

Dates library distributed

Grant Request Table and GLI Standard Model

Placentia Library District

Description	Request Number	*GLI Standard Model (Quantity)	Library Building Request (Quantity)	Library Request (Total) (In Dollars)	GLI Review Opportunity	GLI Final Total
Content Server	TRI-204-0002-01	1		\$4,199.00	\$	\$
Standalone Public Access Workstation, with Ethernet card, and pre-loaded software set. Ready to run out of the box.	TRI-100-0005-01	4		\$2,099.00	\$	\$
HP 4050TN laserprinter with 10/100 card	TRI-701-0002-01	1		\$1,258.00	\$	\$
Internal building wiring allowance	TRI-900-0002-00	1		\$500.00	\$	\$
24 Port Hub	TRI-601-0005-00	1		\$250.00	\$	\$
Network cabling kit	TRI-601-0006-00	1		\$95.00	\$	\$
3COM PCI Ethernet Card 10/100	TRI-602-0001-00	0		\$71.00	\$	\$
				Expected Total:	\$	\$

Martin - will we need any of these?

These will be needed for the library

*The GLI Standard Model is based on a per building population (SPOP) as described in the "Gates Library Initiative Grant Making Guidelines" publication

If the library requests more equipment than this budget sheet indicates they are eligible for, please provide a full explanation of why the library believes it should receive a different grant. Likewise, if the library requests less equipment than this budget sheet indicates they are eligible for, please provide a full explanation of why the library does not want the full grant. Continue on a separate sheet of paper and attach it to this budget sheet if this space is inadequate for your explanation.

NOTE: The amount of the final grant award will reflect the negotiated pricing with suppliers at the time the award is made.



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

July 29, 1999

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

Gates Library Initiative

ATTN: Kim Wilson

16625 Redmond Way, Suite M-10

Redmond, WA 98052

Dear Gates Library Initiative

As the President of the Board of Trustees of Placentia Library District that is currently applying for the Gates Library Initiative (GLI) Grant. I offer this letter of support. (Placentia Library District is an independent special library district, established and operated by an elected Board of Trustees under the provisions of Section 19600, Chapter 9 of the Education Code of the State of California.) My support extends to both the Library's efforts to expand the availability of public access computers and the Internet in our community, as well as to the guiding principle of the GLI grants: *to expand the availability of public access computing, and to provide access to the Internet and to digital information through the public library.*

In supporting this application, I agree to the following:

1. The grant funds will be an incremental increase to other current and anticipated library funding and will not replace previously budgeted items.
2. All good faith efforts will be made to sustain the public access computing capability established by this grant. Such efforts will be aimed at assuring that all computers and peripheral equipment are kept fully operational and appropriately supplied. Also, every effort will be made to assure adequate public funding for the proper maintenance and eventual replacement of the equipment provided by this grant.

By signing this letter, I affirm that I have reviewed the application materials and understand that there will be costs associated with receiving a GLI grant that are not covered by the grant. These expenses may include, but are not limited to, staff, construction/remodeling, furniture, material and supplies, ongoing telecommunication costs and non-granted software and hardware. I agree to provide all available support to assist the Library in covering these costs.

Yours truly,

Al Shkoler, President
Placentia Library District Board of Trustees

MINUTES
PLACENTIA LIBRARY DISTRICT
AD HOC COMMITTEE ON INCREASING LIBRARY USAGE
June 23, 1999

ROLL CALL

The Regular Meeting of the Placentia Library District Ad Hoc Committee on Increasing Library Usage was called to order on June 23, 1999 at 7:04 P. M. by Chair Al Shkoler.

Members Present: Suad Ammar, Peggy Dinsmore, Robin Masters, Elizabeth D. Minter, Al Shkoler, Cyrise Smith, and Gaeten Wood.

Others Present: Library Administrative Assistant Wendy Goodson

Members Absent: Sandra Stark and Peggy Burkich

AGENDA

It was moved by Robin Masters, seconded by Gaeten Wood to adopt the Agenda as printed.

MINUTES

It was moved by Robin Masters, seconded by Cyrise Smith to approve the Minutes of the April 28, 1999 Ad Hoc Committee meeting as printed.

**ORAL
COMMUNICATIONS**

There were no members of the public present to address issues.

ACTIONS REPORT

Elizabeth Minter reported that racks will be purchased for CDs/videos table.

**SURVEY RESULTS
DISCUSSION**

Elizabeth Minter reported the results of the survey.

**COFFEE SERVICE
TASK FORCE
REPORT**

Elizabeth Minter reported that the committee met in May 1999 and stressed that a minimal simple investments should be made along with developing a policy and presenting it to the Board of Directors.

**ENTRY WAY TASK
FORCE REPORT**

Gaeten Wood reported that the lobby is looking better because furniture has been rearranged and organizers have been placed on the table that remains. The committee will need to revisit entry way ideas to develop a proposal for the Board of Directors.

**SIGNAGE TASK
FORCE REPORT**

Cyrise Smith reported that there are many signage needs at this time and a standard sign size and format could be an excellent start in having uniformity in and around the Library.

**WINDOW
TREATMENT TASK
FORCE REPORT**

Nothing to report at this time.

The next Ad Hoc meeting is scheduled for July 28, 1999 at 7:00 P.M.

ADJOURNMENT

The Regular Meeting of the Placentia Library District Ad Hoc Committee for June 23, 1999 was adjourned at 8:15 P.M.

Wendy Goodson
Administrative Assistant



SPECIAL DISTRICT RI MANAGEMENT AUTHORITY

1481 River Park Drive, Suite 110
Sacramento, CA 9515-4501

Board of Directors

(President)
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(209) 875-7222

(Vice President)
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John Yeakley
Bear Valley CSD
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Tehachapi, CA 93561
(661) 821-4428

Executive Director/
Risk Manager
James W. Towns, ARM

June 22, 1999

The Annual Meeting of the Special District Risk Management Authority will be **held on Wednesday, October 20, 1999 at the Radisson Hotel, in Sacramento.** The scheduled time is 8:30 a.m. to 9:30 a.m. The meeting will be held in conjunction with our Education Day/Safety Claims Workshop. One of the primary purposes of this meeting is the election of SDRMA's Board of Directors.

PLEASE NOTE THIS IS A CHANGE FROM PRIOR YEARS. Our Annual meetings/elections have been held in conjunction with CSDA's Annual Conference. This year we will not be holding our Annual Meeting at CSDA's conference. The decision to change locations was based, in part, because more of our members attend our workshops rather than CSDA's conference. Our Board is hopeful this new format will improve the election process.

At this meeting, there will be an **election for three (3) seats** on the Board. SDRMA has a six member Board of Directors. Five (5) directors are elected at large by SDRMA member districts/agencies CSD. One (1) Director is appointed by CSDA's Board of Directors. The director terms are four (4) years. **Enclosed is information about the nomination and election process. There have been changes in the election process, please read this information carefully.**

If you have any questions, please call Jim Towns, Chief Executive Officer at the phone numbers listed below.

DIRECTOR ELECTIONS - 1999

Directors and Terms of Office:

Elected Seats

Ken Sonksen	expires	12/31/99 *
Joseph C. Martin	expires	12/31/99 *
Carol Bartels	expires	12/31/99 *
Earl F. Sayre	expires	12/31/2002
David Aranda	expires	12/31/2002

Appointed (by CSDA)

John Yeakley	expires	12/31/99
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* Director seats are up for re-election at the Annual Meeting.

Information:

Please call Jim Towns, Chief Executive Officer, at 1-800-537-7790, or any SDRMA Director, for additional information.

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SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Policy No. 99-01

A POLICY OF THE BOARD OF DIRECTORS OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING PROCEDURE GUIDELINES FOR DIRECTOR ELECTIONS

WHEREAS, the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and

WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and

WHEREAS, it is the goal of the Board to operate in an efficient and business like manner; and

WHEREAS, the election of Board Members is important for SDRMA members and in helping the Authority meet its mission on behalf of its members; and

WHEREAS, establishing policy guidelines for the Director elections will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election process, and will help ensure election of the most qualified candidate(s);

NOW, THEREFORE, it is the policy of the Board of Directors of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that:

1.0 Member Notification of Election:

- 1.1 Authority staff shall provide written notification of an upcoming election for Board Members to all member agencies 120 days prior to the election. Such notification shall include: Time, date and location of the election, numbers of director seats up for election, and a copy of this election policy.

2.0 Qualifications: [Bylaws, Article II, (2) (d)]

- 2.1 "Each candidate for election as a director must be a member of the Board of Directors of a participating member district, or a management employee, attorney, or consultant of a participating member district. Nominations for the office of director may be made by any participating member district. Only one representative from any district may serve on the Board of Directors at the same time."

3.0 Nominating Procedure:

- 3.1 Candidates and incumbents seeking election or re-election must be nominated by action of their districts/agency's Board of Directors. A letter from the candidate's District/Agency Board of Directors nominating the candidate must be received by the Authority prior to the election, along with:
- A letter from the candidate, expressing willingness to commit the time and effort necessary to serve; and
 - A brief resume for the candidate, emphasizing knowledge of special district governance and operation, and of risk financing [if any].
- 3.2 Upon receipt of all of the above information, staff will mail acknowledgment of the candidate's nomination to both the District/Agency and to the candidate.
- 3.3 Nothing in the Bylaws precludes a candidate from being nominated from the floor during the Annual Meeting. However, the nomination must be in accordance with the Bylaws, and at the election the nominee/candidate must also provide the information specified in Section 3.1 above .
- 3.4 In order for the candidate's name to appear on the printed ballot, the above information must be received at the Authority office 30-days prior to the election [documents may be faxed to (916) 641-2776]:

4.0 Campaigning:

- 4.1 There are no rules governing campaigning for the office of Director, except as may be imposed by the hotel.
- 4.2 Candidates may distribute information to member agency(s) prior to the election, and/or at the election.

SDRMA - Policy 99-01

- 4.3 Candidates are invited to make an oral presentation to the attendees at the Annual Meeting, just before the election is conducted.
- 4.4 Staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises. SDRMA staff may provide information that is normally available through the Public Records Act to candidates to assist them in their research and campaigning,

5.0 Balloting:

- 5.1 The election will be conducted by ballots distributed to members at the Annual Meeting. Only one ballot per district/agency present will be distributed.
- 5.2 Any District staff member or District representative present at the election may vote. It is the responsibility of the district/agency to select which one staff member or district representative will cast their vote.
- 5.3 The ballots will be counted immediately after the conclusion of the voting process by the Authority's General Counsel and Broker Representative. Candidates receiving pluralities are declared the winners.

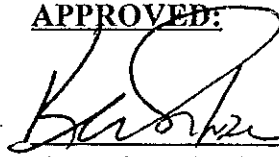
6.0 Location:

- 6.1 Elections will be held at an annual meeting in October at the Authority's Education Day/Safety Claims Workshop. Elections will alternate between Northern and Southern California.


Adopted this 25th day of March, 1999 by the Board of Directors of the Special District Risk Management Authority, at a regular meeting thereof.

This policy rescinds existing Policy No. 87-6.

APPROVED:


Kenneth A. Sonksen, President
Board of Directors

ATTEST:


James W. Towns, ARM
Chief Executive Officer



CALIFORNIA STATE LIBRARY

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



MEMORANDUM

TO: Members, Library of California Board

FROM: Tom Andersen, CLSA Program Coordinator *Tom Andersen*
Anne Marie Gold, Interim Manager *Amg*
Library of California

DATE: June 25, 1999

SUBJECT: Library of California Board actions taken at the June 16-17, 1999 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.

To achieve the purpose of the Act, the following actions were taken at the Library of California Board meeting in Redding, on June 16-17, 1999:

Adoption of Agenda

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

Approval of Minutes

2. It was moved, seconded (Frizzelle/Harris) and carried unanimously that the Library of California Board adopt the draft minutes of the April 28-29, 1999 Library of California Board meeting as corrected, except for the language in question.

Board Actions, June 16-17, 1999

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Legislation

3. It was moved by the Legislation Committee (Steinhauser) and carried unanimously that the Library of California Board support SB 571 as most recently amended.

CLSA Statewide Data Base

4. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approve the allocation of 1999/2000 funds for payment of CLSA Statewide Data Base annual subsidies in the amounts of \$65, \$500, and \$5,000, consistent with the 1998/99 subsidy guidelines, and instruct the Chief Executive Officer to invite claims for such payments according to the requirements described in Exhibit A.
5. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that beginning in FY 1999/2000 the Library of California Board will transition funding for Z39.50 server software for public libraries from CLSA to Library of California funds.
6. It was moved by the Support Services Committee (Kallenberg) and carried unanimously that the Library of California Board approve the allocation of any 1999/2000 Statewide Data Base funds not required for payment of annual subsidies for competitive block grants of \$10,000 each to individual public libraries, for retrospective conversion and instruct the Chief Executive Officer to invite applications for such block grant funds according to the requirements described in Exhibit A. Priority will be given to libraries whose database is less than 10% converted or whose database is in a format not adequate for resource sharing.

Interlibrary Loan and Direct Loan

7. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board direct its Chief Executive Officer to implement an extension of the statewide loan program, based on reimbursing all Library of California eligible California libraries for interlibrary loans to other libraries within California and using funds already allocated for this pilot, to begin as soon after July 1, 1999 as is possible, and extend through December 30, 1999.
8. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board authorize its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1999 meeting, for additional 2000/01 local assistance funding for the CLSA Interlibrary Loan and Direct Loan Programs.

Board Actions, June 16-17, 1999

Young Adult Services

9. It was moved by the Access Services Committee (Fong) and carried unanimously that the Library of California Board authorize its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1999 meeting, to implement the CLSA statewide Young Adult Services program for the year 2000/01.

Library of California Funding

10. It was moved, seconded (Kallenberg/Frizzelle) and carried unanimously that the Library of California Board authorize its Chief Executive Officer to prepare a Budget Change Proposal for up to \$75 million in additional 2000/01 Library of California funds for Board consideration at the August 1999 meeting.

Literacy

11. It was moved by the Literacy Committee (Wang) and carried unanimously that the Library of California Board direct its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1999 meeting, to seek additional 2000/01 local assistance funding to increase the state match for libraries with established California Library Literacy Service programs to approximately 27%.
12. It was moved by the Literacy Committee (Wang) and carried unanimously that the Library of California Board direct its Chief Executive Officer to prepare a Budget Change Proposal, for Board consideration at the August 1999 meeting, to seek additional 2000/01 local assistance funding to expand Families for Literacy services in California libraries.

Consolidations and Affiliations

13. It was moved by the Transition Committee (Kallenberg) and carried unanimously that the Library of California Board approve the affiliation of the Pleasanton Public Library with the Bay Area Library and Information System effective July 1, 1999. The Bay Area Library and Information System will not receive CLSA funds under the formula allocation for the CLSA System Reference, System Communications and Delivery and System Advisory Board programs until July 1, 2000.

Attachment A

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 1999

January 25-27, 1999	Sacramento, California State Library
February 24-25, 1999	Los Angeles, UCLA Bradley International Center
April 28-29, 1999	Sacramento, Sacramento Public Library
June 16-17, 1999	Redding, The McConnell Foundation
August 11-13, 1999	San Diego, Library of UCSD
November 11-12, 1999	Palm Springs, CLA Conference Headquarters

1999 CALENDAR OF UPCOMING EVENTS/DEADLINES

June 21	Public hearing on Library of California regulations, Napa
June 22	Public hearing on Library of California regulations, Millbrae
July 15	Statistics (June) for the Library of California Interlibrary Loan pilot program due at State Library
July 15	4 th Quarter 1998/99 CLSA ILL claims due at State Library
July 26	Public hearing on Library of California regulations, Sacramento
July 30	CLSA Families for Literacy 1998/99 Final Reports due at State Library
August 11-13	Library of California Board Meeting, San Diego, Library of UCSD
August 15	Statistics (July) for the Library of California Interlibrary Loan pilot program due at State Library
September 1	1998/99 CLSA System Annual Reports, System Uniform Expenditure Reports and 1999/2000 System Uniform Budget Reports due at State Library

- September 15 Statistics (August) for the Library of California Interlibrary Loan pilot program due at State Library
- September 30 California Library Literacy Service Matching Funds Certifications postmarked to State Library
- October 15 1st Quarter 1999/2000 CLSA ILL claims due at State Library
- October 15 Statistics (September) for the Library of California Interlibrary Loan pilot program due at State Library
- October 29 California Library Literacy Service 1st Quarter 1999/2000 reports due at State Library
- November 5 California Library Literacy Service Plans of Service and Budgets for matching funds postmarked to State Library
- November 11-12 Library of California Board Meeting, Palm Springs, CLA Conference Headquarters

California Special Districts Association
Board of Directors Meeting Summary
 Senator Hotel Office Building
 1121 L Street, 1st Floor Conference Room
 May 18, 1999

Fifteen directors were present and three excused.

The meeting was called to order by CSDA President Harry Ehrlich at 10:00 a.m. The consent calendar was approved.

Two new associate members were approved: Hdl Coren & Cone and Koff & Associates, Inc. (Human Resource Management Consulting)

Peter Kampa, McCloud CSD was appointed to fill the vacancy in Region One.

Treasurer Kit Carter reviewed the fiscal report to the full board.

Legislative Chair Kit Carter reported that CSDA is scheduled to give a presentation to the Commission on the 21st Century to be held on July 9, in Santa Barbara. Carter explained that an Ad-Hoc committee consisting of Mike Gotch, Catherine Smith, William Miller, David Lesser, Rita Velasquez, Kit Carter and David Aranda to prepare a report for the presentation. It was suggested to move the CSDA Board meeting from July 9, to July 16 to allow the opportunity for directors to attend the Commission meeting. It was a consensus of the Board to move the July Board meeting from the 9th to the 16th.

Director Carter reported that CSDA was given an invitation to participate in a hearing conducted by the Little Hoover Commission on June 24th.

Director Glaze reported that the Election/Bylaws Committee made recommendations on the following items for the Board's approval:

Glaze reported that the idea to change the "name" of the Legislative Committee to "Government Affairs Committee" was withdrawn.

Annual Meeting within the State of California

Committee Recommendation: Submit to the membership an amendment to the Bylaws to withdraw the restriction in the Bylaws that limits the location of the annual conference to be held only within California. Passed 11-4.

Election Voting Process (two parts)

Committee Recommendation: a. A person who is nominated to serve on the CSDA Board of Directors must be either a director/trustee or a managerial employee of a special district; b. The election process to the CSDA board of directors be changed from being elected at the annual conference to a mail ballot vote with a date and time deadline specified in the mailing. These changes will go into effect in the year 2001. Passed unanimously.

Code of Ethics

The Committee's recommendation to adopt a CSDA Board of Directors "Code of Ethics" policy passed 11-4, after a lengthy discussion.

Executive Committee Members

Chair Glaze moved approval of the following language, "If the Immediate past President is no longer a member of the Board of Directors, the President shall appoint a Director who has previously been president to be a member of the Executive Committee. If there are no Directors who have previously been President, the President shall appoint a director who has not previously been president to be a member of the Executive Committee." Director Velasquez seconded the amended motion, passed 13-2.

Ron Ley of Damore, Hamric and Schneider gave a verbal audit report. Mr. Ley reviewed the audit process with the Board. He reported very positive results. The areas in need of improvement from the last audit have been corrected. Director Lee Howard moved to approve the audit, Director Sherry Sterrett 2nd, passed unanimously. It was recommended to look into the frequency and of the selection of the firm to perform the audit. Staff will bring a recommendation back to the board.

