

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

December 15, 1998

7:30 P.M.

Library Conference Room

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

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

1. Roll Call

Administrative Assistant

Sandra/Kay
all yes

man
Al/Gee
all yes

2. Adoption of Agenda

39 t [signature]

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

Presentation: Library Director

Recommendation: Adopt by Motion

3. Report on appointment in lieu of election of Placentia Library District Trustees by the Orange County Board of Supervisors; and the oaths of office taken by Sandra Stark on December 3 and by Al Shkoler and Gaeten Wood on December 4, 1998.

Presentation: Library Director

4. Introduction and welcome of Gaeten Wood to the Library Board of Trustees.

Presentation: Library Board President

5. Minutes of the November 17, 1998 Regular Meeting.

Moeta/Shkoler

Presentation: Library Director

Recommendation: Approve by Motion

6. Oral Communications

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

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

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

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

39 →

7. Election of Board Officers:

Stark / Masters
Stark / Masters
Parks / Conner
Koppenhaver

Peggy - opp
Masters - mfd
Stark - school
Wood - school

Incumbents are indicated in parentheses.

President (Dinsmore)

Dins - 40
Masters - 40
Stark - 40
Wood - 40

Secretary (Vacant)

John - 40

8. Appointment of Library Board Representatives by the Board President:

Two Representatives to the Placentia Library Foundation Board of Directors (Stark & Stark)

Representative to the Independent Special Districts of Orange County (Dinsmore)

Representative to the Special District Workers Compensation Authority (Stark)

Representative to Special District Local Area Formation Commission (LAFCO) Selection Committee (Masters)

Two Representatives to Placentia Civic Center Authority (Stark & Evans)

9. Selection of Date and Time for Regular Board Meetings for 1999

Presentation: Library Board President

3rd Wood
7:30
Peggy - about
Lorenson

10. Board President Report

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

Introduction of Wendy Goodson who has been appointed Administrative Assistant effective January 3, 1999.

Authorization of memorial contribution to the Foundation Adopt-A-Book Fund for Friends of Placentia Library Treasurer and former staff member Marj Dailey

Rec / Sink
100

*Goal was met
MELS*

11. Trustee Reports

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

12. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Board Representative Marge Horrocks

13. Placentia Library Foundation Board of Directors Report

Presentation: Foundation President Sandra Stark

*Now meeting
MELS
new board member
Karl Anderson
Ann Gil Ter*

CLAIMS (Items 14 - 17)

Presentation: Library Director
Recommendation: Approve by Motion

Motion/Starke.

Items 14 - 17 may be considered together as one motion to "Approve the Claims, and Receive & File the General Fund Cash Flow Report." Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

No Nonstandard Claims were processed during this report period.

15. Claims forwarded by the Library Director and the Library Board of Trustees. (Approve)

Claims 3668, 3669, 3670, 3671, 3672 and 3673 for a total of \$8,358.92 forwarded by Library Director during this report period.

16. Current Claims and Payroll (Approve)

Current Claims of \$23,878.92; and Payroll 3678 for \$20,235.00 and Payroll 3679 for \$20,325.00, for a combined total of Current Claims and Payroll of \$64,528.92.

17. FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred at this time. (Receive & File)

FINANCIAL REPORTS (Items 18- 23)

Presentation: Library Director
Recommendation: Approve by Motion

Motion/Starke.

Items 18 -23 may be considered together as one motion to approve the Financial Report. Items may be removed for individual consideration before the Financial Report is adopted. Items removed must then each have a separate motion.

18. Financial Reports for November 1998 (Receive & File)
19. Office General Ledger & Check Registers for November 1998 (Receive & File)
20. Acquisitions Report for November 1998 (Receive & File)
21. Overdue Collection Reports for November 1998 (Receive & File)
22. Debit Card System Reimbursement Report for November 1998 (Receive & File)
23. Gifts Report for November 1998 (Receive & File)

GENERAL CONSENT CALENDAR (Items 24 – 37)

