

AB 1272 (McClintock) Ballot Measurers: Attny. Fees: LAFC|O Proceedings - **WATCH**

AB 1277 (Thomson) Water Transfers - **SUPPORT 2**

AB 1327 (Cox) Land Use Project Approvals - **WATCH**

AB 1347 (Runner) Property Tax Administration - **SUPPORT 1**

AB 1384 (Olberg) County of San Bernardino: Local Funding - **WATCH**

AB 1402 (Mazzoni) Property Tax Revenue Shifts - **SUPPORT 1**

AB 1462 (Cox) Burial Containers: Pre-need Contracts - **WATCH**

AB 1495 (Cox) Local Agency Formation Commission - **SUPPORT 3**

AB 1526 (Thompson) Local Agency Formation - **WATCH**

AB 1581 (Lowenthal) Water: Local Port and Harbor and Local Agencies - **WATCH**

ACA 1 (McClintock) Vehicle License Fee - **WATCH**

ACA 11 (Briggs) Local Govt. Finance: Property Tax Allocation - **SUPPORT 1**

SB 57 (Hayden) Parks, Coastal, Recreational, Natural Resources - **SUPPORT 1**

SB 90 (Alarcon) Parks and Recreation - **SUPPORT 1**

SB 118 (Hayden) Employment: Family Care and Medical Leave - **WATCH**

SB 129 (Peace) Personal Information: Collection and Disclosure - **WATCH**

SB 165 (Rainey) Local Government Finance: Property Tax Revenue - **SUPPORT 1**

SB 266 (Chesbro) Public Contracts: Bids - **OPPOSE UNLESS AMENDED**

SB 402 (Burton) Employer-Employee Relations: Peace Officers - **OPPOSE 1**

SB 506 (Peace) Water Conveyance Facilities: Transfers - **WATCH**

SB 530 (Costa) Safe Drinking Water, Clean Water, Flood Protection - **SUPPORT 3**

SB 553 (Kelley) Urban Water Management Plans - **WATCH**

SB 617 (Haynes) Local Government Regulations: Vendors - **WATCH**

SB 632 (Perata) Transportation: San Francisco Bay Water Authority - **WATCH**

SB 639 (McPherson) Gambling: Charitable Raffles - **SUPPORT 3**

SB 739 (Solis) Local Government Employees: Shop Arrangement - *OPPOSE 1*

SB 755 (Hayden) California Environmental Quality Act - *OPPOSE 1*

SB 766 (Wright C) Northlake Community Services District - *WATCH*

SB 1130 (Costa) Flood Control - *SUPPORT 3*

SB 1132 (Costa) Capital Facilities Fees - *SUPPORT 1*

SB 1142 (Morrow) Local Agency Reorganization - *WATCH*

SB 1144 (Johannessen) Public Works: Local Agencies - *WATCH*

SB 1149 (Speier) Family Care and Medical Leave: Employers - *NEUTRAL*

SB 1157 (Sher) Regional Water Quality Control Boards - *WATCH*

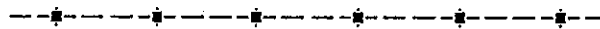
SB 1201 (Karnette) Office of Regional Collaborative Partnerships - *WATCH*

SB 1281 (Chesbro) Local Port and Harbor Agencies and Local Agencies - *WATCH*

SCA 3 (Burton) Transportation Funding: Sales and Use Tax - *SUPPORT 1*

SCA 6 (Rainey) Local Government Finance - *WATCH*

CHECK THIS PAGE OFTEN TO KEEP ABREAST OF NEW LEGISLATION!



Home

Glenda M Lockard

From: Christie Braziel <cbraziel@cla-net.org>
To: CALIX (E-mail) <calix@listproc.sjsu.edu>
Sent: Tuesday, May 16, 2000 8:50 AM
Subject: NEWS FROM THE CAPITOL

May 15, 2000

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
 Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

GOVERNOR'S MAY REVISION OF BUDGET RELEASED

Shortly before noon today, Governor Gray Davis released his May Revision of the State Budget, highlighting new projects that he is proposing be funded, in light of the state's improved fiscal condition. "Revenues are forecast to be above the levels forecast in the January Budget by \$5.764 billion in the 1999-00 fiscal year, and by \$6.555 billion in the 2000-01 fiscal year, for a combined two-year increase of \$12.319 billion." Education remains the "Administration's top priority" and the Governor has made significant commitments in spending in this area. While the May revise, as expected, does not address the Public Library Foundation, (\$15.3 million has been added in the State Budget process to fully fund the PLF), the Governor does propose several expenditures to enhance literacy within the State Library Budget, and proposes an appropriation for local government finance relief. The highlights are as follows:

* English Language and Literacy Intensive Program - "The foundation of California's commitment to improving student achievement must be to ensure that every child can read and write in English. The English Language and Literacy Intensive Program is a Governor's Initiative designed to provide intensive instruction in English language fluency and literacy for English Language Learners. This \$300 million two-part program will expand the Governor's Intensive Reading Academies to serve K-12 English Language Learners, and will provide locally recruited and trained language and literacy tutors to help students improve their English language skills. The classroom-based portion of this program will provide \$250 million to fund 120 hours of additional language and literacy instruction for 625,000 English Language Learners....

The California State Library will administer a second component of this program, providing \$50 million in grant funds to serve 170,000 English Language Learners and their parents in literacy and English Language Learner programs. Program funding will be awarded on a competitive basis at a rate of \$300 per student. Program providers will offer year-round literacy and English language tutoring in collaboration with local schools, colleges, universities, and faith-based and other local organizations, with Community-Based English Tutoring Program volunteers serving as tutors. Volunteer tutors will work in local community inclusive settings, providing homework assistance, literacy, and language tutoring, and teaching parents how to help their children with homework."

Post-It [®] Fax Note	7671	Date	5/16/00	# of pages	2
To	MCLS/SLS/Associate	From	MCLS/SLS HQ		
Co./Dept.	Member	Co.			
Phone #	Libraries	Phone #	626/683-8244		
Fax #		Fax #	626/683-8097		

* "\$3.2 million in one-time Proposition 10 funds to expand the Families For Literacy Program. The funds will provide additional grants targeted to reach children up to age 5 and their caregivers. Of the funds provided, \$1.1 million will increase literacy instruction grants and provide funding for 13 additional libraries, and \$2.1 million will purchase mobile library units for expanding access to materials in rural and inner city areas."

* "\$2.1 million in bond funds for implementing the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 (Proposition 14). In March of 2000, voters approved the \$350 million bond measure. These funds will enable the California State Library to administer the program and allocate continuously appropriated local assistance bond funds to communities."

* LOCAL GOVERNMENT: Financial Assistance to Local Governments:
"So that local government can share in the State's economic prosperity, the Administration proposes to provide \$250 million in one-time discretionary funding to local governments. Funds would be allocated 50 percent on a per-capita basis and 50 percent based on local governments' contribution to their counties' Educational Revenue Augmentation Fund."

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102nd Annual Conference
November 10-13, 2000 * Santa Clara

Barbara Custen

From: Christie Brazier <cbrazier@cla-net.org>
To: CALIX (E-mail) <calix@listproc.sjsu.edu>
Sent: Thursday, May 11, 2000 3:11 PM
Subject: NEWS FROM THE CAPITOL

May 11, 2000

TO: CLA MEMBERS/SYSTEMS/NETWORK CONTACTS

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

BILL TO PROVIDE MENTORING PROGRAMS FOR YOUTH AT PUBLIC LIBRARIES
PASSES
FIRST COMMITTEE - LETTERS REQUESTED

Yesterday AB 2486 by Assemblyman Carl Washington (D-Paramount) successfully passed the Assembly Local Government Committee after a lengthy hearing. The bill would enact the Youth Mentoring and Safe Communities Grant Program, providing public libraries the opportunity to apply for competitive grants through the State Librarian to administer the program. To comply with the intent of the program, a public library must provide any two of the following youth services:

- 1) Academic assistance augmentative of the learner's formal schooling;
- 2) Information regarding life skills programs designed to improve competency in such areas as conflict resolution, and personal health and finance;
- c) Access to computers and to other information technology and to guidance in the use of those technologies;
- d) Mentoring and educational peer matching;
- e) A clearinghouse of information on youth services and educative activities in the surrounding community;
- f) Any other purpose determined by the public library to effectively promote healthy youth development and safe communities.

The bill, which is sponsored by the Library of California, and supported by CLA had a favorable hearing, with several committee members offering praise of the concept, or suggestions to tighten the quality of the program. Assemblyman Tom Torlakson stated both during the hearing, and to CLA in a subsequent conversation, that the program has great merit, noting that offering adolescents a structured, defined program and guidance is an important supplement to what schools may not be able to provide for after hours. He encouraged the sponsors to work with the schools in this endeavor. Assemblywoman Helen Thomson called the program a "vital function" and thanked the libraries for the "role you could play to change a life."

5/11/2000

The bill currently seeks a \$5 million General Fund appropriation to offer grants ranging in dollar amounts from \$60,000 to \$160,000 to public library jurisdictions for allocation to library branches. The bill will now head to the Assembly Appropriations Committee, where the fiscal policy will be reviewed in approximately two weeks. Assemblyman Washington's office has asked that CLA members and interested parties write members of the Assembly Appropriations Committee and express your support for AB 2486.

Please take a moment today to write the members of the Assembly Appropriations Committee:
(if you can only write the Chair and Vice Chair, or your individual legislator if he or she sits on the committee, we would appreciate that help as well.)

Assembly Appropriations

- Assemblymember Carole Migden, Chair
- Assemblymember Bill Campbell, Vice Chair
- Assemblymember Dick Ackerman
- Assemblymember Elaine Alquist
- Assemblymember Dion Aroner
- Assemblymember Roy Ashburn
- Assemblymember Marilyn Brewer
- Assemblymember Gil Cedillo
- Assemblymember Ellen Corbett
- Assemblymember Susan Davis
- Assemblymember Sheila Kuehl
- Assemblymember Abel Maldonado
- Assemblymember Lou Papan
- Assemblymember Gloria Romero
- Assemblymember George Runner
- Assemblymember Kevin Shelley
- Assemblymember Helen Thomson
- Assemblymember Herb Wesson
- Assemblymember Patricia Wiggins
- Assemblymember Roderick Wright
- Assemblymember Charlene Zettel

Sample address: The Honorable Carole Migden
Chair, Assembly Appropriations Committee
State Capitol
Sacramento, CA. 95814

 California Library Association
 717 K Street, Suite 300
 Sacramento, CA 95814
info@cla-net.org
www.cla-net.org

Barbara Custen

From: Christie Brazier <cbrazier@cla-net.org>
To: CALIX (E-mail) <calix@listproc.sjsu.edu>
Sent: Tuesday, May 09, 2000 8:50 AM
Subject: NEWS FROM THE CAPITOL

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist
RE: NEWS FROM THE CAPITOL

ASSEMBLY SUBCOMMITTEE APPROVES \$15.3 MILLION FOR PLF
On May 2, the Assembly Budget Subcommittee on Education Finance voted to augment the Public Library Foundation by \$15.3 million, which would bring the PLF to the unprecedented level of "full funding" for the first time in the program's history. The motion to approve \$15.3 million in additional funding was made by Assemblyman Jack Scott and seconded by Assemblyman Bill Leonard. The motion passed on a unanimous, bi-partisan vote. You will recall from our alert to the field on April 28, 2000 that the Senate subcommittee also approved a \$15.3 million augmentation for the PLF last week. An agreement between the Senate and Assembly on the dollar amount provided to the PLF, allows the program to be incorporated into the Budget, but most likely, will protect it from being subject to discussion during the full Budget Conference Committee deliberations that will commence at the end of this month.

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102nd Annual Conference
November 10-13, 2000 * Santa Clara

Post-it® Fax Note	7671	Date	5/9/00	# of pages	1
To	MCLS/SLC Directors	From	MCLS/SLC H&B		
Co./Dept.		Co.			
Phone #		Phone #	626/683-8244		
Fax #		Fax #	626/683-8087		

California Library Association Summary of Legislation

SUMMARY FOR THE 1999-2000 LEGISLATIVE SESSION

California Library Association
 (Second Half of the Two Year Session)

AB 185	Hertzberg	Local government formation	Amended: 01/10/2000
	02/03/2000	SEN LOCAL GOVERNMENT Referred to Com. on L.GOV.	
	CLA	W/Close	
Under existing law, the Cortese-Knox Local Government Reorganization Act of 1985, the local agency formation commission in each county reviews and approves or disapproves proposals for changes of organization or reorganization of cities and districts within the county. This bill would reorganize and recast these provisions of law.			
AB 950	Wiggins	State-Mandated Local Programs	Amended: 04/03/00
	CLA	Watch Close	
States legislative intent to respond to the issues raised by the case of Sonoma et al, v. Commission on State Mandates, et al. This bill would make a legislative finding and declaration regarding the conclusion reached by the Superior Court of the County of Sonoma in the matter of County of Sonoma, et al. v. Commission on State Mandates, et al. (Super. Ct. Sonoma County, Oct. 3, 1999, No. SVC-221243). The bill would declare the intent of the Legislature to respond to the issues raised by that case, including a determination of the amount that the Commission on State Mandates should reimburse to the counties pursuant to their claims in that matter, as well as a determination as to how the Commission on State Mandates should address any future shift in financial responsibility from the state to local government.			
AB 1077	Cardoza	Sales and use taxes: exemptions: newspapers	Amended: 05/06/1999
	06/17/1999	SEN REVENUE AND TAXATION	
	CLA	Opposed, unless amended	
The Sales and Use Tax Law imposes a tax on the gross receipts from the sale in this state of, or the storage, use, or other consumption in this state of, tangible personal property. That law provides various exemptions from that tax and provided, until July 15, 1991, for an exemption for any newspaper or periodical regularly issued at specified intervals, any tangible property that becomes an ingredient or component part of that newspaper or periodical, and any photograph transferred under specified conditions for the purpose of being reproduced in that newspaper. This bill would eliminate those limited exemptions. This bill contains other related provisions.			
AB 1195	Longville	Local government finance: property tax revenue allocation: local agency relief	Amended: 05/28/1999
	07/07/1999	In committee: Set first hearing. Hearing canceled at the request of author.	
	CLA	Support	
This measure is the property of the Assembly Local Government Committee and may be used as a vehicle for local property tax relief/ERAF if there is agreement during the 2000 Budget negotiations.			

AB 1396	Villaraigosa	Local government finance: development	Ar
	03/27/2000	SEN RULES Assembly refused to concur in Senate amendmer. Committee. Ayes 2. Noes 72. Page 5566.	
	CLA	RLC 3/15	
AB 1396 has been referred to Colnference Committee and is the vehicle to contain the report of the findings of the Speakers Commission on State and Local Government Financing, which concluded its work February 2000.			

AB 1806	Pacheco, Robert	Local fiscal relief: property tax revenue allocation	Introduced: 01/31/2000
	02/03/2000	ASM LOCAL GOVERNMENT Referred to Com. on L. GOV.	
	CLA	Support	
This bill would prohibit a county auditor, for the 2000-01 fiscal year and each fiscal year thereafter, from allocating to that county's ERAF a total amount of ad valorem property tax revenue greater than the amount allocated from that fund to school districts and the county office of education for the 1999-2000 fiscal year. This bill would require any reductions resulting from these provisions in the amount of revenues deposited in a county's ERAF to be exclusively applied to reduce allocations from that fund to school districts and the county office of education.			

AB 2014	Runner	California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000: State Librarian: evaluation of joint-use projects	Introduced: 02/18/2000
	03/27/2000	ASM LOCAL GOVERNMENT In committee: Hearing postponed by committee.	
	CLA	RLC 3/1, seek to amend/ delay	
As a result of leadership negotiations with CLA and the Governor's office on SB 3-Rainey/Burton/Alpert, the Library Bond Bill of 2000, AB 2014 would require the State Librarian to contract for an evaluation, as prescribed, of joint-use projects that may be funded pursuant to the bond act, and would require the State Librarian to submit a primary report on that evaluation to the Governor and the Legislature by no later than June 1, 2004, and a final report by no later than June 1, 2005.			

AB 2311	Davis	School libraries: California School Library Media Teacher Expansion Program	Introduced: 02/24/2000
	03/09/2000	ASM EDUCATION Referred to Com. on ED.	
	CLA	RLC 3/10 Support	
This bill would establish the California School Library Media Teacher Expansion Program, administered by the State Department of Education, to serve as an incentive program to encourage school districts that maintain elementary or middle schools that participate in the Immediate Intervention/Low-Performing Schools Program to hire professional library personnel by providing reimbursement for some of the salary and benefits of credentialed library media teachers and classified library technicians. Funding would be approved for 3 years for each credentialed library media teacher and each classified library technician hired. In establishing funding priorities for the hiring of credentialed library media teachers and library technicians, the State Department of Education would be required to utilize certain criteria, including the action plan developed by the low-performing school and the level of free reading included in that plan. Each school that receives funding would be required to have all teachers in the school participate in staff development. The bill would require the State Department of Education to evaluate the program to study the impact of hiring credentialed library media teachers in low-performing schools and the effectiveness and impact of free reading programs in low-performing schools.			

AB 2345	Ducheny	Sales and use taxes: books	Amended
	03/29/2000	ASM REVENUE AND TAXATION From committee chair with amendments: Amend and re-refer to Com. on REV. & TAX. Read second time and amended.	
	CLA	RLC 3/9 Watch Close/ Seek Info	
This bill would exempt from the sales and use tax the gross receipts from the sale in this state of, and the storage, use, or other consumption in this state of, any textbook purchased by a K-12 public school or school district, specified books purchased by a K-12 public school student, and certain test materials purchased by the state or a K-12 public school or school district.			

AB 2486	Washington	Public libraries: resources for youths	Introduced: 02/24/2000
	03/23/2000	ASM LOCAL GOVERNMENT Referred to Com. on L. GOV.	
	CLA	RLC 3/1 Support	
This bill would direct the State Librarian to award grants on a competitive basis to public libraries for the support of Youth Development and Mentoring programs in the public libraries, as specified. The bill would appropriate \$2,400,000 from the General Fund for these purposes.			

ACA 11	Briggs	Local government finance: property tax revenue allocation: local agency relief	Amended: 05/06/1999
	05/11/1999	ASM ELECTIONS, REAPPORTIONMENT AND CONSTITUTIONAL AMND Re-referred to Com. on E. R. & C.A.	
	CLA	W/Close	
This measure would modify reduction and transfer requirements, for the 2000-01 fiscal year and each fiscal year thereafter, by prohibiting the total amount allocated to a county's Educational Revenue Augmentation Fund pursuant to those requirements from exceeding the applicable percentage, set forth in a specified schedule, of the total amount allocated to that fund for the 1998-99 fiscal year. This measure would further require that the revenues not allocated to the county's Educational Revenue Augmentation Fund as a result of these reductions be instead allocated among the local agencies in the county, as provided, and that the limitations and reductions be first applied to reduce allocations from that fund to school districts and the county office of education.			

ACR 137	Dutra	Child Internet Safety Week	Introduced: 03/02/2000
	03/28/2000	From Consent Calendar. To third reading.	
	CLA	Support	
This measure would declare the first week of April 2000 as Child Internet Safety Week.			

SB 165	Rainey	Local government finance: property tax revenue allocation	Amended: 01/04/2000
	03/09/2000	ASM LOCAL GOVERNMENT To Com. on L. GOV.	
	CLA	Support	
States legislative intent to respond to the issues raised by the case of County of Sonoma, et al v. Commission on State Mandates, et al.			

SB 1344	Peace	2000-01 Budget	Introc
	01/10/2000	Introduced. Read first time. To Com. on B. & F.R.	
	CLA		
This bill would make appropriations for support of state government for the 2000-01 fiscal year. This bill contains other related provisions.			
SB 1350	Committee on Local Government	Local Government Omnibus Act of 2000	Amended: 02/28/2000
	03/23/2000	Read second time. To third reading. To Special Consent Calendar.	
	CLA	Support	
The Senate Local Government Omnibus bill is a non-controversial, multi-subject measure. SB 1350 contains language that will allow a county to request of the State Librarian a waiver for the maintenance of effort requirement under the Public Library Foundation Program in the event of the sunseting of a locally enacted voter-approved tax or assessment.			
SB 1412	Haynes	Public libraries: direct loans to minors	Amended: 03/08/2000
	03/28/2000	SEN JUDICIARY Set for hearing April 4.	
	CLA	RLC 2/4 Oppose	
Existing law provides that every public library that receives state funds from the Public Library Fund and that provides public access to motion picture videotapes shall adopt a policy regarding access by minors to those tapes. This bill would establish the Safe Libraries Act of 2000 and prohibit a public library from providing a direct loan of any motion picture videotape or videodisc that has received an 'R' (Restricted) or 'NC-17' (No One 17 and Under Admitted) rating by the Motion Picture Association of America to any person under 17 years of age, thereby imposing a state-mandated local program.			
SB 1480	Leslie	Harmful matter: minors	Introduced: 02/10/2000
	04/11/2000	SEN PUBLIC SAFETY Set second hearing. Hearing cancelled at request of author.	
	CLA	RLC 3/1 Oppose	
Existing law makes it a crime for a person who, with knowledge that a person is a minor, or who fails to exercise reasonable care in ascertaining the true age of a minor, knowingly sells, rents, distributes, sends, causes to be sent, exhibits, or offers to distribute or exhibits by any means any harmful matter to the minor. This bill would make it an a crime for a person to knowingly sell, rent, or distribute, as specified, by electronic mail, the Internet, or a commercial online service any harmful matter to a minor.			
SB 1617	Leslie	Public libraries: Internet: obscene material	Introduced: 02/22/2000
	03/28/2000	SEN JUDICIARY Failed passage. Reconsideration granted.	
	CLA	Oppose	
This bill would require every public library that provides public access to the Internet to purchase, install, and maintain computer software for use on at least one computer in the library, that prohibits access to obscene matter, as defined in specified provisions, thus imposing a state mandate. The bill would also require any library that provides public access to the Internet to allow a minor to use the Internet services provided by the library only after receiving written permission from the minor's parent or legal guardian and would prescribe the required contents of that permission form, thus imposing a state mandate.			

SB 1795	Alpert	School facilities: reservation of funding: joint-use project	Intro
	03/16/2000	SEN EDUCATION Set for hearing April 5.	
	CLA	RLC 3/10 no position/ seek info	
This bill would authorize the board to reserve funding for a school-library joint-use project for a period of up to 2 years in advance of any allocations if the project meets prescribed criteria, and would permit this reservation prior to full compliance with the approval and certification requirements.			

SCA 9	Peace	Capital financing	Amended: 08/16/1999
	09/01/1999	ASM APPROPRIATIONS Set second hearing. Held in committee and under submission.	
	CLA	W/Close	
Existing statutory law requires the Director of Finance to annually prepare a report projecting the state's potential need for the financing of major capital outlay projects over a 10-year period. This measure, commencing January 1, b 2002 , would require the Governor to submit a capital expenditure plan to the Legislature in conjunction with the budget.			

SCA 17	Polanco	Local Government Finance Property tax revenue shift: maximum amount	Introduced: 03/29/00
	CLA	RLC 4/18	
If approved by voters. this bill would allow distribution of sales tax on different basis and freeze ERAF.			

SCA 18	Alpert	Local government finance: reform	Introduced: 03/29/00
	CLA	RLC 4/18	
The California Constitution requires that all revenues derived under the Vehicle License Fee Law, except for fees on trailer coaches and mobilehomes and over and above the costs of collection and refunds, be allocated to counties and cities according to statute. This measure would, after the allocation of those revenues derived from vehicle license fees with a final due date before July 1, 2001, require the allocation to cities and counties of vehicle license fee revenues in an aggregate amount equal to 24.33% of the total amount of revenue that would have been allocated to counties and cities under the Vehicle License Fee Law as that law read on January 1, 1998. This measure would, to the extent necessary, require this amount to be funded from an additional revenue source designated by statute.			

CODE: RLC = Referred to Legislative Committee

CLA BILL POSITIONS

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

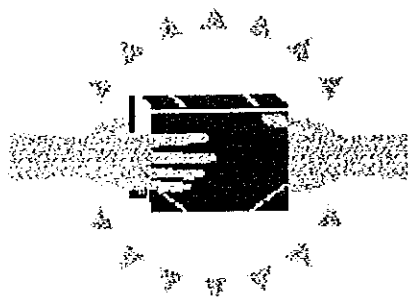
Approve - May or may not write letter depending on circumstances. This position is often taken on bills that do not directly affect CLA members but the committee generally approves of the concept or idea.

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

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

Disapprove - Same activity as approve

Oppose - Same activity as support



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Last Modified: 7/22/1999

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Status Report on Replacement of Meeting Room and Board Room window coverings
DATE: May 24, 2000

Trustee Wood selected the window covering material on May 10, 2000.

Administrative Assistant Goodson submitted the order to the vendor on May 11, 2000.

Replacement blinds for the Administrative Offices will be selected on May 22, 2000.



Stanford-California
State Library
Institute on 21st-Century
Librarianship

Cecil H. Green Library
Stanford University
Stanford, CA 94305-6004

institute21@sulmail.stanford.edu
<http://institute21.stanford.edu>

Agenda Item 30
tel: 650-724-5413
fax: 650-724-5432 Page 1 of 1

April 20, 2000

Cyrise Smith, Children's Librarian
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Dear Cyrise:

Congratulations on your acceptance into the First Annual Stanford-California State Library Institute on 21st Century Librarianship. I am pleased that you will be joining us this summer for what promises to be a week of intense learning and networking. Your colleagues on campus this summer promise to be an extraordinary group of emerging 21st century leaders for our libraries.

By the middle of May you will receive a mailing from the Institute that will include an invoice for your registration fee and logistical information regarding the week. The Institute will commence on Sunday afternoon, August 6th and end at lunch on Saturday, August 12th.

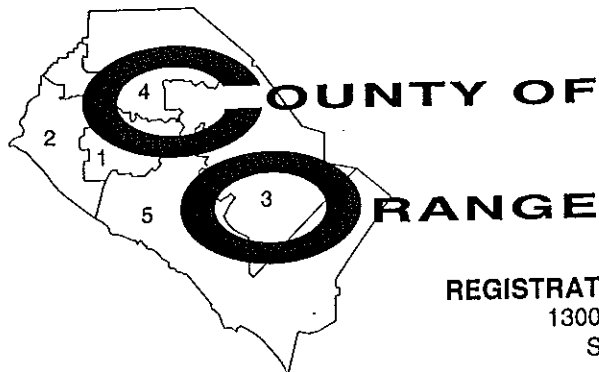
Your name will soon be added to the Institute participant listserv that will be the primary vehicle for communication with Institute participants. At the point that you are added to the listserv, you will receive a welcome email from the list with list instructions. The Institute website <http://institute21.stanford.edu> will serve as the primary content delivery vehicle for Institute participants and you can expect to see new materials posted there starting the end of April. A section of the website will be for Institute participant access only and you will be provided with a password for access.