Director Kit Carter referenced a memo in the packet addressing a current CSDA's director travel reimbursement dispute. Carter explained the criteria for proper reimbursement. There was much discussion regarding this matter. Director Glaze referred to the policy for Board compensation for expenses and pointed out that there are written provisions to accommodate the proper reimbursement. Director William Miller moved to approve that the Director submit documentation supporting his medical condition to the Fiscal Committee for reconsideration of the reimbursement claim submitted. Director Jim Meredith seconded; after discussion the first motion was withdrawn. Director Miller moved to uphold the Treasurer's determination of the reimbursement approval. Director Bill Porter seconded; approve passed 12-1 with 2 abstentions.

Director Jim Meredith reported on a local issue in Ventura County concerning the grand juries investigation of independent special districts. After much discussion it was suggested that special districts put together a briefing for new legislative staff to educate them on special districts. Legislative Advocate Ralph Heim reiterated the need for briefing legislators and recommended that CSDA prepare something for beginning of the next legislative session.

Heim reported "up to the hour" information on the status of ERAF (Education Revenue Augmentation Fund). Ralph explained that Assembly Member John Longville, Chair of the Assembly Local Government Committee called a meeting with all local government lobbyists to report that ERAF was in trouble. Heim stated that as long as ERAF is on the agenda, CSDA on behalf of special districts will not stop its efforts to see it through. Heim will keep the board up-to-date with ERAF happenings. Heim gave his comments on the events at the Governmental Affairs Day.

Having no further business to discuss, the meeting was adjourned at 1:50 p.m.

The next CSDA Board of Directors meeting is scheduled for Friday, July 16, 1999 in Sacramento.

Local Government / Property Tax Revenues

•**SB 1132 (Costa)**. Sponsored by ACWA. Preserves the authority of public agency utilities to include a capital facilities component in monthly water or wastewater service rates to defray the costs of capital improvements needed to serve their customers.

Status: On Senate Floor, 3rd reading

Votes: Local Government 7-0; Judiciary 5-3; Appropriations, 7-1.

ISDOC position: Support.

•**AB 1195 (Longville)**. Caps the shift at 1998-99 levels and provides for a gradual return of revenues to local governments according to an unspecified schedule.

Status: On Assembly Floor, 2nd reading

Votes: Local Government, 8-0; Appropriations 21-0.

ISDOC Position: Support.

Public Contract / Public Works

•**AB 806 (Keeley)**. Limits retention proceeds on public works contracts to 5% of the total contract payment. Retention proceeds refer to the amount of money a local agency can withhold from payment to a contractor to ensure that a public construction project is completed correctly, cost-effectively and on time.

Status: On Assembly floor, 3rd reading.

Votes: Judiciary, 14-0; Appropriations, 16-5

ISDOC Position: Oppose.

•**AB 1504 (Margett)**. Provides that public entities, including local agencies, may terminate a public works contract only for cause, as defined in the bill. If a local agency terminates or attempts to terminate a contract without cause, the contractor would be deemed to have completed its entire obligations, and all claims submitted by the contractor at the time of the termination or attempted termination would be deemed valid. The agency would be liable for payment for completion of the contract, and would be subject to penalties.

Status: In Assembly Consumer Protection Committee.

Votes: Failed passage

ISDOC Position: Oppose

•**SB 266 (Chesbro)**. Requires a public agency to provide notice of a mandatory site visit or meeting when it invites formal bids for public projects. Specifies time periods for purposes of providing notice and require notices to be sent to various entities, including construction trade journals.

Status: Senate Appropriations Committee; committee postponed hearing 5/27.

Votes: Governmental Oversight, 11-0

ISDOC Position: Oppose

Director Beesley asked that the Board look into including accommodations in the policy for current or future directors who may request reasonable accommodations for a disability.

Director Dewey Ausmus reported that the conference is on schedule and the committee will be holding a conference call next week. The conference for the year 2000 will be in Monterey. The final decision on the hotel will be determined during the committee's upcoming conference call.

Director David Lesser reported on the Membership Committees long and short-term goals for the Association. Member Services Director David Stammerjohan reiterated the current projects the Committee is working on and reported that staff is incorporating new mailing lists in the database for membership recruitment. Stammerjohan also informed the Board that a Legislative/Leadership and Local Chapter Roundtable will be held on June 4.

Executive Director Catherine Smith reported that the third and final dues invoice has been mailed. Staff member David Stammerjohan will make one last follow-up call before the member is removed from the database. Smith reported that CSDA currently has 509 paid members.

Director Ausmus requested as a part of the membership recruitment plan, that the Board members who follow-up with members of their regions be sent a copy of the letters to targeted districts and a list divided between the Board members in that region to do follow-up calls.

Director David Lesser asked that John Fox, past CSDA Board member be added to the membership committee as a volunteer committee member. President Ehrlich for clarification mentioned that that there is no reimbursement for volunteer committee members. Ehrlich reported that there would be no formal action to take place, but will it be considered at the next meeting.

Director Chuck Beesley reported that David Stammerjohan, Member Services Director, conducted a poll of how many chapter members are CSDA members. Beesley reported the results were 1/3 of the chapter members are CSDA members. Beesley reported that there was no formal recognition given to each chair member of the local chapters. Beesley explained it would be worth the effort to give some sort of recognition, i.e., ribbon, name badge, etc., to each local chapter chair at CSDA large events, i.e., Governmental Affairs Day and the Annual Conference, to enhance networking.

Executive Director Catherine Smith reported the Association completed the Effective Special District Governance workshop series. Smith reported that there were approximately 230 people in attendance. There was much discussion and it was the consensus of the Board to run the program again next year.

Executive Director Smith reported that the Special District Leadership Foundation had two meetings since the last CSDA meeting. The California Rural Water Association has joined to support the Leadership Foundation. Smith reported that the California Healthcare Districts Association is also a potential new member.

Smith reported that the quarterly report was faxed to the board on the strategic planning document. Smith updated the Board on CSDA's D & O Insurance.

Director Jim Meredith announced and welcomed Carol Severin, former CSDA Board member and current President of the California Association of Recreation and Park Districts to the meeting as the new Liaison from CARPD.

Dewey Ausmus reported that the California Association of Public Cemeteries held their annual conference in Sacramento. Ausmus reported 21 exhibitors were present and was happy to report that the CSDA Finance Corporation participated in their exhibit program.

Chuck Beesley reported that the California Mosquito and Vector Control Association held their quarterly meeting in Lake Tahoe. Beesley reported on the current concerns and activities related to the association.

Mike Gotch, Local Government Consultant reported on the activities associated with the Commission on Local Governance (CLG21). He reported that CSDA will give a presentation on July 9, in Santa Barbara. He stated that CSDA is the only state special district association invited to give its recommendations for LAFCO/local government finance/reform to the Commission. Gotch gave the Board an update on the Little Hoover Commission and explained that the Commission is conducting a special district study. Gotch reported that President Harry Ehrlich will give a presentation on June 24 at the State Capitol.

Gotch reminded the Board of his availability to speak to any of the local chapters or assist them in any way on their local issues. Gotch announced that by the end of the year there will be two special district representatives seated on the Kern County LAFCO.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Contract for Deposit of Moneys with First Security Bank of California
DATE: July 21, 1999

BACKGROUND

Placentia Library District had its payroll reserve fund certificates of deposit and savings account at California State Bank, previously known as Landmark Bank.

Several months ago California State Bank was purchased by First Security Bank. Because of the change in banks a new Contract for Deposit of Moneys is required. The new contract is Attachment A..

RECOMMENDATION

Receive & File and Ratify Signature by Library Director

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Depository File # _____
Treasurer File # _____
Agent of Depository File # _____
Auditor # _____

CONTRACT FOR DEPOSIT OF MONEYS

THIS CONTRACT, relating to the deposit of moneys, made as of the 16TH day of JUNE, 1999,
between ELIZABETH D. MINTER (hereinafter designated "Treasurer") acting in his official capacity
as LIBRARY DIRECTOR of PLACENTIA LIBRARY DISTRICT
("Treasurer," "Finance Director," etc.)
(hereinafter designated "Depositor"), and FIRST SECURITY BANK OF CALIFORNIA (hereinafter designated "Depository"),
ONE HUNDRED MILLION
having a paid-up capital and surplus of SEVEN HUNDRED SIXTY EIGHT THOUSAND Dollars (\$100,768,000.00).

WITNESSETH:

WHEREAS, the Treasurer proposes to deposit in the Depository from time to time, commencing on JUNE 16, 1999,
more in his custody in an aggregate amount on deposit at any one time not to exceed ONE HUNDRED THOUSAND DOLLARS
Dollars (\$ 100,000.00), or the total of the paid-up capital and surplus of the Depository, whichever is the lesser amount, and said moneys
will be deposited subject to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code of the State of
California; and

WHEREAS, said provisions of the Government Code require the Treasurer to enter into a contract with the Depository setting forth the conditions
upon which said moneys are deposited; and

WHEREAS, in the judgment of the Treasurer, this contract is to the public advantage;

NOW, THEREFORE, it is agreed between the parties hereto as follows:

1. This contract cancels and supersedes any previous contracts between the Treasurer and the Depository relating to the method of handling and
collateralization of deposits of moneys.

2. This contract, but not deposits then held hereunder, shall be subject to termination by the Treasurer or the Depository at any time upon 30 days'
written notice. Deposits may be withdrawn in accordance with the agreement of the parties and applicable federal and state statutes, rules and regula-
tions. This contract is subject to modification or termination upon enactment of any statute, rule or regulation, state or federal, which, in the opinion of
the Administrator of Local Agency Security, is inconsistent herewith, including any change relative to the payment of interest upon moneys so deposited
by the Treasurer.

3. Interest shall accrue on any moneys so deposited as permitted by any act of the Congress of the United States or by any rule or regulation of
any department or agency of the Federal Government adopted pursuant thereto. If interest may legally be paid, all moneys deposited in accordance with
this contract shall bear interest at a rate agreed upon by the Treasurer and the Depository, but not less than 1/2 of 1% per annum on the average daily
balance of such moneys kept on deposit with the Depository.

4. The Depository shall issue to the Treasurer at the time of each inactive deposit a receipt on a form agreed to by the Depository and the
Treasurer, stating the interest to be paid, if any, the duration of the deposit, the frequency of interest payments, and the terms of withdrawal. Each such
receipt is by reference made a part of this contract.

5. As security for said deposit, the Depository shall at all times maintain with the Agent of Depository named herein, commencing forthwith,
eligible securities having a market value at least 10% in excess of the actual total amount of local agency moneys on deposit with the Depository. If any
eligible security is determined by the Administrator of Local Agency Security of the State of California in accordance with Government Code Section
53661 to be not qualified to secure public deposits, additional security shall be substituted immediately by the Depository, as necessary, to comply with
the requirements of this Paragraph.

6. Eligible securities are those listed in Government Code Section 53651.

7. The Agent of Depository, authorized by the Treasurer and the Depository to hold the eligible securities posted as collateral under this contract,
UNION BANK OF CALIFORNIA

said Agent of Depository has filed with the Administrator of Local Agency Security of the State of California an agreement to comply in all respects with the provisions of Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code. A copy of this agreement is attached hereto.

8. Authority for placement of securities for safekeeping in accordance with Government Code Section 53659 is hereby granted to the Agent of Depository, including placement with any Federal Reserve Banks or branches thereof, and the following banks, other than the Depository, located in cities designated as reserve cities by the Board of Governors of the Federal Reserve System:

9. If the Depository fails to pay all or part of any deposits of the Treasurer which are subject to this contract when ordered to do so in accordance with the terms of withdrawal set forth on the deposit receipt (which is by reference made a part hereof), the Treasurer will immediately notify, in writing, the Administrator of Local Agency Security. Action of the Administrator in converting the collateral required by Paragraph 5 above for the benefit of the Treasurer is governed by Government Code Section 53665.

10. The Depository may add, substitute or withdraw eligible securities being used as security for deposits made hereunder in accordance with Government Code Section 53654, provided the requirements of Paragraph 5 above are met.

11. The Depository shall have and hereby reserves the right to collect the interest on the securities, except in cases where the securities are liable to sale or are sold or converted in accordance with the provisions of Government Code Section 53665.

12. The Depository shall bear and pay the expenses of transportation to and from the Treasurer's office of moneys so deposited and the expense of transportation of eligible securities maintained as collateral to and from the designated Agent of Depository. The Depository shall also handle, collect and pay all checks, drafts and other exchange without cost to Depositor.

13. This contract, the parties hereto, and all deposits governed by this contract shall be subject in all respects to Title 5, Division 2, Part 1, Chapter 4, Article 2 (commencing with Section 53630) of the Government Code, and of all other state and federal laws, statutes, rules and regulations applicable to such deposits, whether now in force or hereafter enacted or promulgated, all of which are by this reference made a part hereof.

IN WITNESS WHEREOF, the Treasurer in his official capacity has signed this contract in duplicate and the Depository has caused this contract to be executed in like number by its duly authorized officers.

TREASURER:

DEPOSITORY:

PLACENTIA LIBRARY DISTRICT

FIRST SECURITY BANK OF CALIFORNIA

By ED Minter
ELIZABETH D. MINTER, LIBRARY DIRECTOR

By Eugene Louie
EUGENE LOUIE, SVP/CONTROLLER

By _____

By _____

[CORPORATE SEAL]

WAIVER OF SECURITY

TO WHOM IT MAY CONCERN:

Pursuant to Section 53653 of the Local Agency Deposit Security Law, a Treasurer may, at his discretion, waive security for such portions as are insured pursuant to Federal Law.

WHEREAS, the Federal Deposit Insurance Corporation has increased to \$100,000.00 the maximum insurance for public accounts; and

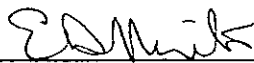
WHEREAS, it is to the advantage of First Security Bank of California, to increase the amount of its available collateral to secure the deposits of public accounts and in so doing, without increasing the risk of the deposits of such public accounts;

NOW, THEREFORE, the authorized agent of PLACENTIA LIBRARY DISTRICT a public institution, hereby agrees to waive the security required by Section 53653 of the Local Agency Deposit Security Law by First Security Bank of California, the Depository Association for up to \$100,000.00 of deposits of the described public institution. As a condition to the granting of this Waiver of Security, it is understood that First Security Bank of California shall continue to maintain approved collateral security for all deposits in excess of \$100,000.00 per Section 53653 of the Local Agency Deposit Security Law.

I am authorized to waive security in the sum of \$100,000.00 for deposits held by First Security Bank of California.

Date: JUNE 16, 1999

Local Agency: PLACENTIA LIBRARY DISTRICT

By: 
ELIZABETH D. MINTER

Title: LIBRARY DIRECTOR

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Letter of Authorization for Munson, Cronick & Associates, CPA to conduct the Fiscal Year 1998-1999 Financial Audit for Placentia Library District
DATE: July 21, 1999

BACKGROUND:

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

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

RECOMMENDATION:

Receive & File, and Authorize Signature by the Library Director



Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

June 18, 1999

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

Attn: Elizabeth Minter
Library Director

Dear Elizabeth:

We are pleased to present our proposal to provide professional services for the Placentia Library District for the year ended June 30, 1999.

We will audit the balance sheet of Placentia Library District as of June 30, 1999, and the related statements of revenue, expenditures and changes in fund balances for the year then ended.

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

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

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

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

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

We would expect to begin our audit as soon as the books and records are closed for the year and available for audit. To complete the audit and issue our report on or before September 15, 1999, all information must be received by us no later than August 10, 1999.

Our fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our preliminary estimates, we anticipate a target fee of \$3,875 for the year ended June 30, 1999.

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

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

Sincerely,

Munson, Cronick & Associates

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Placentia Library District

Authorized signature: _____
Title: _____
Date: _____

CLIENT'S COPY



California Special Districts Association BOARD OF DIRECTORS

ELECTION 1999

INFORMATION AND PROCEDURES

The California Special Districts Association's (CSDA) Board of Directors is the governing body responsible for all policy decisions effecting CSDA's member services and legislative program. Its functions are crucial to the operation of the association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Serving on the Board requires one's interest in the issues confronting special districts statewide. In addition, it means traveling to Board meetings, usually 6 per year in various locations around the State. CSDA reimburses Board members for travel and accommodations associated with attendance at CSDA Board and committee meetings.

The Board's most important function is directing CSDA's government affairs program in Sacramento. Board members are intimately involved in the formulation of, and response to, legislation designed to improve the operation of special districts, and they are responsible for determining CSDA's position on the dozens of measures introduced each year impacting districts.

Election Rules

Each of CSDA's six (6) regional divisions has three seats on the Board. The accompanying chart indicates which seats are up for election in 1999. Candidates must be affiliated with a member district located within the geographic region that they seek to represent. Currently, Directors are nominated and elected by region by regular members attending the Annual Meeting held during the Annual Conference (September 22-24, 1999 at the Bahia Resort Hotel in San Diego). The officers of the Board of Directors are elected from the Board membership.

Directors elected from the six (6) regions will hold staggered, three (3) year terms. Individuals elected to fill unexpired terms will be up for reelection when original seat term expires.

Nomination Procedures

Any independent special district with current membership in CSDA is eligible to designate one person, such as a Board member or managerial employee (as defined by that district's Board of Directors) for election as a director of the California Special Districts Association by a member Board's resolution submitted no later than the annual CSDA membership meeting.

Candidates can mail their forms and resolutions to CSDA, 1121 L Street, Suite 508, Sacramento, CA 95814. To ensure the candidate's name is placed on the official ballot, materials should arrive in the CSDA office by September 10, 1999.

Candidates can be received prior to the conference and nominations will be taken from the floor at the Conference.

All regular CSDA members are encouraged to
consider nominating a
candidate for the CSDA Board of Directors.

The CSDA Board seat that is up for election is Seat C. The term expires September 2002.

Directors currently holding Seat C:

Region One	Carol Shelby
Region Two	Rita Velasquez
Region Three	Lee Howard
Region Four	David Aranda
Region Five	Jim Meredith
Region Six	Dewey Ausmus

Included in the elections mailing is a breakdown – by county – of the CSDA Board of Directors regions.

If you have any questions, please contact Catherine Smith at (916) 442-7887 or casmith@cwo.com

Thank you for your participation in this important process!