Presentation: Library Director
Recommendation: Approve by Motion

Items 18 – 37 may be considered together as one motion to approve the General Consent Calendar. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- Wood/Minutes*
24. Building Maintenance Report for November 1998 (Receive & File)
 25. Personnel Report for November 1998 (Receive, File, and Ratify Appointments)
 26. Volunteer Report for November 1998 (Receive & File)
 27. Circulation Report for November 1998 (Receive & File)
 28. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of ~~November 10, 1998~~ (Receive & File)
 29. Strategic Planning Report (Receive & File)
 30. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
 31. Midyear Grant Report for National Literacy Act, Section 321, 1998-99 (Receive & File)
 32. Legislative information from California Special Districts Association (CSDA) and the California Library Association (Receive & File)
 33. 1997-98 Annual Report from the Special District Risk Management Authority (Receive & File)
 34. Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)

- 35. Summary Report from the Orientation and Training Workshop for Public Library Trustees, Commissioners, Friends and Supporters sponsored by the State Library of California on May 1, 1998 in Riverside (Receive & File)
- 36. California Library Services Board (CLSB) actions taken at its November 12-13, 1998 Meeting and a press release from the State Library of California announcing the election of James R. Dawe as president of the CLSB for 1999 (Receive & File)
- 37. Letter from Munson, Cronick & Associates regarding District preparations for Year 2000 information systems issues (Receive & File)

CONTINUING BUSINESS

- 38. Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue
Presentation: Library Director
Recommendation: Give direction for future action

NEW BUSINESS

- 39. Establishment of a Community Representative position for the Board of Trustees
Presentation: Trustee Stark
Recommendation: Determine whether to establish the Board position of Community Representative
- 40. Discussion of the causes of the decline in Circulation and the potential remedies
Presentation: Trustee Shkoler
Recommendation: Give direction for future action
- 41. Discussion of the uses of volunteer statistics collected by the District
Presentation: Trustee Stark
Recommendation: Give direction for future action
- 42. Travel/training authorization for Library Trustee Gaeten Wood and Administrative Assistant Wendy Goodson to attend the two-day CSDA basic training seminar on "Practicalities of District Management and Governance" on February 4-5, 1999 in Palm Springs, at a cost of \$150 apiece plus travel, room and meals.
Presentation: Library Director
Recommendation: Approve attendance and payment of registration and travel costs

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Red/Gee

- 43. Authorization of signatures for District accounts at Sanwa Bank, Bank of California, Bank of America and the Orange County Auditor.

Presentation: Library Director
Recommendation: Adopt Resolution 98-8

- 43a. Response to notice from the Local Agency Formation Commission (LAFCO) of Orange County notifying the District that the Independent Special Districts Selection Committee will meet to select a special district representative, and perhaps also an alternate, to LAFCO. Nominations will be accepted until 5:00 P.M. on January 4, 1999.

Presentation: Library Director
Recommendation: Determine whether to submit a nomination, and determine who will attend the meeting to cast the District's vote.

STAFF REPORTS (Items 44 - 48)

Presentation: Library Director
Recommendation: Approve by Motion

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Items 44 - 48 may be considered together as one motion to approve the Staff Reports. Items may be removed for individual consideration before the General Consent Calendar is adopted. Items removed must then each have a separate motion.

- 44. Program Committee Report for November 1998. (Ammar)
45. Children's Services Report for November 1998. (Smith)
46. Publicity Materials produced for November 1998. (Willauer)
47. Placentia Library Literacy Services Report for November 1998. (Matas)
48. Safety Committee Minutes for November 1998. (Matas)

ADJOURNMENT

- 49. Agenda Preparation for the January Regular Meeting which will be held on January 19, 1999.
50. Review of Action Items.

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

- 51. Adjourn

CERTIFICATION OF POSTING

I, Elizabeth Minter, Library Director for the Placentia Library District, hereby certify that the Agenda for the December 15, 1998, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, December 10, 1998.

Handwritten signature of Elizabeth Minter

December 1998 - November 1999

Yearly Planner

December 98						
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December

- 3 11:30 AM - 1:00 PM Foundation Board Meeting
- 7 7:00 PM Friends Board Meeting, Masters
- 15 7:30 PM Library Board Meeting

January 99						
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January

- 4 7:00 PM Friends Board Meeting, Wood
- 19 7:30 PM Library Board Meeting
- 22 ALA Midwinter, Philadelphia
- 27 CSDA District Governance Training, Orange County

February 99						
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- 28 11:30 AM - 1:00 PM Foundation Board Meeting
- 29 American Library Assoc, Philadelphia, through 2/3