Again, my congratulations on your acceptance into the Institute. I look forward to welcoming you on campus this summer and know that your week with us will be an unforgettable experience. If you have any questions, please feel free to get in touch with me.

Sincerely,



Anne Marie Gold
Executive Director



Mailing Address:
P.O. Box 11298
Santa Ana, California 92711

REGISTRATION & ELECTIONS DEPARTMENT
1300 South Grand Avenue, Bldg. C
Santa Ana, California 92705
(714) 567-7600
TDD (714) 567-7608
FAX (714) 567-7627
www.oc.ca.gov/election/

To: Manager/Director

From: Registrar of Voters

Date: April 21, 2000

Subject: Election Information for November 7, 2000, general election

Enclosed is a Transmittal of Election Information form to be completed and returned to the Registrar of Voters office by June 1, 2000.

On the Transmittal of Election form please list the names of directors whose term will be up for election in November 7, 2000, including any director appointed since your last election. Appointed directors must file for the two year unexpired term if they were appointed to fill a vacancy which would not have been scheduled for election until 2002.

You are also asked if the district will or will not pay for a candidate's statement of qualification by candidates for the district and the number of words the district authorizes may be used in such statements (200/400 words).

Pursuant to Elections Code §10522 the District is required to submit a current map showing the boundaries of the district and the boundaries of the divisions of the district, if any.

Candidate filing is July 17 through August 11, 2000, 5:00 p.m. The Candidate Handbook will be completed mid June. If you have any questions please call me at 567-7567.

Very truly yours,

A handwritten signature in black ink, appearing to read "Suzanne Slupsky". The signature is fluid and cursive, written over a white background.

Suzanne Slupsky
Election Section Supervisor

enc.

TRANSMITTAL OF ELECTION INFORMATION
SPECIAL DISTRICT
(EC §10509, §10522)

_____ DISTRICT

To the Registrar of Voters of Orange County:

Attached hereto is a map showing the boundaries of this district and the boundaries of the divisions of the district, if any, in which a director is to be elected at the general election to be held November 7, 2000.

THE ELECTIVE OFFICES FOR WHICH A ELECTION WILL BE HELD WITHIN THE SPECIAL DISTRICT ON NOVEMBER 7, 2000 ARE:

_____ directors to be elected at large

_____ to be elected at large
(other office)

Directors to be elected in the following divisions:

One director in division _____

One director in division _____

One director in division _____

One director in division _____

One assessor _____

Please list below the names of the incumbents/appointed incumbents for the above positions:

The district authorizes the candidate's statement to contain no more than:
(200) or (400) words. (Circle one)

The district (will) (will not) pay for candidate's statement of qualifications.
(Circle one)

Dated _____

(District Seal)

Secretary of the _____ District

NOTE: The above information and boundary map must be filed in the office of the Registrar of Voters by June 1, 2000.

The secretary may personally deliver on or before the above date or may deliver by certified mail if it will be received by the Registrar of Voters in the ordinary course of the mails on or before the above date.

LAFCO

Orange County

Local Agency 1

May 3, 2000

CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

TO: Independent Special District General Managers

FROM: Dana M. Smith, Executive Officer

VICE-CHAIR
SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

SUBJECT: Independent Special District Selection Committee Meeting

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

There is a vacancy for the regular special district member seat on LAFCO. The Independent Special Districts Selection Committee will meet to fill the position on **June 29, 2000** in conjunction with ISDOC's quarterly meeting. Nominations will be accepted by the Executive Officer for the position of **regular special district member until 5:00 PM on Monday, June 19, 2000.** Nominations for **alternate special district member** are also being accepted in the event the current alternate special district member is elected to fill the regular member seat. Please forward the attached notice to the presiding officer from your district. As stated in the notice, if the presiding officer from your district will be unable to attend the meeting, the board may designate another member to attend. A copy of the nomination form is also attached.

CYNTHIA P. COAD
SUPERVISOR
FOURTH DISTRICT

BILL GOODWIN
DIRECTOR
LOS ALISOS
WATER DISTRICT

PETER HERZOG
MAYOR
CITY OF LAKE FOREST

During the **June 29, 2000** election meeting, ballots will be collected for the regular member position. If the current alternate member is elected to the regular member position, balloting will immediately follow for the open position of alternate member.

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

If you have any questions or concerns, please call me at (714) 834-2556 or e-mail me at dsmith@oclafco.ca.gov

ALTERNATE
TOM HARMAN
COUNCILMAN
CITY OF HUNTINGTON
BEACH

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
ARLENE SCHAFFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

LAFCO

Orange County

Local Agency Form

May 3, 2000

CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

TO: Presiding Officers of Orange County's Independent Special Districts (Special District Selection Committee Members)

VICE-CHAIR
SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

FROM: Dana M. Smith, Executive Officer
Local Agency Formation Commission

RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

SUBJECT: Meeting Scheduled for Selection of Regular and, if Necessary, Alternate Special District Member of the Local Agency Formation Commission (LAFCO)

CYNTHIA P. COAD
SUPERVISOR
FOURTH DISTRICT

A meeting of the **SPECIAL DISTRICTS SELECTION COMMITTEE** has been called for:

BILL GOODWIN
DIRECTOR
LOS ALISOS
WATER DISTRICT

June 29, 2000 at 12:30 p.m.

at

**MWDOC (Board hearing room)
10500 Ellis Avenue, Fountain Valley**

PETER HERZOG
MAYOR
CITY OF LAKE FOREST

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

At this meeting, ballots will be distributed for election of a **Regular** and, if necessary, **Alternate** Special District Member to the Local Agency Formation Commission. The Special Districts Selection Committee is made up of the presiding officer of each independent special district within Orange County. If you, as the presiding officer of your district, are unable to attend this meeting, Government Code §56332(b) provides that your board may designate one of its members to attend and vote in your place. In this instance, proof indicating board action should be provided to the LAFCO Executive Officer prior to balloting.

ALTERNATE
TOM HARMAN
COUNCILMAN
CITY OF HUNTINGTON
BEACH

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

Nominations will be accepted beginning Monday, May 15, 2000 and ending at 5:00pm on Monday, June 19, 2000. Nominations from the floor will not be accepted, in accordance with the Committee's "Adopted Rules of Procedures." A nomination form has been attached for your convenience. A candidate may be nominated for one of the following categories:

ALTERNATE
ARLENE SCHAFER
DIRECTOR
COSTA MESA
SANITARY DISTRICT

ALTERNATE
JAMES W. SILVA
SUPERVISOR
SECOND DISTRICT

- The position of Regular Special District Member of the Local Agency Formation Commission;

DANA M. SMITH
EXECUTIVE OFFICER

- The position of Regular Special District Member of the Local Agency Formation Commission and for the position of Alternate Special District Member of the Local Agency Formation Commission, should that position be made vacant by the results of balloting for the Regular Member; or

SDSC Nominations
May 3, 2000
Page 2

- The position of Alternate Special District Member of the Local Agency Formation Commission, should that position be made vacant by the results of balloting for the Regular Member;

A resume or statement of qualifications may be attached to the nomination form.

The meeting will be called to order at 12:30 pm and candidates will be provided an opportunity to address the voting members of the Committee. Balloting will immediately follow. Should the position of Alternate Special District Member of the Local Agency Formation Commission be made vacant by the results of balloting for the Regular Member, balloting for this position will also take place.

An agenda and candidate resumes and statements will be provided by mail to you seven days prior to the meeting.

If you have any questions or comments, please contact me at (714) 834-2556 or dsmith@oclafco.ca.gov

NOMINATION FORM

Candidate for the Local Agency Formation Commission (LAFCO)

The undersigned hereby nominates the person named below for the election of (choose one):

- The position of Regular Special District Member of the Local Agency Formation Commission
- The position of Regular Special District Member of the Local Agency Formation Commission and for the position of Alternate Special District Member of the Local Agency Formation Commission, should that position be made vacant by the results of balloting for the Regular Member
- The position of Alternate Special District Member of the Local Agency Formation Commission, should that position be made vacant by the results of balloting for the Regular Member

CANDIDATE INFORMATION:

NAME: _____

TITLE: _____

DISTRICT: _____

- Check if resume of statement of qualifications is attached.

SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING NOMINATION (*Must be the presiding officer or a designated alternate member of board*)

NAME: _____ Date _____

SIGNATURE: _____

TITLE: _____

DISTRICT: _____

DUE IN THE LAFCO OFFICE BY 5:00 P.M. ON JUNE 19, 2000



COSTA MESA SANITARY

Memorandum

To: ISDOC Members

From: Costa Mesa Sanitary District

Date: May 15, 2000

Re: **NOMINATION TO LAFCO POSITION OF REGULAR SPECIAL DISTRICT MEMBER**



Costa Mesa Sanitary District

Phone

(714) 754-5043

Fax

(714) 432-1436

May 12, 2000

Dana M. Smith, Executive Officer
LAFCO Orange County
12 Civic Center Plaza, Room 235
Santa Ana, CA 92701

Mailing Address

P. O. Box 1200
Costa Mesa, CA
92628-1200

Dear Ms. Smith:

The Costa Mesa Sanitary District Board of Directors voted to nominate Arlene Schafer for the regular special district member seat on LAFCO. Enclosed is the Nomination Form signed by the District's presiding officer, along with a letter and résumé from Ms. Schafer.

Street Address

77 Fair Drive
Costa Mesa, CA
92626-6520

Sincerely,

Joan Revak
Joan Revak

Clerk of the District

Enclosure

Board of Directors

Art Perry
Arlene Schafer
Greg Woodside
James Ferryman
Dan Worthington

NOMINATION FORM

Candidate for the Local Agency Formation Commission (LAFCO)

The undersigned hereby nominates the person named below for the election of (choose one):

- The position of Regular Special District Member of the Local Agency Formation Commission
- The position of Regular Special District Member of the Local Agency Formation Commission and for the position of Alternate Special District Member of the Local Agency Formation Commission, should that position be made vacant by the results of balloting for the Regular Member
- The position of Alternate Special District Member of the Local Agency Formation Commission, should that position be made vacant by the results of balloting for the Regular Member

CANDIDATE INFORMATION:

NAME: Arlene Schafer


TITLE: Vice President/Director

DISTRICT: Costa Mesa Sanitary District

Check if resume of statement of qualifications is attached.

**SPECIAL DISTRICT SELECTION COMMITTEE MEMBER SUBMITTING
NOMINATION (Must be the presiding officer or a designated alternate member of board)**

NAME: Art Perry Date May 11, 2000

SIGNATURE: 

TITLE: President

DISTRICT: Costa Mesa Sanitary District

DUE IN THE LAFCO OFFICE BY 5:00 P.M. ON JUNE 19, 2000

Arlene Schafer

292 Bucknell
Costa Mesa, CA 92626-6183
714/546-1429

May 12, 2000

RE: Statement of Qualifications for Member of LAFCO Representing Special Districts

Dear ISDOC Member:

I have had the honor of serving on the Local Agency Formation Commission (LAFCO) as Alternate representing Special Districts. I have served ISDOC well since January 1999, and have been an active member on LAFCO, as an Alternate.

My background and experience has given me a great opportunity to represent Special Districts. As a former Mayor of the City of Costa Mesa, City Council member and Planning Commissioner, I bring a wealth of knowledge to the table. I am in my second term as Vice President of the Costa Mesa Sanitary District and Second Vice President of Independent Special Districts (ISDOC). I have attended all meetings and possess a full understanding of subjects at hand.

You may have heard I was planning to run for a seat on the City of Costa Mesa City Council; I no longer am considering this. My main focus is on Special Districts and LAFCO, at a time I feel I could do the most good.

I am now running for a seat on LAFCO and my Board has given me full support. At this time I am asking for your vote so I may serve you. I have a good background and understanding of land-use planning and issues concerning Special Districts.

Please attend the June 29, 2000 meeting and vote for me, Arlene Schafer, a representative you can be proud of.

Sincerely,

Arlene Schafer

Arlene Schafer

Arlene Schafer

292 Bucknell
Costa Mesa, CA 92626
(714) 546-1429

Married 42 years to James (Jim) Schafer. Three daughters, five grandchildren.
Costa Mesa resident for 37 years.

EDUCATION

Bachelor of Business Administration with Major in Executive Secretarial Science.
Graduate of University of Woodbury in Los Angeles.

PRESENT INVOLVEMENT

- President Mesa Pride Organization
- Member Costa Mesa Historical Society
- Harbor-Mesa Lions Club
- Orange County Coast Association, Vice President
- Costa Mesa Redevelopment Advisory Committee, Chair - 13 years (3R's Committee)
- President Service Organizational Council (SOC) - 6 years
- Fairview Developmental Center Advisory Board of Directors (Appointed by California Governor Pete Wilson) (2nd term)
- Elected Official Costa Mesa Sanitary District Board, Serving as Vice President
- Costa Mesa Chamber of Commerce Legislative Committee
- Special District Member of Orange County Local Agency Formation Commission (LAFCO)- Alternate
- Advisory Board to Youth Employment Services (YES)
- Independent Special Districts of Orange County (ISDOC) Second Vice President
- Member East 17th Street Project - Ad Hoc Committee
- Orange County Republican Women's Federation - Media Chair
- Costa Mesa Republican Federation of Women - President

FORMER INVOLVEMENT

- City of Costa Mesa - 12-1/2 years.**
- Co-Chair of Sister City Committee - 2 years
 - Costa Mesa Republican Women Federated Executive Board Past President
 - Orange County Republican Federated Women Lincoln Day Chair
 - Planning Commission - 4 years, Vice-Chair - 2 years
 - City Council - 2 terms, Vice Mayor - 1 year, Mayor - 2-1/2 years
 - Redevelopment Agency Chair - 3 terms/2 years each
 - Past Board of Directors United Way and Executive Board Member
 - Honorary Lioness Award for Lions Club
 - "Woman of the Year", 1977 Chamber of Commerce
 - Chamber of Commerce - Member Board of Directors and Executive Manager
 - Chamber of Commerce - "Chairman of the Year"
 - Costa Mesa Chamber of Commerce Community Summit Emergency Preparedness Committee, Chair
 - "Outstanding Contribution to Education" - Beacon Award from N-MEA
 - Housing and Community Development Committee
 - Vice Chair of "Open Space Bond Election"
 - Youth Employment Service (YES) - Board of Directors
 - Crime Prevention Founding Committee, served on "First Formed Committee"
 - Harbor Council PTA President of the Newport-Mesa Unified School District
 - Chairman of Career Education Committee

Arlene Schafer
714/546-1429

- **Mardan School - Board of Trustees**
- **Orange County Coast Association, Director, 2 years as President (the first and only woman to hold this position)**
- **Advisory Board of the Child Guidance Center of Orange County**
- **Member of Costa Mesa Consumer Advisory Council of the U. S. Postal Services**
- **Technical Advisory Committee - LAFCO**
- **Member of California State Central Committee**
- **Board of Supervisors Honored Citizens of Orange County**
- **Sister City Co-Chair - 5 years**
- **Newport Harbor Lions, Lion Tamer 3rd Vice President (Membership)
2nd Vice Chair (Programs), 1st Vice President and President**
- **Chairperson Legislation Committee, Costa Mesa Chamber of Commerce - 2 years**
- **Chamber of Commerce Hat Connection 1st Vice President**
- **Independent Special District of Orange County (ISDOC) Executive Board (Co-Secretary)**
- **Member of State Central Committee**
- **Community Summit Emergency Preparedness Committee, Chair (Costa Mesa Chamber of Commerce)**
- **Special District Technical Advisory Committee for LAFCO**
- **Certificate in Leadership and Management from Special District Institute**



**PUBLIC PERCEPTION OF PUBLIC
LIBRARIES:
RESEARCH SUMMARY HIGHLIGHTS AND
CONCLUSIONS**

**PUBLIC LIBRARY DIRECTORS' FORUM
MARCH, 2000**

PREPARED BY:

NAOMI E. HOLOBOW, PH.D., SENIOR CONSULTANT

WITH

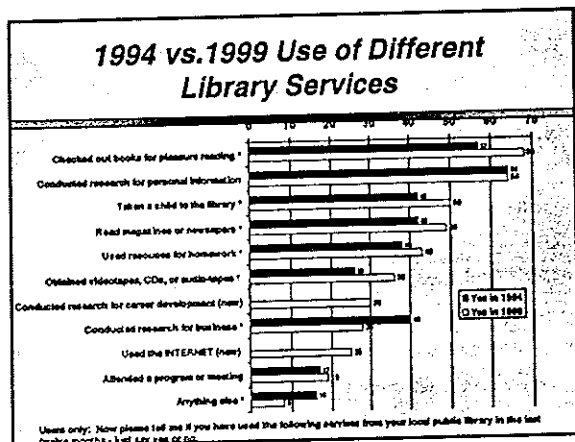
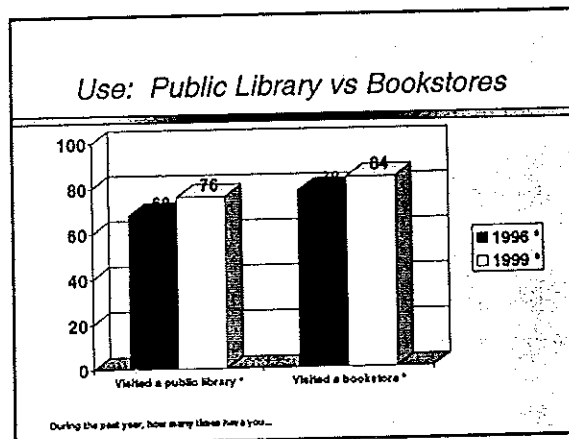
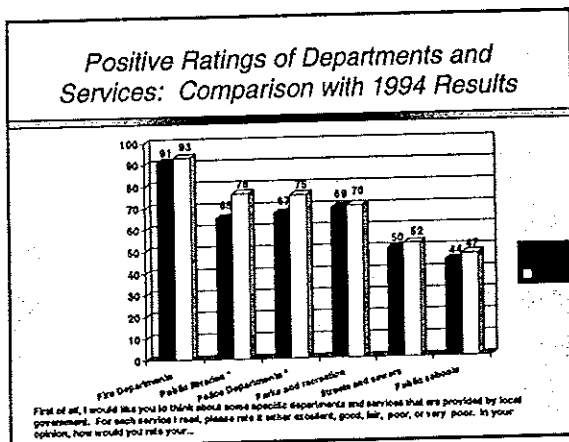
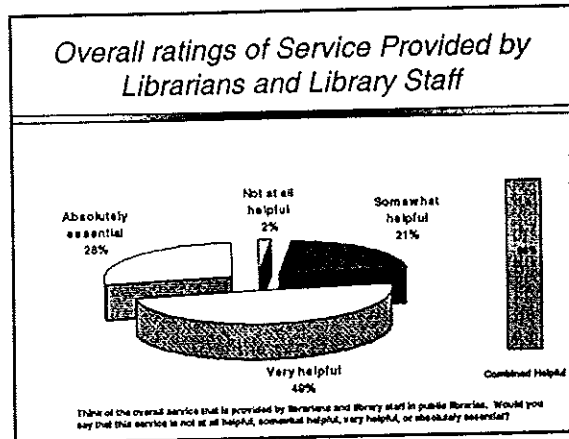
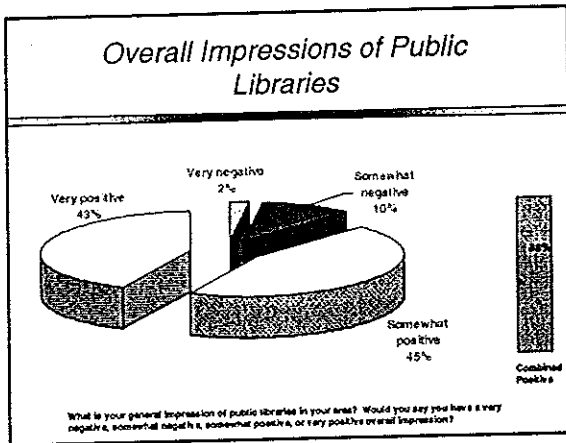
**DAWN MORLEY CHAVARO, RESEARCH ANALYST
JUDY MARSTON, RESEARCH ANALYST**

MCLS: Public Perception of Public Libraries

Summary Conclusions

- ✓ California respondents have positive perceptions of public libraries, and see them as essential to their communities as well as contributing to the education of their children. They support having libraries spend money to provide reading hours and other programs for children, to purchase new books and materials, and to maintain and repair library buildings.
- ✓ Respondents also have positive opinions of librarians and library staff in general. They support spending money to provide a place where librarians can help people find information through computers and online services. They also want libraries to have adequate staff to supervise children and offer a safe place to go.
- ✓ Approximately three-in-four residents accessed a public library during the past year. The median number of visits among users was 6 times during the year.
- ✓ Respondents felt there was no need to go to the library more frequently. They also cited being too busy, and the hours of the library not being convenient as reasons for not going more often.
- ✓ Checking out books for pleasure reading and conducting research for personal information were the top two library services used during the past year (and also in 1994).
- ✓ Offering literacy classes is a necessary service and will continue to be a role of the public library.
- ✓ The Internet was not seen as the main threat to the survival of public libraries. In fact, library users were more likely to have access to the Internet than non-users, and also to use public libraries for accessing the Internet. Only 6% of users said they used the Internet instead of visiting a library. Focus group participants suggested technology must be a service of the public library system. Up-to-date services and books were key to participants considering visiting public libraries.
- ✓ Bookstores are viewed as the main competitors of public libraries, and more respondents went to a bookstore this year than visited a public library. Focus group participants want public libraries to have an atmosphere like a bookstore with coffee, food and comfortable furniture. It should be a fun place to go.
- ✓ These conclusions are based on a study that included 5 focus group discussions and 1,017 telephone interviews with a representative sample of California residents.

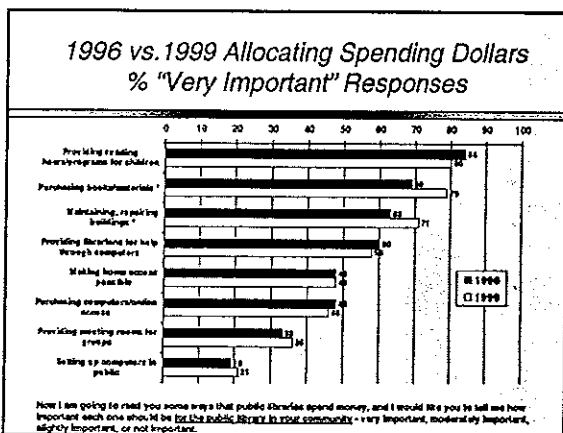
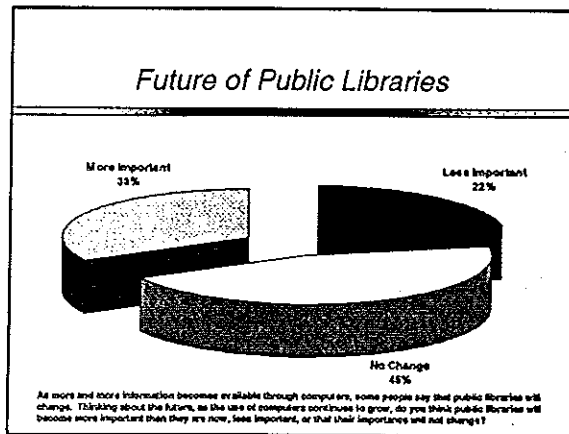
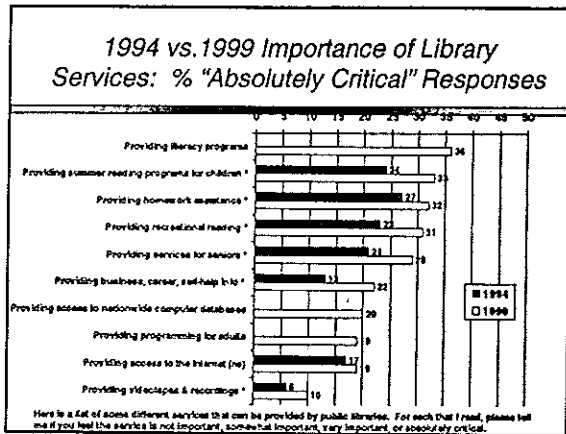
Public Perceptions of Public Libraries



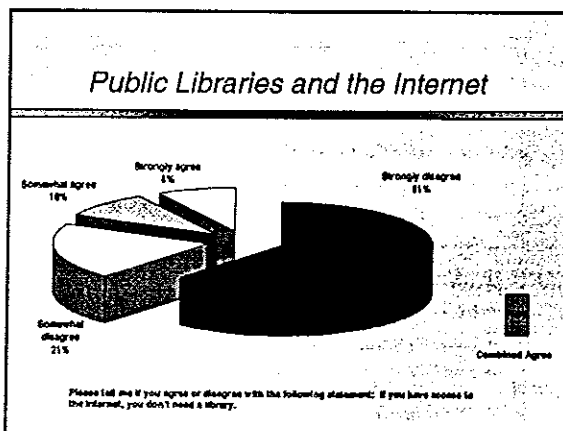
Demographic Profile of Library Users vs. Non-Users

- Library users were significantly more likely than non-users to:
 - Have a university degree
 - Be working
 - Have children under 18 living at home
 - Be between the ages of 30 to 50 years
 - Have access to the Internet
 - Not live in the Central Valley

Public Perceptions of Public Libraries



- ### Implications (continued)
- ◆ Concentrate on improving services that people say are important in order to increase usage:
 - ◆ Literacy programs
 - ◆ Services for seniors
 - ◆ Access to the Internet
 - ◆ Pleasure reading
 - ◆ Research
 - ◆ Accessibility (Hours of operation, remote access (telephone & Internet, remote drop-offs)



- ### Public Relations Campaign Suggestions from Focus Groups
- ◆ Target teens
 - ◆ promote libraries as "cool places with cool people and comfortable chairs" - Teenage focus group participants
 - ◆ Promote access to technology
 - ◆ "Check us out - we're keeping up with technology"
 - ◆ "En la biblioteca tenemos computadoras. Son las puertas de mañana." (In the libraries, we have computers. They are the doors that will open your future.)
 - ◆ Promote programs
 - ◆ "Not only do you learn, it's free!"
 - ◆ Focus on benefits of library over bookstores
 - ◆ "Read for free"

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 1999-2000 Financial Audit for Placentia Library District
DATE: May 24, 2000

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

CLIENT'S COPY

May 8, 2000

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, 2000.

