbursement under the provisions of Education Code Section 18844 (a-e) may not collect fees for those same services or those portions thereof for which they have received reimbursement.

Authority cited: Section 18821, Education Code.

Reference: Section 18801 (b)(1), 18802 (d), 18802 (j), and 18830 (c), Education Code.

~~20302. Waiver of Dates. The state board may waive or reset any filing, effective, or other dates required by these regulations, if the state board determines that such action would best serve the purposes of the Act and that such action would result in a more timely and effective implementation.~~

Authority cited: Section 18821, Education Code.

Reference: Section 18821, Education Code.

*

Article 10 2. Definitions

20303 20302. Definitions.

- (a) These additional definitions concerning Library of California Act components complement those set forth in Education Code Section 18810.
- (b) Additions to the definitions are as follows.
- (1) "California Literacy Campaign" means the program authorized and funded under the California Library Literacy Service Act, Education Code Section 18733.
 - (2) "Chief Executive Officer" means the State Librarian.
 - (3) "Families for Literacy" means the program authorized and funded under the California Library Literacy Service Act, Education Code Section 18735.
 - (4) "Fiscal year" means the State fiscal year unless otherwise specified. *
 - (4) (5) "President" means the elected president of the state board.
 - (5) (6) "Regional library network affiliation" means that a public library jurisdiction or an institution formally and legally joins a regional library network to obtain full membership status.
 - (6) (7) "Regional library network consolidation" means the formal and legal joining of the geographic service areas, functions, services, and operations of two or more formerly separate regional library networks into a single regional library network, as defined in Education Code Sections 18840-18842.
 - (7) (8) "Regional library network division" means the separation of the geographic service areas, functions, services, operations, and membership of a single regional library network into two or more regional library networks, as defined in Education Code Sections 18840-18842.
 - (8) (9) "Regional library network realignment" means a change in boundaries of two or more regional library networks.
 - (10) "Regional network council" means regional library council, as defined in Education Code Section 18810 (r). *

~~(9)~~ (11) "Statewide electronic library card" means the mechanism by which a library user is authorized to obtain the services provided under Education Code Section 18844 (d), the Electronic Direct Access program. These services allow the user to browse the bibliographic catalogs of libraries statewide on a computer, identify and request library resources through a computer, and/or receive the information resources by means of a computer. The statewide electronic library card may be a physical card or an electronically authenticated equivalent or other appropriate vehicle.

~~(10)~~ (12) "Vice-President" means the elected vice-president of the state board.

Authority cited: Section 18821, Education Code.

Reference: Section 18810, Education Code.

Article 4 3. Library of California Board

~~20304~~ 20303. Powers and Duties of the State Board. Pursuant to its authority to establish regional library networks, the state board may approve:

(a) regional library network affiliations and withdrawals; and

(b) regional library network consolidations, realignments, and divisions.

Authority cited: Section 18821, Education Code.

Reference: Section 18821 (e), 18830 (a), and 18840, Education Code.

~~20305~~ 20304. Officers of the State Board. The state board shall elect a president and a vice-president from its members. The term of each office shall be one year.

(a) The state board shall elect annually a president and vice-president at the last regular meeting of each calendar year.

(b) Should a vacancy occur in the office of president or vice-president, the state board shall elect one of its members to fill such vacancy for the remainder of the term. The state board shall take this action at its next regular meeting following the occurrence of the vacancy.

(c) Duties of the President. The president shall preside at all meetings of the state board, shall appoint committees and advisory bodies as authorized by the state board and as necessary to carry out its work, shall execute for the state board any documents requiring such execution, and shall perform such other duties as the state board determines.

(d) Duties of the Vice-President. The vice-president shall, in the absence of the president, perform the duties of the president.

Authority cited: Section 18821, Education Code.
Reference: Section 18820, Education Code.

~~20306~~ 20305. Quorum. A quorum for all state board meetings shall be seven of the thirteen members.

Authority cited: Section 18821, Education Code.
Reference: Section 18820, Education Code.

~~20307~~ 20306. Meetings of the State Board.

- (a) Frequency. Regular meetings of the state board shall be held at least four times each year, distributed over the course of the year.
- (b) Schedule. The tentative dates and locations for the regular meetings for the forthcoming calendar year shall be determined annually, at the last regular meeting of the calendar year.
- (c) Changes in Schedule. Nothing in this regulation shall be construed to prevent the state board from altering its regular meeting dates or altering the locations of meetings.
- (d) Meeting Notice. Any person or organization desiring to receive notice(s) of state board meetings may direct the request to: Library of California Board, California State Library, P. O. Box 942837, Sacramento, California 94237-0001.

Authority cited: Section 18821, Education Code.
Reference: Section 18820, Education Code.

~~20308~~ 20307. Speakers.

- (a) Recognition of Speakers. Members of the public or the State Library staff may be recognized by the president to speak at any state board meeting. All remarks made shall be germane to the business at hand and shall be addressed to the president.
- (b) Subject of Remarks. All speakers before the state board shall confine their remarks to the subject indicated in the recognition of the president.

Authority cited: Section 18821, Education Code.
Reference: Section 18820, Education Code.

~~20309~~ 20308. Robert's Rules of Order. Except where the provisions of the Library of California Act or of these regulations provide to the contrary, or when the state board determines otherwise, the state board shall operate under the provisions of Robert's Rules of Order. The state board shall adopt an edition of Robert's Rules of Order as the edition for use by the state board.

Authority cited: Section 18821, Education Code.
Reference: Section 18820, Education Code.

~~20310~~ 20309. Public Hearings. (a) The state board may hold a public hearing regarding any matter pending before it.

~~(b) Any public hearings held by the state board shall comply with the provisions of the California Administrative Procedures Act, Government Code Section 11340.~~

Authority cited: Section 18821, Education Code.
Reference: Section 18820, Education Code.

~~20311~~ 20310. Public Records.

Inspection of the original copy of any public record of the state board, as defined in Government Code Section 6252 (d) and 6254, shall be permitted during the regular office hours of the California State Library, Library and Courts I Building, 914 Capitol Mall, Sacramento, California 95814.

Authority cited: Section 18821, Education Code and Section 6253.4, Government Code.
Reference: Section 18820, Education Code and Section 6253 (a), Government Code.

Article ~~12~~ 4. Eligible Libraries

~~20312~~ 20311. Continuation of Membership.

(a) Each institution or public library jurisdiction shall continue as a member of a regional library network as long as:

- (1) at least one of its participating libraries meets the eligibility standards required by Education Code Section 18830 (a) and complies with the agreements required by Education Code Section 18830 (b);
- (2) the local governing agencies and appropriate administrative authorities do not reduce funding for library services as a result of membership in the regional library network and participation in the programs and services delivered under this Act; and

(3) the institution or public library jurisdiction and its participating libraries comply with the resource sharing standards specified in Section ~~20313~~ 20312 of this subchapter.

(b) Each regional library network shall assure the compliance of its members with these provisions through its membership policies and procedures.

Authority cited: Section 18821, Education Code.

Reference: Section 18830 and 18840 (c), Education Code.

~~20313~~ 20312. Resource Sharing Standards.

(a) Each participating library shall participate in one or more of the four access services components in Education Code Section 18844 (a-d).

(b) Each member of a regional library network shall provide access to the library's bibliographic records and location information for those resources it has agreed to share with other libraries, to support the purposes of Education Code Sections 18842 (d) and 18851(a-b). ~~The access shall be provided in such form, manner, and frequency as are agreed upon by the member and either the regional library network or the state board, whichever is appropriate for the database(s) described in Section 20330 (a) of this subchapter.~~ The access shall be provided in such form, manner, and frequency as established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340).

Authority cited: Section 18821, Education Code.

Reference: Section 18830 (b), 18842 (d), 18844, and 18851 (a-b), Education Code.

~~20314~~ 20313. Affiliation with a Regional Library Network.

(a) If any institution or public library jurisdiction joins the regional library network serving its geographic area under the provisions of Education Code Section 18830, its affiliation shall be certified by the state board.

(b) Should an institution or public library jurisdiction wish to join a regional library network other than the one serving its geographic area, it may request an exception to the geographic boundary requirement from the state board. An exception may also be requested to enable all participating libraries of a single institution or public library jurisdiction to be served by a single regional library network. The state board's approval for exceptions shall be based on its determination that:

(1) the proposed membership is at least as effective a way of carrying out the purposes of the Act as would be the case if the membership were with the regional library network serving the geographic area; and

- (2) the proposed membership does not result in an inefficient expenditure of state funds or redundancy of service.
- (c) If the participating libraries of an institution or a public library jurisdiction are located in geographic areas served by different regional library networks, the institution or public library jurisdiction may become a member of each regional library network serving one or more of its participating libraries. However, each participating library shall receive state-supported services from a single regional library network and only that regional library network shall file a certification of library participation with the state board under the provisions of Section 20314 20313 (f) of this subchapter for the participating library.
- (d) The administrative body of the regional library network shall file a notice of agreement and the institutional governing body or the public library jurisdictional governing body shall file an affiliation request with the state board by April 1 of the fiscal year prior to the fiscal year when such status is sought.
- (1) The notice of agreement shall certify that the regional library network approves the membership application of the institution or public library jurisdiction.
- (2) The affiliation request shall certify that the governing body or appropriate administrative authority for the institution or jurisdiction wishes to join the regional library network and agrees to comply with the provisions of this Act.
- (e) For purposes of determining the eligibility of the affiliating institution or public library jurisdiction to receive services and funds under the provisions of this Act, an affiliation shall be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the affiliation is certified by the state board. The state board may approve an earlier effective date if it determines that such action would best serve the purposes of the Act.
- (f) Participating Libraries.
- (1) If a library within a member institution or member public library jurisdiction elects to become a participating library and it meets the eligibility criteria for a participating library as set forth in Education Code Section 18830 (a-b), and its participation is approved by the regional library network, the administrative body of the regional library network shall file a certification of library participation with the state board by April 1 of the fiscal year prior to the fiscal year when such status is sought.

- (2) For purposes of determining the eligibility of the participating library to receive services and funds under the provisions of this Act, the status of the library as a participating library shall be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the certification of library participation is filed with the state board. The state board may approve an earlier effective date if it determines that such action would best serve the purposes of the Act.



Authority cited: Section 18821, Education Code.

Reference: Section 18821 (e), 18830, 18831 (a), and 18840, Education Code.

20315 20314. Withdrawal from a Regional Library Network.

- (a) If a member institution or public library jurisdiction does not retain its membership in a regional library network, the regional library network shall notify the state board within thirty days following the official action of the member and/or the regional library network.
- (b) If a participating library does not retain its status as a participating library in a regional library network, the regional library network shall notify the state board within thirty days following the official action of the member on behalf of its participating library and/or the regional library network.
- (c) For the purposes of determining the eligibility of an institution or a public library jurisdiction or a participating library to receive services and funds under the provisions of this chapter, a withdrawal shall be considered effective upon filing the notification with the state board.

Authority cited: Section 18821, Education Code.

Reference: Section 18821 (e), 18830, and 18840, Education Code.

20316 20315. Membership Eligibility Appeals.

- (a) If an institution or a public library jurisdiction considers the membership eligibility policies and/or membership eligibility actions of the regional library network serving its geographic area to be inconsistent with the purposes and provisions of this Act, it may file an appeal with the state board.
- (b) An appeal shall include references to the relevant purposes and/or provisions of the Act; information on the membership eligibility policies and/or membership eligibility actions of the regional library network which appear inconsistent with the Act; and any available documentation.
- (c) The state board shall notify the regional library network of the appeal and shall invite the regional library network to respond to the appeal, which response is due within sixty days of the state board's notice.