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
BOARD OF DIRECTORS**

NOMINATING FORM

Name of candidate _____

District: _____

Region: _____

Address: _____

Telephone: _____

Fax: _____

Nominated by (optional): _____

Return this form and a Board resolution supporting the candidate to:

CSDA
Attn: Catherine Smith
1121 L Street, Suite 508
Sacramento, CA 95814
(916) 442-7887
(916) 442-7889 fax

CSDA COUNTY DIVISION BY REGION

Region 1

Del Norte
Siskiyou
Modoc
Humboldt
Trinity
Shasta
Lassen
Tehama
Plumas

Region 2

Glenn
Butte
Sierra
Colusa
Sutter
Yuba
Nevada
Yolo
Sacramento
Placer
El Dorado
San Joaquin
Amador
Calaveras
Alpine
Stanislaus
Tuolumne
Mono

Region 3

Mendocino
Sonoma
Lake
Napa
Marin
Solano
San Francisco
Contra Costa
San Mateo
Alameda
Santa Cruz
Santa Clara
Monterey
San Benito

Region 4

Merced
Mariposa
Madera
Fresno
Kings
Tulare
Inyo
San Luis Obispo
Kern

Region 5

Santa Barbara
Ventura
Los Angeles
San Bernardino

Region 6

Orange
Riverside
San Diego
Imperial

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: June 16, 1998
SUBJECT: **Selection of Cosmoslink as the WEB service contractor for Placentia Library District.**

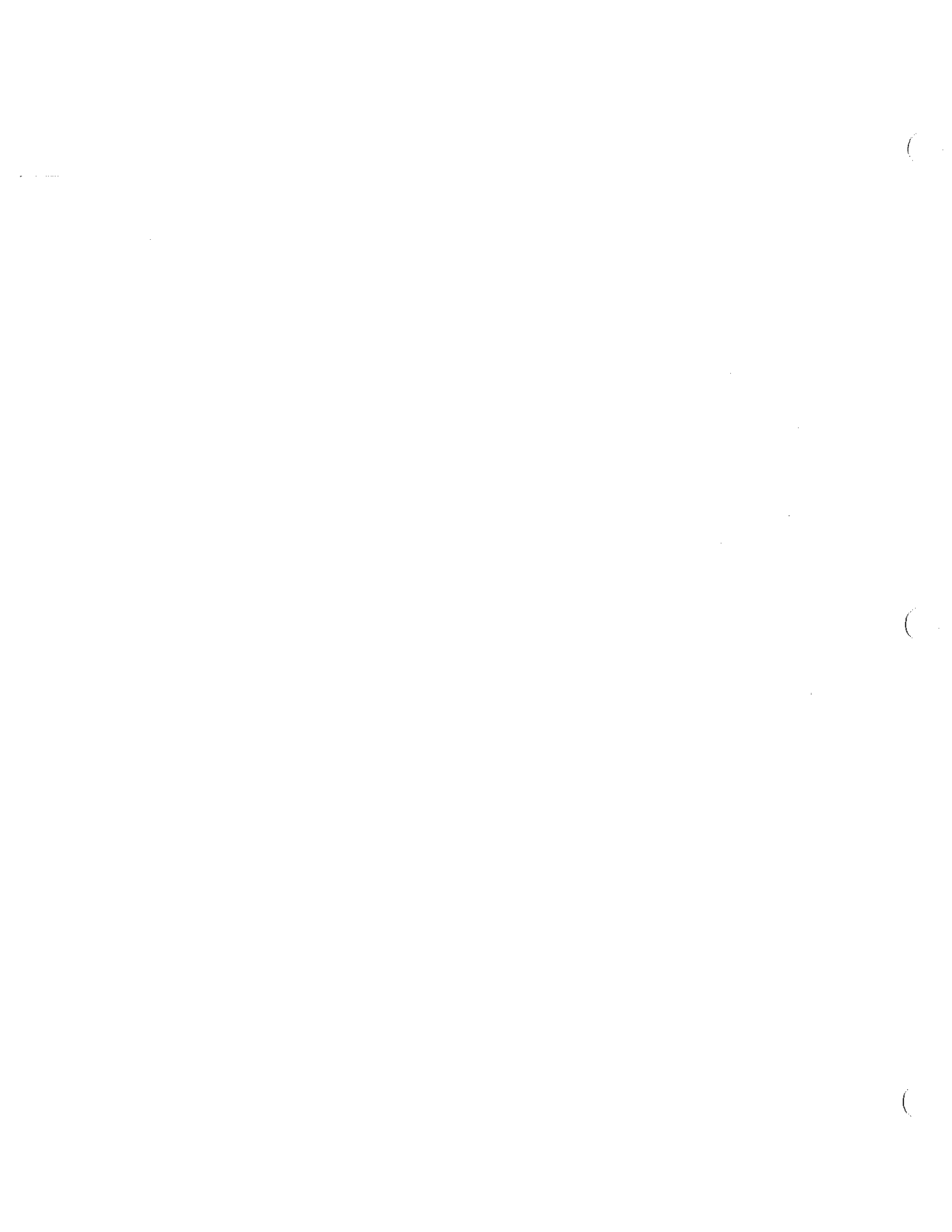
BACKGROUND:

After interviewing four web design company representatives, it was clear that the Placentia Library's requirements and needs for the development of a web site, were best met by Coamoslink Internet Services.

Cosmoslink has since drafted a Memorandum of Understanding that reflects the obligations and responsibilities of both parties. The Memorandum is Attachment A.

RECOMMENDATION:

Approve and Authorize signature of the Memorandum of Understanding by the Library Director.



Cosmoslink

Cosmoslink Internet Services

a division of 3Di, Inc.

Your Internet Solutions Company

3030 Saturn Street, Suite 204

Brea, California 92821

(714)-577-8593 • Fax: (714)-577-8592

Memorandum of Understanding

Regarding the Placentia Library District website project, the following items are agreed upon between the Placentia Library District and Cosmoslink Internet Services:

Cosmoslink Internet Services will design and create a website of approximately 18 pages for the Placentia Library District. Once completed and delivered, Placentia Library will have all rights of usage of any part of the website, except in the case of pre-existing copyright issues (e.g. certain icons linking to other sites may be protected by copyright).

Cosmoslink will also provide two custom cgi scripts.

The website for the Placentia Library District will be hosted on one of Cosmoslink's web servers and be allotted up to 15MB of space on the server.

Cosmoslink will also submit the Placentia Library District website to various search engines upon completion of the site.

Cosmoslink will provide training to Placentia Library District staff so that they can update/maintain the website. Furthermore, Cosmoslink will provide additional support and routine maintenance to the Placentia Library website and make minor modifications to the site as needed.

The Placentia Library District will provide all the text and images needed for the site in an electronic format. Any custom graphics needed for the website will be requested by the Placentia Library District and may be billed on an hourly basis by Cosmoslink Internet Services.

The Review Process

Progress on the website will be reviewed by Cosmoslink Internet Services and the Placentia Library District at predetermined intervals. Once the project has reached a finished state, it will be submitted to the Placentia Library District for a final review. In the final review, all reasonable requested changes will be made. Any changes requested after the final review may be subject to additional billed hours by Cosmoslink.

Signature
Placentia Library District

Date

Signature
Cosmoslink Internet Services

Date

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.
DATE: July 21, 1999

BACKGROUND:

Library Revenue Issues

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

1. Property Tax

The State Budget does not include any reversal of the ERAF shift but it does include \$200 Million in one time augmentation. At the present time the Legislature and Governor agree that a ballot referendum is to be offered next year to determine whether a permanent reversal of ERAF is to be implemented.

2. State Funds

The Public Library Fund was augmented by \$18 Million

3. Local Revenues

Passport income surpassed the \$4,000 level for the month of May.

Parcel Tax Election Considerations

The Placentia/Yorba Linda Unified School District has been conducting a telephone survey to determine whether to conduct a bond election for school construction.

The Orange County Registrar of Elections estimated last year that the cost of a special election for Placentia Library District would be between \$40,000 and \$63,000.

Funding for a Placentia Library District special election in one of several ways:

1. Setting aside any revenues received during the next several years more than the budgeted amount

2. The District should receive the balance of its bankruptcy-related refunds from Orange County sometime before the end of 1999. This is estimated to be around \$40,000.
3. The District has \$32,500 in its Payroll Certificates of Deposit that are available for use in emergencies.

Once the date for a special election is determined, the financing can be arranged to have the least possible impact on the day-to-day operations of the Library.

If the Parcel Tax Election is successful the funds to conduct the election may be replaced in whatever account they came from.

RECOMMENDATIONS:

Give direction for future action

Keep option open - transfer \$628 quarterly to
funds instead of parcel tax interest.
Parcel tax specialist -

Peggy/Gae.
Pub 120

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edu*
SUBJECT: Fiscal Year 1999-2000 Budget
DATE: July 21, 1999

BACKGROUND:

Revenue Budget

The Revenue Budget is presented as Attachment A.

The significant items in the Revenue Budget are:

Object Code

- 6210 Current Secured Taxes – 7% increase over FY99 actual. County Assessor estimates 8.52% increase for the City of Placentia
- 6210-01 Public Utility – no change over FY99 actual
- 6230 Prior Secured – FY99 actual plus 2%
- 6220 Current Unsecured – no change over FY99 actual
- 6240 Prior Unsecured – no change over FY99 actual
- 6690 Homeowners – FY99 actual plus 2%
- 6250 Special District Augmentation – FY99 actual plus \$31,000 one time ERAF augmentation from the State
- 6260/6540 Penalties/Delinquencies – no change over FY99 actual
- 6280 Supplemental Current – no change over FY99 actual
- 6300 Supplemental Prior – no change over FY99 actual
- 6610 Interest – no change over FY99 actual
- 6920 State Library – see Attachment B – The increase in Public Library Fund is supposed to be an one-time augmentation

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Jul 21, 1999

7670 Local Revenue – Increase fines/fees from \$21,642 to \$22,500, plus \$45,000 (\$3,750 per month) Passport Fees, plus \$14,698 Gates Foundation Grant

Expenditures Budget

The Expenditures Budget is presented as Attachment C.

The significant items in the Expenditures Budget are:

Object Code

- 0100 Salaries – 4% MOU increase, plus 200 additional hours substitute librarian, plus 200 additional hours substitute clerk, plus .25 FTE Library Aide (10 hours per week) for coffee service and Foundation vending machine support.
- 0300 Employee Insurance – includes 10% mid-year adjustment
- 0700-01 Telephone Modem/Fax – \$2,400 routine line charges, plus \$2,000 T1 line installation and Gates Grant expenses
- 1100 Insurance – rate reduced by SDRMA
- 1300-00 Maintenance of Equipment – \$15,000 routine expenses and Y2K modifications, plus \$10,000 for replacement equipment for Anaheim Library Consortium changeover to T1 lines
- 1400 Maintenance of Building & Grounds – Other includes \$10,000 for the seismic retrofit project with the City of Placentia
- 1803-00 Postage – \$800 Library postage, plus \$3,900 (\$325 per month) meter rental and Passport postage
- 1900 Advertising – \$4,000 WEB site development and maintenance
Other – \$5,000 Story Hour contracts
- 2200 Bond Payment – 2 regular payments at \$35,900@ plus Administration Fee
- 2400 Library Materials – includes \$88,450 Public Library Fund, plus \$45,000 Passport Fees, plus \$1,500 Literacy Grant
- 4000 Equipment – \$20,000 routine replacement, plus \$6,865 Gates Grant supplemental purchases and Y2K replacements, plus \$14,698 Gates Foundation Grant.

27 payroll transfers

Personnel Allocation

The Personnel Allocation Schedule is Attachment D.

Staff Organization Chart

The Staff Organization Chart is Attachment E.



RECOMMENDATIONS:

~~Geo~~ / Kob >
Peg / Scuder
Geo / Kob
Kob / Geo

1. Receive and File the Revenue and Expenditure Estimates for Fiscal Year 1999-2000
2. Set a Public Hearing on the Fiscal Year 1999-2000 Budget for August 18, 1999
3. Adopt Personnel Allocation Schedule for Fiscal Year 1999-2000
4. Adopt Organizational Chart for Fiscal Year 1999-2000

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Placentic Library District
 Revenue Budget for Fund 707 for Fiscal Year 1999-2000
 July 21, 1999

Object Code	Category	FY1990-91 Actual	FY1992-93 Actual	FY1994-95 Actual	FY1996-97 Actual	FY1997-98 Actual	FY1998-99 Adopted	FY1998-99 Actual	FY1999-00 Estimate
6210	Current Secured	823,832	824,818	644,816	673,850	710,413	761,261	764,422	817,940
6210-01	Public Utility	25,633	28,058	25,128	22,568	24,908	33,000	24,001	24,000
	SUB-TOTAL CURRENT SECURED	849,465	852,876	669,944	696,419	735,321	794,261	788,422	841,940
6230	Prior Secured	24,856	47,569	6,809	28,818	18,290	18,500	19,667	20,060
	TOTAL, SECURED	874,321	900,445	676,753	725,237	753,611	812,761	808,089	862,000
6220	Current Unsecured	64,438	56,872	47,239	33,588	45,613	47,000	50,053	50,000
6240	Prior Unsecured	978	435	461	3,528	1,036	1,200	1,054	1,100
	TOTAL UNSECURED	65,416	57,307	47,700	37,115	46,650	48,200	51,107	51,100
6690	HOMEOWNER	19,790	18,101	12,454	14,896	15,180	15,484	15,578	15,580
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	975,853	736,908	777,249	815,441	876,445	874,774	928,680
6250	SPECIAL DISTRICT AUGMENTATION						0	9,062	40,000
6260/6540	PENALTIES/DELINQUENCIES	4,289	7,676	0	448	3,447	2,000	270	300
6280	SUPPLEMENTAL - CURRENT	72,614	34,058	8,242	9,668	14,786	18,000	24,408	24,500
6300	SUPPLEMENTAL - PRIOR	2,103	4,939	2,312	1,066	952	1,500	781	800
6610	INTEREST	46,331	36,599	13,041	18,502	13,450	10,500	12,734	12,800
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	83,272	23,595	29,684	32,634	32,000	47,255	78,400
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,059,125	760,503	806,933	848,075	908,445	922,030	1,007,080
6970	STATE LIBRARY	144,764	105,612	74,112	53,648	56,040	114,400	78,601	105,250
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS			5,324	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		100,000	0	0	0	0	0	0
7670	LOCAL REVENUE	13,969	32,866	32,251	25,754	23,454	23,500	41,587	82,198
7680	6 MO. EXPIRED (OUTLAW) CHECKS		9,102	(750)	7	231	0	224	0
	TOTAL REVENUE	1,243,597	1,306,705	871,441	886,342	927,800	1,046,345	1,042,442	1,194,528

Placentia Library District
 State Library Reimbursements and Grants
 July 21, 1999

FUND	FY 1990-91	FY 1992-93	FY 1994-95	FY 1996-97	FY 1997-98	Budgeted FY1998-99	Budgeted FY1998-99	Anticipated FY1999-00
ILL & Direct Loan Reimbursements	0	53,447	22,423	10,167	8,235	6,500	6,446	8,000
CA Foundation Funds	0	14,636	16,036	28,082	28,313	97,400	59,146	88,450
CA Literacy Campaign	0	12,528	9,185	11,887	4,211	7,000	8,872	8,800
Family Literacy Grant	0	25,000	23,174	0	0	0	0	0
Dept Educ. 321 Grant	0	0	3,294	3,511	5,919	3,500	3,136	0
One-Year Grants	0	0	0	0	9,361	0	1,000	0
Miscellaneous State Revenues	0	1	1	1	1	0	0	0
TOTAL STATE REVENUE	144,764	105,612	74,112	53,648	56,040	114,400	78,600	105,250

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PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
July 21, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY99 ACTUAL	FY00 PROPOSED
0100	Salaries & Wages	624,948.00	752,402.94	518,987.81	482,527.00	472,750.00	494,410	494,352	537,045
0200	Retirement (Social Security & Pension Contribution)	86,162.64	101,063.84	73,368.39	67,885.59	66,159.34	70,123	69,130	75,695
	Health Insurance/Care America		38,981.19	19,117.42	22,398.24	21,054.70	28,585	20,247	37,880
	Long Term Disability		2,485.32	2,492.04	2,093.66	2,055.00	2,862	2,431	2,690
	Vision Service Plan		2,013.44	1,263.69	1,188.40	883.00	1,974	2,015	2,225
	Dental		5,702.00	4,219.10	4,163.08	4,477.29	4,402	5,153	5,205
0300	Total Employee Insurance	40,194.04	49,181.95	27,092.25	29,843.38	28,469.99	37,823	29,845	43,000
0310	Unemployment Insurance	2,115.00	2,579.76	415.46	0.00	0.00	0	0	0
0350	Workers Compensation - General	8,979.77	6,098.85	3,864.00	7,125.00	5,502.00	5,800	5,136	5,400
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	911,327.34	623,727.91	587,380.97	572,881.33	608,156	598,463	661,140
0700-00	Communications - Telephone	5,841.73	3,554.15	1,928.80	1,708.04	2,561.03	2,600	2,169	2,600
0700-01	Communications - Modem/Fax/ISDN			2,713.84	5,275.50	3,068.14	2,384	1,938	4,400
0700-02	Communications - Internet Access			483.46	85.28	4,483.15	3,240	4,897	5,000
0700-05	Communications - Brodart Cataloging Access		6,092.77	5,320.19	5,085.84	4,681.97	5,160	5,150	5,160
0700-07	Communications - 321 Grant			134.20	522.53	540.55	570	380	0
0700-08	Communications - Adult Literacy		896.35	553.09	179.24	308.00	330	438	800
	Total Communications	5,841.73	10,543.27	11,133.58	12,856.43	15,642.84	14,284	14,973	17,960
0900-00	Food - General Fund	0.00	0.00	205.98	0.00	24.75	50	0	50
0900-07	Food - 321 Grant			0.00	0.00	0.00	50	0	50
0900-08	Food - Adult Literacy			30.43	7.17	0.00	50	0	50
0900-09	Food - Family Literacy		32.26	35.74	0.00	32.55	0	0	0
	Total Food	0.00	32.26	272.15	7.17	57.30	150	0	150
1000-00	Household Expense	3,311.71	3,596.68	3,177.16	2,152.25	4,370.02	3,500	3,468	3,750
1100-00	Insurance	13,065.63	14,649.00	15,223.66	11,323.44	10,183.10	10,200	10,124	7,000

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PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
July 21, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY99 ACTUAL	FY00 PROPOSED
1300-00	Maintenance of Equipment - General Fund	3,003.13	4,453.27	5,377.32	29,098.85	19,065.05	20,000	9,712	25,000
1300-07	Maintenance of Equipment - 321 Grant			0.00	0.00	0.00	0	0	0
1300-08	Maintenance of Equipment - Adult Literacy			969.00	44.95	0.00	0	0	0
1300-09	Maintenance of Equipment - Family Literacy/i.SCA Grant			0.00	0.00	0.00	0	0	0
	Total Maintenance of Equipment	3,003.13	4,453.27	6,346.32	29,143.80	19,065.05	20,000	9,712	25,000
	HVAC								
	Carpet Cleaning		13,623.83	2,390.82	5,560.09	4,448.64	5,500	2,852	5,500
	Groundskeeping, City of Placentia		2,894.55	800.00	550.00	0.00	500	0	500
	Plumbing		23,537.42	21,979.52	20,188.23	23,276.99	25,000	28,653	28,000
	Electrical		523.71	765.56	1,111.47	2,083.97	1,200	1,681	1,200
	Cleaning Service		982.57	3,601.71	2,621.44	3,720.96	4,000	4,212	4,500
	Locksmith		13,060.20	11,400.00	11,400.00	11,400.00	11,700	11,400	11,700
	Other (includes fire alarms & seismic retrofit project)		87.45	55.19	245.46	93.95	200	74	200
	Total Maintenance of Building & Grounds	44,124.45	1,141.36	3,639.32	1,647.21	2,443.67	2,000	1,391	11,000
1400-00		44,124.45	55,851.09	44,632.12	43,323.90	47,468.18	50,100	50,263	62,600
1600-00	Memberships - General Fund	2,199.00	3,325.25	2,154.65	2,358.00	2,884.00	2,900	2,580	2,750
1600-07	Memberships - 321 Grant			0.00	295.00	75.00	200	225	0
1600-08	Memberships - Adult Literacy			135.00	95.00	95.00	150	240	475
1600-09	Memberships - Family Literacy			0.00	0.00	0.00	0	0	0
	Total Memberships	2,199.00	3,325.25	2,289.65	2,748.00	3,054.00	3,250	3,045	3,225
1700-00	Miscellaneous Expense - General Fund	0.00	0.00	702.50	0.00	0.00	0	0	0
1700-07	Miscellaneous Expense - 321 Grant			0.00	20.00	0.00	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy			28.03	0.00	0.00	0	0	0
1700-09	Miscellaneous Expense - Family Literacy			0.00	0.00	0.00	0	0	0
	Total Miscellaneous Expense	0.00	0.00	730.53	20.00	0.00	0	0	0