We will audit the balance sheet of Placentia Library District as of June 30, 2000, 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, 2000, all information must be received by us no later than August 10, 2000.

As part of our engagement, we will also prepare the Annual Report of Financial Transactions of Special Districts for the year ended June 30, 2000.

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 \$3,975 for the audit and \$450 for the preparation, review and submission of the Annual Report of Financial Transactions of Special Districts.

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:

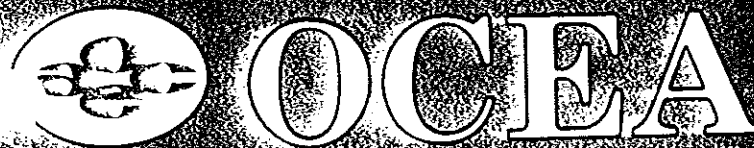
This letter correctly sets forth the understanding of Placentia
Library District

Authorized signature: _____

Title: _____

Date: _____

CLIENT'S COPY

**ORANGE COUNTY EMPLOYEES ASSOCIATION**

JOHN H. SAWYER BUILDING
830 N. ROSS ST., SANTA ANA, CA 92701
(714) 835-3355

FAX (714) 543-6424

May 4, 2000

Ms. Cheryl Willauer
PLACENTIA PUBLIC LIBRARY
411 East Chapman Avenue
Placentia, California 92670

Dear Cheryl:

The Orange County Employees Association Board of Directors has determined it isn't economically feasible to continue to represent employee groups of less than 30 members. As a result of this policy OCEA will stop its representation of employees in the Placentia Library effective May 12, 2000.

OCEA appreciates your loyalty over the years and wish each and everyone of you great success in the future.

Sincerely,

Larry Lykins
Senior Employee Relations Administrator

Cc:

Ms. Elizabeth Minter



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Review of Property Tax Issues before the California Legislature
DATE: May 24, 2000

BACKGROUND:

The Governor's May Budget Revision includes \$250 million for local governments to help offset some of the \$3.1 billion that was lost in the property tax shift to ERAF. This is a \$50 million increase over last year's augmentation.

Attachment A is a report from the California Special Districts Association (CSDA) on the status of the litigation regarding ERAF. The District has responded to all requests from CSDA for information/statistics regarding this issue.

Attachments B and C are status reports on the attempt by the county dependent district libraries to have the dependent and independent special district libraries exempted from the ERAF shift.

Attachment D shows the amounts transferred to ERAF from the library districts in Orange County. This information was provided by the Orange County Auditor.

Attachment E is the Executive Summary of the Little Hoover Commission Report, one of several reports published this year concerning streamlining local government, followed by comments by CSDA.

RECOMMENDATION:

Action as determined by the Board of Trustees



CSDA LEGAL UPDATE

April 24, 2000

**Re: Update Regarding Litigation Successfully Challenging ERAF Property Tax Shift
*County of Sonoma vs. Commission on State Mandates et al***

Dear Member District:

Since CSDA's prior informational update to you dated March 6, 2000, regarding the litigation initiated by the County of Sonoma and fifty-six other counties successfully challenging the ERAF property tax shift, CSDA has increased its involvement in this litigation.

CSDA Legal Counsel has completed his review of the Test Claim filed by the County of Sonoma and other counties before the Commission on State Mandates, as well as all of the pleadings filed by the parties in the Superior Court action. It is clear from a review of these documents that the Test Claim filed before the Commission on State Mandates claims reimbursement of shifted property tax revenues on behalf of all local governments: counties, cities and special districts. Chief counsel for the counties in the litigation has assured CSDA that all claims for shifted property taxes from all types of local government, including cities and special districts, were presented to the Commission on State Mandates with respect to the Test Claim, and were argued before the Superior Court. The Superior Court ruled in October 1999 that since the property tax shift legislation compelled cities, counties and special districts to accept partial financial responsibility for a state program, education, that the property tax shift constitutes a reimbursable state mandate with respect to all local government. Therefore, the claims of special districts for reimbursement of property taxes shifted to ERAF's as a reimbursable state mandate are included as issues in this litigation, despite the fact that some of the specific claims for reimbursement filed by some counties as evidence in the litigation do not include the specific amount of property tax shifted away from special districts to ERAF's.

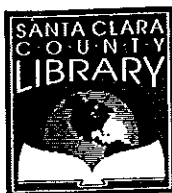
The CSDA Board of Directors has authorized the filing of an amicus curiae or "friend of the court" brief before the Appellate Court, and before the Supreme Court if necessary, in support of the position of the counties that the property tax shift constitutes a reimbursable state mandate. The permission of the Appellate Court hearing the case is required for the filing of such a brief. CSDA anticipates that the briefing schedule before the Appellate Court will allow CSDA to seek permission to file such a brief in approximately sixty days.

CSDA has also been advised by chief counsel for the counties that the counties are attempting to bypass a hearing in the Court of Appeal and have the case heard directly by the Supreme Court. Such an expedited appeals process is permitted by court rule when the issues presented in the case are of imperative public importance and require prompt resolution, thus justifying a departure from normal appellate procedures. CSDA has filed a letter with the Supreme Court requesting that the Supreme Court hear this case directly and bypass hearing and decision by the intermediate Appellate Court. CSDA argued in its letter to the Supreme Court that the issues in the case are of imperative public importance because the impact of the property tax shift legislation on special districts has included closure of public facilities and dramatic reductions in the quality and quantity of public services provided by many special districts. CSDA also urged the Supreme Court to consider that the legal issues posed by this case require prompt resolution by the Supreme Court because the property tax shift legislation

results in continuing harm to special districts due to the fact that the property tax shift continues indefinitely into the future, and constitutes an escalating harm to special districts because the amount of the diversion of property tax from special districts to schools continues to escalate each year as gross property tax receipts increase. The League of California Cities has filed a similar letter with the Supreme Court requesting an expedited hearing by the Supreme Court. No word has yet been received from the Supreme Court on the petition of the counties to have the matter heard directly by the Supreme Court as of the date of this update.

When CSDA files its amicus curiae or "friend of the court" brief in this matter, it will be important that the brief present information regarding the monetary impact of the property tax shift legislation on special districts, as opposed to cities and counties, and anecdotal evidence regarding the impact of the property tax shift on the quality and quantity of public services rendered by special districts. Therefore, CSDA is conducting a survey of special districts, both CSDA members and non CSDA members, to obtain this vital information. A copy of the survey form is attached. Please take the time to respond completely to the survey. It may be necessary for special districts to contact their local county auditor to determine the specific amount of property tax shifted away from each district for fiscal years 1996-97, 1997-98, and 1998-99. CSDA has learned that many counties filed a form with the State Controller's Office itemizing the amount of property tax shift for all cities and special districts within those counties for the 1998-99 fiscal year which is contained on State Controller Form No. 84/1661/7a2. However, it will probably be necessary to request specific information from your county auditor regarding the amount of property tax shifted away from your district for fiscal years 1996-97 and 1997-98 even if you are able to obtain a copy of this State Controller's form for your county. CSDA plans to compile a database regarding the amount of property tax shifted away from special districts during these three fiscal years to use in its legal arguments, and to submit as evidence should this litigation lead to settlement negotiations with the State.

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



SANTA CLARA COUNTY L

1095 North Seventh Street • San Jose, CA 95112-4446 • (408) 293-2326 •

April 18, 2000

To: ERAF Orphan Library Directors
From: Susan Fuller
Subject: Progress Report

While I had the opportunity to touch base with most of you in Santa Barbara, I thought it wise to send you our revised ERAF Fact sheet and orphan list. Four independent library districts have been added. The Fact sheet has been edited to take into account that many legislators and/ or staff were not in office in 1993-94 and may not know the acronym ERAF. (Yes, it's true. We've received constructive criticism for not explaining ERAF)

We have also prepared a talking-point paper for use by industry and community leaders when making personal contact with the Governor's Office. At this moment in the legislative session, it appears our best hope is to have language included in the Governor's May Revise. If you have any contacts in your county who are candidates to give the Governor a personal call, please feel free to use our information. We are also meeting with the Editorial Board of our regional newspaper.

If you have not yet personally visited every member of your legislative delegation, now is the perfect time. Your representatives are home for Spring break and are more readily available. I know I'm "preaching to the choir", but every contact you can make now is an educational investment that may pay large dividends later.

Reminder! In the Governor's Budget Summary, published in January 2000, he said: "There must be a fair accounting of the net effect of the various financial transactions that have taken place between the state and local governments over the last decade. The Administration supports mitigation of the ERAF shift, consistent with this accounting."

County Library ERAF Facts

In the early 1990's, the State faced a several billion dollar budget "gap"; costs for State programs exceeded State tax revenue. To close the gap, the State legislature took over \$2.6 billion in property taxes from local government and "shifted" it to the schools, thereby relieving the State of its constitutional obligation, on a dollar-for-dollar basis, for school funding. The property tax money taken from cities, counties and special districts was placed in the Educational Revenue Augmentation Fund, commonly known as ERAF. The amount taken grows every year as property tax collections increase. Today, the amount shifted annually exceeds \$3.6 billion.

The State argues that it has "mitigated" the take-away by providing City and County government nearly \$2.4 billion in new revenue in the form of new sales tax for public safety programs, relieving counties of their former trial court funding obligation and special grants to cities and counties for police staff. No mitigation has been provided to "special districts" for the take-away. Most public libraries in the State are funded and operated by cities and counties and are not special districts.

1. Of the 182 public libraries in the State, 25 are "ERAF orphans": dependent districts receiving a designated property tax allocation with no mitigation for the 44% ERAF shift. The other libraries operated by cities and counties have indirectly benefited from the mitigations granted by the State.
2. The ERAF orphans provide library service to 11.2 million people in the state: 33% of the population.
3. The total amount shifted from these Libraries was \$60 million in 1998-99 out of the \$3.6 billion shifted from all jurisdictions state-wide. This relatively small amount has a huge service impact.
4. The constitutional provisions of Proposition 218, passed after the ERAF shift was enacted, eliminate virtually all assessment mechanisms for these library districts to raise revenue. No Library has attempted to test the law in this area since the passage of Prop. 218.
5. In the ERAF shift, most libraries suffered a revenue loss. City libraries generally lost 9% of their property tax revenues but have enjoyed the benefits accruing to cities in the Prop. 172 sales tax increase and the COPS program. The majority of County Libraries are not classified as dependent districts and have been party to the same State mitigation benefits, as well as the trial court funding bailout. The ERAF orphan libraries have not directly or indirectly enjoyed the benefit of the \$2.3 billion State mitigation offsets.
6. Most ERAF orphan county libraries rely heavily on property tax. Up to 75% of their total revenue comes from property tax. Counties count property tax proceeds as only 12% of all general revenue, and cities even less. This means that a 44% tax loss takes away a much higher proportion of total revenue for ERAF orphan libraries than for city or county libraries.
7. The State Legislature has held nearly all special districts harmless from the ERAF shift or has dramatically limited the amount shifted. The special districts receiving such legislative relief include fire, police protection, water/flood control, open space, resource conservation, hospital, transit and memorial districts and at least 1 library JPA. Several of these district categories have small reliance on property tax (hospital and transit districts) and have the ability to independently raise revenue without a 2/3 voter approval; none has a lessor ability than libraries to raise revenue.

8. The Governor's Office has claimed that increased allocation to the Public Library Fund has served as a mitigation to the ERAF shift. This is over-reaching on two counts. First, the State PLF funding increase in FY 98-99 and 99-00 were across-the-board: all libraries received additional funding regardless of their relative ERAF loss. More importantly, the "mitigation" effect is greatly reduced by the fact that State PLF funding had already been reduced from its FY 89-90 level of \$20.6 million continuing in a steady decline through FY96-97. Thus, at the same time libraries were losing property tax, the State also reduced its PLF support. Only since FY98-99 has the PLF funding returned to and exceeded the FY 89-90 historic appropriation level. The "effective" mitigation for the ERAF orphan counties (not taking into account inflationary impacts over a decade or cumulative PLF losses) is less than a \$4 million increase in PLF funding against a \$60 million annual loss in ERAF.

ERAF orphan county libraries need relief. As a matter of coherent public policy, recognize the important partnership Libraries play with Education and hold them harmless from any ERAF shift.

County Libraries
 Dependent Districts Receiving Designated Property Tax

County	1998/99 ERAF Shift	
Alameda	10,234,389	
Fresno	704,008	
Humboldt	698,959	
Kings	118,672	
Lake	62,539	
Los Angeles	8,801,025	
Marin	1,080,614	
Mono	15,738	
Monterey	901,798	
Napa	492,167	
Orange	10,000,000	Est.
Placer	173,658	
Riverside	4,110,143	
San Bernardino	4,423,027	
San Diego	939,114	
San Joaquin	2,162,890	
San Luis Obispo	511,729	
San Mateo	2,102,546	
Santa Clara	6,948,714	
Santa Cruz	1,217,706	
Solano	1,273,591	
Tulare	210,846	
Ventura	907,403	
Yolo	695,663	
TOTAL	\$ 58,786,940	

In addition to the foregoing Dependent Library Districts, there are a dozen Independent Library Districts with a combined annual ERAF shift in the range of \$3.5 million.



SANTA CLARA COUNTY 1

1095 North Seventh Street • San Jose, CA 95112-4446 • (408) 293-2326

May 5, 2000

To: ERAF Orphan Library Directors

From: Susan Fuller

Subject: Progress Report Number 2

As I noted in the last progress report, we arranged to meet with the editorial board of our regional newspaper. Enclosed is a copy of the result of that effort. Please use it in any way you feel would be effective. For example, we have sent it to each member of our legislative delegation with a personal note seeking his/ her continued support. It may not be too late to seek the support of your local newspaper editorial board. The release of the May Revise is still 10 days away and, with the ever-growing State surplus, there is ample opportunity for our modest request to succeed.

Opinion

Libraries overdue for state funding

WITH all the talk about the digital divide, there already is one well-used bridge: public libraries, where kids and grownups alike can go to get on the Internet, no matter where they live or how poor they are.

Yet in these prosperous times, libraries serving fully one-third of the state's population are barely managing to survive, let alone keep up on technology. Systems including the county libraries in Santa Clara, Alameda, San Mateo and Santa Cruz counties have been shortchanged on state funding since the early 1990s, and now they're cut off from all practical (and even most impractical) means of raising their own funds.

Gov. Gray Davis and the state Legislature can remedy this.

They can restore library district funding that was slashed during the recession. The cost in 2000-01 would be \$62 million — a drop in the bucket, considering the value of libraries and considering that the overall state general fund is likely to exceed \$70 billion.

Many library systems are funded directly by cities or counties. But others, including the county systems around here, are set up as special districts, and their main source of funding is supposed to be a portion of property taxes.

During the recession, the state took a hefty chunk of the property tax money that was supposed to go to cities, counties and special districts, including library districts, and gave it to the schools. The Santa Clara County library system lost 44 percent of its funding; Alameda County lost 40 percent.

Since that time, the state has

Editorial

*The opinion
of the
Mercury
News*

made up some of the loss to cities and counties, which in turn have been able to spend more on libraries that they fund directly. And it has restored most or even all the funding to most special districts — water, fire protection and the like. But not to library districts. They alone have gotten no relief. Yet libraries consistently rank among public services that people consider most important.

The districts have coped in different ways.

Santa Clara County's system was lucky — for a while. It went to voters in 1994 and won 70 percent approval to enact a parcel tax. Thanks to that income, the system has been able to not just maintain but improve both facilities and service, and it shows: use of county libraries is up a whopping 60 percent since the early '90s. The libraries and their director, Susan Fuller, have received national recognition.

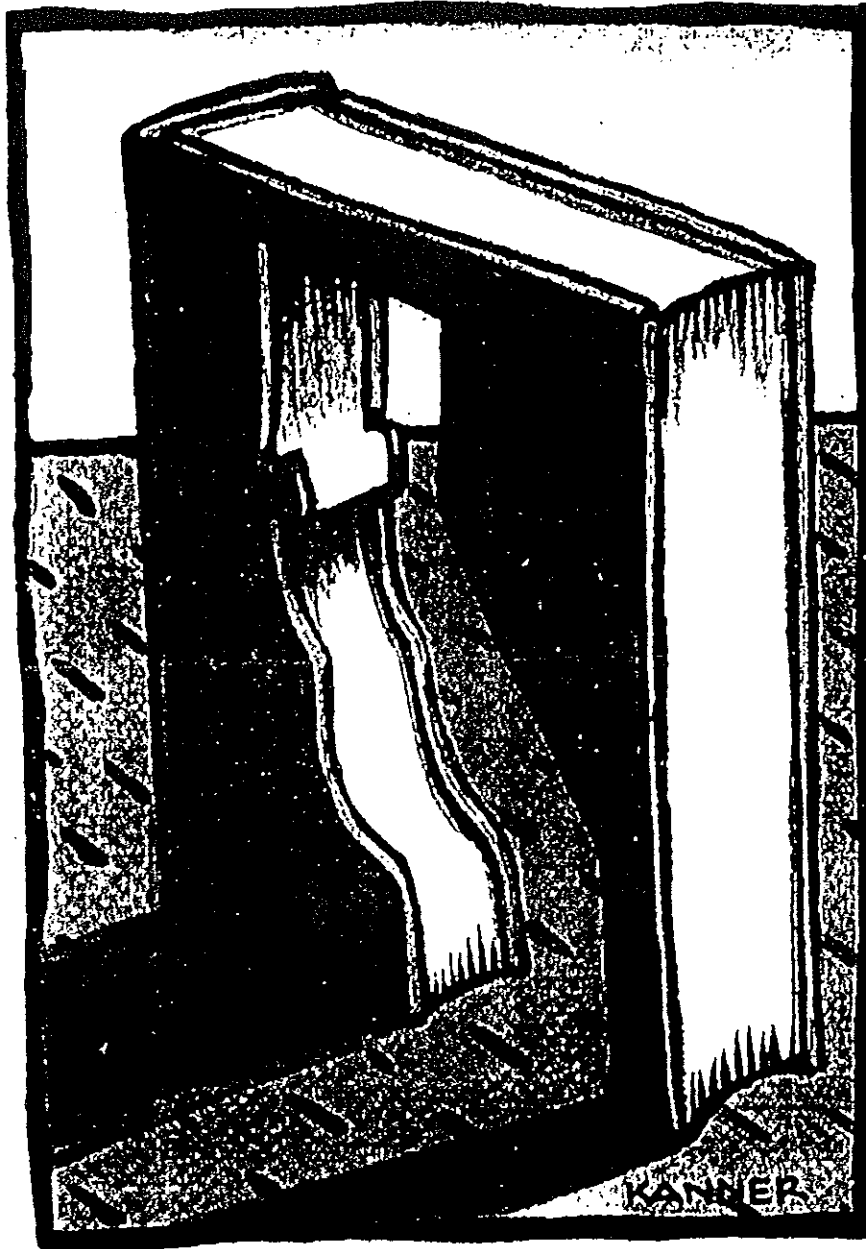
But that tax expires in 2005 — and when voters approved Proposition 218 in 1996, they blocked any

attempt to renew the tax. The proposition specifically bars library districts from using special taxes like the one that now funds Santa Clara County libraries. The system soon will be doomed to drastically cut services, unless the state restores funding.

Alameda County's libraries already are in bad shape. Unable to win a two-thirds vote for a parcel tax, they have cut hours, eliminated programs and cut back acquisitions that are crucial to keep libraries current. They are behind on technology.

Some cities in the library district have paid to restore some hours and programs in their own communities, according to Linda Wood, the director. But today in Fremont, as one example, the main library, once open 61 hours a week, now is open 51 hours. One branch that used to be open five days is open two. Another branch is open only one day a week.

Wood says polls have shown people want longer hours and better



CATHERINE KANNER

service from their libraries. Basically, they want the service they used to get in the early 90s, before the funding cut.

In both Alameda and Santa Clara counties, state lawmakers support restoring library district funding, according to the library directors. The question is whether Gov. Gray Davis will see it as a priority. He should. The funding ought to be part of this month's revised budget.

Libraries offer the kind of lifelong

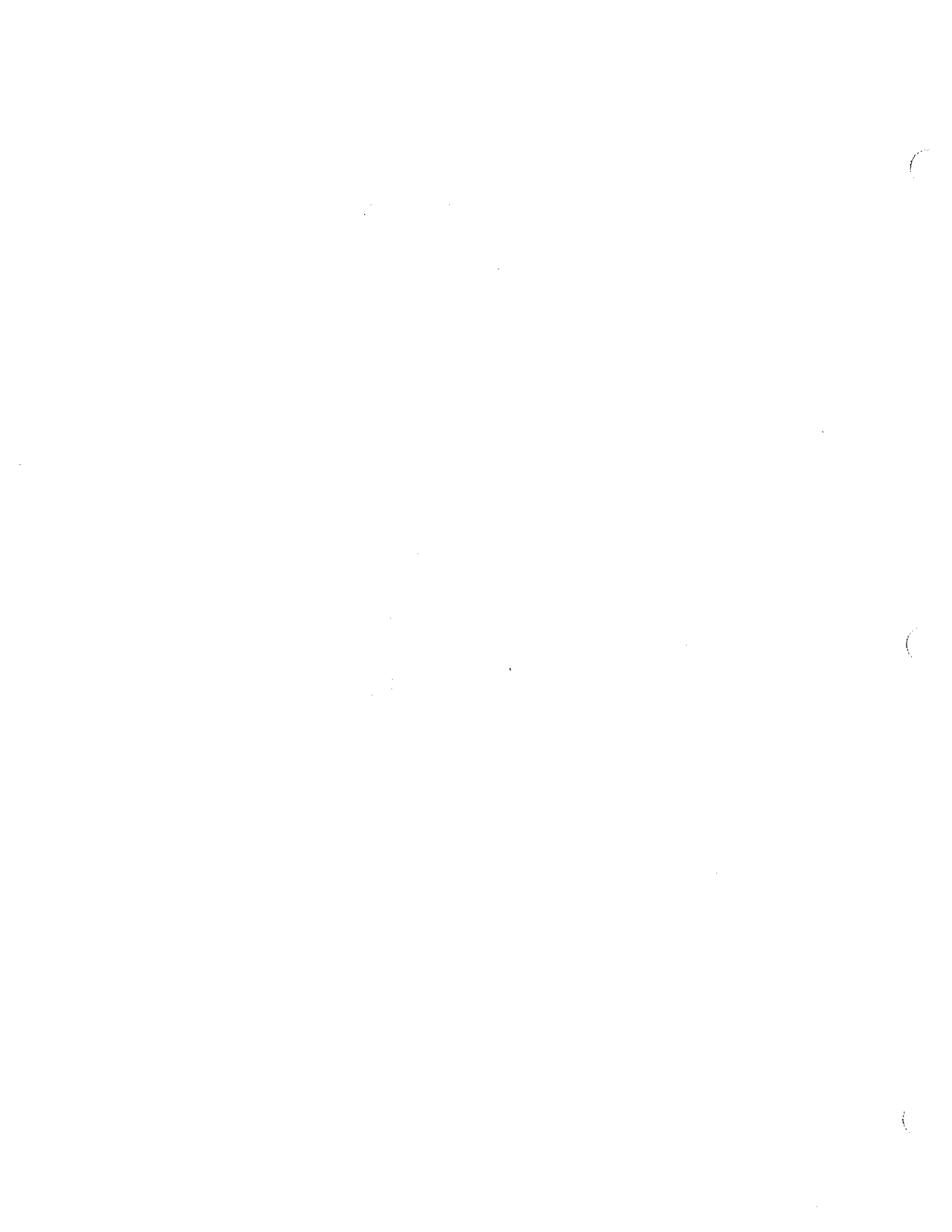
learning that has become crucial to keep up with the changing economy. Their literacy programs help adults lead productive lives. Their story hours instill in children of all income levels a love of reading and learning that forms the foundation of a good education. And today, libraries are often the only place families with no computer at home can access the online world.

If education is a priority for California, libraries should be a priority.

5/13/99
10:57 AM

O.C. LIBRARY DISTRICTS
SCHEDULE OF FUNDS CONTRIBUTED TO E.R.A.F.
AS OF 05/13/99

FISCAL YEAR	[002A] O.C. LIBRARY DISTRICT	[716A] BUENA PARK LIBRARY DISTRICT	[717A] PLACENTIA LIBRARY DISTRICT	GRAND TOTALS
1992-93	\$ 2,432,075.00	\$ 143,087.00	\$ 133,454.00	\$ 2,708,616.00
1993-94	17,613,462.00	529,929.00	780,538.00	18,923,929.00
1994-95	17,391,454.18	528,818.74	787,077.91	18,707,350.83
1995-96	17,503,493.69	534,480.07	795,681.58	18,833,655.34
1996-97	17,734,696.29	542,309.94	799,231.18	19,076,237.41
1997-98	18,211,312.23	546,600.79	823,577.93	19,581,490.95
1998-99	19,484,304.77	553,427.23	886,570.48	20,924,302.48
TOTAL	\$ 110,370,798.16	\$ 3,378,652.77	\$ 5,006,131.08	\$ 118,755,582.01



Executive Summary

Turn the tap and the water flows. On Thursdays the garbage gets collected. When it gets dark, the streetlights go on.

In many communities these are government services that are taken for granted. But democratic government is not designed to function in obscurity or anonymity. Absent citizen involvement, government agencies of all sizes are prone to inefficiencies and public resources are vulnerable to abuse.

The Little Hoover Commission found that independent special districts often lack the kind of oversight and citizen involvement necessary to promote their efficient operation and evolution. And without robust mechanisms of public accountability, inefficiency can become routine and the occasional scandal inevitable. Some examples:

- Independent special districts, according to the most recent information available, have \$19.4 billion in reserves¹ – nearly 2½ times their annual gross revenues. Yet in many cases, community and state leaders do not know the size of these reserves and why they are being held – and as a result, these resources are often not integrated into regional and statewide plans for fortifying the State’s infrastructure.
- Twenty-four health care districts in California no longer operate hospitals. Most continue to receive property taxes, which might be better spent on other community needs. Some provide services that could be administered by other agencies. Most of the districts report that they have not considered dissolution.
- Consolidations, even when they make sense, are hard to accomplish. It took five years of intense pressure from the Orange County Local Agency Formation Commission to merge three small water purveyors into one. The reorganization, within three to five years, is expected to save more than \$1 million a year. Similar opportunities for savings can be found throughout the state, but are lost because the mechanisms for reform are thwarted by the power of the status quo.