- (d) The state board shall take action on the appeal within one hundred and fifty days of the institution's or public library jurisdiction's initial filing.
- (e) The state board's determination shall be based upon:
- (1) the accuracy of the data presented in the appeal;
 - (2) the impact of the regional library network's membership eligibility actions and/or membership eligibility policies on resource sharing in the geographic region and the state;
 - (3) the consistency of the regional library network's membership eligibility actions and/or membership eligibility policies with the purposes and provisions of the Act; and
 - (4) the exclusion or inclusion of libraries by type, size, or other factors inconsistent with the purposes of this Act as a result of the regional library network's membership eligibility actions and/or membership eligibility policies.
- (f) The decisions of the state board shall become effective thirty days from its official action on the appeal.

Authority cited: Section 18821, Education Code.
Reference: Section 18821 (h), Education Code.

Article 43 5. Regional Library Networks

20317 20316. Establishment of Regional Library Networks.

- (a) The state board shall use the following criteria to approve the boundaries of the regional library networks, considering both cost-effectiveness and relationship to the resource sharing purposes of this chapter: public library jurisdictional boundaries; commonality with boundaries of educational institutions; recognition of current transportation, marketing, and communication patterns; location of and access to library resources; adequacy of resources for resource sharing purposes; population; and geographical contiguity.
- (b) Every geographic area of the state shall be served by a regional library network.
- (c) Upon receipt of a plan for a regional library network as set forth in Education Code Section 18840, the state board shall review the plan for completeness and for compliance with the purposes and provisions of the Act.

- (d) The state board shall conclude its plan review within one hundred and twenty days from the submission of a plan and approve it or disapprove it. If a regional library network's plan is disapproved, the state board shall note the reason(s) for its disapproval and may make recommendations as to modifications which would make the plan approvable. A modified plan may be re-submitted for state board consideration.
- (e) Upon state board approval, a regional library network shall be established for the purposes of this Act and its organization and members shall be recognized as eligible to receive services and funds under the provisions of this Act. The establishment and recognition of the regional library network shall be considered effective on the first July 1 following state board approval. The state board may approve an earlier effective date if it determines that such action would best serve the purposes of the Act. *

Authority cited: Section 18821, Education Code.

Reference: Section 18821 (e), Education Code.

~~20318~~ 20317. Consolidation of Regional Library Networks.

- (a) If any two or more regional library networks whose borders are contiguous wish to consolidate, a joint notice of intent, approved by the regional network councils of the consolidating regional library networks, shall be filed with the state board no later than September 1 of the fiscal year immediately preceding the July 1 effective date of the consolidation. Regional library network affiliation authorizations approved by the institutional or public library jurisdictional governing body of each member of the new consolidated regional library network, and a new regional library network plan as specified in Education Code Section 18840, shall be filed with the state board no later than January 15 of the fiscal year immediately preceding the July 1 effective date of the consolidation.
- (b) The state board's approval of requests for regional library network consolidations shall be based on the criteria for the establishment of regional library networks specified in Section ~~20318~~ 20316 of this subchapter and upon the state board's determination that the consolidation provides at least as effective a way of carrying out the purposes of the Act as would be the case if the consolidation did not occur.
- (c) For purposes of determining the eligibility of the regional library networks and their members to receive services and funds under other provisions of the Act, a consolidation approved by the state board shall be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the consolidation authorizations are filed. The state board may approve an earlier effective date if it determines that such action would best serve the purposes of the Act. *

Authority cited: Section 18821, Education Code.

Reference: Section 18821 (e) and 18840, Education Code.

20319 20318. Realignment of Regional Library Networks.

- (a) If any two or more regional library networks whose borders are contiguous wish to realign their boundaries, a joint notice of intent, approved by the regional network councils of the realigning regional library networks, shall be filed with the state board no later than September 1 of the fiscal year immediately preceding the effective date of the realignment. Regional library network affiliation requests approved by the institutional or public library jurisdictional governing body of each member of the new regional library networks, and revised or new regional library network plans as specified in Education Code Section 18840, shall be filed with the state board no later than January 15 of the fiscal year immediately preceding the effective date of the realignment.
- (b) The state board's approval of requests for regional library network realignments shall be based on the criteria for the establishment of regional library networks specified in Section ~~20318~~ 20316 of this subchapter and upon the state board's determination that the realignment provides at least as effective a way of carrying out the purposes of the Act as would be the case if the realignment did not occur.
- (c) For purposes of determining the eligibility of the regional library networks and their members to receive services and funds under other provisions of the Act, a realignment approved by the state board shall be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the realignment authorizations are filed. The state board may approve an earlier effective date if it determines that such action would best serve the purposes of the Act.

Authority cited: Section 18821, Education Code.

Reference: Section 18821 (e) and 18840, Education Code.

20320 20319. Division of Regional Library Networks.

- (a) If a regional library network wishes to divide into two or more regional library networks, a notice of intent approved by its regional network council shall be filed with the state board no later than September 1 of the fiscal year immediately preceding the July 1 effective date of the division. Regional library network affiliation authorizations approved by the institutional or public library jurisdictional governing body of each member of the new regional library networks, and a new regional library network plan as specified in Education Code 18840 for each regional library network resulting from the division, shall be filed with the state board no later than January 15 of the fiscal year immediately preceding the July 1 effective date of the division.
- (b) The state board's approval of requests for regional library network divisions shall be based on the criteria for the establishment of regional library networks specified in Section ~~20318~~ 20316 of this subchapter and upon the state board's determination that the division provides at least as effective a way of carrying out the purposes of the Act as would be the case if the division did not occur.

- (c) For purposes of determining the eligibility of the regional library networks and their members to receive services and funds under other provisions of the Act, a division approved by the state board shall be considered effective beginning July 1 of the fiscal year immediately following the fiscal year in which the division request is filed. The state board may approve an earlier effective date if it determines that such action would best serve the purposes of the Act. *

Authority cited: Section 18821, Education Code.

Reference: Section 18821 (e) and 18840, Education Code.

~~20321~~ 20320. Regional Library Network Long-Range Plan and Annual Plan of Service. To continue to qualify for funding under the Library of California Act, each regional library network shall submit a long-range plan and an annual plan of service to the state board for its approval.

- (a) The long-range plan shall set forth the goals and objectives for the regional library network over a three year period, relative to the purposes of this Act and the needs of people within the region.
- (b) The annual plan of service shall provide for:
- (1) services to advance the regional library network's long-range goals and objectives; and
 - (2) a budget proposed for the next fiscal year.
- (c) Following approval by the regional network council, the long-range plan and annual plan of service shall be submitted annually to the state board in the format and manner specified by the state board by April 1 of the fiscal year immediately preceding the fiscal year for which funds are requested. *
- (d) The state board shall review the long-range plan and the annual plan of service for compliance with the purposes and provisions of the Act.
- (e) The state board shall conclude its review within sixty days from the submission of the plans and approve or disapprove them. If a regional library network's plans are disapproved, the state board shall note the reason(s) for their disapproval and may make recommendations as to modifications which would make the plans approvable. Modified plans may be re-submitted for state board consideration.
- (f) Any revision of the annual plan of service, including its budget, shall be submitted to the chief executive officer at least thirty days prior to the effective date of the proposed changes.

- (g) In addition, each regional library network shall file by October 1 of each year a report, in the format and manner prescribed by the state board for the fiscal year just ended, that describes the actual accomplishments and expenditures of the regional library network program, compares them with the planned accomplishments and expenditures for the fiscal year reported, and includes other appropriate commentary. *

Authority cited: Section 18821, Education Code.

Reference: Section 18840 (d) and 18841 (a), Education Code.

20322 20321. Administration of Regional Library Networks.

- (a) The regional library network shall provide for the position of a chairperson.
- (b) The regional network council and its representative board shall have regular meetings, which shall be open and accessible to the public as required in the Open Meetings Act (Government Code Sections 54950-54961).
- (c) The regional network council and its representative board may establish such subgroups, committees, and advisory bodies as necessary to assure the effective and efficient operation of the regional library network.

Authority cited: Section 18821, Education Code.

Reference: Section 18840 (a), 18840 (b), and 18841, Education Code.

Article 14 6. Access Services

20323 20322. Interlibrary Loan. This program of the Act supports the sharing of library materials through interlibrary loan. Library resources needed by a library user and not available in the user's library may be made available to the user via interlibrary loan.

- (a) Members of regional library networks are eligible to obtain interlibrary loans and to receive reimbursement for interlibrary loans under the provisions of this chapter. A library shall agree both to extend interlibrary loan services and initiate interlibrary loan requests for its primary clientele in order to participate in this program.
- (b) An interlibrary loan shall result in reimbursement under Education Code Section 18844 (a) if it consists of the loan of a library material in any format or if it consists of the provision of a copy in lieu of loan of a library material from one member of a regional library network to another member of any regional library network statewide. in accordance with the protocols of the regional library network and/or the state board. *
- (c) Interlibrary loan protocols shall be established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

~~(e) (d) Reimbursable costs are those handling costs and delivery costs which a lending library incurs in filling a successfully completed interlibrary loan request. The state board shall review and approve the cost data annually.~~ *

(e) The reimbursement formula and procedures shall be established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

~~(e) (f) To obtain reimbursement, a regional library network member shall provide to the state board by the deadline date, an invoice detailing its interlibrary loan transactions for the appropriate period. For audit purposes, a record of these invoices must be maintained for four years.~~ *

Authority cited: Section 18821, Education Code.

Reference: Section 18844 (a), Education Code.

~~20324~~ 20323. Patron Referral and Onsite Services. This program of the Act enables library users from one institution or public library jurisdiction to use library services and resources in another institution or public library jurisdiction which would otherwise be inaccessible to them.

(a) Members of regional library networks are eligible to refer patrons under this program. Members of regional library networks are eligible to receive reimbursement for onsite services delivered under the provisions of this Act.

(1) The provision of onsite services to a referred library patron shall result in reimbursement under Education Code Section 18844 (b) if the services are delivered and if the referral originated from another member of the regional library network in accordance with protocols developed by the regional library network.

(2) The provision of onsite services to a referred library patron shall result in reimbursement under Education Code Section 18844 (b) if the services are delivered and if the referral originated from a member of any regional library network statewide in accordance with protocols developed by the state board. Protocols shall be established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

(b) Information agencies with uncommon and exceptional onsite services and resources, which would otherwise be inaccessible to the public, may receive designation as an eligible recipient of reimbursement funds under Education Code Section 18844 (b).

(1) The information agency may apply to a regional library network to provide services to its members provided that:

~~a. (A) it is one of the few if not the only source of the onsite service in the region; and~~

~~b. (B) it agrees to comply with the purposes and provisions of this Act.~~

(2) The information agency may apply to the state board to provide services to members of all regional library networks statewide provided that:

~~a. (A) it is one of the few if not the only source of the onsite service in the state; and~~

~~b. (B) it agrees to comply with the purposes and provisions of this Act.~~

(c) Reimbursable onsite services are those identified by the state board. ~~The state board shall review and approve the list of services eligible for reimbursement every two years.~~ *

(d) Reimbursable costs are those identified by the state board. ~~The state board shall review and approve the cost data every two years.~~ *

(e) To obtain reimbursement, an institution or a public library jurisdiction or an information agency shall provide to the state board by the deadline date, an invoice detailing its provision of onsite services to referred library patrons for the appropriate period. For audit purposes, a record of these invoices shall be retained for four years. *

(f) Reimbursable services, costs, and procedures shall be established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

Authority cited: Section 18821, Education Code.

Reference: Section 18844 (b), Education Code.