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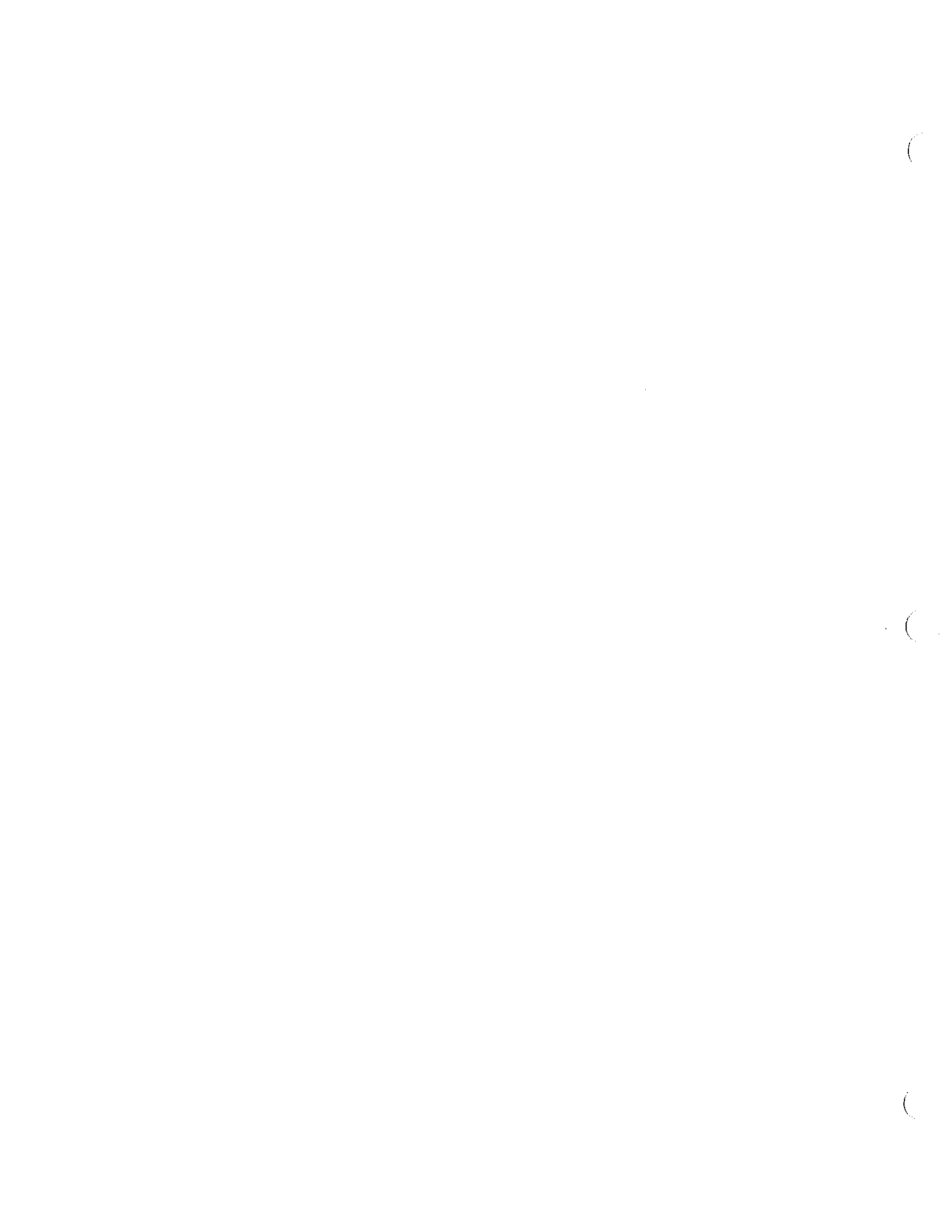
PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
July 21, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY99 ACTUAL	FY00 PROPOSED
	Library Supplies								
	Printing	9,042.32	4,172.71	5,618.20	3,673.37	7,108.99	4,500	6,818	7,000
	EZ Copy - copy cards for sale to patrons	4,172.71	1,571.32	8,610.34	8,641.63	8,842.42	9,000	9,135	9,300
	Publications	1,985.00	1,143.69	850.05	2,742.75	1,999.66	1,500	730	1,000
	Paper	299.40	299.40	885.95	1,126.10	1,274.99	1,200	894	1,200
	Drinking Water Service	10,365.64	28,800.08	6,462.27	5,895.60	2,653.86	3,000	274	300
	Other Office Supplies	28,800.08		22,726.21	22,353.90	22,154.37	19,500	4,883	4,000
1800-00	Total Office Supply Expense - General Fund							22,734	22,800
1800-07	Literacy Dept Educ 321 Grant Supply Expense	0.00	0.00	0.00	636.39	1,141.00	1,150	1,890	0
	Printing	616.54	0.00	2,938.36	1,796.25	1,473.04	1,475	1,680	2,625
	Publications	0.00	86.93	2,062.86	2,532.02	3,371.73	2,375	0	0
	Paper	1,953.93	2,657.40	0.00	0.00	0.00	50	0	50
	Other Office Supplies	2,657.40	4,832.97	328.25	1,685.66	401.10	400	1,034	550
1800-08	Total Adult Literacy Office Supply Expense							2,714	3,225
1800-09	Family Literacy Supply Expense/LSCA Grant Expense	19,390.29	36,290.45	34,070.43	29,004.22	33,722.44	24,950	27,337	26,025
	Total Office Expense								
1803-00	Postage Expense - General Fund	2,375.04	1,970.50	1,450.99	692.24	778.77	800	2,446	4,700
1803-01	Postage Expense - LSCA II Grant			19.95	0.00	0.00	0	0	0
1803-08	Postage Expense - Adult Literacy	894.17	29.00	182.42	224.00	75.50	200	64	100
1803-09	Postage Expense - Family Literacy/LSCA Grant	2,375.04	2,893.67	1,114.84	916.24	1,063.44	1,000	2,510	4,800
	Total Postage Expense								



PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
July 21, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY99 ACTUAL	FY00 PROPOSED
	Care Resources (Employee Assistance)			280.00	350.00	350.00	420	385	420
	Pension Fund Operating & Investment Mgmt. Expenses		5,029.59	5,640.50	4,690.92	5,808.68	6,000	6,863	7,500
	Anaheim Library Automated Library System		42,631.10	37,960.12	38,781.65	39,207.00	40,000	39,295	40,000
	Clipping Service		368.52	392.52	392.52	414.52	420	417	420
	Tax Collection Services & Fees by Orange County		545.51	138.85	426.14	323.23	450	291	350
	Advertising (including WEB site)		552.50	72.97	0.00	0.00	0	734	4,000
	Medical Exams		324.00	760.00	392.00	420.00	500	473	500
	Collection Services - Accounts Receivable		0.00	3,700.00	118.86	1,113.27	3,000	633	2,400
	Audit & Accounting Services		2,950.00	3,530.00	4,130.00	3,360.00	3,750	4,811	4,500
	Payroll Preparation		2,367.28	2,441.95	1,894.47	2,381.97	2,500	2,349	2,500
	Election Expenses		0.00	0.00	8,450.48	0.00	0	0	0
	Staff Training in Library		0.00	0.00	0.00	0.00	0	0	0
	Other (Includes contract storyteller)		8,101.87	2,693.76	1,095.99	6,235.83	1,000	3,511	5,000
1900-00	Total Specialized Services - General Fund	61,688.26	63,563.37	57,610.67	60,723.03	59,614.50	58,040	59,761	67,590
1900-01	Specialized Services - LSCA II Grant	10,278.00	0.00	11,243.26	0.00	0.00	0	0	0
1900-07	Specialized Services - 321 Grant			0.00	1,625.00	2,321.00	2,350	0	0
1900-08	Specialized Services - Adult Literacy	6,093.95	1,077.40	2,653.08	1,333.86	725.00	725	80	1,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	0.00	812.00	5,505.00	0.00	4,003.99	0	0	0
1900-18	Tax Collection Services & Fees by Orange County	0.00	2,401.91	1,813.96	1,877.98	1,976.08	2,100	2,117	2,400
	Total Specialized Services	78,060.21	67,854.68	78,825.97	65,559.87	68,640.57	63,215	61,958	70,990
2000-00	Legal Notices - General Fund	0.00	521.08	141.75	1,064.56	0.00	500	0	500
2000-01	Legal Notices - LSCA II Grant	0.00	521.08	0.00	0.00	0.00	0	0	0
	Total Legal Notices	0.00	521.08	141.75	1,064.56	0.00	500	0	500



PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
July 21, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY99 ACTUAL	FY00 PROPOSED
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0	0	0
2200-00	Semi-Annual Bond Payment	71,800.00	0.00	35,900.00	1,542.61	66,259.01	66,090	72,215	74,175
2300-00	Small Tools/Instruments		497.32	0.00	0.00	0.00	0	0	0
2400-00	Special Department Expense - Miscellaneous		14.95	414.19	644.34	16.03	0	0	0
2400-01	Special Department Expense- Books	122,463.09	109,878.89	50,853.68	10,246.41	15,769.09	63,000	82,661	133,450
2400-02	Special Department Expense - Video	5,790.92	957.33	27.45	0.00	592.80	1,500	3,400	0
2400-03	Special Department Expense - Electronic	0.00	0.00	4,431.22	35,441.99	25,292.53	14,358	5,230	0
2400-04	Special Department Expense - Periodicals	10,233.49	39,890.38	9,414.09	5,230.97	4,039.57	16,642	4,228	0
2400-05	Special Department Expense - Audio	5,411.88	4,027.63	0.00	0.00	251.34	2,500	347	0
2400-07	Special Department Expense - 321 Grant	0.00	0.00	215.34	0.00	36.78	0	0	0
2400-08	Special Department Expense - Adult Literacy		118.80	1,381.15	1,980.84	786.57	1,500	3,594	1,500
2400-09	Special Department Expense - Family Literacy	0.00	1,439.19	3,228.99	0.00	0.00	0	0	0
	Total Special Department Expense	143,899.38	156,327.17	69,966.11	53,544.55	46,784.71	99,500	99,459	134,950
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0	0	0
2700-00	Transportation/Travel - Meetings, Staff Out of Town		6,292.83	6,590.33	1,304.04	1,003.86	1,000	1,531	1,500
2700-01	Transportation/Travel - Meetings, Staff Local	8,427.00		1,867.75	3,369.52	3,805.34	2,000	1,907	2,000
2700-02	Transportation/Travel - Meetings, Board Out of Town			61.48	835.92	647.50	750	1,035	1,000
2700-03	Transportation/Travel - Meetings, Board Local			699.00	1,020.09	287.60	500	534	600
2700-04	Transportation/Travel - Meetings, LSCA II Grant			0.00	0.00	0.00	0	0	0
2700-07	Transportation/Travel - Meetings, 321 Grant		728.00	2,631.92	260.00	1,380.90	1,400	915	0
2700-08	Transportation/Travel - Meetings - Adult Literacy		941.50	137.00	25.20	0.00	500	212	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00		91.65	9.67	0.00	0	0	0
	Total Transportation/Travel - Meetings	8,427.00	7,962.33	12,079.13	6,824.44	7,125.20	6,150	6,135	6,100

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PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
July 21, 1999

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ADOPTED	FY99 ACTUAL	FY00 PROPOSED
2800-00	Electricity		56,813.70	48,474.74	42,250.50	43,533.26	45,000	40,519	43,000
	Gas		2,917.30	2,938.78	6,102.59	5,273.78	5,500	5,852	6,500
	Water		1,888.97	1,803.99	2,955.74	2,466.19	3,000	2,266	3,000
	Total Utilities	59,583.61	61,619.97	53,217.51	51,308.83	51,273.23	53,500	48,637	52,500
	TOTAL SUPPLIES & SERVICES	455,081.18	426,417.49	369,774.27	311,340.31	375,563.36	416,389	409,835	489,725
3700-00	Taxes, Assessments (Sales Tax)	0.00	610.04	1,284.00	778.00	0.00	800	1,001	1,100
4000-00	Equipment	0.00	711.12	4,725.29	2,625.36	0.00	20,000	16,445	26,865
4000-07	Equipment - 321 Grant			0.00	0.00	0.00	0	2,800	0
4000-08	Equipment - CLC Grant	0.00	0.00	2,150.05	877.07	0.00	1,000	120	1,000
4000-09	Equipment - Gates Foundation Grant			0.00	0.00	0.00	0	0	14,698
4000-11	Equipment	11,181.79	0.00	0.00	0.00	0.00	0	0	0
	Total Equipment	11,181.79	711.12	6,875.34	3,502.43	0.00	21,000	19,365	42,563
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0	0	0
	TOTAL EQUIPMENT EXPENSE	11,181.79	711.12	6,875.34	3,502.43	0.00	21,000	19,365	42,563
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	0	0	0
5600	INVESTMENT POOL LOSS	0.00	0.00	34,733.31	0.00	0.00	0	0	0
	TOTAL EXPENSES	1,228,662.42	1,339,065.99	1,036,394.83	903,001.71	948,444.69	1,046,345	1,028,664	1,194,528



Placentia Library District

Personnel Allocation for Fiscal Year 1999-2000

Allocation Adopted by the Library Board of Trustees for FY1998-1999

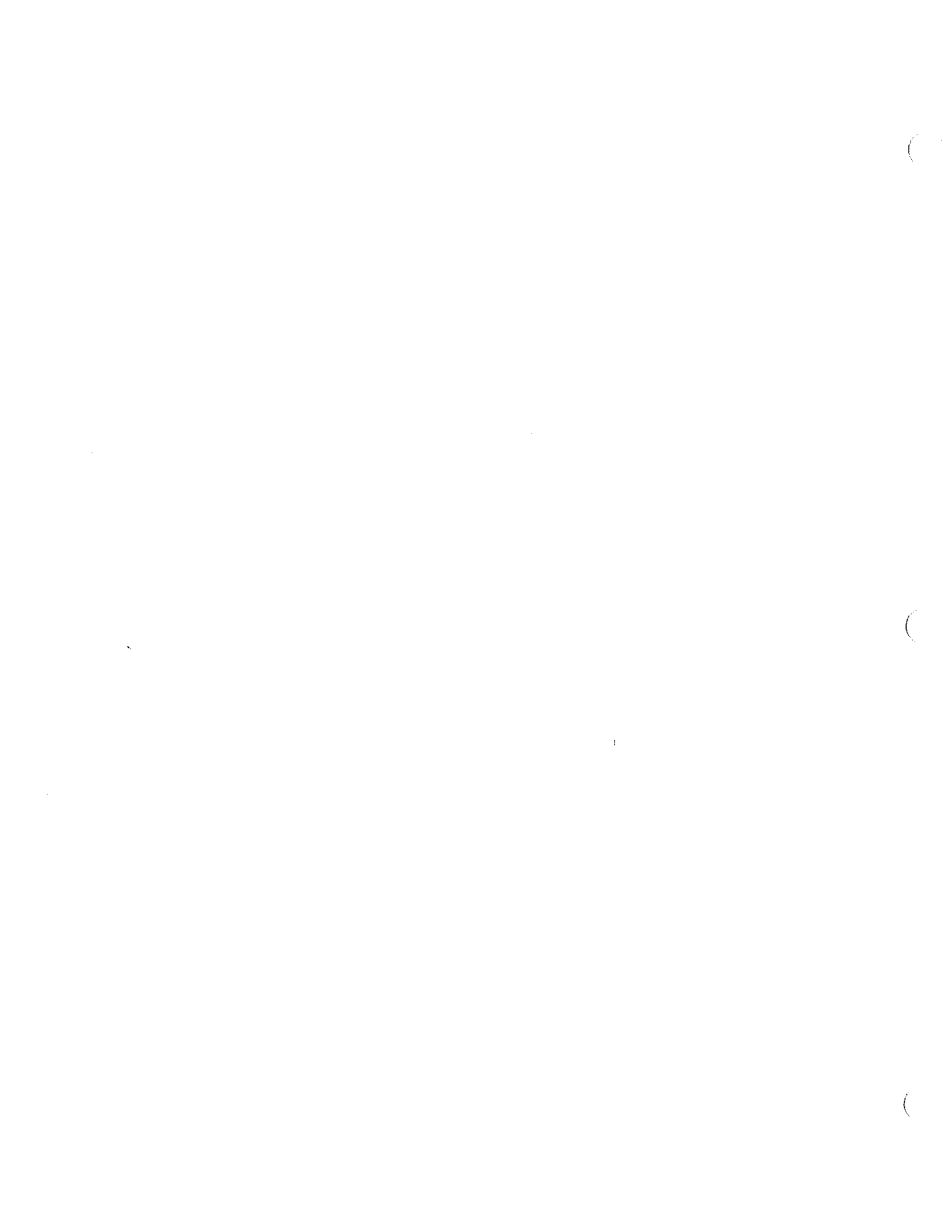
	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Principal Librarian		0.50	0.50					1.00
Administrative Assistant	1.00							1.00
Librarian II			1.25				0.75	2.00
Librarian					1.00			1.00
Library Assistant	0.75			0.50		1.00	0.25	2.50
Library Clerk II								0.00
Library Clerk I						2.00		2.00
Library Aide						1.50	0.50	2.00
Page						0.50		0.50
TOTAL	2.75	0.50	1.75	0.50	1.00	5.00	1.50	13.00

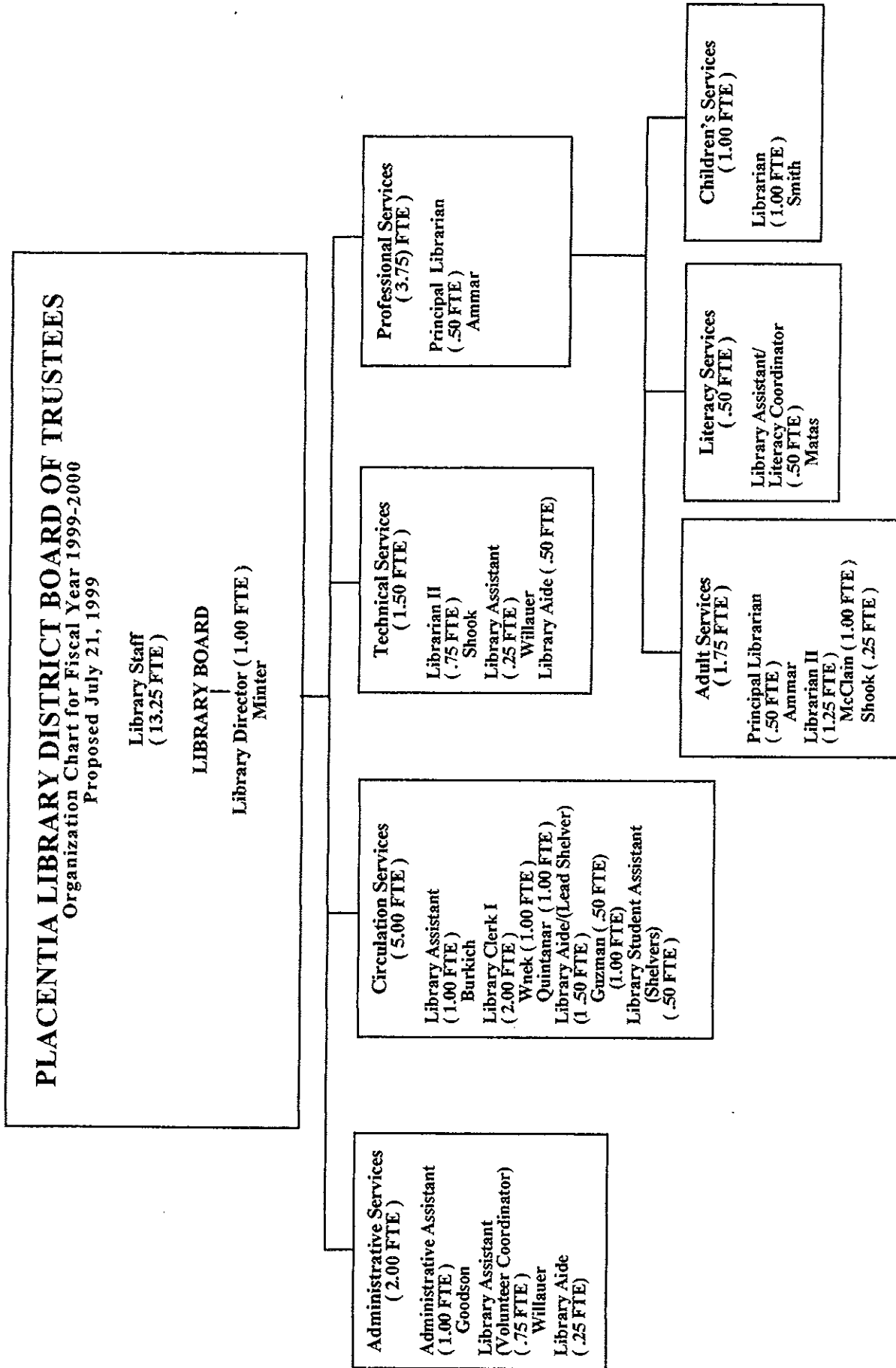
Libr. 5 FT

Allocation Proposed for for FY1999-2000

	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00 ✓
Principal Librarian		0.50	0.50					1.00 ✓
Administrative Assistant	1.00							1.00 ✓
Librarian II			1.25				0.75	2.00 ✓
Librarian					1.00			1.00 ✓
Library Assistant	0.75			0.50		1.00	0.25	2.50 ✓
Library Clerk II								0.00
Library Clerk I						2.00		2.00 ✓
Library Aide	0.25					1.50	0.50	2.25 ✓
Page						0.50		0.50 ✓
TOTAL	3.00	0.50	1.75	0.50	1.00	5.00	1.50	13.25

*2.75 FT
all pgs.*







PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Discussion of Governmental Relations Activities for Placentia Library District
DATE: July 21, 1999

BACKGROUND

At the Board's April 21, 1999 Meeting Trustee Stark requested a discussion of Placentia Library District's governmental relations activities.