California has 58 counties, 474 cities – and more than 3,800 special districts. About two-fifths of those districts are considered “dependent” because they are governed by a larger entity, such as a county board of supervisors. But more than 2,200 of these districts are “independent,”

governed by their own elected bodies, including park districts, water districts, hospital districts and sanitation districts.

Many independent districts also are “enterprise” districts, like water and sewer agencies, which directly charge customers fees for the services they provide. Others, such as library and park districts, are “non-enterprise” districts, which rely mostly on property tax revenues to serve their communities.

The Commission focused on independent districts – both fee-based enterprise districts and tax-dependent non-enterprise districts.

Many of these independent special districts were created to extend public services – such as drinking water or parks – to rural and slowly developing communities that were beyond the reach of incorporated cities. But many, such as the water districts in Orange County, survive as separate government agencies even after urbanization has paved over the economic or geographic reasons for their independence.

Some districts have evolved in ways that cities and counties cannot – to manage consolidated fire protection services and regional parklands. Others, such as the health care districts, were created to provide a unique service, but persist after that service is provided by another public or private organization. Very few districts close their doors on their own initiative.

If no news is good news, the vast majority of districts are successful, and clearly many are. But most Californians would be hard pressed to identify the providers of some of their most basic services or to assess whether the fees are appropriate and the quality is what it should be.

The essential lesson of the last decade is that successful enterprises – public or private – are those that understand the needs of their customers and continuously strive to improve the services they offer. Similarly, successful organizations evolve to capture efficiencies and to align their core competencies with customer needs. Bigger is not always better, and sometimes smaller is.

But most special districts were formed when California looked different than it does today. Nothing ensures that these districts evolve to whatever size, shape and governance structure makes the most sense – given contemporary technologies, economics and social considerations. Local Agency Formation Commissions (LAFCOs) were created to be the venue for these discussions and catalysts for change. If strengthened, LAFCOs hold the best promise for individual communities to shape their government.

The Commission believes its reforms would yield improvements in three areas:

- **Improved public involvement and scrutiny.** The complexity and pace of modern life has diminished the electoral process as a mechanism for ensuring that government – and special districts in particular – provide greater value with fewer resources. Special districts need to be more visible to the public they serve and to community and business leaders who can influence decisions.
- **The efficient evolution of independent special districts.** Fiscal and political pressures have brought about some consolidations and reorganizations of small special districts that collectively serve large urban areas. But Local Agency Formation Commissions can be fortified to more effectively facilitate prudent changes.
- **More vigorous review of public resources.** Some 195 independent enterprise districts have reserves greater than five times their 1996-97 gross revenue. But these resources are often not incorporated into community and statewide discussions about how to improve infrastructure or reduce the cost of living and doing business in California. Similarly, nearly 600 enterprise districts continue to receive more than \$400 million in property tax revenue, while many other districts providing the same services rely solely on fees. State and community leaders need to openly reconsider how these resources are being used.

To accomplish these reforms, special districts need to be more visible and Local Agency Formation Commissions need to become advocates for improvement. To challenge the status quo, policy-makers need a better understanding of the potential benefits of reorganizing special districts. State and community leaders need to know more about the assets held by special districts, and they must reassess the lingering reliance of some enterprise districts on property taxes.

Many of the Commission's recommendations for special districts should become standards for all governments – making themselves more understood and relevant to their constituents. The recommendations in this report concern independent special districts because that was the focus of the Commission's study – not because other local governments and state agencies are immune to inefficiency.

These recommendations are offered to state policy-makers for formal consideration and some would require state direction and support. But many of these practices could be voluntarily adopted by independent

special districts and Local Agency Formation Commissions working with civic and business leaders in their communities.

A fundamental question facing California is how it will be governed in the 21st Century. The government closest to the people is often times a special district. Sorting out the problems and the potential of these districts will help state and community leaders in what should be a continuous pursuit of improved services at lower costs. In that spirit the Commission finds and recommends the following:

Finding 1: Special districts are often invisible to the public and policy-makers, compromising oversight and accountability.

In contrast to general-purpose local governments, special districts often operate in relative obscurity, hidden from the scrutiny of the public they were created to serve. The accountability mechanisms that do exist – financial information filed with the State Controller and the electoral process – are often inadequate. Districts submit financial information to the State Controller that is not easily accessed or understood by the public or policy-makers.

Research conducted by the Commission found that in Sacramento and Contra Costa counties the electoral process for special districts is less vigorous than for city council elections. It found that fewer races were competitive, more seats were filled with appointments and fewer voters participated in special district elections than other local elections. Sacramento County did increase participation in special district elections when it consolidated those elections in even years – but not even that effort brought special district elections in line with city councils.

Equally important, the media, interest groups and active citizens who frequently observe the actions of city and county governments understandably do not participate at the same level in special district governance. The city manager of a small Southern California coastal city, speaking in support of a city takeover of a water district, compared an average turnout of 75 people at city council meetings to no citizen attendance at water district meetings.¹

For this and other reasons, when problems or abuses do occur, they often do not come to the attention of the public or policy-makers until they are egregious and the remedies drastic. In the controversy involving the Water Replenishment District of Southern California, officials from the cities served by the district were shocked to learn the size of the district's reserve funds that took several years to amass. Relationships

with other local governments, as well as broad citizen participation, would enhance the visibility and accountability of special districts.

Recommendation 1: The Governor and Legislature should enact legislation that would make special districts more visible and accountable. Specifically, the legislation should:

□ ***Require special districts to actively make their activities visible to the public.*** To help the public – as citizens, consumers and voters – to participate effectively, independent special districts should annually develop and publicize the following information, stated in easily understood terms:

- ✓ District mission and purpose
- ✓ Summary financial information presented in a standard format and simple language, including reserve funds and their purpose
- ✓ District policy on the accumulation and use of reserves
- ✓ Plans for the future, including anticipated revenues, expenditures, reserves and trends in user rates
- ✓ Per capita tax contributions of property owners
- ✓ Performance and quality of service indicators
- ✓ Board member benefits and compensation

Financial information should be posted on Web sites, provided in property tax bills, customer billing statements, and be available from cities, counties and libraries. Districts should be required to publicly notice all meetings in local newspapers, invite coverage by local cable television and conduct annual mailings to district residents.

□ ***Require special districts to submit information to other local governments.*** Independent special districts also should annually and publicly present financial information to county boards of supervisors and city councils, which represent the broader community of interests. Districts also should submit budgets and financial audits to their Local Agency Formation Commission, which could then determine which districts warrant closer scrutiny.

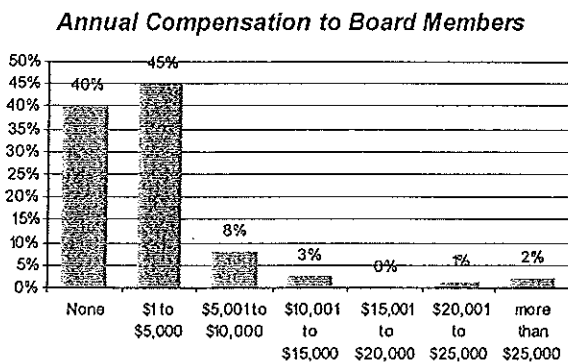
□ ***Encourage special district elections to be held as part of even year general elections.*** To increase voter participation in special district elections, counties should be encouraged to consolidate special district elections in even-year general elections.

LITTLE HOOVER COMMISSION

Finding 2: Local Agency Formation Commissions, by not aggressively scrutinizing the organization of special districts, have failed to promote the efficient and effective evolution of independent special districts.

The State created LAFCOs in counties and charged them with fostering the rational and orderly evolution of local government. It subsequently gave them the authority to initiate special district consolidations. But LAFCOs often lack the technical skills or political will to make change. LAFCO officials report that the commissions are often ineffective because they lack independence, clear direction from the State and funds to conduct studies. Another longstanding concern is that compensation paid to board members discourages them from giving up their seats in the name of efficiency. The Commission found evidence that this could be the case in some districts.

These problems are exemplified by California's 24 health care districts that no longer operate hospitals. Having sold, leased or closed their hospitals, the districts endure. Nearly half of them pay meeting stipends or benefits to elected board members. But LAFCOs consistently fail to examine these districts to determine whether they should be eliminated.



Where consolidations have occurred, particularly in urbanizing communities, services have been improved and costs reduced. Water and sanitary districts in Orange County reduced administrative

overhead by eliminating two general managers, cut the number of board members from 17 to five, improved customer service and integrated infrastructure as a result of consolidation. Over time, they expect to save \$1 million annually.

Following a decades-long trend toward a regional fire service, districts in Sacramento County merged to create an agency that will cover nearly 400 square miles and serve 600,000 people. They will save money through lower overhead costs, a reduction in the number of management positions, economies of scale in purchasing equipment and supplies, and a reduction in the number of elected officials.

The Little Hoover Commission believes that decisions about the form and function of independent special districts in California are best made locally. But it finds that LAFCOs often do not have the capacity or will to make informed and economically sound decisions, particularly regarding independent special districts.

Recommendation 2: The State should provide LAFCOs with the direction and resources necessary to make them a catalyst for the effective and efficient evolution of independent special districts. Specifically, the Governor and Legislature should:

- **Require periodic and specific reviews of independent special districts.** The State should require LAFCOs in urbanizing counties, in cooperation with special districts and other local governments, to periodically review services provided by special districts. The reviews should identify areas of duplication and overlap and assess whether services are being provided in the most efficient and cost-effective manner. Where duplication, overlap and inefficiency are identified, LAFCOs should be required to initiate a study. Specific triggers could be established, such as when the fundamental mission of a district changes or reserves exceed defined limits.
- **Enhance the independence of LAFCOs.** The State should encourage LAFCOs in urban counties to appoint their own executive officer and legal counsel, thereby establishing employment relationships free of the real and perceived conflicts that occur when county employees hold those positions.
- **Require shared funding of LAFCOs.** To increase the resources available to LAFCOs, enhance their independence and increase their effectiveness, the State should require counties, cities and special districts to jointly fund LAFCOs. Special districts should contribute whether or not they have opted to sit on a LAFCO.
- **Identify funds for studies.** The State should require special districts that are the subject of a required LAFCO study to fund the study. For financial hardship cases, the State should provide grants or loans, which could be repaid from savings accrued as a result of reorganizations.

Finding 3: Policy-makers and community leaders lack the analytical tools necessary to assess the benefits of consolidation, impeding their ability to advocate effectively for change and overcome the tenacity of the status quo.

Reliable information is needed to aggressively and assertively fuel the evolution and optimize the use of special districts. These tools are especially important as communities strive to efficiently provide housing and transportation in growing urban areas, concepts known as “smart growth.” Research is needed that will help policy-makers and community leaders know when consolidations will achieve improved efficiency and service and identify strategies for facilitating those consolidations. Policy-makers also need guidelines, best practices and

access to a cadre of experts who can provide technical assistance and training. Absent these resources, even if LAFCOs are independent and have the political will, resistance from board members and the momentum of the status quo will prevent the evolution of independent special districts.

The State can play an important role in building the competence necessary for effective and informed local decision-making. The California Policy Research Center (formerly the California Policy Seminar) was created at the University of California to inform California's policy-makers about the most pressing issues of the day. The resources of this center, or other private and public institutions like it, could fill the information void that in some communities works to prevent structural reforms.

Recommendation 3: To equip policy-makers and the public with the tools necessary to assess and guide the organization of independent special districts, the Governor and Legislature should establish a program at the California Policy Research Center, or similar institute, to do the following:

- ***Develop guidelines and protocols for special district consolidations.*** The consulting research center should conduct research to identify conditions when consolidation or reorganization of special districts will result in cost-savings, improved service and other benefits.
- ***Study the long-term outcomes of consolidations and reorganizations.*** The consulting research center should review and quantify the long-term outcomes of special district consolidations and reorganizations.
- ***Establish a cadre of trainers.*** The consulting research center should establish a cadre of experts to provide training and technical assistance to LAFCOs, enabling them to perform periodic reviews and analyze and facilitate special district consolidations. They could also be called to advise in instances where conflicts arise between special districts and their customers.
- ***Develop performance measures.*** The consulting research center, in cooperation with the California Association of Local Agency Formation Commissions, California Special Districts Association and Special Districts Institute, should develop and encourage special districts to establish and report performance measures as a means of building public understanding and support.

Finding 4: Hundreds of independent special districts have banked multi-million dollar reserves that are not well publicized and often not considered in regional or statewide infrastructure planning.

In 1996-97, the most recent year for which data is available from the State Controller, independent special districts reported \$19.4 billion in retained earnings and fund balances. Enterprise districts, which charge fees for their services, reported \$18.2 billion in retained earnings. Non-enterprise districts, which rely on property taxes, reported \$1.2 billion in fund balances. More than 600 districts reported reserves of \$1 million or more. More than 1,300 districts have reserves in excess of their gross annual revenue.² From a state perspective little is known about these funds, including how they are invested or the purposes for which they are earmarked. State law specifies that local government agencies are to make relatively conservative investments. But there is virtually no oversight by the State or other local governments of the investment policies and practices of special districts. And there are no standards guiding the size and use of reserve funds. These issues are of concern, as evidenced by pending legislation that would require all local governments to submit their investment portfolios to the California Debt Advisory Commission in the State Treasurer's Office.

The size of special district reserves raises a number of important policy issues.

- ✓ Special district reserves represent significant public resources. Many districts have good rationales for maintaining reserves at certain levels, including providing a cushion during lean years and permitting investment in infrastructure. But the size of the reserves and how they are invested are often not understood by community leaders and district customers.
- ✓ The State and local communities are grappling with the need to fund infrastructure that will contribute to California's continued prosperity. But the resources of special districts frequently are not considered in plans to meet these needs. The resources and capacities of special districts could play a larger role in planning and financing regional and statewide infrastructure.
- ✓ There are no guidelines for accumulating or using reserves and no oversight of the investment practices of special districts. Reserve and investment policies and practices could be improved through the establishment of guidelines and enhanced scrutiny.

A number of steps should be taken to help communities understand and make the best use of special districts and their assets.

Recommendation 4: The Governor and Legislature should enact policies that will ensure prudent management of special district reserve funds and incorporate these resources into regional and statewide infrastructure planning. Specifically, the State should require:

- **Districts to publicize their reserves.** Districts should be required to clearly identify and publicly report, in terms understandable to the public, the size and purpose of reserves and how they are invested. The information should be included in budgets and audited financial statements, highlighted on district Web sites, reported to boards of supervisors and city councils and sent to customers, as described in Recommendation 1. Special districts also should be required to adopt and publicize policies for the accumulation and use of reserves by the district.
- **Policy-makers to integrate enterprise district reserve information into infrastructure planning.** The services and assets of enterprise districts should be included in regional and statewide infrastructure planning. To this end, special districts should be required to coordinate their activities with other districts and general-purpose governments and to participate in the development of county general plans.
- **Guidelines for prudent reserves.** The Governor and Legislature should appoint a panel including experts in finance, management and government, and community representatives, to recommend guidelines for establishing and maintaining prudent reserves by special districts. The panel also should review the investment policies and practices of districts and determine if additional oversight is warranted.

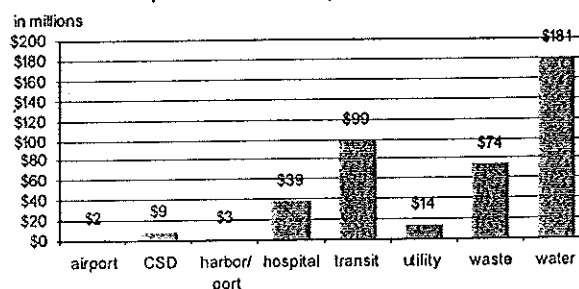
Finding 5: Property tax allocations to some enterprise districts create inequities among districts and distort the true costs of services. A significant portion of the property tax allocated to all enterprise districts subsidizes districts with the highest reserves.

Those enterprise districts that levied property taxes prior to the 1978 passage of Proposition 13 continue to receive property tax allocations. Those districts also charge customers fees for water, sewer and other services they provide. In 1996-97, independent enterprise districts received \$421 million in property tax allocations. Water districts, which generate the highest annual revenues and maintain the largest reserves of all special districts, received 38 percent of that amount, a total of \$161 million.

The allocation formulas may have made sense when they were implemented more than two decades ago. But over time the logic has faded. Significant policy questions are raised by the continuing practice of allocating property taxes to enterprise districts.

✓ Property taxes subsidize the cost of providing services in some districts. This practice allows some districts to rely on these revenues to keep rates low or provide a higher quality of services. Other districts offering similar services must rely solely on fees to cover those costs. The property tax subsidy also can exaggerate inequities among classes of ratepayers within a district.

Property Tax Allocated to Independent Enterprise Districts



Source: State Controller, 1996-97 Property Tax Data, on file.

✓ Some districts that continue to receive property tax revenues are among those that have the highest reserves. Meanwhile, non-enterprise districts such as parks and recreation and library districts have seen their revenues dwindle and their ability to provide services diminished.

✓ Taxpayers do not understand how their property taxes are allocated among the special districts serving them. And they do not know how these allocations affect their rates or quality of services, preventing them from providing feedback to district officials.

These issues should be explored in any discussion of property tax allocations to enterprise districts. Beyond the dollars involved, policy-makers and the public must understand the consequences of the current policy for taxpayers generally and for some customers specifically. They also need to understand consequences for districts that cannot charge fees and have seen their property tax revenues diminished.

Recommendation 5: Policy-makers should scrutinize the appropriateness of maintaining property tax allocations to enterprise districts. Among the alternatives:

□ **Annually review the level of property tax support.** The Controller could annually report the property tax revenue distributed among enterprise districts with the largest reserves. With the assistance of the Legislative Analyst, and as part of the budget process, the Legislature could decide whether to continue or modify this allocation of property taxes.

- **Examine all allocations to enterprise districts.** The Legislature could appoint a task force to examine how individual enterprise districts use property tax revenues. The task force could identify districts that should continue to receive the revenues, those that should receive smaller allocations, and those that should no longer receive property tax revenue.
- **Require a state audit of some districts.** The Legislature could require the State Auditor to examine enterprise districts that receive property taxes and also have the highest reserves. The Legislature could then take specific action to reduce or eliminate the allocations to those districts without a strong rationale for tax funding.
- **Allow counties to reclaim and reallocate property tax revenues.** The Legislature could provide a mechanism for counties, following a public review process, to reclaim property tax revenues from enterprise districts and reallocate those funds to meet contemporary community needs and priorities.
- **Enhance public understanding of property tax allocations.** Property tax bills should identify for taxpayers the independent special districts that provide services to them, along with the tax allocation, reserves and other financial information about those districts.

Notes

- i. The retained earnings presented in this report were provided by the State Controller's office. Prior to the release of the report, the Controller's office asserted that its definition of retained earnings did not include fixed assets or infrastructure. As part of its research, the Commission contacted several districts, which confirmed the accuracy of the Controller's information. Subsequent to the report's release, the Commission has become aware that some districts include some of their fixed assets in the values they report to the Controller as retained earnings. The Controller's office now believes that to accurately separate fixed assets from other retained earnings would require a detailed case-by-case analysis.
 1. Personal communication.
 2. State Controller, 1996-97 data on special district retained earnings and fund balances, on file. The term reserves refers to retained earnings, fund balances, or a combination.

CSDA LEGISLATIVE ALERT

Special Districts Under Review

*Little Hoover Commission Releases Report
Conference Committee Begins Discussion*



Little Hoover Commission



At a press conference held in the State Capitol, the Little Hoover Commission released its final report entitled, "Special Districts: Relics of the Past or Resources for the Future." In general, special district representatives feel that the report may offer some positive suggestions on outreach activities and cooperative intergovernmental communication (although many districts already cooperate under the recommendations). However, the belief is widely held that the report may not paint an accurate picture of the financial resources and reserves. The report suggests that special districts have, in total, amassed reserves of \$19.4 billion. CSDA will be reviewing the document in detail and discussing the findings with other special district representatives. We will keep

our members updated on any related activities. In general, the following are the findings in the report:

Finding 1: Special districts are often invisible to the public and policy-makers, compromising oversight and accountability.

Finding 2: Local Agency Formation Commissions, by not aggressively scrutinizing the organization of special districts, have failed to promote the efficient and effective evolution of independent special districts.

Finding 3: Policy-makers and community leaders lack the analytical tools necessary to assess the benefits of consolidation, impeding their ability to advocate effectively for change and overcome the tenacity of the status quo.

Finding 4: Hundreds of independent special districts have banked multi-million dollar reserves that are not well publicized and often not considered in regional or statewide infrastructure planning.

Finding 5: Property tax allocations to some enterprise districts create inequities among districts and distort the true costs of services. A significant portion of the property tax allocated to all enterprise districts subsidizes districts with the highest reserves.

Other areas discussed in the report include: special district vs. city council elections; characteristics of LAFCOs, benefits/compensation to board members; healthcare districts without hospitals and special district reserves and property tax allocations.

The report can be downloaded from the Commission website: www.lhc.ca.gov.

Additional information will be forthcoming.

Legislative Alert
Page 2

Conference Committee Convenes First Hearing

In response to the numerous reports on local government restructuring, the Legislature has established a Local Government Finance Conference Committee. Assembly Member Dion Aroner is the Chair of the Committee. Other members include: Senator Steve Peace, Senator Don Perata, Senator Charles Poochigian, Assembly Member John Longville and Assembly Member George Runner. The first hearing was held Tuesday afternoon, the second is scheduled for Monday, May 8 at 4 p.m.

The first hearing offered local government representatives (city, county and special district) to answer the question "What is the problem" as it relates to local government finance. CSDA Legislative Advocate Ralph Heim offered numerous examples of special district challenges to maintain and enhance local services due to fiscal constraints. Legislative Analyst Liz Hill expressed these thoughts to the Committee, "With the State's fiscal surplus, the Legislature has a unique opportunity to give back ongoing revenues or one time dollars. However, if you don't fix the problem (state-local fiscal relationship) than it will only be delayed and probably get worse." Senator Peace stressed that he does not want this to be an exercise in incrementalism. There will be degrees of winners, he indicated. Assembly Member Runner stated that he felt the key to finding a solution is ensuring dependable revenue streams to local government. The Conference Committee cautioned local government representatives to not always be looking for the "boogeyman" during these discussions.

Reports that may play a role in these discussions include:

- Growth Within Bounds (Commission on Governance for the 21st Century)
- Reconsidering AB 8 (Legislative Analyst's Office)
- Final Report The Speaker's Commission on State and Local Government Finance
- SMART Report – State Controller's Office
- Special Districts: Relics of the Past or Resources for the Future?

An advisory task force to respond to the Conference Committee has been formed and we will keep you updated on these activities.

1215 K Street, Suite 930 * Sacramento, CA 95814
(916) 442-7887/(916) 442-7889 fax

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Fiscal Year 2000-2001 Budget Process Review
DATE: May 24, 2000

BACKGROUND:

The Library Director will present a preview of the Fiscal Year 2000-2001 estimated revenues, expenditures and capital projects.

RECOMMENDATION:

Give direction for budget development

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Fiscal Year 2000-2001 Budget Process Review
DATE: May 24, 2000

BACKGROUND:







All of the for the Fiscal Year 2000-2001 have been calculated except for the non-personnel expenditures for the California Literacy Campaign (CLC) Grant and the Families for Literacy (FFL) Grant.

The budget figures presented are not yet finalized. The official budget proposal will be in balance and include revenue estimates that will not be available until early July.

Revenues



Attachment A is the estimate of revenues from the State Library.

Attachment B shows the revenue estimates based on the following assumptions:

-  5% growth in current secured property tax
-  2% growth in other tax categories
-  No change for the Public Library Fund
-  Increase in CLC Grant from \$10,000 to \$15,000
-  Addition of \$20,000 FFL Grant
-  No change for Passport Revenue

Expenditures

Attachment C is the proposed Personnel Allocation.

-  Addition of 1.00 FTE Library Assistant in Public Services
-  Addition of .25 FTE Library Assistant in Administration (Volunteer Coordinator)

Reclass 1 lib I to 1 lib II

Attachment D shows the proposed expenditures:

270

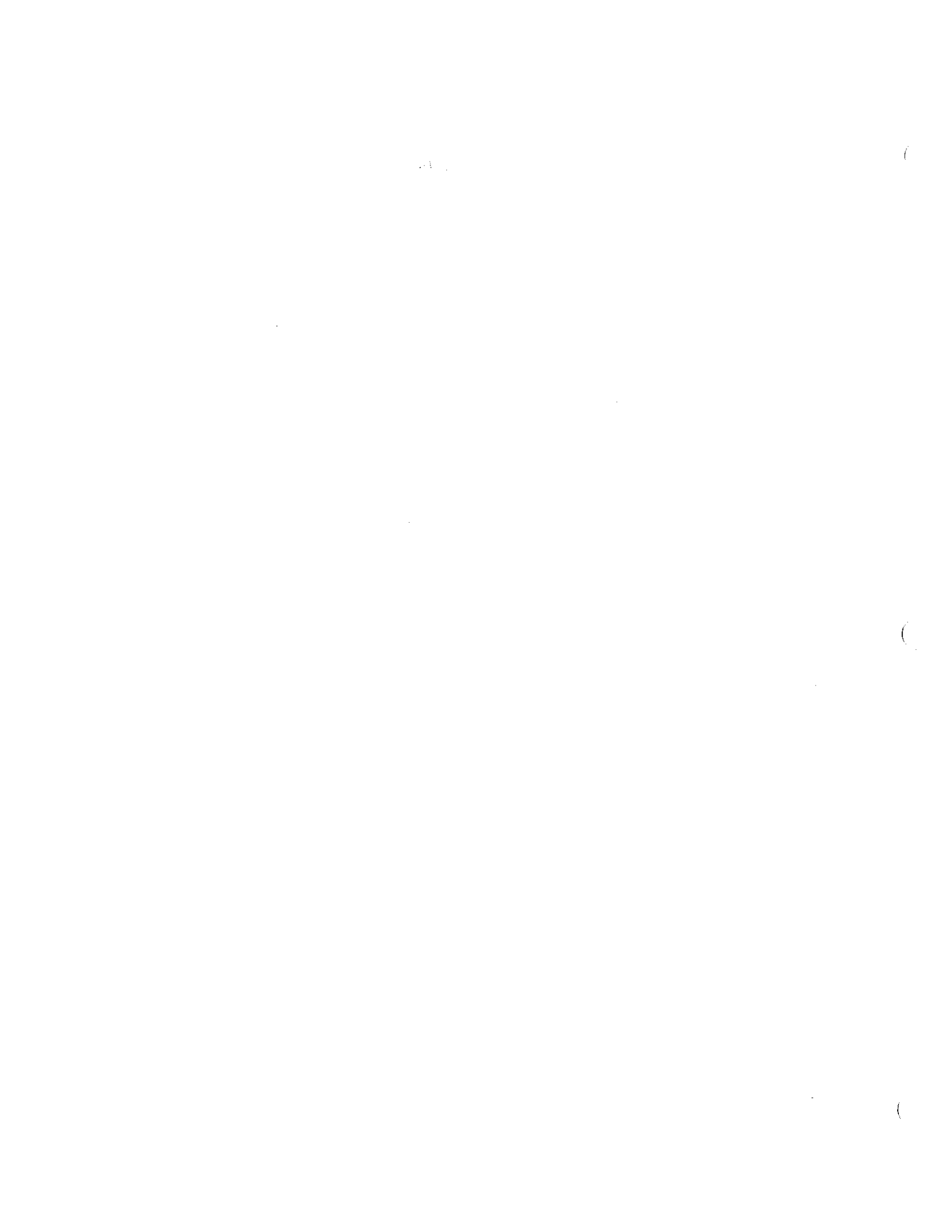
- 1400, Maintenance of Building & Grounds carries forward \$10,000 for the Seismic Retrofit project which should be completed mid-summer.
- 2200, Semi-Annual Bond payment includes \$71,800 for building bond payment, \$3,000 for bank charges, and \$34,000 for the energy bond payments.
- 2400, Special Department Expense (Book Budget) is set for \$150,000 including an estimated \$88,000 from the Public Library Fund and \$45,000 from passports.
- 2800, Utilities is still uncertain since the savings for the first year of the energy savings program have not yet been calculated by the City. Additional information will be available before the budget is finalized.