20325 20324. Direct Loan. This program of the Act enables library users to receive direct borrowing privileges at libraries for which these people do not constitute the primary clientele.

(a) Members of a regional library network are eligible to receive reimbursement for extending direct borrowing privileges to people who are not part of their primary clientele, but who are part of the primary clientele of other members of its regional library network. Services shall be provided in accordance with the protocols of the regional library network.

- (b) Members of a regional library network are eligible to receive reimbursement for extending direct borrowing privileges to people who are not part of their primary clientele, but who are part of the primary clientele of other members of any regional library network statewide. — Services shall be provided in accordance with the protocols of the state board. Protocols shall be established through subsequent rulemaking under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *
- (c) A library participating in a direct loan program under this Act shall apply the same rules, policies, procedures, and fees related to borrowing privileges to eligible borrowers from other institutions or public library jurisdictions as are applied to individual members of its own primary clientele. Where there are different categories of primary clientele with different service levels, the library shall identify the service level applicable to eligible borrowers from other institutions or public library jurisdictions.
- (d) Libraries participating in this program shall ascertain whether or not each person requesting direct borrowing privileges is a member of its primary clientele. If the person is a member of the library's primary clientele, such services shall not be reimbursable under this Act.
- (e) An eligible borrower shall hold a valid borrowers card (or equivalent) issued by a member of a regional library network in recognition of his or her status as part of the primary clientele of that institution or public library jurisdiction.
- (1) Any additional identification generally required by a library of its own primary clientele may also be required.
- (2) The lending library may also require the name and current address of the borrower and the name and current address of the institution or public library jurisdiction through which the borrower is eligible for service.
- (f) Contracts for loan and other services provided by an institution or a public library jurisdiction to the primary clientele of another institution or public library jurisdiction are not prohibited. Persons served under such contracts shall be registered as part of the primary clientele of the institution or public library jurisdiction providing the contract service. No reimbursement for services provided under the terms of such contracts shall be provided under this Act.
- (g) Loan of a library material of any type by an institution or public library jurisdiction to an eligible borrower shall result in reimbursement from the state under Education Code Section 18844 (c). Reimbursements shall be equitable in that:
- (1) each loan to an eligible borrower from a type of library different from the lending library shall be reimbursed; and

- (2) each loan to an eligible borrower from the same type of library as the lending library shall be reimbursed on a net imbalance basis, to the extent that the number of items loaned to its non-primary clientele exceeds the number of items borrowed by its primary clientele from other libraries of the same type.
- (h) To obtain reimbursement, an institution or public library jurisdiction shall provide to the state board by the deadline date, an invoice detailing its provision of direct loan services in the form and manner determined by the state board and for the appropriate period. For audit purposes, a record of these invoices shall be retained for four years. *
- (i) Reimbursable costs are those handling costs incurred by the lending library in processing a direct loan under the provisions of this Act.—The state board shall periodically review and approve such cost data at least every two years. *
- (j) The reimbursement formula and procedures shall be established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

Authority cited: Section 18821, Education Code.

Reference: Section 18844 (c), Education Code.

20326 20325. Additional Direct Loan Provisions for Public Library Jurisdictions. Each public library jurisdiction that is a member of a regional library network shall provide direct borrowing privileges to all residents of the geographic area served by the regional library network in accordance with Education Code Section 18842 (c) and shall provide such service under the provisions of Section 20326 20324 of this subchapter.

- (a) In addition to the reimbursable services identified in Section 20326 20324 (a-b) of this subchapter, each public library jurisdiction is eligible to receive reimbursement for extending direct borrowing privileges to Californians who are not residents of its geographic jurisdiction and who are not part of the primary clientele of other members of any regional library network.
- (b) For the purposes of this Act, each resident of the state shall be deemed to have a single legal residency, which shall entitle him or her to resident library services of the public library jurisdiction in which he or she resides, and such services shall not be reimbursable under this Act. In determining the places of residency, the provisions of Government Code Section 244 shall apply.
- (c) Extension of borrowing privileges by public library jurisdictions to residents of the geographic area served by the regional library network should shall not adversely affect the level of service provided by that library to its own primary clientele. *

- (1) If existing public library service programs, funded at the local level, are diminished as a result of this resource sharing program, the public library jurisdiction may request a waiver of its participation in the direct loan program or a waiver of one or more of the provisions of Section ~~20326~~ 20324 (c) of this subchapter.
- (2) The regional library network shall submit the original waiver request and the subsequent recommendation of the regional library network to the state board for its consideration within ninety days from receipt of the original request.
- (3) The state board shall approve or disapprove the waiver request within one hundred and twenty days of the waiver filing with the state board by the regional library network. If approved, the provisions of the waiver shall be effective thirty days from the date of the state board's action and shall be effective for the time period specified by the state board in its approval.
- (4) Criteria considered by the state board in making its determination on the waiver request shall include: impact of the direct loan program on local library service; equity of benefits to the primary clientele of the requesting library; relationship of the action proposed by the public library jurisdiction to the purposes of the Act; and recommendation of the regional library network.

Authority cited: Section 18821, Education Code.

Reference: Section 18802 (i) and 18844 (c), Education Code.

~~20327~~ 20326. Electronic Direct Access. This program of the Act enables library users to obtain electronic borrowing privileges and electronic information delivery privileges from libraries for which these people do not constitute the primary clientele.

- (a) Each member of a regional library network is eligible to authorize library users who constitute part of its primary clientele to utilize this service and is eligible to receive reimbursement for extending this service to people who are not part of its primary clientele but who are part of the primary clientele of other members of regional library networks statewide.
- (b) A member of a regional library network desiring to participate in this program shall:
 - (1) make its own bibliographic records and location information as described in Section ~~20330~~ 20328 (a) of this subchapter available electronically statewide;
 - (2) at its discretion, authorize members of its primary clientele to receive electronic borrowing privileges and electronic information delivery privileges by issuing statewide electronic library cards to them;
 - (3) provide electronic borrowing privileges and electronic information delivery privileges to authorized holders of statewide electronic library cards; and

- (4) deliver services in accordance with the protocols of the regional library network and/or the state board, established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *
- (c) An eligible borrower is a person who is authorized by and holds a valid statewide electronic library card issued by a member of any regional library network statewide.
- (1) Any additional identification normally required by a library of its own primary clientele may also be required.
- (2) The lending library may also require the name and current address of the borrower and the name and current address of the institution or public library jurisdiction by which the borrower is eligible for service.
- (3) Items may be sent electronically to the computer transmitting the request or to a designated substitute computer or to an e-mail account.
- (4) Items which cannot be transmitted electronically may be delivered physically to the member of the regional library network authorizing the eligible borrower. Alternatively, the borrower may pay for delivery costs for delivery to an alternate site. The borrower is responsible for returning the item to the library authorizing him or her as an eligible borrower or, alternatively, paying the delivery and related costs of returning the item to the lending library.
- (d) Electronic transmission of information or loan of a library material of any type by an institution or a public library jurisdiction to an eligible borrower shall result in reimbursement from the state under Education Code Section 18844 (d). An institution or public library jurisdiction shall not collect reimbursement for the same transaction under both the interlibrary loan program and the electronic direct access program.
- (e) Reimbursable costs are those handling costs and delivery costs which a lending library incurs in filling a successfully completed electronic direct loan transaction. ~~Reimbursable costs may vary depending upon the degree to which electronic technology supports the process. The state board shall review and approve the cost data at least every two years.~~ *
- (f) To obtain reimbursement, an institution or public library jurisdiction shall provide to the state board, ~~by the deadline date,~~ an invoice detailing its electronic direct access transactions for the appropriate period. For audit purposes, a record of these invoices shall be maintained for four years. *

(g) The reimbursement formula and procedures shall be established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

Authority cited: Section 18821, Education Code.
Reference: Section 18844 (d), Education Code.

Article 15 7. Statewide Services

~~20328~~ 20327. Telecommunications. This program of the Act assists all participating libraries in obtaining equitable access to the resources and services of all other California libraries through a telecommunications infrastructure.

(a) Each member of a regional library network is eligible to receive state funds for its participating libraries to become electronic doorways to other library resources and services statewide. ~~The state board may identify minimum technical specifications and identify products and services that will allow libraries to meet this designation, and it may allocate funds to assist eligible libraries to reach this threshold.~~ The state board shall identify minimum technical specifications and/or performance standards to allow libraries to meet this designation through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

(b) Any combination of regional library network members, including regional library networks, is eligible to receive state funds for linking library automation systems, supporting electronic access and resource sharing, maintaining access to electronic files and databases, and other services pursuant to the purpose of this Act. ~~The state board may determine the minimum technical specifications and identify products and services capable of implementing linked systems projects.~~ The state board shall identify minimum technical specifications and/or performance standards for obtaining state funds through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

~~(e) The state board may assist any participating library in obtaining access to telecommunications and Internet services with sufficient capacity, hours of availability, and other technical specifications to support equitable service statewide.~~ *

(c) Any member of a regional library network is eligible to receive state funds to assist its participating libraries with the telecommunications ability to provide access for its clientele to services provided under this Act in a manner that is generally available statewide. The state board shall identify minimum technical specifications and/or performance standards to achieve this equity through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

~~(d) The state board shall determine priorities and eligible costs for telecommunications projects on at least an annual basis.~~ *

(d) The state board shall identify priorities, criteria, procedures, and eligible costs for telecommunications projects through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

Authority cited: Section 18821, Education Code.

Reference: Section 18850 (a), Education Code.

~~20329~~ 20328. Bibliographic Databases. This program of the Act ensures that the bibliographic records and location information representing resources in participating libraries are made available statewide.

(a) Members of regional library networks shall provide access to the bibliographic records and location information for those resources they share with other libraries. ~~Such access shall be provided in accordance with the protocols of the regional library network or state board, whichever is appropriate for the database(s).~~ Bibliographic records and location information may be provided for books, serials, non-print items, information files, and other library materials. Protocols shall be established through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

(b) For those library resources available for sharing but for which bibliographic records and location information are unavailable, incomplete or incompatible with current national standards for cataloging, or inaccessible in electronic format, or a combination thereof, the state board may allocate funds to:

(1) reimburse regional library network members for cataloging previously-uncataloged or inadequately-cataloged materials in an online communications format at the ~~current~~ national standards of Machine Readable Cataloging (MARC 21; 1999 edition; Network Development and MARC Standards Office, Library of Congress) which is hereby incorporated by reference; and *

(2) reimburse regional library network members for converting local bibliographic records to the online communications format at the ~~current~~ national standards of Machine Readable Cataloging (MARC 21; 1999 edition; Network Development and MARC Standards Office, Library of Congress) which is hereby incorporated by reference. *

(c) The state board may establish and maintain electronic access to bibliographic records and location information for library materials, through the creation of one or more centralized online databases, or through linking library automation system servers to one or more access clients, or both, depending upon the availability and capabilities of local or regional library resources and the priority for statewide access. *

(d) The state board may allocate funds to train library staff in the standards and technologies needed to support the creation and maintenance of bibliographic databases and to utilize linked systems or equivalent access.

~~(e) The state board shall determine priorities and eligible costs for bibliographic database projects on at least an annual basis.~~ *

(e) The state board shall identify priorities, criteria, procedures, and eligible costs for bibliographic databases projects through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

Authority cited: Section 18821, Education Code.

Reference: Section 18851, Education Code.

~~20330~~ 20329. Specialized Reference and Information Provision. This program of the Act enables libraries to draw upon the specialized information resources of other libraries statewide to answer questions beyond the capacity and capability of the regional library network and its members.

(a) The state board may designate libraries, regional library networks, and information agencies to respond to queries in specific subject areas and reimburse them for their services.