Following the discussion of the Agenda Item at the May 19, 1999 meeting, the Board continued to the June 16, 1999 Meeting the review of participation by a Trustee in the California Library Association Legislative Day at a cost of approximately \$400. Following discussion of the Agenda Item at the June 16, 1999 Meeting, the Board continued discussion to the July 21, 1999 Meeting.

RECOMMENDATION

To be determined

*Saunders / Gae
move to discontinues participation.
yes: Saunders / Gae
No: Peggy / Hal / Al.*

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Discuss Completion of Strategic Plan for Placentia Library District
DATE: July 21, 1999

RECOMMENDATION

1. Since the focus group section of the strategic planning process has not been initiated I am recommending that the Board set aside a 1½ day period in September or October to work on completion of the plan.

An alternative would be four 3-hour work sessions on different topics to be held within the same time period.

2. Select date(s) for the Strategic Plan worksession(s).

Sept - Sep

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Review Responses from Staff Survey
DATE: July 21, 1999

President Shkoler will present the results from the Staff Survey taken in June 1999.

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Presentation by Nancy Rorabaugh, Energy Services Consultant with IEC, regarding the District's initiation of an energy conservation study

DATE: July 21, 1999

BACKGROUND

Placentia Library District has been participating in the work of the North Orange County Energy Consortium for the past several years. Part of the work of this group has been evaluating various energy and cost savings programs.

The State of California offers a program to assist public agencies with the implementation of energy-saving projects. It provides that actual savings in energy costs must offset the cost of the project over a specified period. IEC is a company that manages such projects for public agencies.

During the past month District staff has been working with Nancy Rorabaugh of IEC to determine whether Placentia Library District is a viable candidate for this program.

Ms. Rorabaugh will be present at the Board Meeting to make a presentation about IEC's services and to request the Board's endorsement of proceeding with this project.

Attachment A is the text of the letter of authorization that IEC is requesting from Placentia Library District.

RECOMMENDATION

1. Authorize IEC to proceed with engineering surveys, and prepare a proposal and contract documents covering engineering, equipment retrofits, and energy conservation measures on the lighting, heating, ventilation, and air conditioning equipment at Placentia Library
2. Authorize the Library Director to sign the Letter of Authorization

*Sandra / Rob or
Gus*



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net



July 21, 1999

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

Nancy Rorabaugh

IEC, Inc.

P.O. Box 910216

San Diego, CA 92191-0216

RE: Letter of Authorization

Dear Ms. Rorabaugh:

At its meeting on July 21, 1999, the Placentia Library District Board of Trustees authorized IEC, Inc. to proceed and complete engineering surveys, and prepare a proposal and contract documents covering engineering, equipment retrofits, and energy conservation measures on the lighting, heating, ventilation, and air conditioning equipment at Placentia Library. It is the Board's understanding that there is no financial obligation associated with IEC, Inc. developing the above mentioned survey, proposal, and documents.

It is also the Board's understanding that IEC, Inc. will offer a contract that focuses on using energy and operational savings where possible to offset the costs of any proposed program. The contract will be negotiated with IEC, Inc. in compliance with the provisions of *California Government Code*, Chapter 3.2, Section 4217.10, Energy Conservation Contracts.

IEC, Inc. will provide documents detailing the improvements to be made and the exact program cost and savings. IEC, Inc. will provide all necessary contract documents for execution by August 18, 1999. If the proposal that IEC, Inc. provides meets all of the District's technical and financial requirements, as co-authored by IEC, Inc. and Library Administration, it is the Board's intent to enter into an agreement with IEC, Inc.

Sincerely,

Elizabeth D. Minter
Library Director

June 20, 1999

TO; BOARD OF TRUSTEES
PLACENTIA LIBRARY DISTRICT

FROM: HISTORY ROOM COMMITTEE

SUBJECT: HISTORY ROOM ACCESS

BACKGROUND

The History Room has been over the years available for patron access by requesting Reference Desk personnel to unlock the door to the room. No staff supervision of the room is otherwise provided. Expectation is that a record of usage is maintained indicating patron's name, date, and purpose. In recent years, a guest book has been provided within the room for the documentation of usage to relieve reference desk staff of this responsibility.

Reference desk personnel have made the room available upon request for those wishing to use the materials available within the room.

Recent request for extraordinary usage

Recently a demand was made by a patron to utilize the History Room as an enclosed study space unrelated to the room's purpose. Reference desk personnel rejected this request citing the actual purpose of the room. Other quiet study places within the library were offered and were rejected by the patron. Staff is concerned that acceding to this request would set a precedent; it would also provide an advantage which could not be extended to an additional patron wishing the same accommodation since no other such space is available.

Patron's Demand

This patron wanted to see the policy which restricted the usage of the room to local history research. No policy exists.

History Room Committee's Considerations

Attending: Suad Ammar, Julie Shook, *Pat Irot, *Pat Jertberg,
*Marie Schmidt ... June 16, 1999

The History Room volunteers, indicated by *above, have had long standing concerns about the vulnerability of the materials located within the room. In an unsupervised environment, work in progress is subject to visitors' access, the artifacts within the glass cases are unsecured; the data entry on the computer could be jeopardized. Many of the books in the collection are valuable one-of-a-kind, some out of print; they have been reviewed to be assured they have the security strips. However, the committee is

concerned about loss.

Certainly, the purpose of the collection is to provide for patrons with interest in local history. Until such time as work-in-progress in properly organized and possible additional space is provided, the committee recommends that access be limited. Until work in progress is organized and greater security can be provided, the committee wishes to close the room to casual access and offers to open the room by appointment. Volunteers would require proper documentation of patron usage, indicating amount of time, quality of materials, ease of access, which can provide guidance to the committee.

The committee wishes to establish posted rules based on these observations, closing the room temporarily and offering to be available by appointment for patron needs. This would provide security of materials within the History Room.

It is important to note that the work of the committee is in the all important organizational stage with data entry in progress; the materials' preservation stage is still ahead.

RECOMMENDATION:

1. Restrict the usage of the History Room to patrons needing information about local history.
2. Approve, ^{until Nov 30, 1999} for an interim period, closure of the History Room; with access available by appointment with History Room volunteers.

*Drawn by
Peggy
open
stand*

*Peggy
EHP Nov 30 1999*

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian
DATE: June 16, 1998
SUBJECT: **Program Web Site Development Report for the Month of June, 1999**

On Wednesday, June 23, Principal Librarian, Suad Ammar met with Mr. Mark Klassen, representing Cosmoslink Internet Services, to discuss the details of the Web Site development. It was agreed that Cosmoslink will register the Library's domain name immediately, and draft a Memorandum of Understanding detailing both Cosmoslink's and the Library's obligations towards the fulfilment of the agreement.

The Library staff have started to prepare the textual information that will be submitted to Cosmoslink to be coded and organized.

The target date for going on line is August 31, 1999.

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TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian ^{SA}

DATE: July 21, 1999

SUBJECT: Program Committee Report for the Month of June 1999

DEPARTMENT		JUNE	
<i>Literacy Services</i>		Number Of Programs	Number of Attendees
YTD Total		52	256
<i>Children's Services</i>			
Way Out Wednesdays		2	255
SRP Registration			450
SRP School Visits		7	4697
Class Visits to the Library		1	18
Story Times 3-6		8	81
Group Visits to the Library (Brownie)		N/A	N/A
Scavenger Hunt		N/A	N/A
Lapsits		N/A	N/A
Spring Programs		N/A	N/A
		N/A	N/A
Total		18	5501
YTD Total		163	10683

TO: Elizabeth Minter, Library Director

FROM: Cyrise Smith, Children's Librarian *CS*

DATE: July 21, 1999

SUBJECT: June activities in the Children's Department

Programming- There were no storytimes in June. The storytime schedule will resume in July. A new program will be added in July to the Children's programming line-up. MusicTime will be held on Tuesday Evenings beginning July 6th. Lin Baesler, MA will be the contracted performer for these programs.

Class/Group visits- Class visits from local schools continued. One class visited the library this month, with a total of 18 children using the library and its services.

Summer Reading Program- The Summer Reading Program is well under way. As of June 30th, 450 children had registered for the Summer Reading Program. By the end of June we were into the 2nd week of the program. There is a team of 15 teen volunteers to man the prize booth and re-shelve and clean books as time permits.

Way Out Wednesdays- There were two Way Out Wednesday shows in June, with a total of 255 kids and adults attending. The shows included K.C. and Co. with their variety show presentation "King Arthur's Court" and an animal show presented by Diane Cooper, a Placentia resident. The animal show included 1 iguana and nine parrots.

Summer Reading Program School Visits- School visits to promote the Summer Reading Program were done in June. The Children's Librarian and adult volunteers visited 7 Placentia Elementary schools, telling approximately 4700 children about the Summer Reading Program. Thanks to my volunteers: Pat Irot, Gae Woods, and Eleanore Rankin for helping out with the school visits.

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TO: Elizabeth Minter, Library Director
FROM: CW Cheryl Willauer, Library Assistant
DATE: July 21, 1999
SUBJECT: Publicity materials produced for July 1999

Information on the Placentia Library cable channel #53:

1. Library Address
2. Library Hours
3. Placentia Library Board of Trustees
4. Literacy Services asking for volunteer to take the tutor training program
5. Find bargains at the Friends of Placentia Library bookstore and ongoing sale
6. Children sign up for the Summer Reading Program
7. Music Time for children on Tuesday evenings
8. Lapsit stories and songs for toddlers Thursday mornings
9. Storytime for children on Wednesday evening or Thursday morning
10. Apply for your passport at Placentia Library

Newspaper articles published:

1. The Placentia Public Library is offering free summer reading programs for children
2. The police facility and City Hall (and the Library were evacuated Monday after a bomb scare

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

Los Angeles Times
OC Edition JUN 23 1988
Daily

PLACENTIA

335
The Placentia Public Library is offering free summer reading programs for children. "Storytime Corner" for toddlers will be held from 10:15 to 10:45 a.m. Thursdays, July 8 through Aug. 26. Story time for children 3 to 6 years old will be held from 6:30 to 7 p.m., starting July 7. Information: (714) 528-1906, Ext. 212.

—Veronica Duran, (949) 574-1213

PLACENTIA

The police facility and City Hall were evacuated Monday after a bomb scare. According to police spokesman Matt Reynolds, "a man came in, dropped a canvas carry-on suitcase on the floor and ran out." The sheriff's Bomb Squad was called and the civic center cleared. By the time staff returned, the bag had been X-rayed, opened and found to contain only old clothes. The suspect, known to police as having mental problems, was found behind the library, questioned and released.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: July 21, 1999
SUBJECT: Placentia Library Literacy Services Report for the month of June

Program Statistics

Active tutors: 44

Active students: 47

Students waiting to be matched: 23

Percentage of tutors reporting (June hours): 84%

Tutoring hours reported: 248

Other volunteer hours reported: 35

Total volunteer hours: 283

Literacy for Adults and Children (LAC) Grant. One thousand dollars worth of books dealing with adult, family and children's literacy were selected and ordered for the library collection from the list provided by the California State Library.

SAFETY COMMITTEE MEETING
JUNE 23, 1999
MINUTES

I. Call to Order: 11:35 A.M.

II. Members Attending: Wendy Goodson
Esther Guzman
Katie Matas
Cindy McClain

Members Absent: Cyrise Smith

III. Old Business

1. The work order is still pending for repair of the concrete by the back employee exit.

IV. New Business

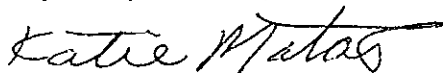
1. There was a bomb threat at the police department on Monday, June 21, 1999 at noon. The staff evacuated the building and waited for the police to declare the area safe. After the building was declared safe, the staff returned and opened the library as usual.

2. A memo was sent to the Placentia Police Services Manager and the City Emergency Services Coordinator, updating the Library emergency information.

3. A rug by the doors from the workroom to the main library was torn. After examining the rug, the safety committee declared it a hazard and removed it.

The next meeting will be July 28, 1999 at 11:30 A.M.



Respectfully submitted,



Katie Matas



TO: Library Board of Trustees

FROM: Julie Shook and Wendy Goodson, Staff  

DATE: July 21, 1999

SUBJECT: Report on Y2K Preparations for June, 1999

Project – Julie Shook	Status/Scheduled
LAN Management System/Software	Consultation scheduled for July 99
LAN Workstations	Not yet scheduled
XCP Program	Not yet scheduled
XCP Equipment	Not yet scheduled
Ameritech System	Coordinating with Anaheim Public Library
Internet Service Provider	Not yet scheduled
ISDN Service Provider	Not yet scheduled

Project – Wendy Goodson	Status/Scheduled
Banks	First Security Bank /July 99
Payroll Contractor/Software	Compliant
Utilities	Sent Y2K letter – awaiting response
Fire Alarm System	Coordinate with City of Placentia
Ventura	Coordinate with Minter & Willauer
Office 97	Sent Y2K letter – awaiting response
Telephone System	Sent Y2K letter – awaiting response
Voicemail System	Sent Y2K letter – awaiting response
Emergency Planning	EOC information workshop in July 99

Prepared by: Wendy Goodson

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *elm*
SUBJECT: Evaluation of Library Director
DATE: July 21, 1999

BACKGROUND:

A closed session may be held to discuss the evaluation of the Library Director's performance.

The Brown Act provides that salary recommendation discussions may not be held in closed session except to determine whether or not a salary increase will be given (without discussion of amount or percentages).

The Brown Act provides that the closed session not include discussion of any item not related to the actual performance evaluation. Discussion of plans or goals for the next evaluation period are not legal topics for a closed session.

The President's statement prior to entering a closed session is:

Pursuant to California Government Code Section 54957, a closed session will be held to discuss the evaluation of performance of the Library Director.

RECOMMENDATION:

Complete the evaluation process and make a salary recommendation for the Library Director.



Café Service in Public Libraries

Noreen Reese

Considering whether to offer a coffee service? A survey of nineteen libraries that have or still offer coffee service to patrons offers some helpful insight.

When you picture someone "curling up with a good book" does that picture include an overstuffed chair, an afghan, a mug of steaming hot coffee, and a plate filled with cookies? Does reading the morning newspaper include eating a doughnut or muffin while sipping that coffee that jump starts your day? That combination of reading with drinking and eating has led many libraries to consider offering cafés, coffee carts, or kiosks for their customers. Many are not just selling coffee and muffins, but are attempting to sell the ambiance of the coffee culture.

Many bookstores have targeted this market; the large chains such as Borders and Barnes & Noble have included coffee shops in their stores. The question as to whether libraries should imitate bookstores has been hotly debated on discussion lists and in library literature. It was the cover story in the March 1998 issue of *American Libraries*. One of the big draws at some bookstore chains is the coffee shop. How does a public library determine if this should be part of its service program? First, take a close look at the community. Are coffee shops part of the local picture? Are they successful? Do customers pick up bagels and muffins at the local grocery store, or do they go to specialty shops? Are the bagel and coffee shops selling something more than food and beverages? How are these shops decorated? Is the furniture designed to encourage lingering? Are customers "reading" in these establishments?

Our Coffee Culture

Coffee is not just a beverage in our culture. It is a part of our social grain. We start our day with coffee and end our dinner with it. We meet for coffee, have coffee breaks at work, and stop for coffee. Coffee-related gift items include cups, thermos dispensers, and travel mugs. You may have your name, occupation, hobby, child's picture, or favorite saying on your favorite mug. More recently, coffee drinkers have developed a taste for specialty coffees, and many of them own coffee grinders, espresso machines, or cappuccino makers.

The number of retail coffee outlets in the United States in the 1970s was approximately 250. In 1999, that number is expected to reach ten thousand. The development and rise of this specialty coffee industry has caught the interest of many public libraries.

These specialty coffee firms are continually investigating the potential of new sites for their outlets. Are libraries an obvious location? It was the large coffee chains that recognized the "book connection" early on, when Starbucks partnered with Barnes & Noble. Starbucks currently has one library location in the Multnomah County (Ore.) Library. Cathy Alloway, director of the Hershey (Pa.) Public Library

was approached by a coffee vendor who hadn't considered a library location until he read about library involvement in one of his coffee trade journals. Whether coffee service will flourish at the local library has yet to be determined.

Libraries and Food Service: An Update of the 1993 PLA Research

In 1993 the Retail Outlets in Public Libraries Committee of the Public Library Association produced "Food Service in Public Libraries." It included responses to a survey of libraries in five states. Six libraries provided coffee service that ranged from vending machines to complete restaurants. Since that time, two of those libraries expanded, one downsized, and one eliminated the coffee service. (Two of the libraries' service was unchanged.) Service at the Los Angeles Public Library changed from an espresso cart to a food court featuring three different types of foods. Huntington Beach (Calif.) Public Library maintains its vending-machine service and has added a coffee cart. The full-service restaurant and catering business at the Broward County (Fla.) Main continues to serve approximately 350 people for lunch every day. Boulder (Colo.) Public Library's espresso bar is in its fifth year and on its third vendor and continues as originally envisioned. Irving (Tex.) Public Library continues with one less hot drink machine than in 1993, while Geauga County (Ohio) Public Library eliminated the machines in 1995.

In considering whether or not to offer a coffee service at the Warren-Newport Public Library, the author identified and surveyed thirteen more libraries located in ten different states. Three of these thirteen eliminated the food service after less than one year, but two of those libraries would consider offering some form of café/coffee shop in the future.

Nine out of the thirteen libraries surveyed are happy with what they offer and plan to maintain the same level of food service. Hershey (Pa.) Public Library offers the smallest service, a coffee and muffin cart operated by volunteers. The other eight offer cafés or coffee bars that seem to work more successfully in libraries.