February

- 1 7:00 PM Friends Board Meeting, Dinsmore
- 4 CSDA New Director/Staff Training, Palm Springs, through 2/5
- 16 7:30 PM Library Board Meeting
- 27 CALTAC Library Leadership Workshop, Arcadia

March 99						
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March

- 1 7:00 PM Friends Board Meeting, Shkoler
- 6 11:00 AM - 2:00 PM Author's Luncheon
- 16 7:30 PM Library Board Meeting

April 99						
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April

- 5 7:00 PM Friends Board Meeting, Stark

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April

- 11 National Library Week through 4/17
- 12 Friends Annual Meeting
- 20 7:30 PM Library Board Meeting
- 27 CLA Legislative Day, Sacramento

May

- 7 American Girl Pastimes Parties (also May 8)
- 18 7:30 PM Library Board Meeting

June

- 2 Western Regional Planned Giving Conference, Costa Mesa
- 7 7:00 PM Friends Board Meeting, Wood

- 15 7:30 PM Library Board Meeting

- 24 American Library Assoc. New Orleans, through 7/1

July

- 20 7:30 PM Library Board Meeting

August

- 17 7:30 PM Library Board Meeting

September

- 13 NSFRE Fund Raising Day - Los Angeles
- 7:00 PM Friends Board Meeting, Dinsmore

- 21 7:30 PM Library Board Meeting

- 22 CSDA Annual Conference, - San Diego Bahai Hotel, through 9/24

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December 1998 - November 1999

Yearly Planner

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October

4 7:00 PM Friends Board Meeting, Shkoler

9 Heritage Parade

13 National Planned Giving Conference, Anaheim

19 7:30 PM Library Board Meeting

November

1 7:00 PM Friends Board Meeting, Stark

16 7:30 PM Library Board Meeting

June 99						
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PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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

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

plalibd@cosmoslink.net

Board of Trustees

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

Placentia Library District Board of Trustees December, 1998

Margaret (Peggy) V. Dinsmore
2108 Rosemont
Placentia, CA 92870
First appointed 11/06/79 Present term expires 12/08/00
Res: (714) 528-7618

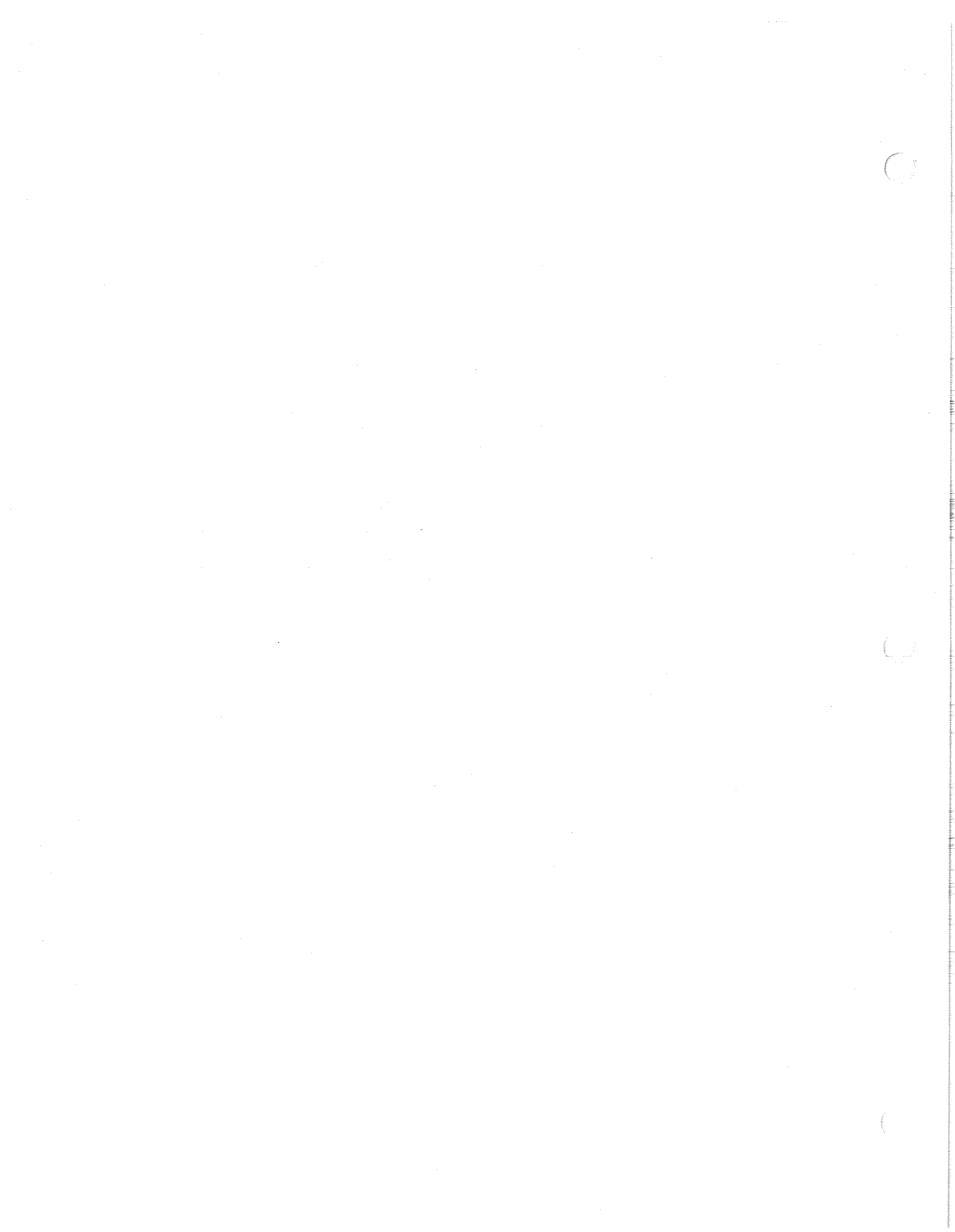
Robin J. Masters
212 S. Kraemer Blvd, #2710
Placentia, CA 92870
First elected 12/02/94 Present term expires 12/08/00
Res: (714) 524-9696
Ofc: (626) 858-7296
Fax: (626) 915-8915