(b) The state board may allocate funds to libraries and regional library networks to make available or develop and assemble information resources especially relevant to culturally diverse populations and people with disabilities, converting those resources to electronic format in information modules and making them accessible statewide.

~~(c) The state board shall determine priorities and eligible costs for specialized reference and information provision services on at least an annual basis.~~ *

(c) The state board shall identify priorities, criteria, procedures, and eligible costs for specialized reference and information services projects through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

Authority cited: Section 18821, Education Code.

Reference: Section 18853 (a), Education Code.

~~20331~~ 20330. Enhanced Reference and Information Service. This program of the Act improves reference service at the local level in all participating libraries.

(a) Members of regional library networks or regional library networks or a combination thereof are eligible to receive state funds for reference enhancement projects.

(b) Eligible projects include but are not limited to:

- (1) training in reference service provision;
- (2) developing local library reference collections and services;
- (3) providing consultations;
- (4) conducting continuing education classes;
- (5) developing and implementing reference evaluation tools; and
- (6) other services as necessary to improve local reference service under the provisions of this program.

(c) Services provided under this program shall be offered to members of regional library networks.

(d) The state board shall select the projects for implementation on the basis of the following criteria:

- (1) demonstrated need for the project;
- (2) evidence of adequate planning;
- (3) anticipated effectiveness of the proposed approach and plan of operation in addressing the need;
- (4) qualifications and skills of key personnel;
- (5) cost-effectiveness and adequacy of resources to achieve the project goal(s);
- (6) anticipated contribution of the project to improvement of reference service in libraries; and
- (7) appropriateness of the evaluation plan.

(e) Each applicant seeking funding under this program shall submit an application, in the manner and form and by the deadline established by the state board, that addresses the criteria in Section 20330 (d) of this subchapter. *

(e) The state board shall determine priorities and eligible costs for enhanced reference and information service projects on at least an annual basis. *

(f) The state board shall identify priorities, procedures, and eligible costs for enhanced reference and information services projects through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

(g) Each applicant receiving funds under this program shall submit a final report, in the manner and form and by the deadline set by the state board, comparing project goals with actual accomplishments and budget estimates with actual expenditures. The final evaluation, using the methodology specified in the application (Section 20330 [d][7] of this subchapter), shall also be included. *

Authority cited: Section 18821, Education Code.

Reference: Section 18853 (b), Education Code.

~~20332~~ 20331. Cooperative, Coordinated Resource Development. This program of the Act encourages, promotes, and supports the cooperative acquisition and utilization of library resources among participating libraries.

(a) The state board may ~~authorize the procurement of~~ negotiate reduced acquisition costs or licensing costs and usage fees for members of regional library networks. *

(b) The state board may allocate funds to support the trial participation of regional library network members in the use of library resources and technologies for a limited period of time, enabling them to use and evaluate information resources new to them. Member libraries may participate by contacting the state board. *

(c) The state board may allocate funds to develop, license, distribute, and support electronic files or databases to be used by members of regional library networks.

(d) Any combination of regional library network members or a regional library network or a combination thereof is eligible to receive funds for cooperative, coordinated resource development projects.

(1) Eligible projects include but are not limited to:

~~a.~~ (A) cooperative acquisition or selection processes to assure quality acquisitions and cost-effectiveness for all participants;

~~b.~~ (B) collection agreements regarding areas of subject responsibilities for acquisition and/or long-term retention;

~~c.~~ (C) shared storage and retention facilities;

~~d.~~ (D) collection assessment and evaluation; and

~~e.~~ (E) other projects as necessary to promote cooperative, coordinated resource development consistent with the purposes of this program.

(2) Each participating library involved in a project under this program shall already be capable of meeting the basic, recurring information needs of its primary clientele through its locally supported collection. Library resources purchased, in whole or in part, under this program shall be widely accessible to Californians for the useful life of those resources and shall be represented on regional and statewide bibliographic databases or electronic information access gateways.

(3) The state board shall select the projects for implementation on the basis of the following criteria:

a. (A) demonstrated need for the project;

b. (B) evidence of adequate planning;

c. (C) anticipated effectiveness of the proposed approach and plan of operation in addressing the need;

d. (D) qualifications and skills of key personnel;

e. (E) cost-effectiveness and adequacy of resources to achieve the project goal(s);

f. (F) sufficient local or other funds committed to project purposes;

g. (G) anticipated contribution of the project to the improvement of library collections available locally, regionally, and statewide;

h. (H) plan for project continuation; and

i. (I) appropriateness of the evaluation plan.

(4) Each applicant seeking funds under this program shall submit an application in the manner and form and by the deadline established by the state board, that addresses these the criteria in Section 20331 (d)(3) of this subchapter. *

(4) The state board shall determine priorities and eligible costs for cooperative, coordinated resource development projects on at least an annual basis. *

(5) The state board shall identify priorities, procedures, and eligible costs for cooperative, coordinated resource development projects through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *

~~(5)~~ (6) Each applicant receiving funds under this program shall submit a final report, in the manner and form and by the deadline established by the state board, comparing project goals with actual accomplishments and budget estimates with actual expenditures. The final evaluation, using the methodology specified in the application (Section 20330 [d][3][I] of this subchapter), shall also be included.

Authority cited: Section 18821, Education Code.

Reference: Section 18855 and 18870 (SEC. 2 [b]), Education Code.

~~20333~~ 20332. Preservation. This program of the Act preserves, and provides widespread access to, library materials documenting California's heritage, enhancing California's educational opportunities and economic future, and portraying California's cultural diversity.

(a) Any member of a regional library network or a regional library network or a combination thereof is eligible to receive funds for preservation projects.

(b) Eligible projects include but are not limited to:

(1) preservation of library materials in any format by reformatting, digitizing, conservation treatment, and other appropriate preservation methods;

(2) preservation program management, including needs assessment and planning, research and testing, training, disaster preparedness and recovery, and other managerial activities;

(3) improvement of collection security and the storage environment; and

(4) other projects necessary to preserve library materials consistent with the purposes of this program.

(c) Each member of a regional library network participating in a project under Education Code Section 18856 (b) shall demonstrate a commitment to ongoing preservation. Library resources preserved, in whole or part, under this program, shall be made available for long-term resource sharing purposes and shall be represented on electronic or bibliographic databases accessible regionally and/or statewide.

(d) The state board shall select the projects for implementation on the basis of the following criteria:

(1) demonstrated need for the project;

(2) evidence of adequate planning;

(3) anticipated effectiveness of the proposed approach and plan of operation in addressing the need;

- (4) qualifications and skills of key personnel;
 - (5) cost-effectiveness and adequacy of resources to achieve the project goal(s);
 - (6) sufficient local or other funds committed to project purposes;
 - (7) uniqueness of materials to be preserved;
 - (8) contribution of materials to be preserved toward documenting California's heritage, enhancing California's educational and economic future, and portraying California's cultural diversity;
 - (9) adequacy of the resource sharing plan; and
 - (10) appropriateness of the evaluation plan.
- (e) Each applicant seeking funds under this program shall submit an application, in the manner and form and by the deadline established by the state board, that addresses these the criteria in Section 20332 (d) of this subchapter. *
- (e) The state board shall determine priorities and eligible costs for preservation projects on at least an annual basis. *
- (f) The state board shall identify priorities, procedures, and eligible costs for preservation projects through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340). *
- (g) Each applicant receiving funds under this program shall submit a final report, in the manner and form and by the deadline established by the state board, comparing project goals with actual accomplishments and budget estimates with actual expenditures. The final evaluation, using the methodology specified in the application, shall also be included. *

Authority cited: Section 18821, Education Code.
Reference: Section 18856 (b), Education Code.

- (4) qualifications and skills of key personnel;
- (5) cost-effectiveness and adequacy of resources to achieve the project goal(s);
- (6) sufficient local or other funds committed to project purposes;
- (7) uniqueness of materials to be preserved;
- (8) contribution of materials to be preserved toward documenting California's heritage, enhancing California's educational and economic future, and portraying California's cultural diversity;
- (9) adequacy of the resource sharing plan; and
- (10) appropriateness of the evaluation plan.

(e) Each applicant seeking funds under this program shall submit an application, in the manner and form and by the deadline established by the state board, that addresses these the criteria in Section 20332 (d) of this subchapter.

(e) The state board shall determine priorities and eligible costs for preservation projects on at least an annual basis.

(f) The state board shall identify priorities, procedures, and eligible costs for preservation projects through subsequent rulemaking conducted under the provisions of the Administrative Procedure Act (Chapter 3.5 of Division 3 of Title 2 of the Government Code, commencing at Section 11340).

(g) Each applicant receiving funds under this program shall submit a final report, in the manner and form and by the deadline established by the state board, comparing project goals with actual accomplishments and budget estimates with actual expenditures. The final evaluation, using the methodology specified in the application (Section 20332 [d][10] of this subchapter), shall also be included.



Authority cited: Section 18821, Education Code.

Reference: Section 18856 (b), Education Code.

Regional Library Network Development Criteria:

1. Grants should be considered in relation to the progress a Planning Region has made towards Regional Library Network Development relative to other planning regions.
2. Requests for planning funds should not exceed 50% of the original planning grant made to Planning Regions in 1999.
3. The outcome of efforts funded through project grants is development and support of direct public services.
4. Project requests are supported by needs assessment that validates the request.
5. Since the reason for providing supplemental planning and project funding is to enhance the ability of Planning Areas to become Regional Library Networks, grant applications should clearly demonstrate how funding will lead to network status.
6. It is the intent of the Board to award as much funding as is legally possible given the specified areas of funding currently allowable and given the timeframe of grant requests.
7. Funding of individual grants or programs does not constitute the establishment of Board policy or direction. Since the law allows for regional pilot programs, funding of a pilot does not constitute agreement that the pilot becomes the de facto statewide program.

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 2000

| | |
|----------------------|--|
| February 16-18, 2000 | Los Angeles, Hyatt Regency Los Angeles |
| April 26-27, 2000 | Sacramento, California State Library |
| June 21-22, 2000 | Santa Barbara |
| August 16-18, 2000 | Irvine |
| November 9-10, 2000 | Santa Clara |

CALENDAR OF UPCOMING EVENTS/DEADLINES FOR 2000

| | |
|---------------|--|
| March 6 | 3 rd 1999/2000 CLSA Direct Loan Sample data due at State Library |
| April 15 | 3 rd Quarter ILL Claims due at State Library |
| April 10-23 | 4 th 1999/2000 CLSA Direct Loan Sample Period |
| April 26-27 | Library of California Board Meeting, Sacramento |
| April 30 | 3 rd Quarter Library of California Planning Grant Reports due at State Library |
| May 1 | CLSA Families for Literacy Applications for 2000/01 postmarked to State Library |
| May 8 | 4 th 1999/2000 CLSA Direct Loan Sample data due at State Library |
| May 12 | California Library Literacy Service Applications for 2000/01 postmarked to State Library (libraries applying for first year funding) |
| May 19 | California Library Literacy Service Plans of Service for 2000/01 postmarked to State Library (for programs in years 2-5) |
| June 1 | 2000/01 CLSA System Plans of Service postmarked to State Library |
| June 1 | 2000/01 CLSA System Advisory Board rosters postmarked to State Library |
| June 21-22 | Library of California Board Meeting, Santa Barbara |
| July 15 | 4 th Quarter 1999/2000 ILL Claims due at State Library |
| July 30 | 4 th Quarter Library of California Planning Grant Reports due at State Library |
| July 31 | 1999/2000 final reports for CLLS and FFL postmarked to State Library |
| August 16-18 | Library of California Board Meeting, Irvine |
| September 1 | 1999/2000 CLSA System Annual Reports, System Uniform Expenditure Reports and 2000/01 System Uniform Budget Reports postmarked to State Library |
| September 30 | CLSA California Library Literacy Service Matching Funds Certifications postmarked to State Library |
| October 15 | 1 st Quarter 2000/01 ILL Claims due at State Library |
| November 9-10 | Library of California Board Meeting, Santa Clara |
| November 10 | CLLS Plans of Service and Budgets for matching funds postmarked to State Library |