Submitted September 1998; accepted October 1998

Types of Coffee Service

There are, broadly speaking, four different types of coffee-specialty establishments: carts, coffee bars, cafés, and coffeehouses. Cart service has two main advantages: the small amount of space required (85 sq. ft. to 125 sq. ft.), and the low start-up budget of \$15,000 to \$30,000. A cart is portable, and if a location doesn't work the operator can move somewhere else. Coffee bars include specialty and gourmet coffees along with baked items and other sweets. A coffee bar is usually 400 sq. ft. to 1,200 sq. ft. and requires a \$45,000 to \$125,000 start-up budget. A café usually serves both lunch and dinner and has a sizable menu. A café is typically 1,000 sq. ft. to 1,500 sq. ft. A start-up budget for this operation could range from \$75,000 to \$195,000. In a coffeehouse, ambiance is extremely important. They usually have dim lighting, comfortable sofas and chairs, and may offer programming such as poetry readings. The emphasis here is on long visits, stimulating conversation, and strong java. You may also find a small library within a coffeehouse. Space requirements are approximately 1,200 sq. ft. to 2,200 sq. ft. A rather large start-up budget is necessary ranging anywhere from \$95,000 to \$275,000. Marketing is essential for the success of this type of coffee service and the price of rent frequently determines the risk involved.

Space availability is usually the determining factor for a library when considering which of these four services to offer. Among the surveyed libraries are examples of cart, coffee bar, and café service in libraries. The coffeehouse concept appears to take this service to a different level. The Broward County (Fla.) Main Library, however, expressed an interest in opening its restaurant at night to host book and author events that would add the programming element of a coffeehouse.

Purpose of Coffee Service

Some of the reasons for offering coffee or café service to library patrons include:

- an added amenity;
- the community expects it;
- a source of additional revenue;
- a fund-raising venture for the Friends of the Library;
- the library is located close to schools, and the children need a place where they can purchase food and beverages after school;
- a library trend;

- a special attraction for our senior population;
- a drawing card for clientele who might be big library supporters;
- an attraction for community business leaders; and
- a way to develop the role of the library as a community center.

When considering reasons for offering this service, it is very important to determine if the library expects a financial profit. How a library is governed may determine why a service is offered and who will benefit from it. Broward County Main Library leases library space to the café operators for \$42,000 annually. This sum goes into the county general fund. All proceeds from the vending machines in the Irving (Tex.) Public Library benefit the city employees' organization.

Another example of a library café run for profit is the Multnomah County Library. The library employs a coordinator of entrepreneurial activities who last year posted a Web site titled, "The Official Web site for Entrepreneurial Libraries." In it he explains that Starbucks pays a \$1,000 monthly rental, or 10 percent of the gross profits, whichever is higher, in order to operate the espresso bar at the library. Starbucks also has agreed to participate in library sponsorships. One of the more interesting of these was the "Better Latte than Never" campaign. Starbucks created, produced, and mailed 65,000 postcards to library patrons whose fines disallowed them from borrowing materials. In exchange for paying their fines, Starbucks gave them free drinks.

Expectations about financial rewards varied widely among the libraries surveyed. At one end of the spectrum was the "Mugs 'n Muffins" cart at Rolling Meadows (Ill.) Library that broke even using volunteers. At the end of the experiment, the cart was left unattended and an honor payment system was used. Most libraries expected to make some money but saw this more as a service issue rather than a money-making venture. Several libraries, however, hoped that café service would increase revenue. Roseville (Minn.) Library hired a consultant to investigate ways for the library to increase revenue; his recommendation was to open a coffee shop.

A public library must be very clear as to why it wants to offer a service and whether it expects a profit. Everyone involved in the effort should understand the library's perspective on these two points.

The Organizational Effort

Once a library decides that coffee or café service should be part of the service program, the process of deciding who, what, how, when, and where to offer it begins. "Location, location, location," is frequently the determining factor in the success or failure of café service. If the only space available is in the basement far away from any entrance, it may be impossible to convince customers to walk that far, as evidenced by the canteen experiment at Fountaindale Public Library in Bollingbrook, Illinois. The basement location was cited as one of the reasons that the venture failed. Even parents waiting for their preschool-aged children who were attending story hours were reluctant to visit the basement café. The library even considered moving the story hours to the basement meeting rooms but determined that it would be too inconvenient for the staff to move all of their programming materials.

The ideal location for café service is near the entrance; it would also be an advantage if the café were close to a meeting room. A cart or kiosk involves less space, but the area should be very visible and be able to accommodate a few benches. A full-service café needs adequate space for seating, counter, preparation, and storage.

Libraries Responding to the Coffee Survey

Providing Coffee Service

Atlanta Fulton Public Library, Georgia
Bettendorf Public Library, Iowa
Boulder Public Library, Colorado
Broward County Public Library, Florida
Hershey Public Library, Pennsylvania
Huntington Beach Public Library, California
Irving Public Library, Texas
Los Angeles Public Library, California
Milwaukee Public Library, Wisconsin
Multnomah County Library, Oregon
Newington Public Library, Connecticut
Pikes Peak Library District, Colorado
Roseville Library, Minnesota
Schaumburg Public Library, Illinois
Warren-Newport Public Library, Illinois

No Longer Providing Coffee Service

Alexandrian Public Library, Indiana
Fountaindale Public Library, Illinois
Gauga County Public Library System, Ohio
Rolling Meadows Public Library, Illinois

Information as of Spring 1998.

To Outsource or Not to Outsource

Once a viable location for the service has been identified, the library needs to determine whether the service will be operated by the library or outsourced. Leasing the space involves finding someone with the expertise and credentials to run a successful operation that will meet the standards that you set. Maintaining the entire operation involves that and much more.

If the library decides to operate the service, it may reap greater profits, but it also assumes a much greater risk. Libraries that decide to go it alone should consider that 80 percent of all businesses fail in their first five years. They should be prepared to put in the time, effort, and staffing levels necessary to build a new business. Marian Amodeo explained that the Newington (Conn.) Public Library spent the first year learning how to operate the coffee service. No revenues were realized. Prices had to be raised and operations streamlined. The coffee bar is popular, and Amodeo feels that it will be profitable, but she pointed out that this was a very different endeavor for the library to tackle.

If the library decides to outsource, choosing the right vendor is critical. More than one library spokesperson stressed that cooperation between the library and the vendor is vital to the success of the service. Janet Lyon from the Huntington Beach (Calif.) Public Library noted, "It is important that the library wants their vendor to succeed and commits to working with and accommodating them whenever possible."

The Product

Whether the library runs the facility or outsources it, the coffee service must stock items that are locally popular and within a price range that the targeted customer will accept. If it hopes to draw library staff as customers, the service must offer items that they can afford. Specialty coffees, muffins, scones, pastries, bakery goods, bagels, fruit, juices, and cookies are the most popular items currently sold at library cafés. The addition of sandwiches, soups, and salads will attract a lunch crowd. Several libraries surveyed have added or plan to add these items. Full-service restaurant meals and catering services are available at some larger libraries. All of these restaurant-type operations are outsourced. The primary distinction between a coffee

bar/café and a restaurant operation is on-site food preparation. Café and coffee-bar operations may offer warmed food, but rarely prepare any food from scratch. When allowing food preparation on site, a library must deal with additional considerations including food odors and increased pest-control responsibilities.

The Request for Proposal

If the service is to be outsourced, a request for proposal, or RFP, frequently is used to elicit bids from potential vendors. The RFP usually lists very specific criteria that the potential vendor must address. The RFP is an excellent tool for comparing as well as screening interested vendors.

Typically, an RFP advertisement is published in local newspapers and sent to known vendors. An RFP for café service should cover all aspects of the proposed operation including: a description of the property or premises, terms of the lease along with extension options, rent, a description of service and utility responsibilities, insurance responsibilities, accepted hours of operation, tax responsibilities, hiring and employment practices, the vendor-selection process, grounds for rejection of a proposal, requirements of bidders to attend meetings or tours, deadlines for submission of the RFP, and a time schedule for vendor selection. Interviews of qualified applicants should be held to clarify any questions as well as determine negotiable points.

Analysis and Conclusions

The libraries viewed starting out small as helpful in determining customer response. No matter what type of service offered, however, total commitment is needed to fairly evaluate the service. Even when offering a food service as basic as vending machines, it is important to offer it well. It would be unfair to label the service as unsuccessful if the machines are not filled regularly and the area is not kept clean.

Unless someone on the library staff has expertise in food-service or business operations, or the library is willing to hire someone with this background, outsourcing appears to make the most sense.

The topic that elicited the strongest opinions in the numerous conversations during this study was whether beverages should be allowed in the library proper. (Of the nineteen libraries surveyed, only one allowed food in the library.) Yet vendors don't want to limit their customer

base because of a policy that prohibits customers from taking beverages into the library. It makes better business sense for a vendor to view the entire library as seating potential for the business. On the other hand, library staff and administrators worry about property damage even though there is no evidence to support this concern. Six of the nineteen libraries studied allowed beverages anywhere in the library proper. Most interviewees expressed surprise at what a nonissue this was. The most substantial spillage damage reported was one computer keyboard.

Every day library customers take materials home and read or listen to them while eating and drinking. It appears that we should be more concerned about water damage occurring while patrons read in their bathtubs. It is prudent for libraries to diminish the risk of property damage, however, by requiring lids on all beverages. This study produced nothing that would support the need for a policy restricting beverages in the library due to property-damage concerns.

It is critical to know the community to determine whether or not to offer café service. If coffee bars and cafés are popular in the community, you may want to consider the service. There is more risk involved if a library decides to be the first in the area to offer such a service. Jumping on the wagon makes more sense than building the first bandwagon. Knowing the community's food preferences helps to determine which food products to offer. Muffins, cookies, and basic coffees may fit one library's customers while biscotti, scones, fancy salads, bagel sandwiches, and a variety of specialty coffees may suit another clientele.

It seems likely that café/coffee service in libraries will continue to grow. As it does, librarians will be able to learn more about the best ways to offer this service. It will be interesting to revisit this topic in two or three years to see what's perking! ■

Resources

- "Entrepreneurial Libraries," available at www.multnomah.lib.or.us/lib/entre/espresso.html
- Specialty Coffee Association of America, available at www.scaa.org
- Specialty Coffee Retailer, available at www.specialty-coffee.com/

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Board & Administrator

FOR BOARD MEMBERS

July 1999 Vol. 15, No. 11

Editor: Jeff Stratton

The administrator's report is must reading!

Communication

From a board member's point of view, one of the best things about receiving a regular written report from your administrator is that it helps you know what takes place at the organization.

As a volunteer, you're not at the organization every day. So you have no way of knowing what's happened.

Board Member Nancy Dashner (Frazee, MN) says her administrator's bi-weekly update helps keep her informed. "Our administrator's updates help me know what's going on at the organization," she says. "With the update, I know firsthand from the administrator what's happened."

Through a written report, an adminis-

trator can also prepare the board for certain unpleasanties of board service. This nonprofit, for instance, has a unionized staff.

"When negotiations were taking place, our administrator used the update to let us know the type of scare tactics the union might use during negotiations," says Dashner.

"He also puts his schedule on there and that's helpful. It's nice to know when he'll be out of town attending a meeting.

"When we have a heads up about a meeting he's attending and we have an interest in the topic, we can ask him to follow-up on it." ■

Thanking the administrator doesn't always mean a raise

There are nonprofit administrators who, when it comes to their own compensation, will tell board members they don't need or require a raise.

Personally, I think this is one time when boards and administrators shouldn't work as a team!

If your administrator deserves but declines a raise out of financial concerns for the nonprofit, look for other ways to recognize his or her contributions:

- extra vacation time?

- a bonus?
- a universal life insurance policy?

Board Chairperson Judy Meyer (Alexandria, MN) and her board found a way to get their administrator something he really wanted.

"Our administrator's secretary told us that he could really use a new computer," says Meyer. "So we bought one for him.

"It's important for boards who have good administrators to find ways to say 'Thanks!'" ■

What is administration and what is setting policy?

10 questions that separate policy from management

Board members, acting as a group, set policies and goals for the administrator to implement. Policies and goals should affect the entire organization and dictate what it will do. Board members do not implement policy—that's the administrator's responsibility. He or she is hired to run the day-

to-day affairs of the nonprofit.

This is a standard way of explaining the concept of "Who does What". If you want to further clarify the matter on your board, work through the following exercise. "Yes" answers to the statements indicate your board does a good job of focusing on policy. ■

Item	Yes	No
1. Our board understands that its role is to set policy for the governance of the organization and to delegate day-to-day management authority to the administrator. If "No," how can we improve in this area: _____		
2. Our board is comfortable delegating management responsibility to the administrator and conveys in clear terms what we expect of him or her. If "No," how can we improve in this area: _____		
3. Our board understands the importance of the chain of command policy and refers all complaints, concerns or comments from staff and the public to the administrator. If "No," how can we improve in this area: _____		
4. Board members understand they can only act under the full board's authority, not as individuals. If "No," how can we improve in this area: _____		
5. The board monitors finances in a responsible fashion, by approving the budget, monitoring regular financial reports and providing for an annual audit. If "No," how can we improve in this area: _____		
6. The board creates policy for financial management and approves the budget, but the administrator is responsible for investing funds, paying bills and day-to-day purchases. If "No," how can we improve in this area: _____		
7. The board is responsible for writing and monitoring progress on a strategic plan, but the administrator implements the plan. If "No," how can we improve in this area: _____		
8. The board sets broad policies that affect personnel, but the administrator is responsible for writing job descriptions, and hires, disciplines, promotes, evaluates or fires staff. If "No," how can we improve in this area: _____		
9. All new board members receive a formal orientation to board service from the administrator. If "No," how can we improve in this area: _____		
10. Our board evaluates its performance as policy-makers as a group each year. If "No," how can we improve in this area: _____		

1988 Public Library Referenda

Part 1 of this year's referenda feature illustrates that funding levels for CONSTRUCTION projects remain high, but voters say, "Nay," more often

Referenda Resistance

By Richard B. Hall

TIMES and economics certainly have changed the library referenda tableau. We acknowledged the void in data collection on these elections back in 1987, and our first feature in 1988 included 54 referenda that attempted to raise \$242 million for capital improvements. Though the number of projects has remained constant, the amount of money involved has skyrocketed. In fact, the amount of money approved this year exceeded the total amount sought in 1987.

Nevertheless, the last two years have seen greater resistance to approving the ever-increasing amounts requested. This year voters rejected \$112 million in capital funds in contrast to a 12-year average of \$69 million. Last year they voted down \$123 million in capital funding. It would seem that voters are just distrustful of referenda, equating them with the electoral process in general and therefore assuming acceptance puts money into the hands of politicians. Or we may just be experiencing another backlash from citizens tired of shelling out money, even if it is for a cherished institution like their library.

Richard B. Hall, Library Consultant, California State Library, is the author of *Winning Library Referenda Campaigns* and *Financing Public Library Buildings*, both published by Neal-Schuman

TABLE 1: REFERENDA FOR PUBLIC LIBRARY BUILDINGS 1988

Community	Library	For	Vote Against	Amount of Referendum	General/Special	Other Ballot Items
ARKANSAS						
Fort Smith	Fort Smith PL	53%	47%	\$17,500,000	S	Y
CALIFORNIA						
Monterey Park	Bruggemeyer Memorial Lib.	67%	33%	3,600,000	S	N
Pleasant Hill*	Contra Costa County PL	65%	35%	14,000,000	G	N
COLORADO						
Pueblo*	Pueblo Lib. Dist.	34%	66%	14,000,000	G	Y
CONNECTICUT						
Granby	Granby PL	72%	28%	350,000	S	Y
Woodbridge	Woodbridge Town Lib.	66%	34%	3,500,000	S	N
FLORIDA						
Sarasota	Sarasota County Libs.	61%	39%	12,980,000	S	Y
GEORGIA						
Cumming	Forsyth County PL	65%	35%	2,360,000	S	Y
IDAHO						
Lewiston*	Lewiston City Lib.	56%	44%	3,970,000	S	N
Post Falls	Post Falls PL	78%	22%	2,000,000	G	N
ILLINOIS						
Algonquin*	Algonquin Area Pub. Lib. Dist.	42%	58%	10,400,000	G	Y
Eibum	Town and Country PL Dist.	59%	41%	2,950,000	G	N
Elgin*	Gail Borden PL	45%	55%	28,000,000	S	N
Mundelein	Fremont PL	55%	45%	10,000,000	G	N
Mundelein*	Fremont PL	37%	63%	1,000,000	G	Y
Warrenville*	Warrenville PL Dist.	48%	52%	4,500,000	G	Y
Zion	Zion-Benton PL	51%	49%	4,975,000	G	Y
IOWA						
Fort Dodge	Fort Dodge PL	72%	28%	2,600,000	S	N
KANSAS						
Olathe	Olathe PL	68%	32%	1,960,000	S	N
MAINE						
Dover-Foxcroft	Thompson Free Lib.	100%	0%	8,500	G	Y
MASSACHUSETTS						
Anonamous*	Anonymous	45%	55%	2,145,000	S	N
Millbury	Millbury PL	70%	30%	3,100,000	G	Y
MISSISSIPPI						
McComb	McComb/Pike County Lib.	83%	17%	2,200,000	G	N
NEBRASKA						
South Sioux City*	South Sioux City PL	49%	51%	3,500,000	S	N
NEW HAMPSHIRE						
Conway*	Conway PL	61%	39%	1,723,000	G	N
Rye	Rye PL	87%	13%	250,000	G	Y

*Referenda that failed

bat
in
ten

There were 55 library referenda for capital outlay purposes this year, which was a slight decrease from last year's 58 campaigns. Still, the number of capital campaigns reported was above the 12-year average of 50 campaigns per year. Of the 55 referenda (see Table 1) held in search of capital funds between July 1, 1997 and June 30, 1998, 39 campaigns (71%) were successful, 16 failed. As Table 2 shows, this is below the average success rate of 79% for the combined data collected for the past 12 years (1987 to 1998).

Funding levels

The \$361 million in funding sought this year was the third highest in 12 years of collecting data, exceeded only by FY89 (\$394 million) and FY97 (\$368

million) and well above the 12-year average of \$262 million. This year, 69% (\$249 million) of all funds sought was approved by the voters, with \$112 million (31%) rejected. This is the fourth highest funding rejection rate ever, behind only FY94, when 49% of the money sought was rejected by the electorate, and FY97 and FY89, when 33% was rejected. Only in the same three previous years, FY89 (\$129 million), FY94 (\$120 million), and FY97 (\$123 million) was a higher amount of money turned back by the voters. The \$112 million rejected this year is well above the \$69 million per year average for the 12 years of data collection.

While it is too early to tell if this is a trend, the last two years have been well above the average rates both in

terms of the actual amount of money rejected as well as the percentage of money rejected. On the other hand, the \$249 million approved this year is the third highest amount ever approved in the last 12 years and well above the 12-year average of \$193 million.

Voter approval rate

When the percentages of votes for and against all of the 1998 referenda are averaged, the national percentage of affirmative votes is 62%, which is just below the 12-year combined average approval rate of 64%. Nationally, library capital ballot measure campaigns consistently receive over 60% of the vote (only 1992 was below 60% at 59%).

Special vs. general elections

In 1998, 60% of the referenda were held during general elections, which is slightly below the 12-year average of 62%. In comparing the success rates of referenda held during special and general elections, it appears that special elections still have a slight edge. This year the difference in the approval rate was minimal (73% approval rate for special elections, compared to 70% for general elections); however, over the 12 years, the data show that referenda held during special elections passed 85% of the time compared to only 76% of those held during general elections.

This difference in the approval rate between special and general elections should be taken with a grain of salt by local library campaign planners. What is by far more important than a national average in the consideration of when to place the library measure on the ballot is the local economic and political environment. There are so many local variables to be considered that a slight advantage on average for special elections might almost be considered inconsequential.

Major campaigns

As is typically the case, a relative-few campaigns accounted for a large percentage of the money placed before the voters. Table 4 shows the 11 major capital campaigns that accounted for 65% of the funding attempted last year.