Capital Projects

The roof replacement project will need to be completed before the next rainy season. There is a slim chance that Assemblyman Ackerman's request for funding from the State will be granted. Otherwise the choices are funding from the Reserves or funding through the Special District Finance Authority. The Finance Authority option could be a five-year loan at approximately \$17,000 per year. The City is willing to manage the bid and construction processes for the District at no charge.

RECOMMENDATION:

Give direction for budget development



Placentia Library District
State Library Reimbursements and Grants
May 24, 2000

FUND	FY1990-91	FY 1992-93	FY 1994-95	FY1996-97	FY1997-98	FY1998-99	FY1998-99	FY1999-00	Proposed FY2000-01
ILL & Direct Loan Reimbursements	0	53,447	22,423	10,167	8,235	6,500	6,446	8,000	9,000
CA Foundation Funds	0	14,636	16,036	28,082	28,313	97,400	59,146	88,450	88,450
CA Literacy Campaign	0	12,528	9,185	11,887	4,211	7,000	8,872	10,000	15,000
Family Literacy Grant	0	25,000	23,174	0	0	0	0	0	20,000
Dept Educ. 321 Grant	0	0	3,294	3,511	5,919	3,500	3,136	0	0
One-Year Grants	0	0	0	0	9,361	0	1,000	0	0
Miscellaneous State Revenues	0	1	1	1	1	0	0	0	10,600
TOTAL STATE REVENUE	144,764	105,612	74,112	53,648	56,040	114,400	78,600	106,450	143,050

Placentia Library District
State Library Transaction Based Reimbursements
May 19, 1999

	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
FY 1990-91			
1st quarter	2,911.81	3,915.95	6,827.76
2nd quarter	2,043.15	7,474.50	9,517.65
3rd quarter	2,392.67	6,370.65	8,763.32
4th quarter	2,631.68	20,797.92	23,429.60
TOTAL	9,979.31	38,559.02	48,538.33

FY1991-92			
1st quarter	2,412.74	6,861.50	9,274.24
2nd quarter	917.18	10,295.29	11,212.47
3rd quarter	917.18	12,893.65	13,810.83
4th quarter	261.63	17,530.78	17,792.41
5th payment	357.48	3,839.98	4,197.46
TOTAL	4,866.21	51,421.20	56,287.41

FY1992-93			
1st quarter	2,242.24	10,223.81	12,466.05
2nd quarter	1,695.04	7,665.90	9,360.94
3rd quarter	2,092.61	9,864.53	11,957.14
4th quarter	2,099.03	8,304.04	10,403.07
5th payment	1,475.10	6,418.97	7,894.07
TOTAL	9,604.02	42,477.25	52,081.27

FY1993-94			
1st quarter	1,905.23	4,019.02	5,924.25
2nd quarter	1,053.36	955.96	2,009.32
3rd quarter	1,360.59	4,649.65	6,010.24
4th quarter	1,288.77	3,776.47	5,065.24
5th payment	2,012.96	4,742.20	6,755.16
TOTAL	7,620.91	18,143.30	25,764.21

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Placentia Library District
State Library Transaction Based Reimbursements
May 19, 1999

	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
FY1994-95			
1st quarter	1,487.42	1,434.29	2,921.71
2nd quarter	1,652.15	2,969.09	4,621.24
3rd quarter	1,654.57	3,534.30	5,188.87
4th quarter	1,436.54	3,889.60	5,326.14
5th payment	494.81	943.48	1,438.29
TOTAL	6,725.49	12,770.76	19,496.25

FY1995-96			
1st quarter	1,896.18	2,265.87	4,162.05
2nd quarter	1,329.95	1,896.18	3,226.13
3rd quarter	1,637.04	3,855.28	5,492.32
4th quarter	1,386.24	1,902.01	3,288.25
5th payment	79.96	39.61	119.57
TOTAL	6,329.37	9,958.95	16,288.32

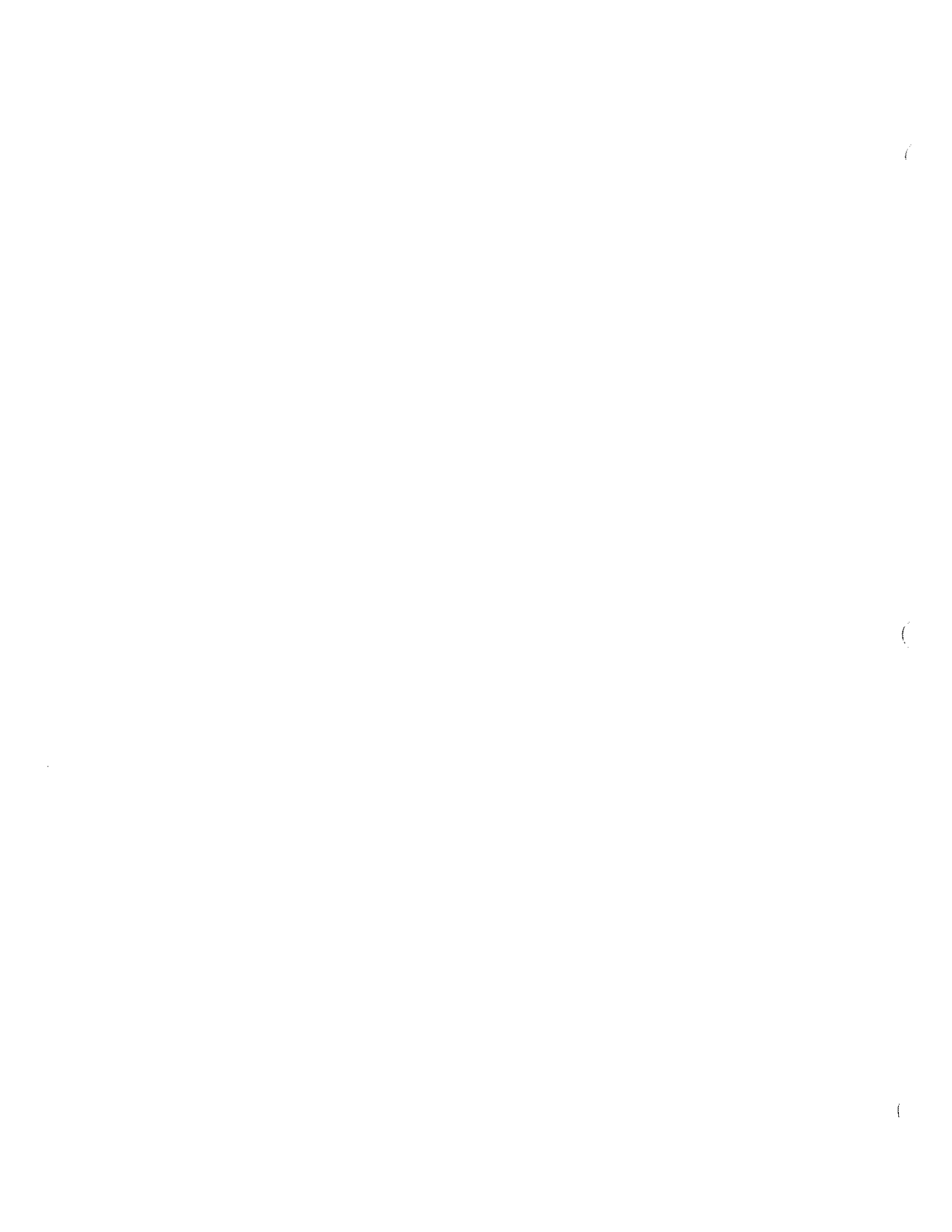
FY1996-97			
1st quarter	1,236.90	693.39	1,930.29
2nd quarter	1,037.40	610.61	1,648.01
3rd quarter	1,544.13	0.00	1,544.13
4th quarter	1,548.12	0.00	1,548.12
5th payment	445.27	110.79	556.06
TOTAL	5,811.82	1,414.79	7,226.61

FY1997-98			
1st quarter	1,602.78	423.85	2,026.63
2nd quarter	1,242.66	0.00	1,242.66
3rd quarter	1,811.75	0.00	1,811.75
4th quarter	1,860.65	0.00	1,860.65
5th payment	770.12	49.09	819.21
TOTAL	7,287.96	472.94	7,760.90

FY1998-99			
1st quarter	1,869.60	0.00	1,869.60
2nd quarter	1,488.84	0.00	1,488.84
3rd quarter	1,988.16	0.00	1,988.16
4th quarter	2,010.96	0.00	2,010.96
5th payment	897.18	0.00	897.18
TOTAL	8,254.74	0.00	8,254.74

Placentia Library District
State Library Transaction Based Reimbursements
May 19, 1999

	INTERLIBRARY LOAN	DIRECT LOAN	TOTAL
<u>FY1999-2000</u>			
1st quarter	2,266.32	0.00	2,266.32
2nd quarter	1,744.00	0.00	1,744.00
3rd quarter	2,095.32	0.00	2,095.32
4th quarter			0.00
5th payment			0.00
TOTAL	6,105.64	0.00	6,105.64



Placentia Library District
Revenue Budget for Fund 707 for Fiscal Year 2000-2001

Object Code	Category	FY1990-91 Actual	FY1992-93 Actual	FY1994-95 Actual	FY1996-97 Actual	FY1997-98 Actual	FY1998-99 Actual	FY1999-00 Adopted	FY1999-00 Actual	FY2000-01 Proposed
6210	Current Secured	823,832	824,818	644,816	673,850	710,413	764,422	817,940	817,940	895,518
6210-01	Public Utility	25,633	28,058	25,128	22,568	24,908	24,001	24,000	24,000	27,000
	SUB-TOTAL CURRENT SECURED	849,465	852,876	669,944	696,419	735,321	788,422	841,940	841,940	922,518
6230	Prior Secured	24,856	47,569	6,809	28,818	18,290	19,667	20,060	20,060	20,060
	TOTAL SECURED	874,321	900,445	676,753	725,237	753,611	808,089	862,000	862,000	942,578
6220	Current Unsecured	64,438	56,872	47,239	33,588	45,613	50,053	50,000	50,000	53,500
6240	Prior Unsecured	978	435	461	3,528	1,036	1,054	1,100	1,100	1,100
	TOTAL UNSECURED	65,416	57,307	47,700	37,115	46,650	51,107	51,100	51,100	54,600
6690	HOMEOWNER	19,790	18,101	12,454	14,896	15,180	15,578	15,580	15,580	16,000
	TOTAL ESTIMATE PROVIDED BY ORANGE COUNTY AUDITOR	959,527	975,853	736,908	777,249	815,441	874,774	928,680	928,680	1,013,178
6250	SPECIAL DISTRICT AUGMENTATION						9,062	40,000	40,000	8,120
6260/6540	PENALTIES/DELINQUENCIES	4,289	7,676	0	448	3,447	270	300	300	0
6280	SUPPLEMENTAL - CURRENT	72,614	34,058	8,242	9,668	14,786	24,408	24,500	24,500	24,500
6300	SUPPLEMENTAL - PRIOR	2,103	4,939	2,312	1,066	952	781	800	800	800
6610	INTEREST	46,331	36,599	13,041	18,502	13,450	12,734	12,800	12,800	12,800
	TOTAL CATEGORIES NOT ESTIMATED BY ORANGE COUNTY AUDITOR	125,337	83,272	23,595	29,684	32,634	47,255	78,400	78,400	46,220
	TOTAL PROPERTY TAX REVENUE	1,084,864	1,059,125	760,503	806,933	848,075	922,030	1,007,080	1,007,080	1,059,398
6970	STATE LIBRARY	144,764	105,612	74,112	53,648	56,040	78,601	105,250	105,250	143,050
7130	BANKRUPTCY RECOVERY DISTRIBUTIONS			5,324	0	0	0	0	0	0
7615	TRANSFER FROM OTHER LIBRARY FUNDS		100,000	0	0	0	0	0	0	0
7670	LOCAL REVENUE	13,969	32,866	32,251	25,754	23,454	41,587	82,198	82,198	70,000
7680	6 MO. EXPIRED (OUTLAW) CHECKS		9,102	(750)	7	231	224	0	0	0
	TOTAL REVENUE	1,243,597	1,306,705	871,441	886,342	927,800	1,042,442	1,194,528	1,194,528	1,272,448



Placentia Library District

Personnel Allocation for Fiscal Year 2000-2001

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

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

Allocation Proposed for for FY2000-2001

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I						1.00		1.00
Library Aide	0.25					1.50	0.50	2.25
Page						0.50		0.50
TOTAL	3.25	0.50	2.00	1.00	1.25	5.00	1.50	14.50

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PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
May 24, 2000

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
0100	Salaries & Wages	624,948.00	752,402.94	518,987.81	482,527.00	472,750.00	494,352	537,045		585,471.63
0200	Retirement (Social Security & Pension Contribution)	86,162.64	101,063.84	73,368.39	67,885.59	66,159.34	69,130	75,695		82,381.72
	Health Insurance/Care America		38,981.19	19,117.42	22,398.24	21,054.70	20,247	32,880		36,836.81
	Long Term Disability		2,485.32	2,492.04	2,093.66	2,055.00	2,431	2,690		2,927.36
	Vision Service Plan		2,013.44	1,263.69	1,188.40	883.00	2,015	2,225		2,343.00
	Dental		5,702.00	4,219.10	4,163.08	4,477.29	5,153	5,205		5,474.40
0300	Total Employee Insurance	40,194.04	49,181.95	27,092.25	29,843.38	28,469.99	29,845	43,000	0	47,582
0310	Unemployment Insurance	2,115.00	2,579.76	415.46	0.00	0.00	0	0		0.00
0350	Workers Compensation - General	8,979.77	6,098.85	3,864.00	7,125.00	5,502.00	5,136	5,400		5,400.00
	TOTAL SALARIES & EMPLOYEE BENEFITS	762,399.45	911,327.34	623,727.91	587,380.97	572,881.33	598,463	661,140	0	720,835
0700-00	Communications - Telephone	5,841.73	3,554.15	1,928.80	1,708.04	2,561.03	2,169	2,600		2,600
0700-01	Communications - Modem/Fax/ISDN			2,713.84	5,275.50	3,068.14	1,938	4,400		4,400
0700-02	Communications - Internet Access			483.46	85.28	4,483.15	4,897	5,000		5,000
0700-05	Communications - Broad Cataloging Access		6,092.77	5,320.19	5,085.84	4,681.97	5,150	5,160		2,800
0700-07	Communications - 321 Grant			134.20	522.53	540.55	380	0		0
0700-08	Communications - Adult Literacy		896.35	553.09	179.24	308.00	438	800		800
	Total Communications	5,841.73	10,543.27	11,133.58	12,856.43	15,642.84	14,973	17,960	0	15,600
0900-00	Food - General Fund	0.00	0.00	205.98	0.00	24.75	0	50		50.00
0900-07	Food - 321 Grant			0.00	0.00	0.00	0	50		0.00
0900-08	Food - Adult Literacy			30.43	7.17	0.00	0	50		200.00
090-009	Food - Family Literacy		32.26	35.74	0.00	32.55	0	0		0.00
	Total Food	0.00	32.26	272.15	7.17	57.30	0	150	0	250
1000-00	Household Expense	3,311.71	3,596.68	3,177.16	2,152.25	4,370.02	3,468	3,750	0	4,500
1100-00	Insurance	13,065.63	14,649.00	15,223.66	11,323.44	10,183.10	10,124	7,000		5,500.00

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
May 24, 2000

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	3,003.13	4,453.27	5,377.32	29,098.85	19,065.05	9,712	3,000		3,000.00
1300-01	Maintenance of Equipment - General Fund (Computer)							12,000		12,000.00
1300-07	Maintenance of Equipment - 321 Grant			0.00	0.00	0.00	0	0		0.00
1300-08	Maintenance of Equipment - Adult Literacy			969.00	44.95	0.00	0	0		0.00
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant			0.00	0.00	0.00	0	0		0.00
	Total Maintenance of Equipment	3,003.13	4,453.27	6,346.32	29,143.80	19,065.05	9,712	15,000	0	15,000
	HVAC		13,623.83	2,390.82	5,560.09	4,448.64	2,852	5,500		3,000.00
	Carpet Cleaning		2,894.55	800.00	550.00	0.00	0	500		3,500.00
	Groundskeeping, City of Placentia		23,537.42	21,979.52	20,188.23	23,276.99	28,653	28,000		30,000.00
	Plumbing		523.71	765.56	1,111.47	2,083.97	1,681	1,200		1,200.00
	Electrical		982.57	3,601.71	2,621.44	3,720.96	4,212	4,500		1,500.00
	Cleaning Service		13,060.20	11,400.00	11,400.00	11,400.00	11,400	11,700		11,700.00
	Locksmith		87.45	55.19	245.46	93.95	74	200		200.00
	Other (includes fire alarms & seismic retrofit project)	44,124.45	1,141.36	3,639.32	1,647.21	2,443.67	1,391	11,000		12,000.00
1400-00	Total Maintenance of Building & Grounds	44,124.45	55,851.09	44,652.12	43,323.90	47,468.18	50,263	62,600	0	63,100
1600-00	Memberships - General Fund	2,199.00	3,325.25	2,154.65	2,358.00	2,884.00	2,580	2,750		3,300.00
1600-07	Memberships - 321 Grant			0.00	295.00	75.00	225	0		0.00
1600-08	Memberships - Adult Literacy			135.00	95.00	95.00	240	475		475.00
1600-09	Memberships - Family Literacy			0.00	0.00	0.00	0	0		0.00
	Total Memberships	2,199.00	3,325.25	2,289.65	2,748.00	3,054.00	3,045	3,225	0	3,775
1700-00	Miscellaneous Expense - General Fund			702.50	0.00	0.00	0	0		0.00
1700-07	Miscellaneous Expense - 321 Grant			0.00	20.00	0.00	0	0		0.00
1700-08	Miscellaneous Expense - Adult Literacy			28.03	0.00	0.00	0	0		0.00
1700-09	Miscellaneous Expense - Family Literacy			0.00	0.00	0.00	0	0		0.00
	Total Miscellaneous Expense	0.00	0.00	730.53	20.00	0.00	0	0	0	0

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PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
May 24, 2000

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
	Library Supplies		9,042.32	5,618.20	3,673.37	7,108.99	6,818	7,000		10,000.00
	Printing		4,172.71	8,610.34	8,641.63	8,842.42	9,135	9,300		9,500.00
	EZ Copy - copy cards for sale to patrons		1,571.32	0.00	0.00	0.00	0	0		0.00
	Publications		1,985.00	850.05	2,742.75	1,999.66	730	1,000		1,000.00
	Paper		1,143.69	885.95	1,126.10	1,274.99	894	1,200		1,200.00
	Drinking Water Service		299.40	299.40	274.45	274.45	274	300		360.00
	Other Office Supplies		10,585.64	6,462.27	5,895.60	2,653.86	4,883	4,000		6,000.00
1800-00	Total Office Supply Expense - General Fund		28,800.08	22,726.21	22,353.90	22,154.37	22,734	22,800	0	28,060
1800-07	Literacy Dept Educ 321 Grant Supply Expense		0.00	0.00	636.39	1,141.00	1,890	0		0.00
	Printing		616.54	2,938.36	1,796.25	1,473.04	1,680	2,625		2,625.00
	Publications		0.00	2,062.86	2,532.02	3,371.73	0	0		0.00
	Paper		86.93	0.00	0.00	0.00	0	50		50.00
	Other Office Supplies		1,953.93	328.25	1,685.66	401.10	1,034	550		550.00
1800-08	Total Adult Literacy Office Supply Expense		2,657.40	5,329.47	6,013.93	5,245.87	2,714	3,225	0	3,225
1800-09	Family Literacy Supply Expense/LSCA Grant Expense		4,832.97	6,014.75	0.00	5,181.20	0	0		0.00
	Total Office Expense	19,390.29	36,290.45	34,070.43	29,004.22	33,722.44	27,337	26,025	0	31,285
1803-00	Postage Expense - General Fund			1,450.99	692.24	778.77	2,446	4,700		4,000.00
1803-01	Postage Expense - LSCA II Grant	2,375.04	1,970.50	19.95	0.00	0.00	0	0		0.00
1803-08	Postage Expense - Adult Literacy		894.17	182.42	224.00	75.50	64	100		100.00
1803-09	Postage Expense - Family Literacy/LSCA Grant		29.00	114.84	0.00	1,063.44	0	0		0.00
	Total Postage Expense	2,375.04	2,893.67	1,768.20	916.24	1,917.71	2,510	4,800	0	4,100



PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
May 24, 2000

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
	Care Resources (Employee Assistance)		693.00	280.00	350.00	350.00	385	420		420.00
	Pension Fund Operating & Investment Mgmt. Expenses		5,029.59	5,640.50	4,690.92	5,808.68	6,863	7,500		7,500.00
	Anaheim Library Automated Library System		42,631.10	37,960.12	38,781.65	39,207.00	39,295	40,000		45,000.00
	Anaheim Consortium Computer Technical & Consulting Services							4,000		4,000.00
	Clipping Service		368.52	392.52	392.52	414.52	417	420		420.00
	Tax Collection Services & Fees by Orange County		545.51	138.85	426.14	323.23	291	350		1,800.00
	Advertising (including WEB site)		552.50	72.97	0.00	0.00	734	4,000		2,500.00
	Medical Exams		324.00	760.00	392.00	420.00	473	500		750.00
	Collection Services - Accounts Receivable		0.00	3,700.00	118.86	1,113.27	633	2,400		2,400.00
	Audit & Accounting Services		2,950.00	3,530.00	4,130.00	3,360.00	4,811	4,500		4,500.00
	Payroll Preparation		2,367.28	2,441.95	1,894.47	2,381.97	2,349	2,500		2,500.00
	Election Expenses		0.00	0.00	8,450.48	0.00	0	0		3,000.00
	Staff Training in Library		0.00	0.00	0.00	0.00	0	0		0.00
	Other (includes contract storyteller)		8,101.87	2,693.76	1,095.99	6,235.83	3,511	5,000		7,500.00
1900-00	Total Specialized Services - General Fund	61,688.26	63,563.37	57,610.67	60,723.03	59,614.50	59,761	71,590	0	82,290
1900-01	Specialized Services - LSCA II Grant	10,278.00	0.00	11,243.26	0.00	0.00	0	0		0.00
1900-07	Specialized Services - 321 Grant			0.00	1,625.00	2,321.00	0	0		0.00
1900-08	Specialized Services - Adult Literacy	6,093.95	1,077.40	2,653.08	1,333.86	725.00	80	1,000		1,000.00
1900-09	Specialized Services - Family Literacy/LSCA Grant	0.00	812.00	5,505.00	0.00	4,003.99	0	0		0.00
1900-18	Tax Collection Services & Fees by Orange County	0.00	2,401.91	1,813.96	1,877.98	1,976.08	2,117	2,400		2,400.00
	Total Specialized Services	78,060.21	67,854.68	78,825.97	65,559.87	68,640.57	61,958	74,990	0	85,690
2000-00	Legal Notices - General Fund	0.00	521.08	141.75	1,064.56	0.00	0	500		500.00
2000-01	Legal Notices - LSCA II Grant	0.00	0.00	0.00	0.00	0.00	0	0		0.00
	Total Legal Notices	0.00	521.08	141.75	1,064.56	0.00	0	500	0	500