Al Shkoler
1120 Cypress Point Dr.
Placentia, CA 92870
First term xx/xx/xx - 12/02/96
Appointed 08/xx/98 Present term expires 12/06/02
Res: (714) 996-0128
Ofc: (949) 660-0550
Fax: (949) 724-8863

Saundra M. Stark
325 Willamette
Placentia, CA 92870
First appointed 07/14/86 Present term expires 12/06/02
Res: (714) 524-3139
Ofc: (714) 633-0040
Fax: (714) 633-0045

Gaeten M. Wood
313 Garfield
Placentia, CA 92870
First Elected 12/04/98 Present term expires 12/08/00
Res: (714) 528-1657

Elizabeth D. Minter, Library Director
539 Gardenia Ave.
Placentia, CA 92870
Appointed August xx, 1991
Ofc. (714) 528-1925
Ext. 203
Fax: (714) 528-1925
Res: (714) 993-3479



**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 17, 1998**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on November 17, 1998 at 7:30 P. M. by Secretary Ray Evans.

ROLL CALL

Members Present: Secretary Ray Evans; Trustees Robin Masters, Al Shkoler, and Sandra Stark; and Library Director Elizabeth Minter.

Members Absent: President Peggy Dinsmore

Others Present: Principal Librarian Suad Ammar; Trustee Designee Gaeten Wood; and Friends of Placentia Library Representative Virginia Walker.

**ADOPTION OF
AGENDA**

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

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

MINUTES

Trustee Shkoler requested that Administrative Assistant Charlene Dumitru's name be added to the President's Report as being present for the Library Board dinner on November 8, 1998. It was moved by Trustee Stark, seconded by Trustee Shkoler to approve the Minutes of the Regular Meeting of November 17, 1998, as corrected.

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

**ORAL
COMMUNICATIONS**

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

President Dinsmore arrived at 7:35 P.M.

**PRESIDENT'S
REPORT**

President Dinsmore reported on the programs she attended at the California Library Association Conference, November 13-17, 1998, in Oakland.

TRUSTEE REPORTS

Secretary Evans thanked the Board for the retirement dinner held on November 8, 1998 at LaVie En Rose, and for the bookends presented in honor of his service on the Library Board of Trustees.

Trustee Shkoler reported on a meeting with California Special District's Association Local Government Consultant Mike Gotch, also attended by President Dinsmore and Library Director Minter, on October 29, 1998 in

Irvine.