AKRON, OH

\$80 million; Passed: 59%
The Akron campaign to authorize the sale of \$80 million of general obligation (GO) bonds was the largest library capital campaign held this year. The mea-

TABLE 1: REFERENDA FOR PUBLIC LIBRARY BUILDINGS 1998

Community	Library	Vote For	Vote Against	Amount of Referendum	General/Special	Other Ballot Items
NEW JERSEY						
Ringwood	Ringwood Public Library	69%	31%	\$2,500,000	G	N
NEW YORK						
Burnt Hills	Burnt Hills-Ballston Lake Comm.	64%	36%	950,000	S	N
Cornwall	Cornwall PL	59%	41%	2,200,000	S	N
Holbrook	Sachem PL	82%	18%	6,900,000	S	N
Huntington	Huntington PL	72%	28%	6,600,000	S	N
Lewiston*	Lewiston PL	30%	70%	400,000	S	N
Marlboro	Marlboro Free Lib.	99%	1%	150,000	G	N
Spring Valley	Finkelstein Memorial Lib.	66%	34%	125,000	G	N
Warwick*	Albert Wisner PL	25%	75%	5,710,000	S	N
NORTH CAROLINA						
Burlington	May Memorial Lib.	72%	28%	3,000,000	G	Y
OHIO						
Akron	Akron-Summit County PL	59%	41%	80,000,000	G	Y
Anonamous*	Anonamous	32%	68%	6,750,000	G	Y
Anonamous*	Anonamous	49%	51%	6,000,000	G	Y
Madison	Mackenzie Memorial PL	52%	48%	2,250,000	G	N
Orrville	Orrville Public Lib.	65%	35%	3,300,000	G	N
Sandusky*	Sandusky Lib.	49%	51%	7,200,000	G	N
OKLAHOMA						
Tulsa	Tulsa City-County Lib. Syst.	72%	28%	22,000,000	S	N
OREGON						
Prineville	Crook County Lib.	61%	39%	2,700,000	G	N
TEXAS						
Austin	Westbank Community Lib. Dist.	84%	16%	1,200,000	G	N
Cedar Park	Cedar Park PL	66%	34%	2,750,000	S	Y
Dallas	Dallas PL	88%	12%	10,050,000	G	Y
Fort Worth	Fort Worth PL	89%	11%	2,700,000	S	Y
Houston	Harris County PL	65%	35%	15,000,000	G	Y
UTAH						
American Fork	American Fork PL	77%	23%	4,700,000	G	Y
North Logan	North Logan City Lib.	63%	37%	2,000,000	G	N
WASHINGTON						
Bremerton	Kitsap Regional Lib.	67%	33%	1,600,000	G	N
Pasco	Mid-Columbia Lib.	72%	28%	750,000	S	Y
WISCONSIN						
Merrill*	T.B. Scott Free Lib.	47%	53%	3,000,000	G	N
Neenah	Neenah PL	52%	48%	5,000,000	G	Y
TOTALS	55 Referenda	62%	38%	\$361,056,500	G=60%	Y=44%
	39 Passed			16 Failed	S=40%	N=56%

*Referenda that failed

Public Library Referenda

sure provided \$2 million each for 15 branch libraries (\$30 million) and \$50 million for the main library. In addition to packaging the branch libraries together with the main library project, library supporters attribute their success to an extensive public information process that was implemented well before the political campaign even started.

Since all of the proposed branches had been built in the 1950s or earlier, the need for new libraries was obvious. The main library need was equally apparent, with 6.5 miles of library materials in storage in the basement (including half of the audiovisual collection) and only 35 parking spaces to serve a main library with over half a million patron visits per year. Fortunately, there was no controversy between the need for the branch libraries vs. the main library, and, further, there was no significant organized opposition to the measure.

Regardless of the quality of the preliminary spadework, library supporters didn't rest on their laurels. They hired a political consultant who created an aggressive campaign strategy that included door-to-door canvassing, three mailings (including one to absentee voters that arrived in the mail the same day their absentee ballots did), yard signs, and a get-out-the-vote (GOTV) phone bank along with poll greeters and a radio ad.

Taking nothing for granted, campaign officials worked hard right up to election day. They knew their message was getting through when one of them approached the front porch of a potential voter, and the resident looked up and immediately responded with the campaign slogan: "I know, I know, 'Its Overdue!'"

ELGIN, IL \$28.0 million; Failed: 45%

Unfortunately, the library supporters for the Elgin, IL, library campaign weren't as successful in getting their main message through to the voters. Even though an operating levy had previously passed at a 72% level, supporters were unable to convince a majority of the electorate to vote to replace their 30-year-old building, originally constructed in 1965 when the service area had a population of 55,000. That population had grown to 100,000 in 1997 and was projected to be 165,000 in 20 years.

The library management knew that the facility would soon be incapable of

providing a reasonable level of service, but the campaign was unable to effectively communicate that fact. The building looked in reasonably good condition and wasn't visibly crowded, so

wouldn't be a diminution of library services. In addition, the opposition played upon local east/west discord in the community, which is divided by a river. The side of the community that wasn't

TABLE 2: TWELVE-YEAR SUMMARY OF REFERENDA FOR PUBLIC LIBRARY BUILDINGS

Year	#	Percentage		Amount	Vote		Election		Other	
		Pass	Fail		Pro	Con	Gen	Spec	Ballot Yes	Items No
1998	55	71%	29%	\$361,056,500	62%	38%	60%	40%	44%	56%
1997	58	84%	16%	367,944,431	64%	36%	67%	33%	53%	47%
1996	64	89%	11%	288,235,877	67%	33%	52%	48%	53%	47%
1995	45	87%	13%	169,077,636	65%	35%	64%	36%	49%	51%
1994	53	72%	28%	244,389,778	61%	39%	53%	47%	36%	64%
1993	56	75%	25%	185,874,983	61%	39%	64%	36%	45%	55%
1992	23	74%	26%	227,665,000	59%	41%	65%	35%	43%	57%
1991	46	85%	15%	348,420,142	63%	37%	65%	35%	54%	46%
1990	49	80%	20%	182,755,394	65%	35%	59%	41%	51%	49%
1989	51	75%	25%	394,759,648	61%	39%	65%	35%	41%	59%
1988	45	64%	36%	138,475,602	61%	39%	60%	40%	58%	42%
1987	54	93%	7%	241,927,899	69%	31%	69%	31%	67%	33%
ALL	599			\$3,150,582,890						
AVG.	50	79%	21%	\$262,548,574	64%	36%	62%	38%	50%	50%

many in the community couldn't understand the urgent need for a new building. In other words, the need may have been there, but it wasn't apparent enough to voters.

This situation wasn't helped when opposition to the measure attacked the library measure, claiming that a new building wasn't necessary and that an

going to get the library was encouraged to vote against the measure even though the site picked for the new facility was strategically located to serve the entire population.

By the time election day rolled around even some of the library supporters were confused about the need for the measure, and, as often is the

TABLE 3: TWELVE-YEAR SUMMARY OF CAPITAL OUTLAY REFERENDA FUNDS

Fiscal Year	Total Amount Requested	Amount Approved	Amount Not Approved
1998	\$361,056,500	\$248,758,500	\$112,298,000
1997	367,944,431	244,759,263	123,185,168
1996	288,235,877	247,735,877	40,500,000
1995	169,077,636	138,353,541	30,724,095
1994	244,389,778	124,749,000	119,640,778
1993	185,874,983	130,174,983	55,700,000
1992	227,665,000	141,790,000	85,875,000
1991	348,420,142	315,020,142	33,400,000
1990	182,755,394	133,065,394	49,690,000
1989	394,759,648	266,139,648	128,620,000
1988	138,475,602	101,420,602	37,055,000
1987	241,927,899	223,972,899	17,955,000
TOTAL	\$3,150,582,890	\$2,315,939,049	\$834,643,041
AVG.	\$262,548,574	\$192,994,987	\$69,553,587
		74%	26%

addition would suffice. Further, the opposition did a last-minute mailing to targeted precincts saying that if the ballot were approved it would double taxes and if it weren't approved, there really

case, when voters are unsure about a ballot measure, they vote "No." Given the low voter turnout of a special election, the impact of the opposition, the ambivalence of library supporters as

well as general voter apathy, the measure only obtained 45 percent of the vote, well short of the necessary majority. The next time the measure is put before the voters, library supporters will probably place it on a general election and will do more targeted mailings to library supporters and special precincts. Finally, the measure will have to wait until the library building is more visibly crowded and services start to noticeably erode. This is exactly what the library management was trying to avoid.

TULSA, OK
\$22.0 million; Passed: 72%

The successful Tulsa ballot measure was to provide money to remodel the central library along with 16 branches, expand six branches, and build two new ones. Library supporters made sure that every neighborhood would gain something from the measure. This campaign, unlike previous ones in Tulsa, was the classic low-key, or "silent," campaign; it avoided an all-out media blitz. By design, the strategy was to have the measure decided at a special election where there would be no competing measures and voters would be focused on the library issue. Supporters were so confident of their approach that they even paid the \$85,000 required to hold the special election.

Ten years earlier, the library had sold bonds for a facility expansion program, and those bonds were now paid off. The new bond measure would simply take the place of the old one and therefore wouldn't require an increase in taxes. In addition to spreading the benefit around to the entire community, library supporters campaigned primarily on their previous record: they had delivered the improved libraries approved ten years earlier. Now it was time to upgrade the facilities. The library had a history of providing very good service, and, as a result, there were a lot of satisfied customers. In short, the people liked what they have gotten from the library in the past, and they trusted the library to continue to deliver high-quality service.

This kind of credibility with the electorate can't be bought with glossy campaign literature or slick media ads. It comes from years of hard work and the honest delivery of the kind of li-

brary service that is important to every individual in the community. It is the single most potent weapon in the arsenal of any library campaign committee. When people believe in what the library does so much that they are willing to stand outside in the rain on election day and hand out reminders to vote, it's hard to lose. The resultant 72% landslide victory for libraries in Tulsa speaks volumes.

FORT SMITH, AR
\$17.5 million; Passed: 53%

The library campaign in Fort Smith, AR, did not have the support of the mayor or the local chamber of commerce, both of which were supporting two competing ballot measures: one for an improved civic center and the other for riverfront development. Additionally, there was some organized opposition, but it was not significant and amounted to a few residents putting up signs because they felt the location of

the new library would create increased traffic in their neighborhood.

Again, the library measure was a package deal with the central library project and three branches. The main message for the campaign was "A Library in Your Neighborhood." The plan was to have every resident be within two and a half miles of a library building. Like the Akron campaign (above), the primary reason for the success of this campaign was the preliminary study sessions well in advance of the ballot measure decision, which informed people of the library's capital expansion plan. Further, years before, storefront libraries were opened in the general locations planned for the branch libraries. People responded well to this step-by-step approach, which built interest, confidence in library

management, and, ultimately, laid the groundwork for the involvement of the community.

Like so many library campaigns, the grassroots volunteer approach worked well here. While no outside consultants were hired for the .5¢ citywide sales tax measure, library supporters previously had experience with several measures and knew that a door-to-door canvassing campaign with yard signs was an effective way to reach the voters in their community. The campaign did run a few newspaper ads, but no TV or radio spots were produced in this relatively low-budget effort. In the end, 53% of the voters said "Yes" to the \$17.5 million library measure.

HOUSTON, TX
\$15.0 million; Passed: 65%

The Harris County ballot measure was for a GO bond to finance five new branch libraries. The library projects were part of a countywide package of libraries, parks, roads, and bridges. The campaign for all of the measures was put together by a working group of businesspeople whose primary campaign tactic was to produce and run TV and radio commercials. Library Friends also handed out library flyers, but the main message of the campaign was simply to "Improve the Quality of Life" in the county. County government was essentially saying, "This is what we are going to do for you if you approve the money."

Fortunately for the library, the voters trusted their county government to do what they said they would do, and they approved the ballot measure for the library by an overwhelming 65%, which was the highest voter approval rate of all of the measures on the ballot. It's nice to see that at least in some communities there are still residents who have confidence in their local elected officials and that the distrust of government isn't totally pervasive.

How many times have we all heard the response from library campaign opponents who claim, "I'm not against the library, I'm just against giving the politicians more money by raising taxes"? Library supporters are much more likely to be successful if voters understand they are voting to give the money to the public library and not to "big" government. ■

TABLE 4: MAJOR REFERENDA CAMPAIGNS

Location	Amount	Passed/Failed
AKRON, OH	\$80.0 Million	Passed: 59%
ELGIN, IL	28.0 Million	Failed: 45%
TULSA, OK	22.0 Million	Passed: 72%
FORT SMITH, AR	17.5 Million	Passed: 53%
HOUSTON, TX	15.0 Million	Passed: 65%
PLEASANT HILL, CA	14.0 Million	Failed: 65%
PUEBLO, CO	14.0 Million	Failed: 34%
SARASOTA, FL	13.0 Million	Passed: 61%
ALGONQUIN, IL	10.4 Million	Failed: 42%
MUNDELEIN, IL	10.0 Million	Passed: 55%
DALLAS, TX	10.0 Million	Passed: 88%

Part 2 of referenda shows that while property taxes may not be the best solution for obtaining OPERATING FUNDS, libraries continue to use them successfully

The Voter Vacuum

By Anne M. Turner

PROPERTY TAXES, widely used by municipalities to bankroll their libraries' operating funds, are fundamentally flawed. The problem is they are static, a relic of our agrarian past that have little to do with current economic or demographic reality. And, as my somewhat jaundiced city manager remarked recently, "The feds and the state have already taken the best tax (the income tax) and left local

government (and libraries) with the crumbs." The best tax is one that reflects the local economy, allowing government services to expand or contract in concert with the local ability to pay for them. This fiscal flexibility has given impetus to libraries in California, Texas, Arizona, and wherever else it is legal to seriously explore sales tax revenue measures in the future.

Who's showing up?

That said, we must deal with the current reality, that the fate of additional library expenditures, whether for construction or operations, rests in the hands of those who show up at the ballot box—if they show up at all. Judging by this year's 107 re-

sponses, libraries continue (in FY98) to maintain a high success rate (83%) in their effort to secure additional operational funding. Libraries had 82% of their referenda passed in FY97, 84% in FY96.

Further, of the 18 that failed (89 passed), five actually won favorable majorities, which were later discounted because of peculiar state laws. Tables 1 through Table 5 divide the operating fund ballot measures into categories by revenue amount. In the "Less than \$100,000" group, there were 17 ballot measures, and 16 of them passed. The lone failure was Fern Ridge, OR, where a solid approval got trapped in that state's election law, which requires a 50% turnout of registered voters for funding measures to be valid. Only 38.1% came to the polls.

Among the 40 libraries in the "\$100,000 to \$500,000" category, ten went down to defeat. Two of these also were in Oregon and two more from Illinois, which will be discussed below.

There was one failure and 11 wins in the "\$500,000 to \$1 million" range, with the majority being school district libraries in New York State. Among the libraries in the "\$1 million to \$5 million" range, 29 passed and four failed. One of the failures was yet another Oregon library, which won 59% 41% but lost because of the election law, requiring a minimum turnout for passage. The other three losses were by overwhelming margins, and, frustratingly, two of them were asking for funds to operate new facilities that the voters had approved.

The next category, "More than \$5 million," includes

TABLE 1: MEASURES GENERATING LESS THAN \$100,000/YEAR

Community	Library	Yes/No	Amount	Tax
MAINE				
Dover-Fox Croft	Thompson Free Lib.	100%	\$70,000	P
MONTANA				
Choteau	Choteau PL	72-28%	45,000	P
Livingston	Livingston-Park County Lib.	65-35%	73,645	P
NEW YORK				
East Syracuse	East Syracuse Free Lib.	69-31%	25,000	P
Hammondsport	Hammondsport PL	65-35%	35,000	P
Holley	Community Free Lib.	72-28%	57,129	P
McGraw	Lamont Memorial Free Lib.	51-49%	15,000	P
New City	New City Lib.	64-36%	77,000	P
Odessa	Peterson Memorial Lib.	64-36%	19,669	P
Poplar Ridge	Hazard Lib.	70-30%	20,000	P
Spencer	Spencer Lib.	68-32%	10,000	P
Stony Creek	Stony Creek Free Lib.	75-25%	500	P
Wayland	Wayland Free Lib.	81-19%	75,000	P
OHIO				
Delphos	Delphos Free Lib.	73-27%	46,700	P
Delta	Delta PL	59-41%	90,000	P
OREGON				
Veneta*	Fern Ridge Lib. Dist.	63-37%	63,800	P
PENNSYLVANIA				
DuBois	DuBois PL	51-49%	41,000	P
TOTAL: 17	PASS: 16	FAIL: 1	\$764,443	
TAX: P = Property Tax; S = Sales Tax *Referenda that failed				

Anne M. Turner is Director, Santa Cruz City-County Library System, CA. She is the author of *Getting Political* (Neal-Schuman, 1997), *It Comes with the Territory* (McFarland, 1993), and the forthcoming *Vote Yes for Libraries!* (McFarland, spring 2000)

large urban libraries, starting with Toledo-Lucas County in Ohio, which won \$5.7 million, and then jumping to requests exceeding \$10 million: Cleveland and Multnomah County (Portland, OR), which also passed, and measures in Contra-Costa County in the San Francisco Bay Area and the aforementioned Miami-Dade County in Florida, both of which failed.

Can't win for losing

I'd place libraries from four states in a "Can't Win for Losing" category—either because of their election laws or demographic peculiarities. For example, more than half of the questionnaire responses (56 of 107) came from libraries in New York State, where the law requires that school and library budget increases are subject to voter approval. This includes an association (private) library that receives some money, which explains why the Stony Creek Library in the Adirondacks reported a \$500 ballot measure last year.

I asked a Long Island librarian whether it wasn't a waste of time and money to be constantly mounting ballot measure campaigns just to fund normal cost increases. "Well," she said, "it is a way for the citizens to control taxes. And we haven't had too much trouble." She's right; only one of the 56 New York measures was defeated.

In Illinois, five of the seven ballot measures failed. All of the failures were in what Daniel Zack, the director of the Gail Borden Public Library in Elgin, calls the "collar" counties around Chicago. Over the last 20 years these areas have experienced tremendous growth, requiring high property taxes to keep up with school building infrastructure development, etc. Voters apparently find it hard to understand the need for more money to support growth in services, too.

Stay at home equals failure

Zack also points out that six of the seven measures and only one of the successes were on the ballot in a low turnout

election—March 1998. Although the conventional wisdom has always been that tax measures are best put before the voters in off-years, Zack believes this tactic no longer works. Recent research supports his view. It concludes that antitax activists benefit from low-turnout elections because they get their voters to the polls. It is the pro-services and, specifically, pro-libraries people who are guilty of apathy on election day and must be persuaded to vote if we expect to win.

The stay-at-home phenomenon also plagued Oregon libraries. In a statewide election held in May 1998 in

which five libraries had property tax measures on the ballot, four of the five passed but were disqualified because of low voter turnout. In November, the Multnomah County Library (Portland) squeaked by with a 51%-49% victory, on the same ballot as a physician-assisted suicide measure.

Whose sales tax is it anyway?

Then there is my home state of California, where five libraries were on the ballot, three of them for sales-tax measures. Solano County passed its sales tax proposal with 68.1% of the vote. Contra

Costa County passed, too, but, heartbreakingly, fell two points short of the state supermajority requirement of 66.6%. Two other libraries passed property tax measures, both garnering the required two-thirds, which isn't easy.

I asked several library directors around the country why more libraries weren't opting for sales tax measures. The responses ranged from "it isn't legal here" to "because we've always had the property tax." One director pointed out that if the library proposed going for sales tax instead of property tax support, the current sales tax recipients would fight them tooth and nail as interlopers, even if they were proposing added sales taxes.