Placentia Library District
Orange County Investment Pool Bankruptcy Final Settlement
February 24, 2000

| | | | | | | | | | |
|--|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|--|--|
| Litigation Payment Check # 186470, State Street Bank | \$ 55,849.36 | | | | | | | | |
| Litigation Payment Check # 186324, State Street Bank | 24,449.73 | | | | | | | | |
| Additional Funds Check # 3357926, County of Orange | 1,269.55 | | | | | | | | |
| <u>State Bar Client Trust Check # 4865, Citibank, Pilsbury Madison & Sutro</u> | 830.69 | | | | | | | | |
| TOTAL | \$ 82,399.33 | | | | | | | | |
| Placentia Library District Fund Balances, July 1, 1994 | \$ 103,128.00 | Fund 702 | Fund 703 | Fund 706 | Fund 707 | Fund 708 | TOTAL | | |
| Pro-Rata Share of February 24, 2000 Final Settlement Distribution | \$ 10,266.53 | \$ 291,157.00 | \$ 56,387.00 | \$ 28,985.07 | \$ 369,800.00 | \$ 7,235.00 | \$ 827,707.00 | | |
| | | \$ 5,613.40 | \$ 36,814.08 | \$ 720.25 | \$ 82,399.33 | | | | |

ORANGE COUNTY BANKRUPTCY

TODAY'S DISTRIBUTION

Purpose of today's distribution: To distribute various funds to Pool Participants. The primary distribution is of Net Litigation Proceeds.

Amount being distributed today:

- \$863.5 million Net Litigation Proceeds and interest;
- \$17.8 million Additional Funds;
- \$20.9 million excluded funds;
- \$5 million professional fee reserve funds.

Amount being distributed to Pool Participants today: \$523 million.

Total amount recovered by Pool Participants: \$4.534 billion.

Percentage recovery by Pool Participants: 97% schools; 94% all others.

What are net litigation proceeds: The Net Litigation Proceeds are the proceeds of litigation brought against securities brokers, accountants, attorneys, bond ratings firms and others. All of the litigation was settled. The total amount of settlement proceeds was \$870,868,908.04 plus approximately \$28 million interest.

Who Brought the Litigation: The Representative, Mr. Thomas Hayes, former Treasurer and Auditor General of the State of California. Mr. Hayes was appointed as the Representative on the recommendation of the County and Pool Committee under the County's bankruptcy Plan of Adjustment.

What was the litigation about: The litigation sought to recover the losses sustained by the County and the Pool Participants when the County's investment pools sustained losses totaling approximately \$1.6 billion upon liquidation by the County in the last quarter of 1994.

Total litigation costs: Over \$50 million; over 2/3 paid to Hennigan Mercer & Bennett, counsel for the County and the Representatives.

Who was sued, and how much did they pay: The largest settlements were against Merrill Lynch (\$420 million), KPMG Peat Marwick (\$75 million), Morgan Stanley/Dean Witter (\$69.6 million), Nomura (\$47.8 million) and Lebouf, Lamb (\$45 million).

Who are the Pool Participants: The Pool Participants are the over 215 cities, school districts, community colleges, community facilities districts, the Orange County Transportation Authority, the Orange County Transportation Corridor Agencies, water districts and other municipal entities who had funds in the Orange County investment pools at the time the bankruptcy was filed. The

Pool Participants had the largest stake in the outcome of the County's bankruptcy. The Pool Participants' investments in the investment pools totaled \$4.77 billion as of the bankruptcy filing (December 6, 1996).

Pool Committee: The Pool Committee was appointed by the Bankruptcy Court to protect the interests of the Pool Participants. The Pool Committee selected Pat Shea, Esq. of Pillsbury Madison & Sutro as its counsel. Mr. Shea's telephone number is (619)544-3177.

Subcommittees: The Pool Committee formed subcommittees to represent the special interests of certain Pool Participants. The Schools Subcommittee represented the interests of Orange County schools. Its counsel is John Giovannone, Esq. of Sheppard Mullin Richter & Hampton. Mr. Giovannone's telephone number is (714)513-5100. The Cities Subcommittee represented cities' interests. Its counsel is Paul Glassman, Esq. of Peitzman Glassman & Weg. Mr. Glassman's telephone number is (310)552-3100.

What are Additional Funds: The "Additional Funds" are funds located by the County in various County administered accounts after the bankruptcy Plan was confirmed which previously were not known to exist. This distribution of Additional Funds comprised \$17.88 million, including interest. Approximately \$10.3 million of the Additional Funds was located in mid-1997, and the balance was located in late 1999. The County and the Pool Committee agreed in 1996 that any previously unidentified funds would be evenly split between the County and the Pool Participants. The Additional Funds were divided pursuant to this agreement.

What are excluded claims: Excluded claims are special direct claims against securities brokers, etc. owned by a few particular Pool Participants. These claims were also settled at the same time the Representative settled the pool-related claims against the securities brokers and other defendants and special distributional agreements were reached.

What is the Professional Fee Reserve: The Professional Fee Reserve was created to provide a mechanism for payment of the professional fees and costs of the Pool Participants. It was originally funded in 1995 in the amount of \$15 million. Approximately \$5 million of the Professional Fee Reserve is today being returned to Pool Participants since the Pool Committee and its subcommittees will be dissolved pursuant to the County's Plan of Adjustment on April 20, 2000.

Remaining activities: The Representative has the right to pursue a tax refund relating to interest paid on qualified settlement funds.

Effect of this distribution: The County's bankruptcy is essentially over. The Committees will be dissolved. The Representative is discharged.

GENERAL FACTS REGARDING THE BANKRUPTCY

Date bankruptcy was filed: 12/6/94

Reasons for bankruptcy filing: (1) to use the automatic stay provided by Bankruptcy Code Section 362 to prevent collateral calls by securities dealers who had entered into reverse repos with the County¹; and (2) to restructure the County's payment obligations.

Did the filing fulfill its purpose: There is substantial disagreement on this subject. Among other things, Bankruptcy Code Section 362 exempts collateral calls by securities dealers relating to reverse repos from the automatic stay.

Chapter: The bankruptcy was filed under Chapter 9, which is specifically for municipalities.

Judge: John R. Ryan.

Bankruptcy judges: Are appointed for 14 year terms.

Case no. and court: Orange County's bankruptcy was filed in the Santa Ana Division of the U.S. Bankruptcy Court for the Central District of California and assigned case number SA 94-22272-JR.

Orange County Investment Pools: The Pools were three investment pools maintained by the Orange County Treasurer (Robert Citron at the time). The Pools contained nearly all the County's funds and some or all of the Pool Participants' funds. Some Pool Participants (notably schools) were required by law to deposit their funds with the Orange County Treasurer; some did so to avoid the need for employing and paying a fund manager; and some did so to obtain the high returns provided by the Pools. Several Pool Participants are located outside of Orange County.

What happened to the Pools: The Pools traditionally were safely invested. Beginning in the early 1990's, Citron began a progressively more risky investment pattern. As evolved, his primary income-producing strategy involved using highly interest-rate sensitive investments, primarily derivatives including inverse floaters, to generate high returns. In November 1994, 40% of the Pools was invested in inverse floaters and other structured securities highly sensitive to interest rate changes.

Citron magnified the Pool's vulnerability to interest rates by leveraging the Pools through the use of reverse repos. (A reverse repo involves an agreement to sell a security combined with an agreement to repurchase the security at a set time at a pre-determined price. In essence, a reverse repo is a secured loan. Reverse repos are widely used to manage large amounts of cash.)

¹ Normally the automatic stay (which is imposed in all bankruptcy cases) prohibits actions against the property of a debtor.

The Pools began to collapse when the Federal Reserve began increasing interest rates in February 1994.

In November 1994, the Pools had been leveraged over 2 ½ times from a base portfolio of \$7.6 billion to a total portfolio of \$20.6 billion.

The Comprehensive Settlement Agreement: In May 1995, less than 5 months after the bankruptcy was filed, the Bankruptcy Court approved the Comprehensive Settlement Agreement ("CSA"). The CSA was a pivotal event in the bankruptcy, because it provided for distribution of approximately \$3.7 billion to Pool Participants. This enabled many of the Pool Participants to avoid filing their own bankruptcies, and avoided years of litigation over entitlement to the funds in the Pools. The CSA allowed Pool Participants to select between (i) waiving their claims against the County in exchange for certain allowed claims in the bankruptcy and joining the County in litigating their pool-related claims, or (ii) litigating their claims against the County and separately litigating their pool-related claims. Over 90% of Pool Participants decided to select the former option.



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia,

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

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

administration@placentialibrary.org
www.placentialibrary.org

March 2, 2000

Board of Trustees

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

The Honorable Dick Ackerman
ATTN: Sheron Violini, Administrative Assistant
California Assembly, 72nd District
State Capitol
Sacramento, CA 95814

RE: Placentia Library Roof Replacement Project

Dear Sheron:

Thank you for your prompt response to my inquiry about identifying potential funding sources for the Library's Roof Replacement Project.

For your information and background I have enclosed a copy of the CDBG request that the District submitted to Orange County in October 1999. We had good comments on the application but were told in early December that we are ineligible because the District, when taken as a whole, exceeds the poverty level requirements for the CDBG program.

We are truly at the "desperate" stage with the roof. It will need to be replaced before next winter's rainy season. I am investigating as many sources of funding assistance as I can identify!

If you need to talk with me on Friday I will be at home most of the day: 714-993-3479. You are always welcome to call me there.

Anything that you could do to assist us with this effort will be deeply appreciated.

Sincerely,

Elizabeth D. Minter
Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

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

DATE: March 16, 2000

BACKGROUND

Attachment A is a copy of the response submitted to the Los Angeles Times on February 14, 2000.

No further communications have been received regarding this request.

The invoice for legal services provided by Carol Tanenbaum is included on Claim 3882.

RECOMMENDATION

Receive & File



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

(714) 528-1925, Ext. 202

administration@placentialibrary.org

(714) 528-8236 (Fax)

www.placentialibrary.org

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra M. Stark

Gaeten M. Wood

February 14, 2000

Ray F. Herndon, Staff Writer
Los Angeles Times
Orange County Edition
1375 Sunflower Avenue
Costa Mesa, CA 92626

RE: California Public Records Act Requested dated February 3, 2000 and
received at Placentia Library District on February 7, 2000

Dear Mr. Herndon:

In response to your request of February 3, 2000 pursuant to the California Public Records Act, Section 6250 et seq. of the Government Code, I will be happy to provide you with access to all materials in the possession of Placentia Library District that were identified in your request of February 3, 2000 for the purpose of inspection and copying, with the exception of those materials that identify the name and address of the borrower and the titles of materials borrowed by an individual.

California Government Code Section 6267 requires that Placentia Library District, as a library supported by public funds, not disclose registration and circulation records without the permission of the person to whom the records pertain, or the order of the appropriate superior court. The term "circulation records" includes any information that identifies the patron borrowing particular books and other material. This section does not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

Placentia Library District has an active accounts collection program that we will be happy to explain to you. You are welcome to make copies of the monthly reports from the Agency which provide detailed information about each current account in the collection process. The name and patron account number will not be available to you.