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
May 24, 2000

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
2100-00	Rents/Leases-Equipment	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
2200-00	Semi-Annual Bond Payment	71,800.00	0.00	35,900.00	1,542.61	66,259.01	72,215	74,175		108,800.00
2300-00	Small Tools/Instruments		497.32	0.00	0.00	0.00	0	0	0	0.00
2400-00	Special Department Expense - Miscellaneous	0.00	14.95	414.19	644.34	16.03	0	0	0	0.00
2400-01	Special Department Expense- Books	122,463.09	109,878.89	50,853.68	10,246.41	15,769.09	82,661	133,450		150,000.00
2400-02	Special Department Expense - Video	5,790.92	957.33	27.45	0.00	592.80	3,400	0	0	0.00
2400-03	Special Department Expense - Electronic	0.00	0.00	4,431.22	35,441.99	25,292.53	5,230	0	0	0.00
2400-04	Special Department Expense - Periodicals	10,233.49	39,890.38	9,414.09	5,230.97	4,039.57	4,228	0	0	0.00
2400-05	Special Department Expense - Audio	5,411.88	4,027.63	0.00	0.00	251.34	347	0	0	0.00
2400-07	Special Department Expense - 321 Grant	0.00	0.00	215.34	0.00	36.78	0	0	0	0.00
2400-08	Special Department Expense - Adult Literacy	0.00	118.80	1,381.15	1,980.84	786.57	3,594	1,500		1,500.00
2400-09	Special Department Expense - Family Literacy	0.00	1,439.19	3,228.99	0.00	0.00	0	0	0	0.00
	Total Special Department Expense	143,899.38	156,327.17	69,966.11	53,544.55	46,784.71	99,459	134,950	0	151,500
2600-00	Transportation/Travel - General	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00
2700-00	Transportation/Travel - Meetings, Staff Out of Town		6,292.83	6,590.33	1,304.04	1,003.86	1,531	1,500		2,000.00
2700-01	Transportation/Travel - Meetings, Staff Local	8,427.00		1,867.75	3,369.52	3,805.34	1,907	2,000		2,000.00
2700-02	Transportation/Travel - Meetings, Board Out of Town			61.48	835.92	647.50	1,035	1,000		1,000.00
2700-03	Transportation/Travel - Meetings, Board Local			699.00	1,020.09	287.60	534	600		600.00
2700-04	Transportation/Travel - Meetings, LSCA II Grant			0.00	0.00	0.00	0	0		0.00
2700-07	Transportation/Travel - Meetings, 321 Grant		728.00	2,631.92	260.00	1,380.90	915	0		0.00
2700-08	Transportation/Travel - Meetings - Adult Literacy			137.00	25.20	0.00	212	1,000		1,000.00
2700-09	Transportation/Travel - Meetings - Family Literacy	0.00	941.50	91.65	9.67	0.00	0	0		0.00
	Total Transportation/Travel - Meetings	8,427.00	7,962.33	12,079.13	6,824.44	7,125.20	6,135	6,100	0	6,600

PLACENTIA LIBRARY DISTRICT
EXPENDITURES BUDGET FOR FUND 707 FOR FISCAL YEAR 1999-2000
May 24, 2000

OBJECT CODE	DESCRIPTION	FY91 ACTUAL	FY93 ACTUAL	FY95 ACTUAL	FY97 ACTUAL	FY98 ACTUAL	FY99 ACTUAL	FY00 ADOPTED	FY00 ACTUAL	FY01 PROPOSED
2800-00	Electricity		56,813.70	48,474.74	42,250.50	43,533.26	40,519	43,000		20,000.00
	Gas		2,917.30	2,938.78	6,102.59	5,273.78	5,852	6,500		3,500.00
	Water		1,888.97	1,803.99	2,955.74	2,466.19	2,266	3,000		2,500.00
	Total Utilities	59,583.61	61,619.97	53,217.51	51,308.83	51,273.23	48,637	52,500	0	26,000
	TOTAL SUPPLIES & SERVICES	455,081.18	426,417.49	369,774.27	311,340.31	375,563.36	409,835	483,725	0	522,200
3700-00	Taxes, Assessments (Sales Tax)	0.00	610.04	1,284.00	778.00	0.00	1,001	1,100		2,000.00
4000-00	Equipment	0.00	711.12	4,725.29	2,625.36	0.00	16,445	32,865		30,000.00
4000-07	Equipment - 321 Grant			0.00	0.00	0.00	2,800	0		0.00
4000-08	Equipment - CLC Grant	0.00	0.00	2,150.05	877.07	0.00	120	1,000		1,000.00
4000-09	Equipment - Gates Foundation Grant			0.00	0.00	0.00	0	14,698		0.00
4000-11	Equipment	11,181.79	0.00	0.00	0.00	0.00	0	0		0.00
	Total Equipment	11,181.79	711.12	6,875.34	3,502.43	0.00	19,365	48,563	0	31,000
4200-00	Structures/Improvements	0.00	0.00	0.00	0.00	0.00	0	0		0.00
	TOTAL EQUIPMENT EXPENSE	11,181.79	711.12	6,875.34	3,502.43	0.00	19,365	48,563	0	31,000
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0.00	0.00	0.00	0.00	0.00	0	0		0.00
5600	INVESTMENT POOL LOSS	0.00	0.00	34,733.31	0.00	0.00	0	0		0.00
	TOTAL EXPENSES	1,228,662.42	1,339,065.99	1,036,394.83	903,001.71	948,444.69	1,028,664	1,194,528	0	1,276,035



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 1999-2000 Financial Audit for Placentia Library District
DATE: May 24, 2000

BACKGROUND:

Attachment A is a memorandum from State Librarian Dr. Kevin Starr announcing a new program for local library board development.

The three-hour program is based on the "Trustee Tool Kit for Library Leadership" as revised in 1998.

There is no charge for this program.

RECOMMENDATION:

1. Determine whether Placentia Library District will participate in the Project
2. And if interested, select a couple of potential Saturday dates and times
3. Authorize the Library Director to request the service from CALTAC's Board Development Project Chair.

Bob / Gae

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CALIFORNIA
STATE LIBRARY
FOUNDED 1850

MEMORANDUM

TO: California Public Library Board Presidents
Cc: Library Directors

FROM: Dr. Kevin Starr, State Librarian of California

DATE: May 2, 2000

SUBJECT: Library Board Development Project

I am pleased to announce a collaborative project between the California State Library and the California Association of Trustees and Commissioners (CALTAC) that I believe will be to the benefit of public libraries throughout the state and to the people they serve.

I have approved the use of LSTA funds to train library boards and commissions so that they will be more effective in working toward their library goals for the benefit of their communities.

To accomplish this plan, workshops will be made available to individual boards, on-site, at their libraries. Carla Lehn, who has served as a consultant for the State Library on volunteerism and board issues, has developed a three hour training module based on the "Trustee Tool Kit for Library Leadership," a CALTAC/State Library product revised in 1998.

Experienced trustee volunteers from throughout the state were trained earlier this month by Carla in a two-day Trainer's Institute to deliver this workshop to local boards. These library trustee volunteer trainers are now available to come to your library to train your board. If your board is interested in taking advantage of this free training, here's how:

- Select a couple of potential Saturday dates and times which would work for you. Then, contact CALTAC's Board Development Project Chair, Alan Smith, to request the service. Alan Smith can be reached at:

Ph: (925)356-1003 FAX (925)356-1521
e-mail: Alan.Blake.Smith@bankamerica.com

Please select a date that allows your full board and your library director to attend the workshop.

- CALTAC will then match your potential dates and location with a skilled volunteer trainer who will contact you to finalize the date.
- Before the workshop, the CALTAC trainer will contact your Board President and Library Director to gain an understanding of your board's structure, and any special needs or areas of interest or concern. This information will be held in confidence.
- There will be no cost to local libraries for the workshop, at least during this first year. The volunteer's travel expenses (including lodging and meals) will be covered by the grant.
- The volunteer trainer will mail "camera-ready" handouts to you in advance of the workshop so you can make copies for all those attending. In addition to your library's conference room or other quiet location, you will also be asked to provide a flip chart and overhead projector for use during the workshop.
- Remember that since your board will be meeting, even though it is a training session, you will need to make the usual public announcements as required by the Brown Act.

On behalf of all public library users in California, I urge you and your board to consider taking advantage of this opportunity. Our library boards and trustees are critical factors in our ability to deliver service, and we should provide them with all the tools we can to be successful.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{EDM}
SUBJECT: Repair of Facia Board on South Side of the Library
DATE: May 24, 2000

BACKGROUND

City Public Works Director Chris Becker has advised the Library Director that the facia board on the south side of the Library needs to be replaced. On the Library's behalf Mr. Becker requested a quote from the contractor who is coordinating the Placentia History Room project.

The Library Director has reviewed the project with Premier Contractors and Mr. Becker and agrees that the work should be done this year.

Since the seismic retrofit project scheduled for Fiscal Year 1999-2000 will not be done until Fiscal Year 2000-2001 the Library Director recommends that the facia board project be authorized for completion before the end of Fiscal Year 1999-2000.

RECOMMENDATION

1. Approve contract with Premier Contractors in the amount of \$2,800.00 for replacement of facia board on the south side of the Library as described in its Proposal and Contract dated May 3, 2000.
2. Authorize signature of the contract document by the Library Director.

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PREMIER

CONTRACTORS

Paving - Concrete - Seal

18002 Irvine Blvd., Suite 104, Tustin, CA 92780
Tel: (714) 544-6095 Fax (714) 544-4647
State Contractors License No. 768035

PROPOSAL AND CONTRACT

To: City of Placentia Public Library	Date	May 3, 2000
401 East Chapman	Phone	(714) 238-8164
Placentia, CA 92870	Attention	Elizabeth

Job Location: Placentia Library South Side Facia Board Repairs

PREMIER CONTRACTORS hereby agree to furnish all labor, materials and equipment for the completion, in a good workmanlike manner of the work described below.

DESCRIPTION OF WORK:

- Remove and replace approx. 65' of 2" x 12" Facia board.
- Remove and replace approx. 25' of 1" x 3" trim.
- Re-nail various loose facia boards.
- Stain to match existing.

\$ 2,800.00

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|---|---|
| <ol style="list-style-type: none"> 1. Price subject to change if not accepted within 30 days. 2. Terms 100% due upon presentation of invoice. 3. Any invoice not paid within 30 days is subject to a 1 1/4 % service charge per month. 4. Buyer agrees to pay court costs and reasonable attorney's fees in the event of default or if this contract is turned to an attorney for enforcement or collection. 5. Not responsible for damage to underground utilities. | <ol style="list-style-type: none"> 6. Prices do not include Testing, Permits, Inspection or Engineering. 7. Not responsible for reflective cracking on resurface areas. 8. Not responsible for the growth of vegetation. 9. Contractor not responsible for (caused by others) to seal cost, a tripping or surrounding area after seal has been applied. |
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Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the register of the board whose address is: 9835 Goethe, Sacramento, CA. 95826

NOTE: UPON ACCEPTANCE OF THIS PROPOSAL, PLEASE SIGN AND RETURN ONE (1) COPY

ACCEPTANCE AND AUTHORIZATION:

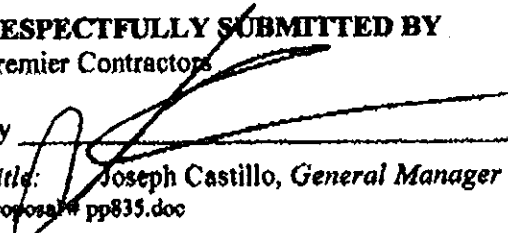
I/We accept this proposal and agree to pay the said amount in accordance with the terms set forth. All terms and conditions are incorporated herein and made a part hereof.

Date of Acceptance _____

Signature _____

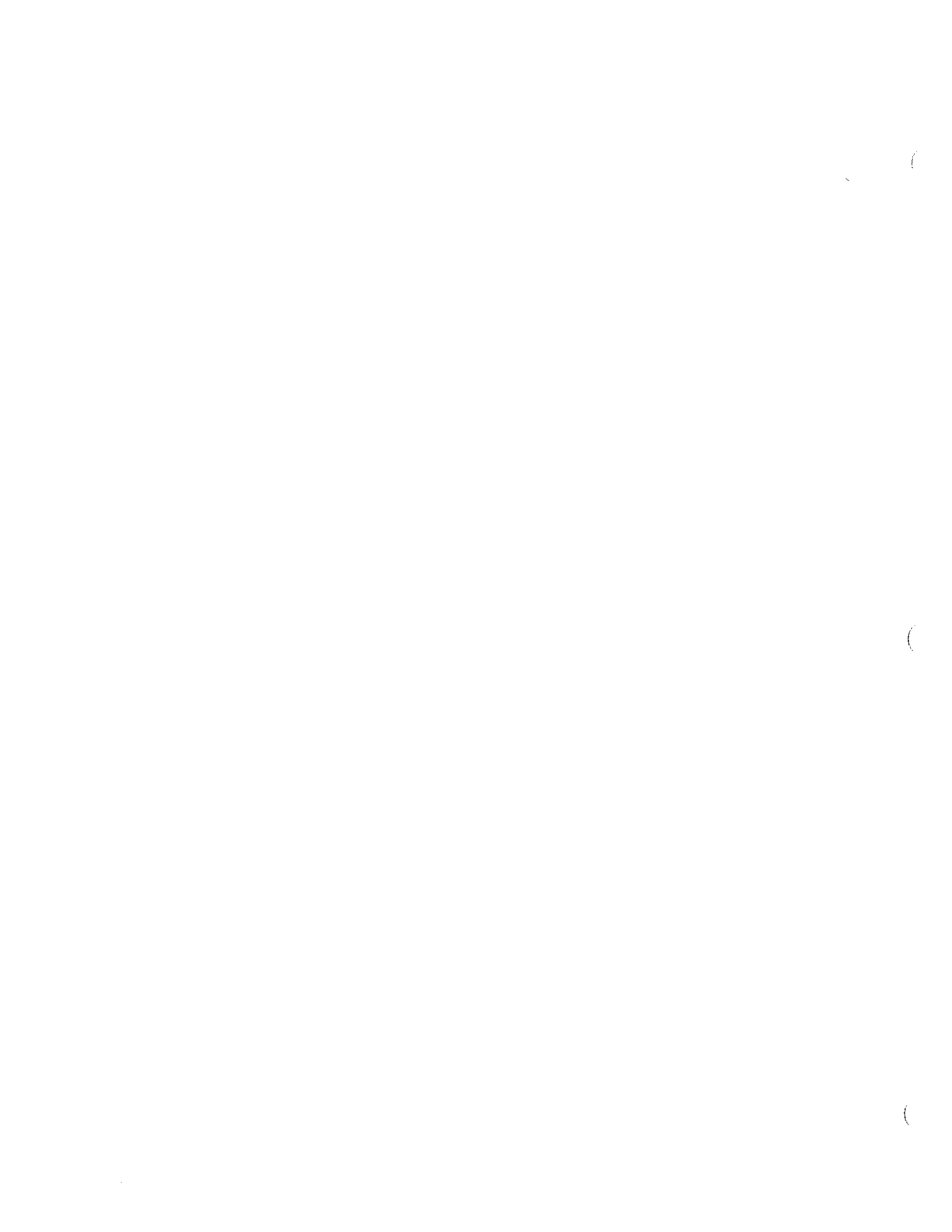
Title _____


RESPECTFULLY SUBMITTED BY
Premier Contractors

By 
Title: Joseph Castillo, General Manager
Proposal # pp835.doc

TO: Elizabeth Minter, Library Director
 FROM: Jim Roberts, Pubic Services Manager *JR*
 DATE: May 11, 2000
 SUBJECT: Program Committee Report for the month of April

DEPARTMENT	NUMBER OF PROGRAMS	NUMBER OF ATTENDEES
<i>ADULT SERVICES</i>	0	00
<u>TYD Total</u>	2	171
<i>LITERACY SERVICES</i>		
LVA TUTOR TRAINING	0	0
PLLS TUTOR TRAINING	1	7
TUTOR IN-SERVICE	0	0
TOTAL	1	7
YTD TOTAL	<u>18</u>	<u>297</u>
<i>CHILDREN'S SERVICES</i>		
CLASS VISITS TO THE LIB.	4	78
STORY TIMES WED PM.	4	85
STORY TIMES THURS AM.	4	79
LAPSITS	4	170
OFFSITE STORYTIMES	4	34
MUSIC TIMES	4	96
TEEN STORYTELLERS	6	25
SPECIAL PROGRAMS	3 (HEADSTART STORY TIME)	420
TOTAL	33	<u>987</u>
YTD TOTAL	<u>186</u>	<u>6,458</u>



TO: Elizabeth Minter, Library Director
 FROM: Cyrise Smith, Children's Librarian 
 DATE: May 24, 2000
 SUBJECT: April activities in the Children's Department

Programming- Storytimes began again in April. There were a total of 16 programs this month with 249 children and 181 adults attending. The breakdown per program is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits, under 2 years	4	88 children / 82 adults
Storytimes, 3 – 6 years (p.m.)	4	56 children / 29 adults
Storytimes, 3 – 6 years (a.m.)	4	47 children / 32 adults
Musictimes	4	58 children / 38 adults
TOTALS	16	249 children / 181 adults

Class/Group visits- Class visits from local schools continued. 4 classes visited the library this month, with a total of 78 children using the library and it's services.


Community Outreach – Storytimes at the community centers have continued, with 3 storytimes entertaining 25 children. Visits to the library by the community centers have continued with one center bringing 9 children to visit the library. Storytimes have begun at the Headstart school in Placentia. Donna Bass (Missus Spintales) has begun visiting all 7 Headstart classes on Wednesdays for 20 minute storytimes in each class. Three visits were made in April with 420 students enjoying Storytime.

Summer Reading Program- Plans for the Summer Reading Program are under way. Eight performers have been booked for the Way-Out-Wednesday programs. Acts include a storyteller, a science show, a comic magician, falconry, and others. School visits to tell children about the Summer Reading Program will begin in May. The Library will have a banner announcing Summer Reading Program registration hanging on Chapman Ave. June 5 – June 19.

Other Programs- In support of National Library Week (April 19 – 25), the library began having teen storytellers in the library on Sundays storytimes. Two teens, Jisoo Baek and Alma Morán are training as storytellers. There are two performances each Sunday; 1:30 – 2:00, and 3:30 – 4:00. April saw six performances with a total attendance of 26.

A special spring storytime was held on Thursday the 20th. Crafts, an egg hunt, and snack were part of the special events. Thirty-two children and twenty-six adults attended the event.



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

Program Statistics

Active tutors: 86
Active students: 91
Tutor Training Workshops: 1
Number of Adult tutors trained: 5
Number of High School tutors trained: 2
Total Number of tutors trained: 9
Adult students waiting to be matched: 33
Grade School Children waiting to be matched: 6
Patrons receiving U.S. Citizenship Application Assistance: 20
Percentage of tutors reporting (February hours): 91%
Tutoring hours reported: 508
Other volunteer hours reported: 124
Total volunteer hours: 632
Tutoring hours reported year to date: 2,808
Other volunteer hours reported year to date: 801
Total volunteer hours reported year to date: 3,609

Tutor Training. The Literacy Coordinator conducted a tutor training workshop on Sunday, April 16 and and seven (7) tutors were trained, two (2) of whom were high school volunteers.

Networking Activities. Literacy Coordinator Jim Roberts presented a program on literacy and the Library at the Yorba Linda Community Interact Club meeting on Tuesday evening, April 4. Jim also attended the Placentia Chamber of Commerce monthly mixer at First Security Bank on Wednesday evening, April 19. On Thursday evening, April 27, Jim presented a program on literacy at the Yorba Linda Chapter of the National Charities League. Over eighty (80) members were at the meeting.

Partnerships For Change. Public Services Manager, Jim Roberts, and Children's Librarian, Cyrise Smith, attended the State Library sponsored Partnerships for Change in San Diego on April 10. Partnerships for Change is a multi-year program that has helped California Libraries analyze and restructure their library service programs and policies to better respond to their changing diverse communities. Both Jim and Cyrise are scheduled to attend follow-up workshops in May and June.

The Mary Baker Eddy Exhibit. The Mary Baker Eddy exhibit, celebrating the 150th anniversary of the first women's rights convention, was set up on Sunday, April 30, and will be on display in the lobby of the Library until May 31.

From: Carole Talan <ctalan@library.ca.gov>
To: clc@literacynet.org <clc@literacynet.org>; caffl@literacynet.org
<caffl@literacynet.org>
Date: Tuesday, May 16, 2000 9:37 AM
Subject: Governor's New Revised Budget proposes \$50.2 million for FFL

No, that number above is not an error!

The Governor's revised budget was released yesterday and it includes a \$50.2 million increase to be spent OVER 3 YEARS. At this point I have very little information about the exact use or how the program will be developed but I will tell you what little I know.

The money will extend public library family literacy services to adults with children in grades K-12 with an emphasis on LEP or Limited English Proficiency. In some ways this is both of the two things you have been seeking----families with school age children especially those of adults with limited English skills. The Governor's focus remains that the achievement scores of CA children will increase!

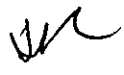
I wish I could tell you more but at this point that is all the information I have. The budget does include 3 full time positions at the State Library, 2 consultant level positions and 1 analyst level.

Hopefully by next week I will have more information. I will share it with you as soon as I do.

Remember too, this is the Governor's PROPOSED budget and the amount of money could decrease as he negotiates with the Legislature.

And now the work really begins! But, I know that you, library literacy programs, can do this and do it well!

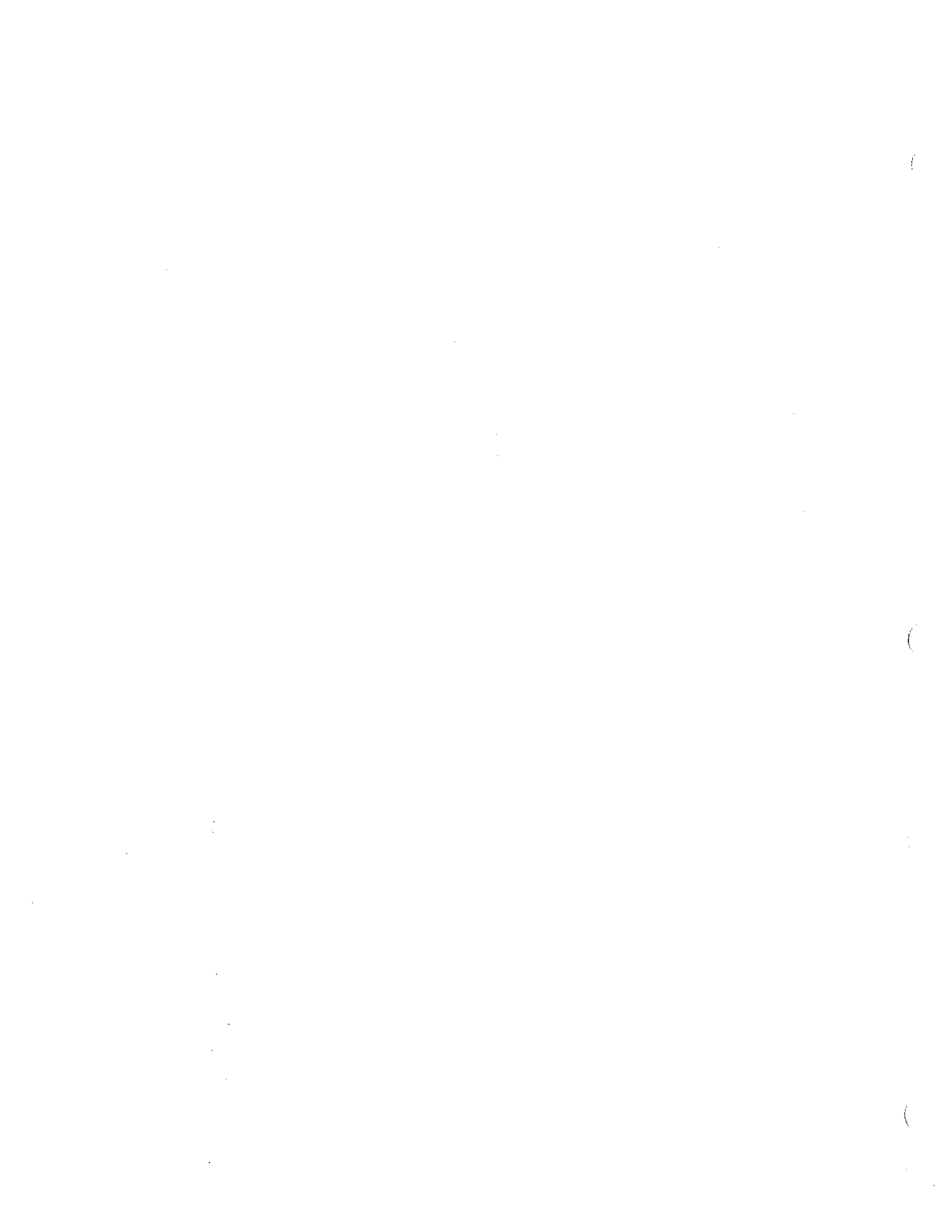
Carole

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

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

In April, the Placentia Library District had 5,663 "hits" on the Web Site, an average of 189 a day. The following are the areas with the most "hits."

Borrowers:	309
Friends:	300
Hours:	305
Information:	307
Foundation:	308
History Room:	308
Literacy/CLC logo:	468
Passport:	310



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: May 24, 2000
SUBJECT: Publicity materials produced for April 2000

Information on the Placentia Library cable channel #53:

The cable system has been experiencing technical difficulties. The new system is currently being installed. The information will be created in Powerpoint but the host is still not connected so the information on the Cable channel cannot be accessed. Because of the change in systems Comcast informs us that the Library pages and the City pages will have to be combined. The technical staff is trying to figure out if this can be changed.

Newspaper articles published:

1. Placentia Library History Room nearly complete.
2. Libraries start countywide search system.
3. Orange County seeks slices of state budget pie.

Placentia library history room nearly complete

332
Library officials making space for a work station and better displays of significant items from city's past.

Raul Gallegos
OUR TIMES

PLACENTIA—City and library staff members will begin furnishing and placing historical documents into a remodeled and expanded history room when its construction ends this month.

The larger history room was planned to provide more space and a working area for a local historical collection, which over the years has grown beyond the space available

for it. The three-month project includes the addition of new equipment and furnishings to help researchers, students and citizens.

"We have old dresses, photographs and local historical documents, all in boxes because we have no space," said Pat Jertberg, a member of the Placentia Historical Committee and a history-room volunteer.

The library was built in the early '70s. Twenty years later, the Placentia Library Board of Directors conducted a

study that led to the idea of creating a historical-document repository with an emphasis on local history. Space was set up inside a small room in the library.

After Isadora McFadden, a member of one of the city's founding families, died in 1998, bequeathing books and artifacts to the library, the collection began to outgrow the available space. The library also acquired documents from the Samuel Kraemer House before it was destroyed.

The original history room, a 252-square-foot space, held one library table, three chairs, a computer workstation, but it had no desk space and a few file cabinets.

The new room will measure 800 square feet and will provide two computer stations, a meeting room, an audiovisual station, shelves for books and an additional working area.

"They still need to order the furniture, get the stacks and move materials," said Jim Roberts, public relations manager for the library. "Everything will be ready by the end of the summer."

The project, including the new furniture, equipment and labor, will cost about \$41,000, according to figures released by the Placentia District Library.

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The Register
Daily APR 27 2000

Libraries start countywide search system

332
TECHNOLOGY: Borrowers can save trips by checking availability of titles — and even reserve items — on the Internet.

By JIM RADCLIFFE
The Orange County Register

The Orange County Public Library has launched an Internet program that allows borrowers to scan lists of everything from stocked books to sheet music and then reserve available selections.