Trustee Designee Gaeten Wood thanked the Board for including her in the Board Dinner on November 8, 1998.

Trustee Stark reported on the Foundation Donor Reception held on November 6, 1998.

FRIENDS REPORT

Friends Director Virginia Walker reported on the Friends Board of Directors meeting on November 2, 1998.

CLAIMS

It was moved by Trustee Masters seconded by Secretary Evans to approve Agenda Items 8 through 11:

Nonstandard Claims in the amount of \$0.00

Claims forwarded by the Library Director in the amount of \$5,008.69.

Current Claims and Payroll in the amount of \$66,291.52.

FY1998-99 Cash Flow Analysis with recommendation that no funds be transferred.

AYES: Dinsmore, Evans, Masters, Shkoler, Stark
NOES: None
ABSTAIN: None

FINANCIAL REPORTS

It was moved by Trustee Masters, seconded by Trustee Shkoler to receive and file Agenda Items 12 through 17:

Financial Reports for October, 1998

Office General Ledger & Check Registers for October, 1998

Acquisitions Report for October, 1998

Overdue Collection Report for October, 1998

Debit Card System Reimbursement Report for October, 1998

Gifts Report for October, 1998

AYES: Dinsmore, Evans, Masters, Shkoler, Stark
NOES: None
ABSTAIN: None

GENERAL CONSENT CALENDAR

It was moved by Trustee Shkoler, seconded by Secretary Evans to receive and file Agenda Items 18-31:

Building Maintenance Report for October, 1998 (Receive & File)

Personnel Report for October, 1998 (Receive, File and Ratify Appointments)

Volunteer Report for October, 1998 (Receive & File)

Circulation Report for October, 1998 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of October 6, 1998. (Receive & File)

Strategic Planning Report (Receive & File)

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

Receive *Cooperative Agreement for the Preparation of Seismic Analyses and Construction Documents* as signed by Placentia Library District and the City of Placentia. (Receive & File)

California Library Literacy Services Plan of Service for Fiscal Year 1998-99, as submitted to the State Library of California. (Receive & File)

California Library Literacy Services 1st Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California. (Receive & File)

Minutes of the Placentia Civic Center Authority Commission of October 20, 1998, and the Financial Statements and Audit for Fiscal Year 1997-98, as prepared by Diehl, Evans & Company, LLP, CPA. (Receive & File)

Fiscal Year 1997-98 Annual Report for Placentia Library District as submitted to the California State Library. (Receive & File)

Certification to Receive Funds from the Public Library Fund, 1998-99, submitted to the State Library of California on November 9, 1998. (Receive & File)

Certification of Acceptance of Grant Award, National Literacy Act, Section 321, 1998-99. (Receive & File)

AYES: Dinsmore, Evans, Masters, Shkoler, Stark
NOES: None
ABSTAIN: None

**LIBRARY REVENUE
ISSUES AND
FEASIBILITY OF
LIBRARY PARCEL
TAX BALLOT ISSUE**

Library Director Minter reviewed the Library revenue issues as presented in the Board packet.

It was moved by Trustee Shkoler, seconded by Secretary Evans to support the Library Director's participation in the California Special District Association's Legislative Committee at a cost of approximately \$300 per meeting.

AYES: Dinsmore, Evans, Masters, Shkoler
NOES: Stark
ABSTAIN: None

**AUTHORIZE BANK
CARD SERVICES**

It was moved by Trustee Shkoler, seconded by Secretary Evans to approve the District's application for Merchant Card Services for MasterCard and VISA with Sanwa Bank, and to authorize signature by all Trustees, Trustee-Designee Gaeten M. Wood, and Library Director Elizabeth D. Minter; and to establish a minimum charge of \$15.00 for MasterCard and VISA transactions.

AYES: Dinsmore, Evans, Masters, Shkoler, Stark
NOES: None
ABSTAIN: None

STAFF REPORTS

It was moved by Trustee Shkoler, seconded by Trustee Masters to approve Agenda Items 34-38:

Program Committee Report for October, 1998

Children's Services Report for October, 1998

Publicity Materials produced in October, 1998

Placentia Library Literacy Services Report for October, 1998

Safety Committee Minutes for October, 1998

AYES: Dinsmore, Evans, Masters, Shkoler, Stark
NOES: None
ABSTAIN: None

AGENDA

Trustee Shkoler requested a discussion of the decline in circulation and the

PREPARATION

steps that the District can take to reverse this trend.
President Dinsmore reported that she plans to make additional reports on the programs she attended at the California Library Association Conference.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for November 17, 1998 adjourned at 9:10 P.M.