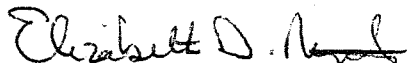
The "lost book" list for Placentia Library District is a report that is printed on demand. It does not contain the cost of the item nor the name of the borrower. We usually print the report in March or April when we are making decisions about replacement of lost last copies.

Placentia Library District is a member of the Tri-City Library Network which shares a library management and circulation system. The other member libraries are Yorba Linda and Anaheim. The system headquarters is located at the Anaheim Public Library.

When you are ready to review the requested materials please contact Administrative Assistant Wendy Goodson at 714-528-1925, Ext. 202 or me at Ext. 203. You are welcome to make arrangements to come whenever the Library is open or Monday through Thursday in the morning.

We are looking forward to working with you on your project.

Yours truly,



Elizabeth D. Minter
Library Director

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Replacement of Meeting Room and Board Room window coverings
DATE: March 16, 2000

BACKGROUND

At the Library Board meeting on February 17, 2000 Trustee Stark offered a matching grant of \$1,000 if the Foundation Major Gifts Committee would raise an identical amount for this project. The Board referred action on this item to the Foundation Major Gifts Committee with the request that a report be made at the March 16, 2000 Meeting.

The Orchid Society, one of the District's monthly renters, makes slide presentations at most of its meetings. They have expressed great frustration that no action has been taken by the Library Board since the presentation in early 1999 of the need for replacing the window coverings.

RECOMMENDATIONS

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

Case

TO: Library Board of Trustees
FROM: Wendy Goodson, Administrative Assistant *WJ*
SUBJECT: **Self Insurance Pool – Special District Worker’s Compensation Authority**
DATE: March 16, 2000

BACKGROUND

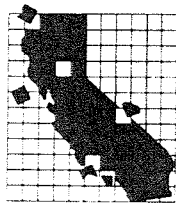
The Special District Worker’s Compensation Authority (SDWCA) has notified the Placentia Library that the possibility of returning to a self-insured program is imminent if SDWCA cannot obtain acceptable insurance quotations from the commercial market.

SDWCA Board of Directors has requested that the Library prepare a resolution for application to the self insured program. The resolution will be kept on file at the SDWCA offices to ensure a smooth transition.

RECOMMENDATIONS

1. Read Resolution 99-14 by title only *Paul*
2. Adopt Resolution 99-14





SPECIAL DISTRICTS WORKERS COMPENSATION AUTHORITY

David W. McMurchie
Administrator

February 10, 2000

RE: POSSIBLE RETURN TO SELF INSURANCE

Dear Member District:

Your SDWCA Board of Directors has directed that SDWCA and its member districts be prepared to return to self insurance status for fiscal year 2000-01. You will recall that SDWCA has been purchasing insurance on the commercial market since 1995-96 in order to maintain lower premium rates. If unsatisfactory insurance quotations are received for fiscal year 2000-01, your Board will then have the option of rejecting all quotations and returning to a self insured program. The Board will not have an opportunity to act on the insurance quotations until April 6, 2000.

In order to again become self insured, each member district must obtain a new Certificate of Consent to Self Insure from the Department of Industrial Relations, Self Insurance Plans, prior to July 1, 2000. This requires that each member district's Board of Directors adopt a Resolution authorizing the signing of an Application for Certificate of Consent to Self Insure, and that the Application be signed by the person so authorized.

The purpose of this letter is to ask your district to: (1) Adopt a Resolution authorizing the signing of an Application for a Public Entity Certificate of Consent to Self Insure, a copy of which is attached; and (2) cause a partially completed Application for Certificate of Consent to Self Insure to be signed by the person authorized in the Resolution, and return both the Resolution and Application to the SDWCA administrative offices.

These Applications, with the Resolutions attached will then be held in the SDWCA office until after insurance quotations are received for fiscal year 2000-01. If those quotations are not satisfactory to the SDWCA Board of Directors, then the Applications will be filed on behalf of all member districts with the Department of Industrial Relations, Self Insurance Plans, in order to effectuate a return to self insured status.

It is important that your district adopt a form of the attached Resolution and return it to the SDWCA administrative offices at the earliest possible time. Please use the Resolution form enclosed. This is the form suggested by Self Insurance Plans, and it will avoid any problem if we use their form. I suggest that you designate as the position title in the Resolution either the general manager or the Chairperson of the Board of Directors. The person holding that position can then sign the Application for Certificate of Consent to Self Insure on behalf of your district without further action by your Board of Directors. Please remember to complete the certification at the bottom of the Resolution form and send a **certified** copy of the Resolution to my office.

SDWCA Member Districts
February 10, 2000
Page 2

Re: Possible Return to Self Insurance

I am also enclosing a partially completed Application for a Public Entity Certificate of Consent to Self Insure. This Application should be signed by the person authorized in the enclosed Resolution, and should be completed as follows:

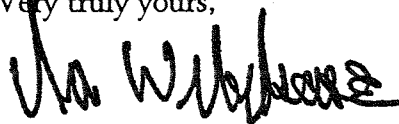
1. Fill in the name and address of your district on page 1.
2. On page 2, leave blank the information concerning the Claims Administrator. If the decision is made to self insure, then the Board will accept proposals from various claims management firms for claims administration. I will complete that information when the Board has made that decision.
3. On page 3, fill in the number of agency employees, and the number of public safety officers, if any.
4. On page 3, fill in the name of the individual responsible for the District's Injury and Illness Prevention Program.
5. At the bottom of page 3 and on page 4, please leave blank the information concerning Supplemental Insurance. I will fill in that information when the Board has made those decisions.
6. On page 4, sign the Application and fill in the information under the signature. The District seal should be affixed or the signature should be notarized.

Please return the signed Application and a certified Resolution attached to me at the earliest possible time.

Adoption of this Resolution by your Board of Directors does not constitute a commitment on behalf of your district to maintain its membership in SDWCA in the future, subject to the minimum notice of withdrawal period specified in the Bylaws. If the SDWCA Board elects not to return to self insurance this year and defers that decision until next fiscal year, these Resolutions and Applications will be retained to enable the Authority to expeditiously return to self insurance if necessary for fiscal year 2001-02. If your district should terminate membership in SDWCA prior to that time, your district's Resolution and Application will be destroyed at that time.

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

Very truly yours,



DAVID W. McMURCHIE
Administrator

DMC/smr
Enclosure

RESOLUTION 99-14

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY AUTHORIZING
APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF
CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKER'S
COMPENSATION LIABILITIES

At a duly held meeting of the Board of Trustees of the Placentia Library District of Orange County, an Independent Special District organized and existing under the laws of the State of California, held on the 16th day of March, 2000, the following resolution was adopted:

RESOLVED, that Library Director be and she is hereby authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self Insure worker's compensation liabilities on behalf of the Placentia Library District of Orange County and to execute any and all documents required for such application.

I, Al Shkoler, the undersigned President of the Board of the said Placentia Library Board of Orange County, an Independent Special District, hereby certify that I am the President of said Placentia Library District Board of Trustees, that the foregoing is a full, true and correct copy of the resolution duly passed by the Board at the meeting of said Board held on the day and at the place therein specified and that said resolution has never been revoked, rescinded, or set aside and is now in full force and effect.

IN WITNESS WHEREOF: I HAVE SIGNED MY NAME AND AFFIXED THE SEAL OF THIS INDEPENDENT SPECIAL DISTRICT.

Executed this 16th day of March 2000.


By: _____

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

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Pubic Services Manager *JR*
 DATE: March 16, 2000
 SUBJECT: Program Committee Report for the month of February

| DEPARTMENT | NUMBER OF PROGRAMS | NUMBER OF ATTENDEES |
|--------------------------------|--------------------------|---------------------|
| <i>ADULT SERVICES</i> | 1 | 25 |
| <u>TYD Total</u> | 2 | 171 |
| <i>LITERACY SERVICES</i> | | |
| LVA TUTOR TRAINING | 1 | 10 |
| PLLS TUTOR TRAINING | 1 | 10 |
| TUTOR IN-SERVICE | 0 | 0 |
| TOTAL | <u>2</u> | <u>20</u> |
| YTD TOTAL | <u>15</u> | <u>272</u> |
| <i>CHILDREN'S SERVICES</i> | | |
| CLASS VISITS TO THE LIB. | 7 | 218 |
| STORY TIMES THURS AM. | 4 | 47 |
| STORY TIMES THURS PM. | 4 | 44 |
| LAPSITS | 4 | 95 |
| OFFSITE STORYTIMES | 3 | 28 |
| COMMUNITY CENTER VISITS | 0 | 0 |
| MUSIC TIME | 5 | 215 |
| SPECIAL PROGRAMS | 1 (LAURA INGALLS WILDER) | 44 |
| TOTAL | <u>28</u> | <u>691</u> |
| YTD TOTAL | <u>141</u> | <u>5,292</u> |

To: Elizabeth Minter, Library Director

From: Cyrise Smith, Children's Librarian 

Date: March 16, 2000

Subject: February Activities in the Children's Department

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


| TYPE OF PROGRAM | NUMER OF PROGRAMS | TOTAL ATTENDANCE |
|----------------------------------|-------------------|----------------------------------|
| Lapsits 2 years and under | 4 | 95 children / 78 adults |
| 3 - 6 year old storytimes (a.m.) | 4 | 47 children / 27 adults |
| 3 - 6 year old storytimes (p.m.) | 4 | 44 children / 20 adults |
| MusicTime 3 - 6 year olds | 5 | 59 children / 26 adults |
| TOTALS | 17 | 245 children / 151 adults |

School Visits- School visits have continued. Seven classes and private schools visited during February. A total of 218 children participated in these visits. Four girl scouts came in one evening for a tour of the library, and a chance to look at materials regarding the census and countries.

Community Outreach- Visits to the Library by local community centers have continued. The Gomez Center and the Cathy Torrez Learning Center visited with a total of 44 children receiving free books and assistance in using the Library. The Storytimes at the community centers have also continued with 3 performances entertaining a total of 28 children.

Reading Incentive Programs- The In-N-Out reading program "Food for Thought" ended February 24. Children who read five library books earned a free hamburger. By the end of the program 158 children had signed up for the program. Eighty-seven children had completed their first bookmark and earned their free hamburger, and 23 children had completed their limit of three bookmarks.

Special Programs - February 7 was the birthday of Laura Ingalls Wilder. In celebration the Library hosted a show by performer Judith Helton as Laura Ingalls Wilder. Ms. Helton told stories from the Little House books, showed pictures of the Ingalls family, had artifacts from the time period, and answered questions about the famous writer's life. It was a very well received program, with 44 people attending.

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Public Services Manager 
DATE: March 16, 2000
SUBJECT: **Placentia Library Literacy Services Report for the month of February.**


Program Statistics

Active tutors: 62
Active students: 65
Tutor Training Workshops: 2
Number of Adult tutors trained: 11
Number of High School tutors trained: 9
Total Number of tutors trained: 20
Adult students waiting to be matched: 6
Grade School Children waiting to be matched: 2
Patrons receiving U.S. Citizenship Application Assistance: 20
Percentage of tutors reporting (February hours): 93 %
Tutoring hours reported: 447
Other volunteer hours reported: 83
Total volunteer hours: 530

Tutor Training. The January/February LVA tutor training workshop which began on Monday, January 24, 2000 and ended on February 28, and ten (10) adult tutors received completion certificates. The Literacy Coordinator conducted a tutor training workshop on Sunday, February 20, and nine (9) tutors were trained, eight (8) of whom were high school and junior high school volunteers.

Other Networking Activities. Literacy Coordinator Jim Roberts represented PLLS at the Placentia Community Network Meeting on February 17. Jim also presented a program on literacy and the Library at the Placentia Rotary Club on February 9.