More than a week ago, the 27-branch library quietly added WebPAC to its Web site so that personnel could test the \$100,000 system purchased from Utah-based Epixtech.

On Wednesday, county librarian John Adams said WebPAC is ready for the throngs he expects to use it. Library patrons will be able to check the status of compact discs, books, periodicals, videotapes and other materials.

"If you want the score for the Music Man, it will hold that for you," Adams said. "We anticipate that it will be a very popular service."

WebPAC, which stands for Web-based Public Access Catalog, tells users if an item is available and at what branch. Those with a library card can put a hold on a request for seven days; users pay a quarter when they pick up the title.

If someone has borrowed the book or music score, users can request that an automated-telephone message notify them when the item is available.

WebPAC users also can see how much they owe for overdue books or verify what they checked out.

Those who don't have computer access can use one of the 400 at the library branches.

Adams sees WebPAC as a way to lessen the crowds at the branches and to make the library system more high tech for its 750,000 registered borrowers.

WebPAC can be accessed from the library system's Web site at www.ocpl.org.

O.C. seeks slices of state budget pie

MONEY: Legislators annually request more than is doled out, and partisanship pays off.

33.2
By **HARH KIM QUACH**
The Orange County Register

SACRAMENTO — The 50-year-old galvanized steel jungle gym of Anaheim's Peter Marshall Park playground needs replacing.

Buena Park wants a new swimming pool.

The Placentia Library needs to replace its leaky 26-year-old roof.

NEWS FOCUS

► **ITEMS:** Some of legislators' requests. Page 5

County cities and other agencies are eyeing the state's bulging wallet and they want their local lawmakers to try to snag a few bucks.

Orange County lawmakers this year are asking for more than \$150 million in county-specific projects to be shoehorned into the state budget, projects such as cybermobiles for Ana-

Please see Page 5

Legislators seek funds for laundry list of projects

These are among the projects for which Orange County legislators have sought state funding. This is not a complete list:

■ Synchronizing and expanding traffic lights in Fullerton: \$200,000

■ A senior/community center in Laguna Beach: \$1 million

■ A club van, gym floor repairs and re-asphalt of parking lot at Boys & Girls Club of Placentia: \$50,000

■ Permanent bleachers for the Tustin Unified School District: \$335,000

■ New school buses for Capistrano Unified School District: \$540,000

■ New community theatre equipment in Westminster:

\$500,000

■ Asian senior center in Westminster: \$200,000

■ Electric vehicles for San Clemente: \$225,000

■ Batting cage for Boysen Park in Anaheim: \$50,000

■ Swimming pool at William Peak Park in Buena Park: \$250,000

■ Kitchen facilities at Katharine Irvine Day School in Santa Ana: \$112,000

■ Orange County gang prevention/intervention program: \$130,000

■ Stabilizing a portion of the East Bluff slopes near Avenida Chico in Newport Beach: \$350,000

■ Water quality testing lab for

the Orange County Coastal Coalition: \$1.24 million

■ Cybermobiles for Anaheim's libraries, \$500,000

■ Mini-observatory at Saddleback Valley Unified School District: \$320,000

■ Water safety program for at-risk youth, Doheny State Beach: \$84,000

■ Orange County Marine Institute: \$2 million

■ Immigrant Outreach program, Orange County: \$425,000

■ Replace irrigation and electrical systems at Village Green Park in Garden Grove, \$650,000

■ Replace leaky roof at Placentia Library District: \$55,000.

Source: Budget requests

MONEY: Budget requests get partisan

FROM IMONEY

heim libraries, after-school programs in Westminster, and a senior community center in Laguna Beach.

This tally is more than 12 times the amount that the local legislators actually received in the state's budget last year.

"If I don't tell the budget committee about the needs in my district, then who will?" said Assembly member Bill Campbell, R-Orange. Campbell has requested \$21 million in district-specific projects this year, including \$9.5 million to continue combating fire ants. He didn't get any district-specific money last year.

Only a tiny percentage of local programs requested land in the final budget each year, which makes the effort to request money for some futile. But the annual exercise is part of the annual budget free-for-all when both the Senate and Assembly comb through Gov. Gray Davis' January budget proposal, nipping and tucking here and expanding there.

State legislators get inches-high stacks of letters from constituents each year, imploring the state to help them pay for local programs. The legislators and their staff then pare these down to just the ones they think might be palatable to both houses and be able to dodge the governor's blue veto pencil — the instrument that spells death millions of dollars in local projects annually.

By mid- to late-May, lawmakers will have a good idea which and how many of their local projects stands a chance at making it through.

Local officials know this drill well.

Last year, the Anaheim Family YMCA was hoping to nail another \$200,000 to nurture their Anaheim Achieves after-school program for 2,000 students in the Anaheim City Unified School District and Magnolia Elementary School District.

The request, which was led by Garden Grove Republican Assembly member Maddox, was killed. Assembly member Lou Cor-

rea, an Anaheim Democrat, is now carrying the Anaheim YMCA's budget request for their after-school program.

Todd Ament, chief executive officer of the Anaheim Family YMCA, said Correa's support has nothing to do with Democrats controlling both houses. Rather, it has everything to do with Correa's living in Anaheim and his involvement in the school districts.

"We try to use the available resources through all of our legislators," said Ament, who declined to say whether he thought the proposal stood a better chance with Correa.

In 1999, Correa landed nearly \$2 million of his nearly \$10 million in district budget requests. By contrast, Maddox received \$575,000 in projects in last year's budget out of about \$5 million he proposed, he said. But \$450,000 of them were co-sponsored with Correa.

Correa says party lines have nothing to do with doling of the money. "It's cooperation. Not partisan," he said.

But an Orange County Register analysis shows clearly that partisanship pays off.

Last year, the Senate and Assembly approved \$225 million for Democrats' district projects.

That is more than double the \$99 million approved for projects in GOP districts, according to figures from the state's 1999 budget. This analysis does not take into account projects vetoed by Davis.

Democrats occupy 72 of the Legislature's 120 seats.

"This is not a process with perfect balance," said Assemblyman Scott Baugh, R-Huntington Beach. His job, as the highest ranking Assembly Republican, is to ensure that projects from his area and other Republicans make it onto the budget.

Baugh received \$4.8 million in regional projects last year — \$4.7 million of which were co-sponsored with Sen. Ross Johnson, R-Irvine, the highest ranking Republican senator.

For some members, asking for money for projects is merely a formality. Assembly member Campbell and Sen. John Lewis rarely, if ever, get

any requests funded. Some Orange County GOP members consistently reject the state budget, anyway.

Campbell hasn't voted for a budget since he was elected to office in 1996. Initially, he rejected the multibillion spending plan because it contains spending for abortions, but since he arrived, the state budget has grown by 9 percent, most of which should have been returned to residents in the form of tax cuts.

But he submits requests anyway.

"I can make a request and should make the request for various things in my district. If someone chooses to be retaliatory, then that's their business, not mine," Campbell said.

Still, Barbara Azeca, senior assistant to the Orange City manager, is crossing her fingers for about \$5 million to build a 15-acre Rock Creek Park and \$140,000 to replace toddlers' toys at other parks.

"Our strategy is we want to take advantage of every opportunity to put our requests before the legislature," she said.

Even though Campbell's budget requests don't get support, he finds other means of getting money into his district, he said. For instance, Campbell introduced two bills last year reeling in a total of \$2.4 million to build the Trabuco Creek bicycle trail and help eradicate fire ants.

Maddox, a freshman Republican Assemblyman who didn't vote for the budget last year, got about a tenth of his projects paid for.

"The fact that I got anything was a result of (Scott) Baugh holding their (the Democrats) feet to the fire," Maddox said. This year, he's asking for \$10 million, but he's doubtful he'll get much.

"If (the projects) are done in tandem with (Santa Ana Democratic) Sen. (Joe) Dunn, then they're much more likely to occur," Maddox said.

"I'm the only Republican left in central Orange County. The Democrats aren't going to let me get credit for anything," Maddox said. "Does that bother me? No, but it just seems rather petty."

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Library Assistant *KLM*
DATE: May 24, 2000
SUBJECT: Safety Committee report for April

There was no safety committee meeting in April. The next meeting is scheduled for Thursday, May 25, 2000 at 9:30 A.M.



Board & Administrator

FOR BOARD MEMBERS

May 2000 Vol. 16, No. 9

Editor: Jeff Stratton

The true functions of a board's personnel or human resources committee

Guidance for board personnel committees

The question of what exactly a board's personnel committee does is a really good one.

I hear from nonprofit board members who tell me, "I've been told that board members who sit on the personnel committee are not supposed to get involved in staff issues.

"What exactly then is this committee supposed to do if we don't get involved in personnel issues?"

Board members who sit on a nonprofit's personnel committee should not manage staff. Managing staff is the type of personnel issue they shouldn't get involved in because it's the administrator's job. But there are several key policy functions that a board's personnel committee has responsibility for.

Board personnel committees should:

- Recommend the hiring of the nonprofit's chief executive officer.

- Conduct the administrator's performance evaluation annually and recommend a salary increase.
- Stay on top of any laws and regulations that govern employment conditions at the nonprofit.
- Formulate, approve and review personnel policies and procedures for the organization.
- Serve as the administrator's resource on all personnel issues.

I hear from nonprofit board members who tell me, "I've been told that board members who sit on the personnel committee are not supposed to get involved in staff issues. What exactly then is this committee supposed to do if we don't get involved in personnel issues?"

A tip about agenda priorities

When your board has an outside speaker scheduled to appear at a meeting, or an individual who wants to address the board at its meeting, my recommendation is that this person should be placed first on the agenda.

This way, outside speakers don't have to sit through most of the board meeting waiting to speak—they're in and out. It saves them time, and the board can then get down to the meeting's business.

Here are some areas that personnel committees (and all board members for that matter) should not involve themselves in:

- *Approving individual staff members salaries, or merit increases.* The

continued on next page

Continued from previous page

proper way for a board to approach these issues is to recognize that they are management responsibilities and therefore belong with the administrator.

Case in point: I hear from many nonprofit administrators these days that because of the hot economy, it's difficult to recruit and retain top staff in the nonprofit sector.

There are a lot of good paying jobs out there, making it difficult for all employers to retain staff.

If your administrator makes a management decision to reward a key staff member with a nice pay raise for performance and successfully assuming more responsibilities, board members shouldn't balk.

If the administrator keeps staff compensation levels, overall, in line with what the board approved in its budget, board members shouldn't tie the administrator's hands by refusing to let him or her reward staff with a pay raise.

In your board's bylaws, policies, or the administrator's job description or

contract, the board should include language that makes it clear that the administrator is responsible for all matters relating to personnel. This includes hiring, firing, evaluating, supervising and setting levels of pay for individual staff members. It's an effective way to separate the administrator's role from the board's.

- *Participating in the staff grievance procedure.* The grievance procedure (and your nonprofit should have one) should stop with the administrator. Staff grievances are a staff issue and, again, a management responsibility.
- *Surveying staff satisfaction levels with their employment at the nonprofit, or with the supervision they receive.* Again, the administrator should handle these matters and report to the board on key staff indicators such as turnover, staff awards and recognition, etc.

The purpose of any board committee, personnel or otherwise, is to develop policy and delegate implementation of the policy to the administrator. ■

Point out the rewards of board service

Board Chairperson Karen Faber (Columbia, SC) passes along an excellent tip for encouraging potential board members to join the board:

"When I speak to an individual about serving on our board I like to explain why they will find board service rewarding," says Faber.

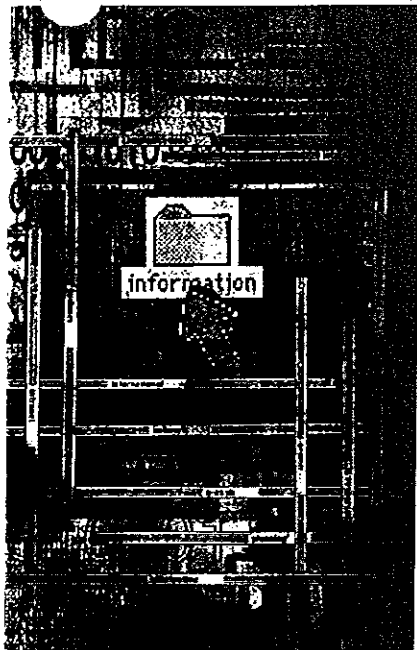
She likes to use her personal experiences to convey this important point. "Both of our children are adopted," she says. "That helps me to explain that this agency is here for all the right reasons—to place kids in families that might not otherwise get placed.

"I like to give board candidates some real-life stories about how their hard work

as a board member pays off."

"I like to give board candidates some real-life stories about how their hard work as a board member pays off."

What are some of the rewards and positive experiences you've gained through your service as a board member? Be sure to pass them along when you have the opportunity to speak to others about the work your nonprofit accomplishes. ■



Trustees Are Libraries Best Advocates

Time has proven that library trustees and friends (particularly regular library users) are the best advocates/lobbyist for libraries. As always, your participation in the American Library Association's (ALA) Library Legislative Day in Washington, DC, is a "must" if we are to secure favorable federal library legislation again this year. This year's ALA Library Legislative Day is Tuesday, May 2, 2000 and I hope you are already making plans to participate!

On the day before, Monday, May 1, 2000, the ALA Washington Office's outstanding staff will present a comprehensive orientation program so that you will be informed about all pending library legislation before Congress and will know exactly what to say

to your respective Congressperson. So it really doesn't take an experienced advocate to take the library message to Congress, because we are so prepared by the end of the day, you'll know what legislation is important and you, of course, "can seal the deal" by personalizing the bill's contents to the libraries in your Congressional district.

For the past several years, every one of our states has sent a delegation of librarians, trustees and friends/users to advocate for national library legislation. If you are not familiar with the group that organizes this activity in your state, I suggest that you contact your state library association or your state library agency and one of the two will be able to "put you in touch" with the person who is
cont. on pg.3

Since You're Up, Get Some Money

Libraries are being very creative in raising funds. As trustees we create an atmosphere that allows staff time for innovation and permits trustees and friends to utilize new ways to diversify the library's financial resources and fund special projects.

Fundraising and Friend-Raising on the Web by Adam Corson-Fennerty and Laura Blandard (ALA, 1999) provides creative ideas for using the Web as part of an overall strategy for fundraising. Ideas such as online exhibits, online memorial sites, online donor recognition, etc. may assist in attracting donors to the library, even if they do not contribute through the Web. Examples of Web sites that have conducted successful fundraising are given. A related article is listed below.¹

Nicola Farrell and Linda Matthews reported that Australia's Junior Friends of the Library organization enables adolescents to participate in public library management. Their tasks include fundraising for materials purchasing, planning

social events, making selection and equipment decisions and establishing community and private sector networks. Teens learn a wide variety of life and work skills while benefiting the community.²

The process of traditional, face-to-face fundraising is discussed in the April **Kiplinger's** issue. "People give to people. Matching the right solicitor to the right prospect is critical. It's hard to turn down a friend, according to Paulette Maehara, president of the National Society of Fund Raising Executives. Fundraisers are responsible for

- Identifying likely donors;
- Informing others about organization regularly.
- Introducing potential donors to someone who can answer questions.
- Involving people in the organization.
- Inviting prospects to make an investment.³

A recent survey found that the proportion of American households contributing to charity has
cont. on pg.5



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Core values of Librarianship: President's Message

I have been privileged to be one of the sixteen people appointed to a task force by ALA President Sarah Ann Long to develop a document that would express the core values of librarianship. The first draft of core values was posted to many discussion lists and presented to the ALTA board and many library organizations at Midwinter.

I believe my contribution to the effort has been to remind the librarians on the task force that library trustees and advocates support them and libraries because we believe that we share in their values. Therefore, we have a huge stake in any document that is developed that expressly lists and explains the core values of librarianship.

The members of the task force agreed upfront that in order to create a document that would be easily understood by all for years to come that we should stay away from library "jargon" and current "buzz words."

LIBRARIANSHIP: CORE VALUES

The following statement was drafted by the American Library Association's Core Values Task Force to meet the need for identification of the universal principles that guide all types of librarians and information professionals. The Task Force was formed based on recommendations of the Congress on Professional Education. Recognizing that these values encompass many principles and beliefs, the Task Force added an explication of the content, but it invites divisions, affiliates, chapters and other library-related units to develop their own interpretations drawn from their unique perspectives.

The connection of people to ideas

Unfettered access to ideas

Learning in all of its contexts

Freedom to all people to form, to hold, and to express their own beliefs

Respect for the individual person

Preservation of the human record

Interdependence among information professionals and agencies

Professionalism in service to these values

EXPLICATION

The Library Bill of Rights describes our obligations to those we serve. **The Library Code of Ethics** describes our obligations to ourselves and to our profession. **Libraries: An American Value** describes our commitment to the community. Arising from these and from our own professional lives are shared core values –

timeless, universal and inclusive. We hold these values as the foundation of librarianship:

The connection of people to ideas. All others flow from that. We guide the seeker in defining and refining the search; we foster intellectual inquiry; we nurture communication in its myriad forms and formats.

Unfettered access to ideas. We recognize access to ideas across time and across cultures as fundamental to society and to civilization.

Learning in all of its contexts. We select and make accessible materials that support the scholar, allow democracy to flourish, nourish creativity, permit people to learn in and outside of formal education throughout their lives and encourage the pursuit of joy.

Freedom to all people to form, to hold, and to express their own beliefs. Each person has the right to seek, to know and to find within the context of their own lives.

Respect for the individual person. We honor each request without bias, and we meet it with the fullness of the tools at our command. We respect the individual's need for privacy and for confidentiality in their search or their study.

Preservation of the human record. The cultural memory of humankind and its many families, its stories, its expertise, its history and its wisdom must be preserved from the past so it illuminates the present and makes the future possible.

Interdependence among information professionals and agencies. Librarianship is collaborative by nature and collections, and services evolve through collaboration.

Professionalism in service to these values. Our commitment requires integrity, competence, effective stewardship and service to our discipline, as well as to our public.

We received many comments on the document and all of them are being carefully considered as the next draft is being developed. Many of the comments were complimentary. The most common constructive comments suggested that our attempt to capture the meaning of "diversity" with the values of ... **Respect for the individual person** and **Freedom for all people to form, to hold and to express their own beliefs...** was not explicit enough. Some suggested that the value of "literacy" was not evident in the document nor was the value we place on the needs of children. What do you think? Please feel to express your comments to me at pfisher@bcpl.net or by writing to the ALTA Office.

- Pat Fisher, ALTA President

Trustees Are Libraries' Best Advocates continued from front page 1

coordinating this year's trip to DC. Most organizer's will have already reserved a block of hotel rooms, made appointments with each Congressional member and probably have planned an orientation session just for the members of your state's library delegation to ensure that everyone knows "who is going to say what" in each Congressional Office.

I have been fortunate to have attended all but one of these ALA Library Legislative Days in DC, and I have yet to find anyone who didn't find it to be a wonderfully rewarding experience. This year we particularly need the help of every library trustee because there are so many important bills pending that could greatly impact all libraries. So even if you hadn't planned on lobbying in Washington, DC this year, I hope you will reconsider right now and start making the necessary phone calls so that you can be present and assist with this year's ALA Legislative Day. Our recent record of successful federal library legislation is no accident and is directly attributable to the lobbying efforts of people just like you who tell their library's story to Congress...**So please join us this year in DC...and help make our nation's wonderful libraries even better!!!**

Charles E. Beard, Library Advocate

Legislators listen. And they listen hard when it comes to libraries because they know libraries serve the people who elected them. The most important

people legislators can hear from are the people who elected them.

What you can do is—

- Stay informed. To receive regular updates on key issues before Congress, subscribe to the **ALA Washington Office Newslite (ALAWON)**, a free electronic newsletter that provides monthly updates on national legislative issues of concern to libraries. To subscribe, visit <http://www.ala.org/washofit/>. Read the Washington column in *American Libraries*. To receive action alerts, subscribe to the ALA Advocacy Action Line. To subscribe, send a message to listproc@ala.org. Leave the subject blank, in the body, type: subscribe ALADNOW <your first and last name>.
- Call, write or visit your elected officials to express support or concern for certain issues. The Legislative Action Center section of ALA's Web site can help (<http://congress.nw.dc.us/ala/>). Tell them "thank you" when they support library issues.
- Alert local media to legislation of concern and its impact on your library and community. Write letters to the editor. Call in to talk shows.
- Participate in Library Legislative Days at the state and national levels.
- Encourage others to become library advocates and join ALTA. For membership information, call 800-545-2433, ext. 2161.

Trusteeship and the Library School Curriculum

In 1990 Ann Donoghue (past ALTA President) published a study called "Trusteeship and the Library School Curriculum." Trustees are responsible for libraries, and library schools train the librarians who work in those libraries. This interesting survey was an attempt to find what information in the library school curriculum was available to prepare the librarian for work in a library system governed by trustees. Any information about the role of trustees in the governance structure of libraries was appallingly lacking.

Ten years have passed, and I am taking on the task of updating the publication with a new survey of all accredited library school. I will look for trusteeship in the curriculum of the survey course all beginning library students must take as they enter a planned program of study, in the public library course and in the course on library

governance. The results will, I hope, be more positive than the 1990 survey.

An attempt will be made to go further in this new publication, for it is important to know what you, as active trustees, feel SHOULD be in the curriculum about trusteeship. As the survey and our discussion are concluded, a curriculum module will be created on the role of the library trustee that can be suggested to library schools throughout the country.

Please share any thoughts about this project, or send along items that you feel are important for librarians to know about trusteeship. Contact me by phone at 203-387-2493, fax at 203-387-5908, or e-mail botto_de@yahoo.com. Join me as this adventure begins!

- Denise E. Botto

ALTA at a Glance

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President:

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Executive Director:

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ALTA Mission Statement

The Association for Library Trustees and Advocates promotes and ensures outstanding library service through educational programs that develop excellence in trusteeship and actions that advocate access to information for all.

ALTA Vision Statement

The Association for Library Trustees and Advocates will educate and empower library trustees to advocate for and adopt policies that promote the highest quality library and information services and ensure access to information to all.

Plan to attend the ALA Annual Conference and ALTA programs in Chicago!

Comments overheard after last year's ALTA program: "I didn't know ALTA was capable of presenting programs like this. This was great!"

"The topics and speakers [at the ALTA Opening Session] on Saturday morning were great and so well coordinated, and they led right into the Saturday afternoon program."

News and Views and News and Views

ALA/ALTA TO HONOR LIBRARY ADVOCACY AT FRIDAY NIGHT BANQUET

ALA President Sarah Ann Long and ALTA President Patricia H. Fisher invite you to join them in honoring extraordinary library advocates of the 20th century at the first-ever ALA/ALTA National Advocacy Honor Roll Banquet being held in Chicago on Friday, July 7, during the ALA Annual Conference. This is the premier ALTA event at the Annual Conference this year and replaces both the ALTA Gala and ALTA President's Reception.

Last year, each state in the nation was asked to identify those individuals and groups who have actively supported and strengthened library services at the local, state or national levels over the last 100 years. Over 35 states have already responded with the names of a diverse group of advocates, and we are expecting a large audience including honorees, state librarians, and representatives from state library organizations. The keynote speaker will be screenwriter and director Gary Ross (writer/director of *Pleasantville*), a former library trustee and avid library booster.

This year's banquet will celebrate the achievements of 20th century advocates; beginning next year, the states will be invited to add one advocate each year to their Honor Roll ensuring the continued recognition of the vital role library advocates play in our society.

The banquet will be held in the Grand Ballroom of the Chicago Hilton and Towers. Please use the enclosed registration form to register for the banquet and all ALA/ALTA events. For additional information, please contact ALA/ALTA at

773 ext. 2160.

LIBRARIES PROVIDE POLITICAL CANDIDATE INFORMATION

The American Library Association is cooperating with Project Vote Smart to help libraries provide patrons with Congressional voting records, campaign donation information, and other details about some 13,000 candidates for President and Congress as well as for state gubernatorial and legislative offices across the country.

The program, with funding from the Carnegie Foundation, offers a package of materials and services that will enhance participating libraries' ability to offer free and non-partisan candidates "résumés" to their users. Patrons will have access to candidates' special interests' rating, issue positions, background, and contact information. For more information about joining the campaign, call 406-859-8683, or send an e-mail to libraries@vote-smart.org.

The comprehensive, free research services are available on the Vote Smart website at www.vote-smart.org and at the Voter's Research hotline, 888-VOTE-SMART.

Newsline Monthly from the Missouri State Library Oct. 1999.

FUNDING BOOST FOR LIBRARIES AND LITERACY PROPOSED IN PA

Governor Tom Ridge announced in January that his 2000-01 budget proposal will include more than \$123.5 million for reading, literacy, and libraries in Pennsylvania—a boost of some 13%. Ridge said, "I don't believe that in the public-service community there is an organization that stretches a public dollar further and maximizes the benefit of the investment better than the libraries." The plan increases funding for libraries by 31%, to \$62.3 million. It includes \$7 million for the Access Pennsylvania, which provides a statewide library card. Additional funding will allow some 400 elementary school libraries and other public libraries to be added to the statewide library catalog.

"News Briefs for January 17, 2000." *American Libraries*. Online.

POSTAL SERVICE SEEKS 4.5% LIBRARY-RATE INCREASE

New postal rates proposed by the U.S. Postal Service in January 12 include a 4.5% increase in

the library rate that would boost the cost of mailing a one-pound package by 7 cents to \$1.2

A three-pound package would cost \$2.10, up from \$2.03. The rates would take effect in 2001. The Postal Rate Commission will conduct hearings on the proposed increases before ruling on them. Mary Costabile of ALA's Washington Office pointed out that a study conducted by ALA last July showed that the library rate had increased by 78% over the previous five years; during that period the Consumer Price Index only went up 10%. For more information about pending library-related issues before Congress see ALA's web site at <http://www.ala.org/washoff/>.

"News Briefs for January 17, 2000." *American Libraries*. Online.

ONLINE BOOK CLUB

The Sarasota County (FL) Public Library's Online Book Club is a new kind of library outreach aimed at time-challenged, tech-savvy book lovers.² Helen Burns, librarian at Elsie Quirk Public Library in Englewood, said the club is a way to sample the latest books without having to make a trek to the library or bookstore. "Monday through Friday, a chapter of a new best-selling book will be e-mailed directly to you," Burns said. "Over the week you get the first two or three chapters of the book." If the book piques your interest, you can reserve a copy of it through the library's main Web site and pick it up at a local branch.