Another entrant to my "Can't Win for Losing" category is the Miami-Dade PL System. Just four weeks before a countywide election scheduled for November 14, 1997, the Miami-Dade County Commission decided to throw a two-year, \$30 million property tax measure on the ballot to replenish the library's Book Trust. There had been no advance planning, no fundraising, no preparation at all. With a hastily raised \$20,000, library supporters bought media time, obtained endorsements, put together mailings, and worked to get the word out. They explained that the additional cost to a household would be no more than the price of an average hardcover book.

TABLE 2: MEASURES GENERATING \$100,000 TO \$500,000/YEAR

Community	Library	Yes/No	Amount	Tax
ARIZONA				
Mesa	Mesa PL	58-44%	\$250,000	S
CALIFORNIA				
Coalinga	Coalinga-Huron Lib. Dist.	68-32%	120,000	P
Hollister*	San Benito County Lib.	55-45%	450,000	S
Monterey Park	Bruggemeyer Memorial Lib.	67-33%	290,000	P
COLORADO				
Grand Junction	Mesa County Public Lib. Dist.	55-45%	380,000	P
CONNECTICUT				
New Fairfield	New Fairfield Free PL	60-40%	332,000	P
ILLINOIS				
Elburn*	Town and County Pub. Lib. Dist.	47-53%	140,000	P
Mudelein*	Fremont PL	37-63%	130,000	P
Northlake	Northlake PL Dist.	61-39%	330,000	P
Round Lake	Round Lake PL Dist.	54-46%	250,000	P
Zion	Zion-Benton PL Dist.	38-62%	400,000	P
NEW YORK				
Cazenovia	Cazenovia PL	78-22%	185,000	P
Cornwall	Cornwall PL	70-30%	449,731	P
Fayetteville	Fayetteville Free Lib.	70-30%	240,000	P
Goshen	Goshen PL & Historical Soc.	57-43%	452,979	P
Greensport	Floyd Memorial Lib.	81-19%	415,563	P
Marlboro	Marlboro Free Lib.	99-1%	405,254	P
Mattydale	Salina Free Lib.	67-33%	133,000	P
Medina	Lee-Wheden Memorial Lib.	97-3%	323,172	P
Monroe	Monroe Free Lib.	58-44%	288,000	P
Montauk	Montauk Lib.	83-17%	259,420	P
Monticello	Ethelbert B. Crawford PL	66-34%	257,692	P
Penn Yan	Penn Yan PL	92-8%	327,796	P
Saugerties	Saugerties PL	98-2%	168,000	P
Warwick*	Albert Wisner PL	25-75%	429,000	P
Washingtonville	Moffat Lib. of Washingtonville	54-46%	350,000	P
Waterford	Waterford PL	92-8%	139,900	P
OHIO				
Anonymous*	Anonymous	30-70%	291,000	P
Anonymous*	Anonymous	46-54%	225,000	P
Huron	Huron PL	72-22%	160,000	P
Madison*	MacKenzie Memorial PL	47-53%	100,000	P
Milan	Milan-Berlin Twp. Libs.	74-26%	118,000	P
Oakwood	Wright Memorial PL	80-20%	210,900	P
Orville	Orville PL	63-37%	140,000	P
Sheffield Lake	Lorain PLs/Domankas Branch	64-36%	147,000	P
Wadsworth	Wadsworth PL	68-32%	489,000	P
OREGON				
Anonymous*	Anonymous	66-34%	405,000	P
Grants Pass*	Josephine County Lib.	48-52%	310,000	P
TEXAS				
Austin	Westbank Community Lib. Dist.	84-16%	354,000	S
VERMONT				
Rutland	Rutland Free Lib.	64-36%	489,448	P
TOTAL: 40	PASS: 30	FAIL: 10	\$11,333,845	
TAX: P = Property Tax; S = Sales Tax *Referenda that failed				

1998 Public Library Referenda

The library lost, 40%-60%, for two reasons: low voter turnout and the other measure that was on the ballot. Only 12% of the registered voters cast ballots. And a big majority of those who did vote live in the City of Miami, where the ballot also contained a hotly contested runoff election for mayor. It was the library's bad luck that the runoff brought out legions of very conservative, antitax voters.

Two success stories

Finally, let's look at two success stories. The first is in Houma, LA, the home of the Terrebonne Parish Library. This library had three tax elections in two years, which sounds like a nightmare if ever there was one. The first, in January 1997, was for increased property tax millage. The library lost badly. In October 1997 the board decided to go back to the voters for a renewal of the existing tax, knowing full well that it wasn't enough to operate the library but not wanting to interrupt service. That measure passed. Then in April 1998 the board again went to the voters, this time

with a sales tax proposal. Needing only a simple majority, it passed by 52%.

As Director Mary Cospes LeBoeuf commented in a letter accompanying her questionnaire, "The irony is that the election that was defeated in January 1997 would have generated the same money as the .25¢ sales tax. The sales tax is paid by everyone; whereas, the property tax is only paid by land- and homeowners...." With all due respect to LeBoeuf, her comment overlooks the fact that tenants also pay property tax through the portion of their rents calculated for that purpose.

Until recently, public libraries in Texas have been private institutions funded by a variety of sources. But now the state legislature has authorized the creation of library districts. The Westbank Community Library District outside Austin was encouraged to take the lead in forming such a district and going to the voters for funding. The Westbank library board decided to

contract for an opinion poll in advance, for the usual reasons: to find out what the voters care about and the chances for passage of a new tax for libraries.

The polling consultant, who was a self-described bookstore user, turned out to be so negative about public libraries that the staff had to fight to get the right questions asked. However, he was suitably chastened by the positive numbers his poll produced. The board agreed to go to the voters with what Director Beth Wheeler Fox reports were actually three issues on the January 17, 1998 ballot: one creating the district, one adopting a sales tax to fund it, and another electing a slate of trustees. The whole shebang was passed 84%-16%. May that polling consultant spend the rest of his days wandering aimlessly in a megabookstore, looking for something published before 1998.

TABLE 3: MEASURES GENERATING \$500,000 TO \$1 MILLION/YEAR

Community	Library	Yes/No	Amount	Tax
LOUISIANA				
Houma	Terrebonne Parish Lib.	75-25%	\$880,000	P
Natchitoches	Natchitoches Parish Lib.	75-25%	750,000	P
NEW YORK				
Batavia	Richmond Memorial Lib.	87-13%	695,606	P
Ellenville	Ellenville PL & Museum	93-7%	556,071	P
Glens Falls	Crandall PL	65-35%	829,500	P
Lockport	Lockport PL	80-20%	855,600	P
North Tonawanda	North Tonawanda PL	58-42%	886,000	P
Norwich	Guernsey Memorial Lib.	82-18%	601,830	P
Valley Cottage	Valley Cottage Free Lib.	75-25%	964,510	P
OHIO				
Mentor	Mentor PL	51-49%	840,000	P
Painesville	Morley Lib.	61-39%	768,000	P
PENNSYLVANIA				
Warren*	Warren County Lib. Dist.	30-70%	585,000	P
TOTAL: 12	PASS: 11	FAIL: 1	\$9,212,197	

TAX: P = Property Tax; S = Sales Tax *Referenda that failed

TABLE 5: MEASURES GENERATING MORE THAN \$5 MILLION/YEAR

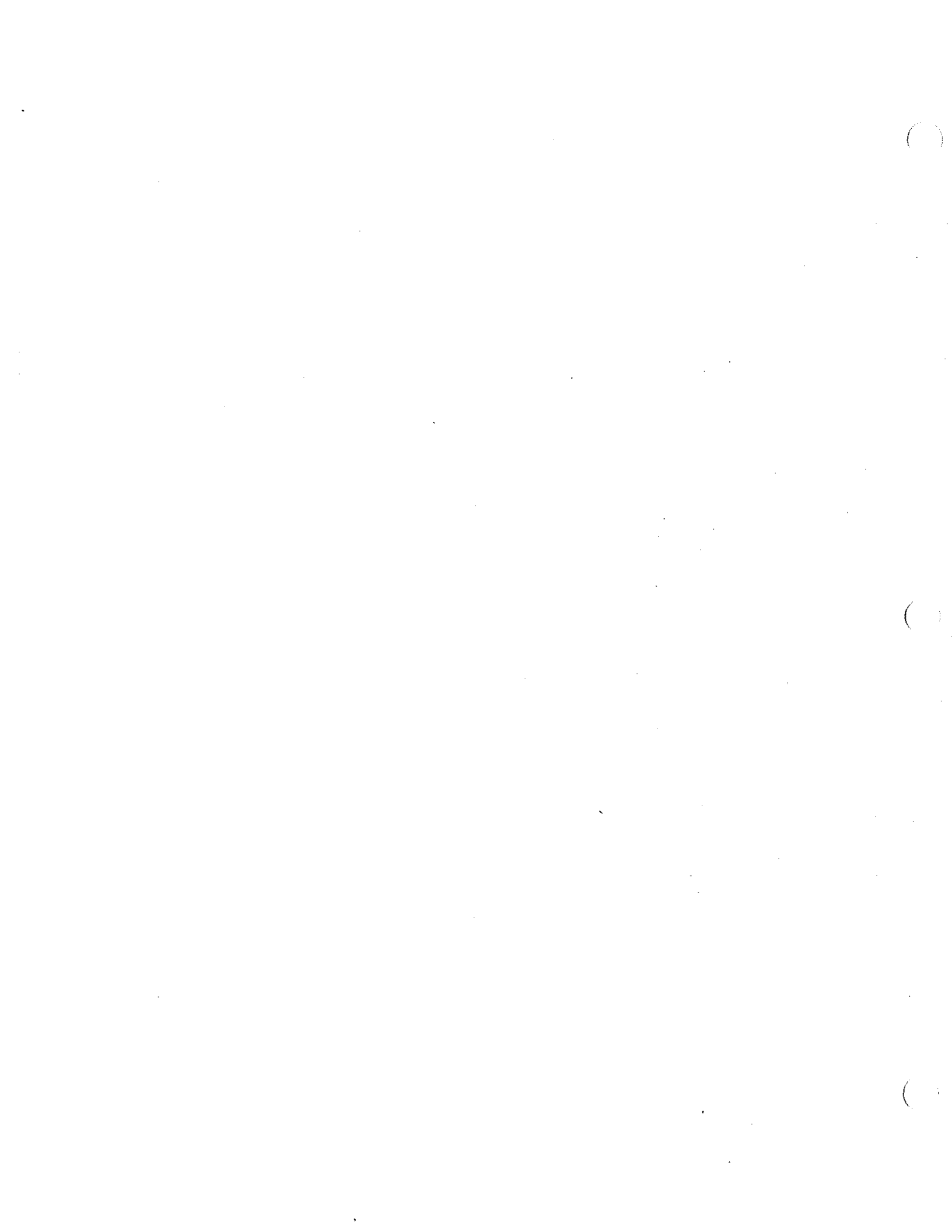
Community	Library	Yes/No	Amount	Tax
CALIFORNIA				
Pleasant Hill*	Contra-Costa County Lib.	65-35%	\$11,250,000	S
FLORIDA				
Miami*	Miami-Dade PL Syst.	40-60%	30,000,000	P
OHIO				
Cleveland	Cleveland PL	51-49%	15,657,000	P
Toledo	Toledo-Lucas County Lib.	78-22%	5,750,000	P
OREGON				
Portland	Multnomah County Lib.	51-49%	16,700,000	P
TOTAL: 5	PASS: 3	FAIL: 2	\$79,357,000	

TAX: P = Property Tax; S = Sales Tax *Referenda that failed

TABLE 4: MEASURES GENERATING \$1 MILLION TO \$5 MILLION/YEAR

Community	Library	Yes/No	Amount	Tax
CALIFORNIA				
Fairfield	Solano County Lib.	68-32%	\$3,700,000	S
COLORADO				
Anonymous*	Anonymous	40-60%	2,170,000	P
ILLINOIS				
Algonquin*	Algonquin Area PL	27-73%	1,500,000	P
Elgin*	Gail Borden PL	40-60%	1,000,000	P
LOUISIANA				
Houma	Terrebonne Parish Lib.	52-48%	3,300,000	S
Thibodaux	LaFouche Parish PL	51-49%	1,400,000	P
NEW YORK				
Clifton Park	Shenendehowa PL	87-13%	1,260,702	P
East Islip	East Islip PL	66-24%	1,863,628	P
East Meadow	East Meadow PL	74-26%	3,771,105	P
Haverstraw	Haverstraw King's Daughters PL	91-9%	1,300,000	P
Hewlett	Hewlett-Woodmere PL	61-39%	2,800,627	P
Holbrook	Sachem PL	78-22%	3,900,000	P
Huntington	Huntington PL	77-23%	3,115,950	P
Islip	Islip PL	89-11%	1,607,514	P
Liverpool	Liverpool PL	63-37%	2,823,986	P
Long Beach	Long Beach PL	57-43%	1,948,105	P
Massapequa	Plainedge PL	63-37%	1,655,181	P
Middletown	Middletown Thrall Lib.	55-45%	1,329,000	P
Nanuet	Nanuet PL	74-26%	1,268,945	P
Newburgh	Newburgh Free Lib.	67-33%	1,931,692	P
Nyack	Nyack Lib.	81-19%	1,100,400	P
Ossining	Ossining PL	67-33%	1,582,812	P
Patchogue	Patchogue-Medford Lib.	65-35%	4,580,366	P
Pearl River	Pearl River PL	68-22%	1,279,708	P
Port Jefferson	Port Jefferson Free Lib.	85-15%	1,466,806	P
Rockville Centre	Rockville Centre PL	71-29%	1,709,900	P
Seaford	Seaford Public Lib.	85-15%	1,079,838	P
Shirley	Mastics-Moriches-Shirley Comm.	72-28%	3,718,097	P
Spring Valley	Finkelstein Memorial Lib.	66-44%	3,700,000	P
OHIO				
Medina	Medina County Dist. Lib.	57-43%	2,000,000	P
Shaker Heights	Shaker Heights PL	65-35%	2,588,219	P
OKLAHOMA				
Tulsa	Tulsa City-County Lib. Syst.	73-27%	2,500,000	P
OREGON				
Bend*	Deschutes County Lib.	59-41%	3,700,000	P
TOTAL: 33	PASS: 29	FAIL: 4	\$74,632,311	

TAX: P = Property Tax; S = Sales Tax *Referenda that failed



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. Report on actions taken since the June 23, 1999 meeting. (Minter)
6. Report from Coffee Service Task Force. (Minter, Smith & Shkoler)
7. Report from Entry Way Task Force. (Ammar, Burkich, Masters & Wood)
8. Report from Signage Task Force. (Smith, Stark, Willauer)
9. Report from Window Treatment Task Force. (Minter, Shkoler, Wood)
10. Develop recommendations for the Library Board.
11. Set date, time and agenda topics for next Ad Hoc Committee meeting (August 25th is the 4th Wednesday)

ADJOURNMENT

12. Review of Action Items.

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

13. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the July 28, 1999, Ad Hoc Committee on Increasing Library Usage Meeting of the Placentia Library District was posted on Thursday, July 15, 1999.



George Mc Farlan
 (John Anderson)
 949-452-0500 →

Mc Farlan & Anderson

AB68R203 08-19-99 ESTIMATED 1999-00 PROPERTY TAX REVENUE

FUND
 5071-01 PLACENTIA LIBRARY DIST

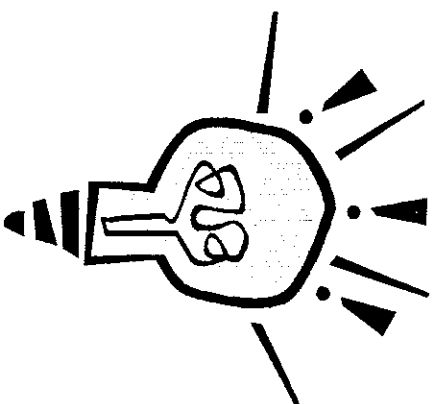
SECURED	852,873.80
PUBLIC UTILITY	25,728.68
HOMEOWNER	15,572.67
UNSECURED	53,322.48
TOTAL	947,497.63

1998-99 Total An 97
 Person Collected : 29,288.48

Lake Forest + 4th St
 Lake Forest Blvd
 Turner Oaks
 Turner Oaks
 5th & Maple Drive
 Lake Forest + Turn
 Powell + Turn
 23101 Lake Cafe
 Drive 120
 Suite 120

Placentia Library District

Facilities Upgrade Program



July 21, 1999

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Topics of Discussion

- ✓ IEC Background
- ✓ Energy Efficiency Improvements
- ✓ California Government Code 4217
- ✓ The Process

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IEC Background

- ☆ Headquarters - Marin County, California (San Francisco Bay Area)
- ☆ Satellite Offices - San Diego, CA; Scottsdale, AZ; and Reno, NV
- ☆ Manages over \$150 million in energy purchases
- ☆ Manages over \$50 million in energy efficiency projects
- ☆ Professional organization specializing in energy supply and energy conservation projects
- ☆ Customized energy consulting services
- ☆ Clients include Tosco (Circle K and Unocal 76 stations), Reid Plastics, Oakland Public Schools, San Jose Unified School District, City of Encinitas, William S. Hart Union High School District, Chula Vista Elementary School District

July 21, 1999

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Reasons to Retrofit

- ✓ Replace aging, inefficient equipment
- ✓ Reduce potential equipment downtime
- ✓ Lower maintenance & operational costs
- ✓ Regulatory changes
- ✓ Increase comfort
- ✓ Reduce utility bills
- ✓ Reduce energy consumption

July 21, 1999

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Energy Efficiency Improvements

➔ What is the most effective procurement process?

- ✓ Single point of contact with complete project oversight
- ✓ Flexibility to customize a program to fit the needs of your facilities
- ✓ Cost-competitive project development process
- ✓ Utilization of California Government Code 4217

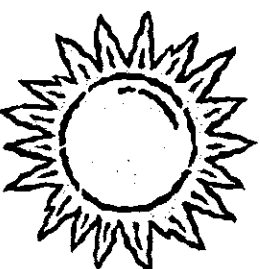
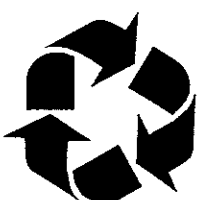
➔ What work can be included?

- ✓ Lighting, HVAC, Controls
- ✓ Domestic water conservation, Irrigation conservation
- ✓ Waste Management/Recycling
- ✓ Secure Utility Incentives

➔ How do I measure results?

- ✓ Proven and effective measurement process

July 21, 1999



California Government Code 4217.10



Was passed because:

- ✓ Majority of public facilities have old, inefficient HVAC equipment
- ✓ Provides a means for facilities to upgrade equipment and pursue energy conservation
- ✓ Minimizes up-front costs and barriers to implementing these measures

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Performance Contracting

- ✓ Meet specific performance criteria: comfort, reduced utility bills, reduced maintenance costs, reduced energy consumption (Accountability!)
- ✓ Turn-key solution including survey, design, installation, project management, and measurement & verification of results
- ✓ Project eliminates typical delays and change orders

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How the Program is Funded

- ✓ Energy and operational savings
- ✓ Grants, Foundation contributions
- ✓ Maximizes all funding sources



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Value

- ➔ Top Quality, Energy-Efficient Equipment
- ➔ Competitive Price
- ➔ Turn-Key Solution
 - ✓ Design
 - ✓ Installation
 - ✓ Project Management
 - ✓ Measurement & Verification of Results
- ➔ *Guaranteed* Performance
- ➔ *Financially Guaranteed* Results
- ➔ Maximizes *All* Funding Sources



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The Process

- ➔ Library Board Presentation
 - ✓ Conceptual Overview
 - ✓ Letter of Authorization
- ➔ Engineering Survey
- ➔ Library Board Presentation
 - ✓ Results of Survey
 - ✓ Contract Authorization

July 21, 1999

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Questions and Answers

Please feel free to call with any additional questions:

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nancy@iecservices.com

July 21, 1999

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