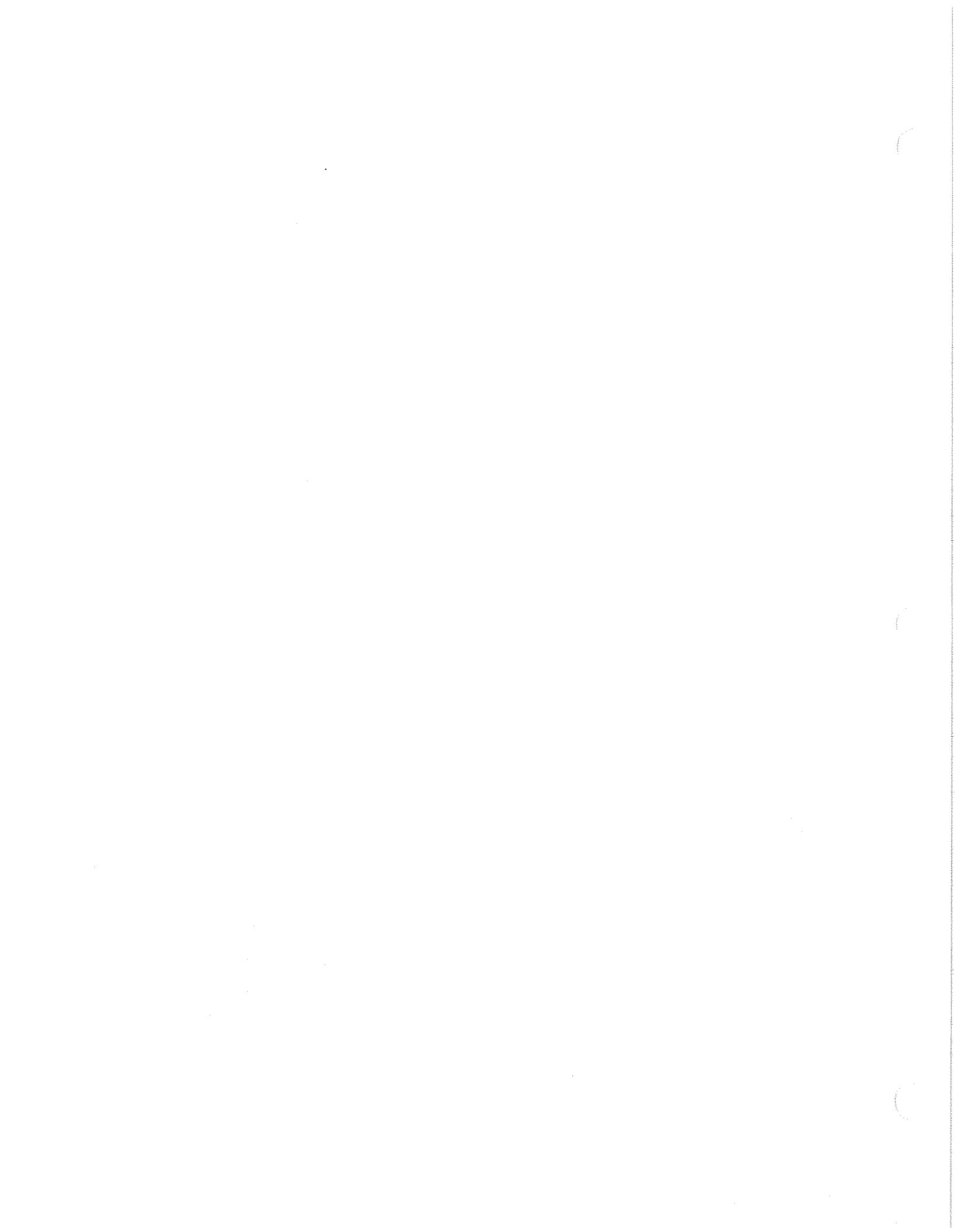
Families for Literacy (FFL) Grant Application Workshop. On February 24, Literacy Coordinator Jim Roberts attended a Proposition 10 (Tobacco Tax Initiative) FFL Grant Application Workshop in Sacramento, hosted by the State Library. As a result of that workshop, the PLLS should received a \$10,000 Prop 10 FFL Grant and a \$10,000 FFL Grant to start a new FFL Program beginning FY 2000-01. The FFL Prop 10 Grant Application is due at the State Library by April 14, and the FFL Grant Application is due at the State Library on May 1. The Prop 10 FFL Grant may be a one time grant, but the regular FFL Grant should be renewable.

TO: Elizabeth Minter, Library Director
FROM: Jim Roberts, Pubic Services Manager 
DATE: March 16, 2000
SUBJECT: **Placentia Library Web Site Development Report for the month of February.**

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

In February, the Placentia Library District had 4,739 "hits" on the Web Site, an average of 163 a day. The following are the areas with the most "hits."

| | |
|--------------------|-----|
| Borrowers: | 262 |
| Friends: | 262 |
| Information: | 259 |
| Foundation: | 259 |
| History Room: | 264 |
| Literacy/CLC logo: | 404 |
| Passport: | 257 |



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: March 16, 2000
SUBJECT: **Publicity materials produced for February 2000**

Information on the Placentia Library cable channel #53:

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

Newspaper articles published:

1. Author's Luncheon March 4, Ruth Heller featured speaker.
2. Friends of Placentia Library Board of Directors meet first Monday of the month.
3. Judith Helton will depict Laura Ingalls Wilder in children's program.
4. Judith Helton wearing fashion of the period entertains children (photo).
5. Book for burgers at In-and-Out.
6. Libraries get computer grant from Gates Foundation.
7. Placentia Library District received \$20,000 in computer equipment from Gates Foundation.
8. Patron tests new computer from Bill & Melinda Gates (photo).
9. San Juan Library gets new technology.
10. Two Irvine County Libraries have collections in many Asian languages.



PLACENTIA NEWS-TIMES

Thursday, February 24, 2000

Author's luncheon for Ruth Heller

Ruth Heller, award-winning children's author and illustrator, will be featured speaker at Friends of the Placentia Library's Author's Luncheon 2000 at 11:30 a.m. Wednesday at Alta Vista Country Club, 777 Alta Vista St. The event will feature local celebrities as waiters. Tickets — which are \$30 per person — are available at the library, 411 E. Chapman Ave. Proceeds will be used to purchase books for the li-

brary. For more information, call (714) 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly FEB 17 2000

Friends of Placentia Library
411 E. Chapman, Placentia
92870, 528-1925. Ext. 269.
Pat Irot, president. Meets
first Monday of each month
in the Conference Room of
the library.

pacific clippings

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

The Register
Daily FEB 5 - 2000

PLACENTIA

³³²
Children's library program: Judith Helton will depict pioneer children's author Laura Ingalls Wilder at 7 p.m. Monday at the Placentia Library District, 411 E. Chapman Ave. Born in 1867, Wilder wrote nine "Little House" books. Helton will teach the circle dance and show photographs of the Ingalls family. For information, call (714) 528-1906, Ext. 212.

— Celine Garcia
(714) 704-3796

Celine_Garcia@link.freedom.com

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly FEB 10 2000

BRIEFLY

Books for burgers at In and Out.

³³³
The Placentia Library District, along with In-and-Out Burger, is sponsoring the Food for Thought program through Feb. 25. Readers ages 2 to 12 are eligible for a free hamburger coupon for reading five books. Bookmarks, which will tally the books, are available at the library, 411 E. Chapman Avenue. For more information, call Cyrise Smith at (714) 528-1906.

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post office box 11789
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Placentia News
Weekly FEB 17 2000

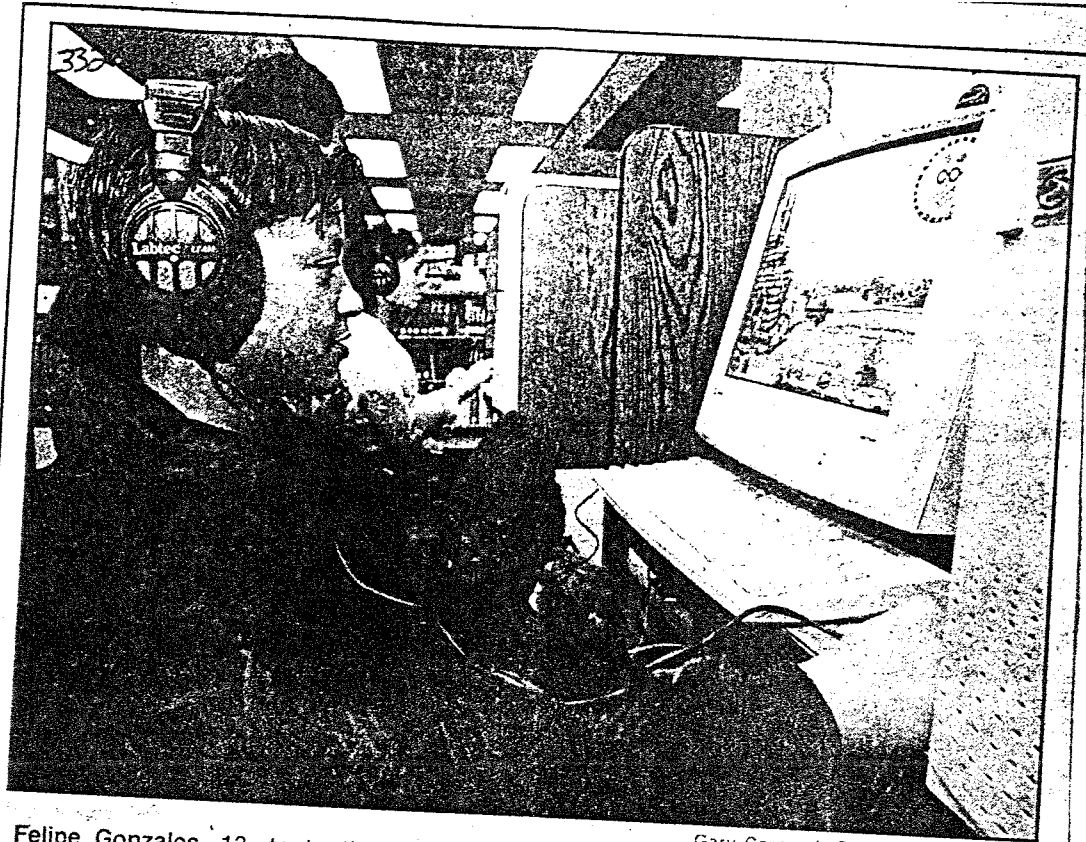


Gary Coronado Placentia News-Times
Wearing fashions of the period, Judith Helton portrayed Laura Ingalls Wilder, author of the "Little House on the Prairie" books, Feb. 7, in the Placentia Library District's community room. She revealed the untold story of Wilder and her family, while showing photos and family treasures to an audience composed of Wilder's fans.

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Placentia News
Weekly FEB 24 2000



330
Felipe Gonzales, 13, tests the new computers at the Placentia Library District. The equipment was donated by the Bill and Melinda Gates Foundation and became available last week.

Gary Coronado Placentia News-Times

pacific clippings

p m b 11789
santa ana, calif. 92711

The Register
Daily FEB 9 - 2000

Libraries get computer grant from the Gates Foundation

332
By CHRIS REED
The Orange County Register

The world's richest man is giving \$56,000 to four Orange County public libraries to increase the public's access to the Internet.

The Board of Supervisors on Tuesday accepted the grant from the Gates Foundation — Microsoft founder Bill Gates' philanthropic organization —

to buy six personal computers each for the Costa Mesa, Stanton and Westminster branch libraries and four for the University Park/Irvine facility.