Margaret V. Dinsmore, President

It is with deep sorrow that Sean, Shannon, Araceli, and Brittany Dailey announce the death of their mother and grandmother, Marjorie E. Dailey on November, 30, 1998.

Due to the holiday season, the memorial service will be held on December 27, 1998, from 1 p.m. to 6 p.m. at 319 Hart Pl., Fullerton. Please RSVP to Shannon Dailey at 714-672-0779. This will be an open-house style wake in the grand Irish tradition, so no flowers or gifts, please.

In lieu of flowers, please contribute to the following groups, both of whom had Marjorie's wholehearted endorsement and gratitude:

*Hospice Foundation of America
C/O Linda Bos at Vitas Hospice
333 S. Anita Dr., Suite 950
Orange, CA 92868*

*Placentia Library District Foundation
411 E. Chapman Ave.
Placentia, CA 92870*



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Friends of Placentia Library Report
DATE: December 15, 1998

The Board of Directors of the Friends of the Library met on Monday, December 7, 1998. Trustee Robin Masters, Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

President Irot announced that Friends Treasurer died at the end of November. Information about a memorial service will be shared with Friends Board members as soon as it is announced by the family.

The Treasurer's report was not available due to the transfer of the Treasurer responsibilities. President Irot reported an approximate balance of \$5,000.

The Board approved \$400 to purchase a new bicycle rack for the Library.

President Irot announced that several new Board members may be appointed to fill the vacancies created by Kay Suiter and Marj Dailey. The Board will be appointing a new Foundation representative in January as Pat Irot will not be continuing in that capacity.

Most of the meeting was spent discussing internal Board operations.

Friends Board member Marge Horrocks is scheduled to attend the Library Board meeting on December 15, 1998.

The next Friends Board meeting is scheduled for Monday, January 4, 1999 at 7:00 P.M. Trustee Gaeten Wood is scheduled to attend as the Library Board representative.

URGENT

CHAIR
RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

VICE-CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

PETER HERZOG
MAYOR
CITY OF LAKE FOREST

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

WILLIAM G. STEINER
SUPERVISOR
FOURTH DISTRICT

ROBERT J. HUNTLEY
DIRECTOR
MUNICIPAL WATER
DISTRICT OF
ORANGE COUNTY

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
TOM HARMAN
COUNCILMAN
CITY OF HUNTINGTON
BEACH

ALTERNATE
BILL GOODWIN
DIRECTOR
LOS ALISOS
WATER DISTRICT

ALTERNATE
TODD SPITZER
SUPERVISOR
THIRD DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

DATE: December 10, 1998
TO: Independent Special District General Managers
FROM: Dana M. Smith, Executive Officer
SUBJECT: Independent Special District Selection Committee Meeting

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 **January 14, 1999** 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, January 4th**. 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.

During the January 14th 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.

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

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Second section of handwritten text, appearing as a distinct paragraph.

Third section of handwritten text, continuing the narrative or list.

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CHAIR
RANDAL J. BRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

VICE-CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

PETER HERZOG
MAYOR
CITY OF LAKE FOREST

JOHN B. WITHERS
DIRECTOR
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DISTRICT

WILLIAM G. STEINER
SUPERVISOR
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ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
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ALTERNATE
TOM HARMAN
COUNCILMAN
CITY OF HUNTINGTON
BEACH