The service is the product of a partnership between the library and Chapter-A-Day, a Sarasota-based Internet company. Both say the only goal is to get more people to read. Membership in the club is free, and participants do not have to be library-card holders. Patrons can also participate using the free Internet and e-mail access at the library. If the program is a hit locally, Beecher said she plans to offer the service to libraries across the United States.

Enrollment in the Online Book Club is available through the Sarasota County Library Web site, which can be accessed via www.newscoast.com. You do not have to live in Sarasota County or be a library cardholder to join the Online Book Club.

Sarasota Herald-Tribune, February 3, 2000

declined by five percent. Some organizations are using more promotional products, usually imprinted with a name or message, in fundraising for useful or decorative items and advertisement. "Moving billboards" (i.e. T-shirts) and desktop advertising (i.e. calendars or paperweights) remind everyone of the organization. Steps in developing a promotional products campaign are given. "Select a promotional product that bears a natural relationship to your profession or communications theme."¹ A bibliofriendly line of designer jewelry and knickknacks helped Winchester (IN) Library raise funds for a new building.²

"Grantsmanship is becoming increasingly important" in libraries, according to Pat Molholt. "Obtaining outside funding used to be perceived as a nice way to add to ones' budget; it is now seen...as the only way certain projects will ever get done." Basic "rules" that can enhance the library's chances for grant funding are delineated.

1. Follow the programmatic guidelines. Identify funding sources whose interests match the intent of your project.
2. Follow the mechanics of the guidelines considering length limits and answering all questions.
3. Speak to the reviewers.
4. Be clear about your project's objectives and why they are important.
5. Make reasonable delivery promises and be sure your budget is tied to your objectives.
6. Remember, if you get the grant, you are obligated to do the work.³

Corporate sponsorships have been utilized in libraries for over a century. "Libraries have to understand that their good name, their good reputation in the community, is worth money," says Maria-Eugenia Cossio-Ameduri, retired executive director of the San Antonio (TX) Public Library Foundation. The foundation's Enrichment Campaign contributed \$10 million to Central Library, capitalizing on that good name.⁴

The Hennepin County (MN) Library Foundation sponsors a Pen Pal Lecture Series with five authors featured each year. Over 1200 tickets are sold each dinner/lecture, thanks to corporate sponsorships. Authors have included Russell Banks, Tom Wolfe, and Mary Higgins Clark. Each author also gives a free public lecture for library users.

A grassroots funding campaign called "Books, Bytes and Believers" was successful in raising monies for the Seattle (WA) Public Library Foundation. The library's collections were "not nearly what they needed to be in order to satisfy the needs of a highly literate, inquisitive, and knowledge-hungry community...A significant revitalization and enhancement of the collections would take a large infusion of funds." A variety of techniques were utilized, but book stuffers, a brochure inserted in each set of books checked out, produced the largest gifts at the lowest cost per dollar.⁵

Library literacy projects have been funded by supplemental funding sources. The Los Angeles Public Library won a foundation grant to support a yearlong family literacy project. Plano (TX) Public Library's Gladys Harrington branch has purchased more than 250 Spanish-language books with \$10,000 in grants the library received from the Plano Rotary, the Rotary Club of Vallejo, Mexico, and Rotary International. The adult-literacy Learning to Read Program in Boulder (CO) sponsors its annual BoulderBee spelling contest.⁶

¹Gardner, Christine J. "Nonprofits Tap New Donors with Internet Fundraising." *Christianity Today* 42.4 (7 Dec. 1998): 26.

²Farrell, Nicola and Linda Matthews. "Junior Friends of the Library: the Murrindindi Experience." *Australasian Public Libraries and Information Services* 11.3 (Sep. 1998): 131-2.

³Roha, Ronaleen R. "When the Fund-raiser Is You." *Kiplinger's Personal Finance Magazine* 54.4 (April 2000): 96-100.

⁴Slagle, G. Stephen. "Promotional Products Effective in Fund-Raising Campaigns." *Fund Raising Management* 30.3 (May 1999): 17-20.

⁵Goldberg, Beverly. "Better Fundraising through 'Homemade' Collectibles." *American Libraries* 30.3 (March 1999): 30.

⁶Molholt, Pat. "Grantsmanship." *Information Outlook* 1.5 (May 1997): 13-14.

⁷Kniffel, Leonard. "Corporate Sponsorship: The New Direction in Fundraising." *American Libraries* 26.10 (Nov. 1995): 1023-1026.

⁸Collings, Terry R. "Books, Bytes, & Believers: Seattle's Grassroots Fundraising Campaign." *American Libraries* 29.8 (Sep. 1998): 40-42.

⁹Goldberg, Beverly. "Money Matters." *American Libraries* 28.4 (April 1997): 24.

- Sharon Saulmon

Have You Read

Are you having trouble recruiting new board members? Here's an article to recommend, "Board Gains" by Carol Vogel in *Working Woman* (April 2000) suggests, "The best way to help your local soup kitchen—or any nonprofit—may be to serve on its board of directors. You'll give your career a boost at the same time." Readers are encouraged to volunteer for nonprofit boards, capitalizing on their interests and talents.

Serving on a board provides—

- networking opportunities
- broader experience with the overall organization—finances, policies, etc.
- leadership, communication, and decision-making skills enhancement
- strengthened community relations
- sense of satisfaction—giving back to the community

With more and more of libraries' resources going for electronic information, how do libraries make electronic information visible to users and funders? Judith Hiott ("Making Online Use Count," *Library Journal*, 1 Oct. 1999) reports on use patterns for online sources to "meet the instant information gratification needs increasingly exhibited by patrons" at the Houston (TX) Public Library. Database use statistics are collected. Some vendors report the number of times the user limit is exceeded, to consider increasing the number of simultaneous users.

"Guidelines for Statistical Measures of Usage of Web-based Indexed Abstracted and Full-text Resources" were developed by the International Coalition of Library Consortia in 1998 and will assist libraries in collecting data when they are fully implemented.



Ann Donoghue

Tribute to Ann Donoghue

IN MEMORY OF OUR FRIEND, ANN

The Library world has lost a loyal friend and advocate with the death of Ann Donoghue in November of 1999. She was a twenty-year board member of the Acorn Library District in her home city of Oak Forest, IL and served as its President for eleven years. She was a proud card carrying member of ALA/ALTA. She was a Cited Trustee of the Illinois Library Association in 1991, and a Cited Trustee of ALA in 1995. A past President of ALTA, she was well respected in the library community and served on a number of ALA committees.

After her retirement from the Chicago Board of Education, library trusteeship and advocacy became her one and only vocation. The energy and standards of excellence she brought to her second "profession," can be a model to all of us. Ann touched peoples' lives in a special way. She mentored, mothered, befriended and "besieged" many as she quietly and persistently pursued dreams and goals for herself, her library and "her" organization. She was much beloved and will be greatly missed.

Judith M. Baker, Friend & Fellow Trustee
[Editor's note: Gifts may be sent in Ann's memory to Denise Webber, Director, Acorn Public Library District, 15624 S. Central Ave., Oak Forest, IL 60452-3299.]

ALA COUNCIL RESOLUTION

Adopted January 19, 2000

Whereas, Ann Donoghue served as a Library Trustee for the Acorn Public Library District in Illinois for twenty (20) years including serving as its president for eleven (11) years; and

Whereas, Ann Donoghue served as an active member of the Illinois Library Association for twenty (20) years and was a recipient of the ILA Trustee of the Year Award

Whereas, Ann Donoghue served on the American Library Trustee Association Executive Committee as Secretary, First Vice President, President and Past President; and

Whereas, Ann Donoghue served as President of the American Library Trustee Association in 1993 and 1994; and

Whereas, Ann Donoghue served on the Board of Directors of the American Library Trustee

Association for numerous years as Regional Vice President, Council Administrator, First Vice President/President Elect, Secretary, and Past President; and

Whereas, Ann Donoghue served on the Board of Directors of the American Library Trustee Association Committees during her service to the association, including Chair of the Action Development Committee, the ALTA Awards Committee, the Nominating Committee, the Task Force 2000 Committee, and the Education of Trustees Committee; and

Whereas, Ann Donoghue served as ALTA's representative to ALA committees and was honored by ALA and ALTA in being named the recipient of the ALTA Trustee Citation Award; and

Whereas, Ann Donoghue represented the spirit of the American citizen by giving back to her local, state and national community as a volunteer participant in her work for libraries; and

Whereas, Ann Donoghue's wisdom, grace and humor enriched the lives of her colleagues throughout her dedicated service as a library trustee at the local, state and national level through her work in the American Library Association and the American Library Trustee Association; and

Whereas, Ann Donoghue sought to involve all people of differing backgrounds and especially people of color to make ALTA a more diverse organization; and

Whereas, Ann Donoghue exemplified the heart and soul of a true library advocate through her tireless efforts on behalf of libraries specifically for the Acorn Public Library District, the State of Illinois and all of America's libraries; now, therefore, be it

Resolved, That Ann Donoghue be honored by the Association for Library Trustees and Advocates (formerly known as the American Library Trustee Association) of the American Library Association for her exemplary performance as a dedicated and effective public library trustee; and be it further resolved that the American Library Association on behalf of its members conveys sincerest sympathies to her family, friends, and colleagues at the Acorn Public Library District and the City of Oak Forest, Illinois.

8
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-ented.

The Conference is coming! The Conference is coming!

Make your plans now to attend the ALA Conference in Chicago, July 6-12, 2000. The registration form is enclosed. The ALTA Board is meeting on Thursday evening. ALTA's Committees are planned for first thing on Friday morning. A full schedule will be in the next issue. Highlighted below are the ALTA programs.

ALTA'S MUST-DO PRECONFERENCE

"Smart Marketing: Rx to Increase Library Use"

Friday, July 7, 2000

11:30 a.m. - 4:30 p.m.

This dynamic program features:

- Keynote speaker Darlene Weingand on "Thinking Outside the Box: Library Trustees and Marketing." Dr. Weingand has written *Future-Driven Library Marketing* (ALA, 1998) and *Marketing/Planning Library and Information Services*, (2nd ed., Libraries Unlimited, 1999).
- "ABCs of Marketing." Andrea Lapsley, Marketing Director, Houston (TX) PL will cover definitions, how the various areas (p.r., advertising, etc.) relate to one another and tools to make your program work.
- "Using Marketing to Get Results." This panel includes trustee Lamar Marchese, Las Vegas (NM) Public Library; library director David Leamon, Topeka-Shawnee County (KS); and library marketing director Michael Mahaney, Buffalo-Erie County (NY).
- "Marketing Do's, Don'ts and Pitfalls." Two Illinois library marketing directors — Maggie Nelson, Peoria Public Library and Krysta Tepper, Bloomington — team up for down-home advice.
- Breakout sessions to prepare "My Action Plan for Back Home."
- Find out why marketing is "must do" when dealing with electeds — Congressman Jesse Jackson, Jr., Illinois 2nd District, invited

Fees include the half-day workshop, luncheon, participant handouts and afternoon refreshments. Fees are \$80 for ALTA members; \$130 for ALA members; \$180 for all others.

Don't wait! Space is limited to the first 175 persons.

"What's Your Score? Grading Your Board's Tool Kit" — ALTA Opening Session

Saturday, July 8, 2000

8:00 - 11:00 a.m.

Unsure about how your board handles patron complaints? Worried about legal challenges from patrons and/or staff? Tired of keeping up with technology? This must-do session provides down-home ideas and tips. Join fellow trustees from across the U.S. for this fast-paced morning:

- ✓ Welcome and ALTA/Gale Award presentation
- ✓ Sharpen your pencil! You'll take many notes on these presentations by veteran trustees:
 - Dr. Marie Harris Aldridge, District of Columbia, on "3-4 Must-Have Policies and Why"
 - Dr. Clark Coker, Dodge City, KS, on "Customer Service: Handling the Unexpected"
 - Terry Casey, Columbus, OH, on "Trustees and Technology: What We'd Better Know!"
- ✓ Audience Questions & Answers
- ✓ ALTA regional breakout groups. Regional VPs lead discussions of two hot topics: (1) Internet access and filters or (2) patron behavior
- ✓ Regional groups present their top two ideas to the entire group
- ✓ Wrap up and adjourn

Special bonus: Don't miss Trustee-Advocate Net immediately following the 2000 ALTA Opening Session. It's THE informal place to exchange ideas, mingle and make new friends. Meet ALTA officers and members, too. Complimentary light refreshments served. Trustee-Advocate/Net is 11:00 a.m. to 1:30 p.m. on Saturday, July 8.

"Connecting with Library Customers: Soooo Many Choices" is the President's Program on Saturday, July 8, from 2:00 - 4:00 p.m. Participants will discover marketing techniques used to obtain information about library users and nonusers for the improvement of library services. Marketing techniques to be discussed include the use of patron data, focus groups, surveys, and advisory groups. Implications for library policies will also be discussed.

The SOS Luncheon is The Esther Lopato Honor Program on "Meeting the Needs of Senior Citizens: Seniors Do It, Too!" to be held on Sunday, July 9, 2000 from 12:00 noon - 2:00 p.m. This luncheon program is designed to establish awareness within the library community of the need to provide comprehensive services to those seniors who typically fall through the cracks, and to provide an opportunity to maximize utilization of available resources to improve effectiveness of library service

cont. on back page

Important ALTA Dates in 2000

Important ALTA Dates in 2000

May 2, 2000

National Library Legislative Day - Washington, DC

July 6-12, 2000

ALA Annual Conference - Chicago, IL

July 7

ALTA Preconference: "Smart Marketing: Rx to Increase Library Use" (co-sponsored by PLA)

National Advocacy Honor Roll Banquet (co-sponsored by ALA President Sarah Long)

July 8

Opening Session for Trustees: "What's Your Score? Grading Your Board's Toolkit"

President's Program: "Connecting with Library Customers: Soooo Many Choices"

July 9

ALTA Education of Trustees Committee Program: "Strange Bedfellows - Coming of Age"

SOS Luncheon, The Esther Lopato Honor Program: "Meeting the Needs of Senior Citizens: Seniors Do It, Too!"

Closing Session for Trustees: "Libraries Build Communities: Advocates Build Support for Libraries"

ALTA President's Address: "State of the Organization"

October 12-15, 2000

2000 National Institute - Baltimore, MD (held in conjunction with ALSC and RUSA)

The Conference is Coming! The Conference is Coming! cont. from front page 7

to seniors. Jeanne Flynn, Outreach Specialist, Illinois State Library, will be the keynote presenter. She will address the fact that "Seniors Do It, Too!" (pay taxes, support libraries, volunteer, invest their money, vote, speak out, teach and learn, and have fun).

"Strange Bedfellows - Coming of Age" on Sunday, July 9, 2000 from 9:30 - 11:00 a.m. sponsored by the Education of Trustees Committee. This will be a proactive and enlightening discussion featuring representatives of federal and state governments, and a state and local librarian. Panel members will demonstrate how a partnership between these entities is essential in satisfying library patrons, and building a library that welcomes cultural diversity and offers a haven for all views.

Speakers are:

Rod R. Blagojevich, U.S. Representative, 5th Congressional District, IL;
Tom Cross, State Representative, 84th District, IL;
Janet M. Welch, State Librarian, NY; and
Carol A. Brey, Library Director, Thomas Branigan Memorial Library, Las Cruces, NM.

Moderators are: Fabian Lewandowski, Trustee and Francis Picart, Trustee.

The ALTA Closing Session will be "Libraries Build Communities: Advocates Build Support for Libraries" on Sunday, July 9, from 2:00 - 3:30 p.m. The General Membership Meeting will immediately follow program, 3:30 - 4:00 p.m.

Participants will learn the most effective way to communicate your message to elected officials and your community. Topics include: tips for successful speaking, responding to tough questions with ease, and using sound bites to manage your message. Communication dynamics from the legislator's point of view will also be discussed.

Speakers are:

Patricia Glass Schuman, President, Neal-Schuman Publishers;
Brenda Leigh Weiner, Head of Community Service, Mount Prospect (IL) Public Library; and
Dr. Alice Palmer, University of Illinois at Chicago

Your ALA Vote Counts

You will soon be receiving your ALA ballots. Your vote does count. You may ballot vote for candidates for ALA Council. You do not need to vote for the full number permitted. As of March 16, the following ALA Council nominees are trustees and members of ALA. Please consider them when casting your ballots.

Judith M. Baker
Acorn Public Library District
Oak Forest, IL

James C. Baughman
Simmons College
Boston, MA

Herbert A. Davis
Baltimore County Public Library
Towson, MD

Virginia M. McCurdy
DeKalb County Public Library
System
Stone Mountain, GA

Summer deadline:

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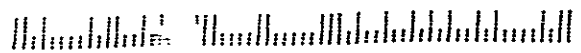
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The Voice is published quarterly by the American Library Trustee Association and is available with membership in ALA/ALTA. Address membership correspondence to Susan Roman, ALTA, 50 E. Huron St., Chicago, IL 60611. Send newsletter information to ALTA, Box 891806, Oklahoma City, OK 73189.

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Placencia Library District
Passport Services
Fiscal Year 1999-2000 Monthly Summary

	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Book Budget	Revenue Per Passport
Jul-99	154	2,310.00	108.80	82.25	191.05	12.00	15.00	2,198.20	14.27
Aug-99	214	3,210.00	131.20	86.75	217.95	21.00	26.12	3,073.68	14.36
Sep-99	174	2,610.00	115.20	34.25	150.45	6.00	15.57	2,485.23	14.28
Oct-99	185	2,775.00	105.60	23.50	129.10	15.00	29.36	2,655.04	14.35
Nov-99	167	2,505.00	108.80	58.75	167.55	12.00	25.07	2,383.13	14.27
Dec-99	105	1,575.00	83.20	82.25	165.45	9.00	15.00	1,485.80	14.15
Jan-00	312	4,680.00	128.00	70.50	198.50	17.00	15.00	4,554.00	14.60
Feb-00	353	5,295.00	134.40	82.25	216.65	26.00	29.54	5,157.06	14.61
Mar-00	411	6,165.00	174.95	23.50	198.45	28.00	52.08	5,965.97	14.52
Apr-00	339	5,085.00	131.20	-	131.20	17.00	15.00	4,955.80	14.62
May-00	-	-	-	-	-	-	-	-	#DIV/0!
Jun-00	-	-	-	-	-	-	-	-	#DIV/0!
TOTAL	2,414	36,210.00	1,221.35	545.00	1,766.35	163.00	237.74	34,913.91	14.46

45,000.00 Budgeted
34,913.91 YTD
10,086.09 Remainder Year
5,043.05 Remainder per Month
348.68 Passports per month

Fiscal Year 1998-1999 Monthly Summary

	# Mailed	PLD Fee	PLD Postage	Personal Postage	TOTAL Postage	Check	Bank Charge	Book Budget	Revenue Per Passport
Dec-98	37	555.00	51.00	-	51.00	-	12.66	491.34	13.28
Jan-99	115	1,725.00	100.80	45.00	145.80	-	15.00	1,609.20	13.99
Feb-99	207	3,105.00	102.40	62.50	164.90	-	15.00	2,987.60	14.43
Mar-99	271	4,065.00	131.20	105.75	236.95	-	15.00	3,918.80	14.46
Apr-99	250	3,750.00	121.60	23.50	145.10	-	15.00	3,613.40	14.45
May-99	288	4,320.00	153.60	35.25	188.85	-	15.00	4,151.40	14.41
Jun-99	280	4,200.00	128.00	199.75	327.75	1.00	15.00	4,058.00	14.49
TOTAL	1,448	21,720.00	788.60	471.75	1,260.35	1.00	102.66	20,829.74	14.59

Passports Processed
% Change
Prev Yr.

	1998-99	1999-00	2000-01	% Change Prev Yr.
Jul	154			
Aug	214			
Sep	174			
Oct	185			
Nov	167			
Dec	37	105		183.78%
Jan	115	312		171.30%
Feb	207	353		70.53%
Mar	271	411		51.66%
Apr	250	339		35.60%
May	288			
Jun	280			
TOTAL	1,448	2,414	0	

1. 2010年12月31日
 2. 2011年12月31日
 3. 2012年12月31日
 4. 2013年12月31日
 5. 2014年12月31日
 6. 2015年12月31日

2010年12月31日
 2011年12月31日
 2012年12月31日
 2013年12月31日
 2014年12月31日
 2015年12月31日

项目	2010年12月31日	2011年12月31日	2012年12月31日	2013年12月31日	2014年12月31日	2015年12月31日
流动资产	1000	1000	1000	1000	1000	1000
非流动资产	1000	1000	1000	1000	1000	1000
资产总计	2000	2000	2000	2000	2000	2000
流动负债	1000	1000	1000	1000	1000	1000
非流动负债	1000	1000	1000	1000	1000	1000
负债总计	2000	2000	2000	2000	2000	2000
所有者权益	0	0	0	0	0	0
所有者权益合计	0	0	0	0	0	0

2010年12月31日
 2011年12月31日
 2012年12月31日
 2013年12月31日
 2014年12月31日
 2015年12月31日

Placentia Library District
 Passport Processing Statistics
 Fiscal Year 1999-2000

May-00	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1	xx	52	18	8	41	119	
Week 2	x	71	29	22	24	146	
Week 3	x	52	30	15	16	113	
Week 4	x	53	21	9		83	
Week 5	HOL	HOL				0	
TOTAL	0	228	98	54	81	461	21.0

Jun-00	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1						0	
Week 2	x					0	
Week 3	x					0	
Week 4	x					0	
Week 5	x					0	
TOTAL	0	0	0	0	0	0	0.0

1990-1991
 Financial Statement
 1990-1991

Year	Total	1990	1991	1992	1993	1994	Total
1990	100	100	0	0	0	0	100
1991	0	0	0	0	0	0	0
1992	0	0	0	0	0	0	0
1993	0	0	0	0	0	0	0
1994	0	0	0	0	0	0	0
TOTAL	100	100	0	0	0	0	100

Year	Total	1990	1991	1992	1993	1994	Total
1990	0	0	0	0	0	0	0
1991	0	0	0	0	0	0	0
1992	0	0	0	0	0	0	0
1993	0	0	0	0	0	0	0
1994	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0

Placentia Library District
Passport Processing Statistics
Fiscal Year 1999-2000

Dec-99	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1				9	5	14	
Week 2	x	12	4	5	7	28	
Week 3	x	18	6	12	5	41	
Week 4	x	12	3	6	3	24	
Week 5	HOL	HOL	HOL	HOL	HOL	0	
TOTAL	0	42	13	32	20	107	6.3

Jan-00	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1	x	9	11	11	17	48	
Week 2	x	31	20	10	15	76	
Week 3	x	x	42	12	22	76	
Week 4	x	34	10	15	18	77	
Week 5	x	35				35	
TOTAL	0	109	83	48	72	312	14.2

Feb-00	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1			14	15	17	46	
Week 2	x	25	16	20	24	85	
Week 3	x	30	15	13	19	77	
Week 4	HOL	HOL	8	32	21	61	
Week 5	x	63	21			84	
TOTAL	0	118	74	80	81	353	18.6

Mar-00	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1				19	18	37	
Week 2	x	45	25	10	30	110	
Week 3	x	45	18	12	17	92	
Week 4	x	28	17	14	14	73	
Week 5	x	54	11	15	19	99	
TOTAL	0	172	71	70	98	411	18.7

Apr-00	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1	x	44	25	17	16	102	
Week 2	x	23	11	15	22	71	
Week 3	x	34	14	19	18	85	
Week 4	HOL	14	18	10	39	81	
Week 5						0	
TOTAL	0	115	68	61	95	339	17.8

Placentia Library District
 Passport Processing Statistics
 Fiscal Year 1999-2000

Jul-99	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1					10	10	
Week 2	HOL	HOL	4	13	8	25	
Week 3	x	16	7	5	8	36	
Week 4	x	21	6	9	9	45	
Week 5	x	10	12	4	12	38	
TOTAL	0	47	29	31	47	154	8.1

Aug-99	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1	x	18	15	6	6	45	
Week 2	x	20	9	4	2	35	
Week 3	x	13	3	8	11	35	
Week 4	x	18	14	11	17	60	
Week 5	x	26	13			39	
TOTAL	0	95	54	29	36	214	9.3

Sep-99	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1				5	10	15	
Week 2	HOL	HOL	4	14	17	35	
Week 3	x	26	12	2	8	48	
Week 4	x	19	8	1	3	31	
Week 5	x	19	8	11	7	45	
TOTAL	0	64	32	33	45	174	8.7

Oct-99	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1	x	14	6	2	4	26	
Week 2	x	xx	37	12	12	61	
Week 3	x	18	13	6	9	46	
Week 4	x	13	14	12	13	52	
Week 5						0	
TOTAL	0	45	70	32	38	185	9.3

Nov-99	Sun	Mon	Tues	Wed	Thur	TOTAL	AVG
Week 1	xx	23	5	9	12	49	
Week 2	x	21	11	13	HOL	45	
Week 3	x	13	5	3	5	26	
Week 4	x	21	4	4	HOL	29	
Week 5	x	13	5			18	
TOTAL	0	91	30	29	17	167	8.0

Report Production Statistics
 Fiscal Year 1999-2000
 Houston County District

Year	Week	Days	Hours	Minutes	Seconds	Production
1999	1	1	1	1	1	1
	2	2	2	2	2	2
	3	3	3	3	3	3
	4	4	4	4	4	4
	5	5	5	5	5	5
1999	5	5	5	5	5	5

Year	Week	Days	Hours	Minutes	Seconds	Production
1999	6	6	6	6	6	6
	7	7	7	7	7	7
	8	8	8	8	8	8
	9	9	9	9	9	9
	10	10	10	10	10	10
1999	10	10	10	10	10	10

Year	Week	Days	Hours	Minutes	Seconds	Production
1999	11	11	11	11	11	11
	12	12	12	12	12	12
	13	13	13	13	13	13
	14	14	14	14	14	14
	15	15	15	15	15	15
1999	15	15	15	15	15	15

Year	Week	Days	Hours	Minutes	Seconds	Production
1999	16	16	16	16	16	16
	17	17	17	17	17	17
	18	18	18	18	18	18
	19	19	19	19	19	19
	20	20	20	20	20	20
1999	20	20	20	20	20	20

Year	Week	Days	Hours	Minutes	Seconds	Production
1999	21	21	21	21	21	21
	22	22	22	22	22	22
	23	23	23	23	23	23
	24	24	24	24	24	24
	25	25	25	25	25	25
1999	25	25	25	25	25	25