The grant specifies that the computers must "be used exclusively for unmediated public access" to the Net.

Gates, worth an estimated \$100 billion, plans to make 11,000 such grants.

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Placentia News
Weekly FEB 10 2000

Library receives foundation grant

332
The Placentia Library District recently received \$20,000 in computer equipment from the Bill and Melinda Gates Foundation. The library received four computers and software from the

foundation, which will distribute more than \$11 million in equipment and services to public libraries and underserved communities throughout California. The library will host a ribbon-cutting ceremony at 4:30 p.m. Monday at the library, 411 E. Chapman Avenue. For more information, call (714) 528-1906.

pacific clippings

post office box 11789
santa ana, calif. 92711

Capistrano Valley News

Weekly FEB 3 - 2000

San Juan library gets new technology

Branch gets 22 computers; system gets Gates Foundation Grant

332
Capistrano Valley News

The library has gotten a technological face-lift.

Twenty-two new Windows-based computers have been installed in the San Juan branch library. Eight are equipped to surf the Internet, while the remaining 14 are for browsing library records and book collections.

"We recently learned that public libraries are the No. 1 point of online access for people without Internet connections at home, school or work," County Librarian John Adams said. "In keeping with the new information technology, we are working to provide the most up-to-date equipment and expertise."

The new computers provide library users with a more easily-used system to search the library's holdings, and offer features such as best seller lists and

a patron profile system to check library records. In addition, more workstations will provide better access to the library's online database subscriptions, which offer a wealth of information on a variety of subjects, including business, health and literature.

"The library has quickly become the hot spot in town," San Juan Library Manager Renee Welling said. "All of our terminals are busy, patrons are excited about the enhanced services and the number of people checking out reading material has increased overnight."

The Orange County Library system will soon have nearly 400 Windows-based computers installed in its 27 branches.

The library is getting help in its efforts to increase technology, too: The system received a \$56,000 grant from the Bill and Melinda Gates Foundation to increase public access to computers and the Internet.

The grant is part of \$11 million the Gates Foundation earmarked for public libraries

in California that serve communities at or above the 10 percent poverty level, as determined by the 1990 census, Adams said.

Dr. Kevin Staff, the state librarian, said in a written statement that the Gates donation is the most "dramatic intervention by the private sector into public library development" since Andrew Carnegie.

The Orange County money will be used for 22 computers and four printers.

"This funding moves us one step closer to our goal of providing accessible information in all formats to all communities served, and will provide a stronger base on which to continue to build and enhance our library services," Adams said.

The San Juan Capistrano Regional Library is at 31495 El Camino Real. It is open 10 a.m. to 9 p.m. Monday through Wednesday, 10 a.m. to 6 p.m. on Thursday, 10 a.m. to 5 p.m. on Saturday and noon to 5 p.m. on Sunday. It is closed Friday. Information: (949) 493-1752.

pacific clippings

post office box 11789
santa ana, calif. 92711

Irvine Citizen

Weekly FEB 10 2000

WHAT'S NEWS

Libraries have collections in many Asian languages

Two Irvine branches of the Orange County Public Library provides a large selection of resources in Chinese, Korean, Vietnamese, Japanese, and Farsi languages.

Collections include books, magazines, newspapers, videos, cassettes, and books on audiocassette.

The library system's primary resource for Chinese language materials, including Mandarin and Cantonese audio books, is located at the University Park Branch, with an additional collection at the Heritage Park Regional library.

Both libraries also offer collections of materials in Japanese, Korean and Farsi.

At University Park, patrons have access to Farsi newspapers, magazines, videos and sound recordings, as well as works of Persian literature, history, politics, and biography.

The Heritage Park Regional Library has a lesser collection of materials in Vietnamese. For specific resource information and availability, please contact the OCPL branch library.

SAFETY COMMITTEE MEETING
FEBRUARY 24, 2000
MINUTES

- I. Call to Order: 9:40 A.M.
- II. Members Attending: Wendy Goodson
Katie Matas
Cindy McClain
Cyrise Smith
- Members Absent: Esther Guzman

III. Old Business

1. The City was asked to post a sign prohibiting skateboarding in the Library loading dock.
2. Repair of the loose ceiling tiles and roof leaks is still pending.
3. The keyless entry system was installed on the loading dock door.

IV. New Business

1. On Wednesday, February 16, 2000, a volunteer was moving boxes on a hand cart. Her hand slipped, and her thumb jammed against the cart. The volunteer was taken to the hospital for treatment within 20 minutes of the accident, and all the proper paperwork was filed. The hand cart was inspected and was in good working order.

The next meeting will be March 23, 2000 at 9:45 A.M.

Respectfully submitted,



Katie Matas



Board & Administrator

FOR BOARD MEMBERS

March 2000 Vol. 16, No. 7

Editor: Jeff Stratton

Board's Accountability Committee ensures efficient operations, suggests improvements

Survey determines board's budget priorities

Wouldn't you like to see your board operate a little bit better? Board Member **Dagmar**

"**Woody**" **Murphy** (Albany, NY) tells me that the board's Accountability Committee helps board operations run smoothly.

This committee's mission statement states: "The Accountability Committee serves to assist the board in carrying out its duties in the most effective and efficient manner. The committee annually reviews board operating procedures and committee structure, and makes recommendations to the board for operational change."

The Accountability Committee's major functions include, develop an annual board self-evaluation; review board agenda and operating procedures; review board operating procedures, including committee structure; develop an annual board budget survey; and orientation of new board members.

A good example of the Accountability Committee's work is the survey to determine the board's budget priorities. This annual, confidential, survey is an internal board planning document. It helps the board and administrator create a budget that reflects board members' views and generates full board support for the budget.

There's sound logic at work in asking the board to complete the survey confidentially. Budgets are political. Some

board members have difficulties expressing their views openly as the board works out its priorities.

"This survey helps us during the budget process," says **Murphy**. "For many organizations, passing a budget is a tug of war. Everybody has their priorities."

The survey is completed anonymously by board members. It is not a public document and is discussed in executive session. The Accountability Committee and administrator review and modify a draft of the survey before board members complete it to ensure that it reflects the current goals and priorities of the organization.

"For many organizations, passing a budget is a tug of war. Everybody has their priorities."

When they complete the survey, board members assign a degree of importance on a one to five scale to various items in five categories: 1) Program, 2) Buildings and Grounds, 3) Budget, 4) Transportation and 5) Board Development.

A statement under Buildings and Grounds, for example, reads "Current

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level funding for building improvements/maintenance.”

Under the “Budget” category, board members are asked to rank their support for initiatives such as increasing user fees for the organization’s services, contracting out staff functions like cleaning and data collection, and continuing membership in professional organizations.

“We give board members a time frame to complete and return the survey,” says Murphy. “Surveys are returned to me as the chair of the Accountability Committee and I compile the results to share with the

board and administrator.”

The final document uses rating scales to tell the board where it stands on budget priorities. For each category, the board can see how many board members support the item.

“We find the survey very useful,” says Murphy. “There is no point in going after something that is dead in the water, according to survey results. It saves us from spinning our wheels and helps us create a budget that reflects our organization’s needs.” ■

Two strategies help board advocate

I’ve always said that a board has four key responsibilities to a nonprofit: 1) Selecting an administrator; 2) Planning; 3) Monitoring the organization’s performance; and 4) Serving as an advocate for the organization.

The fourth responsibility, advocacy, is one that I think many boards can do a better job with. Fortunately, it’s not that difficult!

Board Chairperson Cheryl S. McFadden (Rock Hill, SC) shares two good

examples that demonstrate the board’s commitment to advocacy.

Educational video dispels myths about nonprofit’s program

- **Communication with state legislators.** “Board members write to our state’s legislators to communicate the issues that affect our organization and our stance on them,” says McFadden. “We feel that by writing personal letters, we can give our elected officials insight and knowledge about the effect of their decisions.”
- **Develop an educational video about the nonprofit’s services and programs.** “We’re doing this to dispel some of the myths and stereotypes that surround mental health,” she says. “The purpose of the tape is educational and we use it during some of our nonprofit’s events.”
Here are some other advocacy activities board members can try to spread the word about their nonprofit’s mission: Participate in a nonprofit’s “speaker’s bureau,” membership and participation in local service clubs, attendance at your nonprofit’s special events. ■

Sometimes, a board needs to throw out the formalities!

Board meetings can be pretty cut and dried affairs. After all, they’re business meetings. But Board Member Margaret Wheeler (Camden, NJ) makes a good point about mixing in some informal board activities that help build a stronger board.

“We try to do two social meetings each year to help board members get to know each other better,” she says. “We only see each other at board meetings, so we build the socials around the board’s meetings.”

Two examples: The board will have a holiday season dinner (spouses invited) and also schedules a summer picnic. “We have a brief business meeting and then dinner and social time,” says Wheeler. “These events help us to get to know each other as people, and not just as board members.”

R.M.



CSDA LEGAL UPDATE

March 6, 2000

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RE: LITIGATION SUCCESSFULLY CHALLENGING ERAF PROPERTY TAX SHIFT
County of Sonoma v. Commission on State Mandates et al

Dear Member District:

As you are aware, beginning in fiscal year 1992-93 the State Legislature shifted property taxes from local governments to schools to close the annual budget gaps faced by the State. The concept of the property tax shift was to shift property taxes from local governments to schools which reduced, on a dollar-for-dollar basis, the amount the State was required to spend for schools pursuant to Proposition 98. These property tax shifts were implemented on a permanent basis so that cities, counties and special districts continue to receive a smaller share of property taxes than they did before the tax shifts, and schools receive a larger share. The property tax shift in the current budget year redirects about \$4 billion of property taxes from local governments to schools, which offsets an equal amount of State education spending.

STATUS OF LEGAL CHALLENGES TO PROPERTY TAX SHIFT

Several legal challenges have been filed to overturn the property tax shift. The grounds alleged by local government for overturning the property tax shift are that: (1) the State lacked the authority under Article XIII A of the State Constitution to reallocate property taxes to increase school funding; and (2) the property tax shifts violated local governments' "home rule" authority provided in the State Constitution. The courts rejected these arguments.

However, a different type of challenge was initiated by the County of Sonoma in December 1997. The County of Sonoma, later joined by most other counties, filed a claim with the Commission on State Mandates, arguing that the property tax shifts represent a reimbursable state mandate. Specifically, Sonoma County argued that the State has historically been responsible for funding the cost of education, and that the passage of Proposition 98 in 1988 mandated the State to contribute a minimum amount from its general fund to fund education. The property tax shift resulted in the State transferring part of its school funding responsibility to local governments by reallocating a portion of property tax revenues back to schools through ERAF's. The ERAF legislation caused the shift in the cost of funding schools by compelling cities, counties and special districts to accept partial financial responsibility for education that was previously funded by the State under the mandate of Proposition 98. The County of Sonoma argued that this practice of compelling local governments to accept financial responsibility for a program that was previously funded by the State constitutes a reimbursable mandate under Article XIII B section 6 of the Constitution.

In November 1998 the Commission on State Mandates issued its decision rejecting the test claim filed by the County of Sonoma and forty-seven other counties. The Commission

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If the County of Sonoma is successful on appeal, the specific issue of reimbursement will be returned to the Commission on State Mandates for decision. The regulations governing the procedures of the Commission on State Mandates appear to allow other "interested parties," such as special districts, to file their own claims for reimbursement of shifted property taxes before the Commission.

CSDA will continue to apprise special districts of the status of the litigation and the procedures available to special districts to process their own individual claims for reimbursement before the Commission.

Should you have any questions, please do not hesitate to contact CSDA at (916) 442-7887.