ALTERNATE
BILL GOODWIN
DIRECTOR
LOS ALISOS
WATER DISTRICT

ALTERNATE
TODD SPITZER
SUPERVISOR
THIRD DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

December 10, 1998

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

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

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

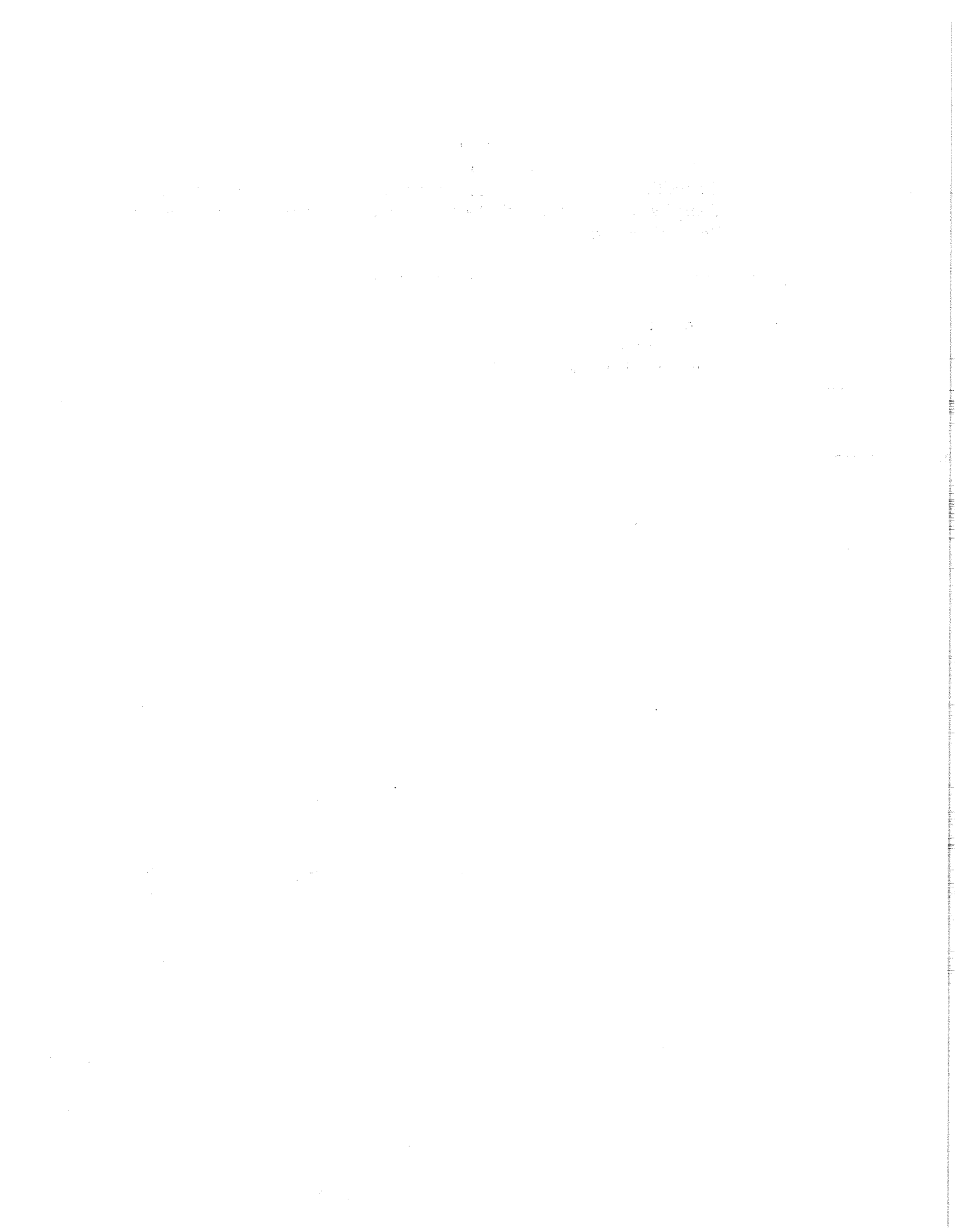
A meeting of the **SPECIAL DISTRICTS SELECTION COMMITTEE** has been called for:

January 14, 1998 at 12:30 p.m.
at
MWDOC (Board hearing room)
10500 Ellis Avenue, Fountain Valley

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.

Nominations will be accepted beginning Monday, December 14, 1998 and ending at 5:00pm on Monday, January 4, 1999. 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:

- 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; or

- 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 12:30pm 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

The first part of the document discusses the general principles of the system, including the importance of maintaining accurate records and the role of the various departments involved. It also outlines the objectives of the project and the expected outcomes.

The second part of the document provides a detailed description of the system's components and their functions. This includes a list of the various units and their respective responsibilities, as well as a description of the data flow and the communication channels between the different parts of the system.

The third part of the document describes the implementation process, including the steps taken to ensure that the system was installed and tested correctly. It also discusses the challenges that were encountered during the implementation and the solutions that were used to overcome them.

The fourth part of the document discusses the results of the implementation and the impact of the system on the organization. It includes a comparison of the system's performance against the objectives that were set at the beginning of the project, as well as a discussion of the lessons learned and the recommendations for future work.

Finally, the document concludes with a summary of the key findings and a list of references.

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 or statement of qualifications is attached

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

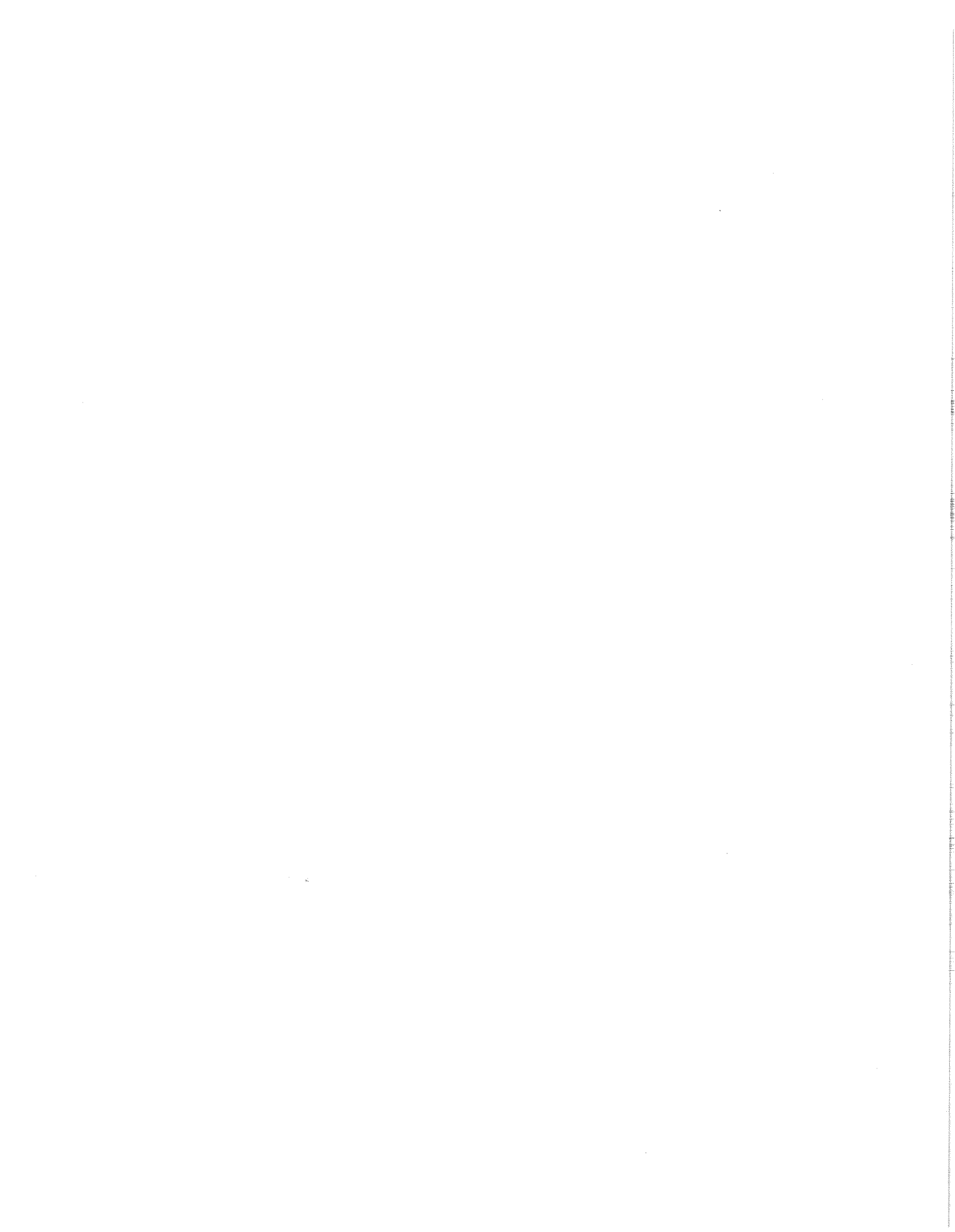
NAME: _____

SIGNATURE: _____
Date

TITLE: _____

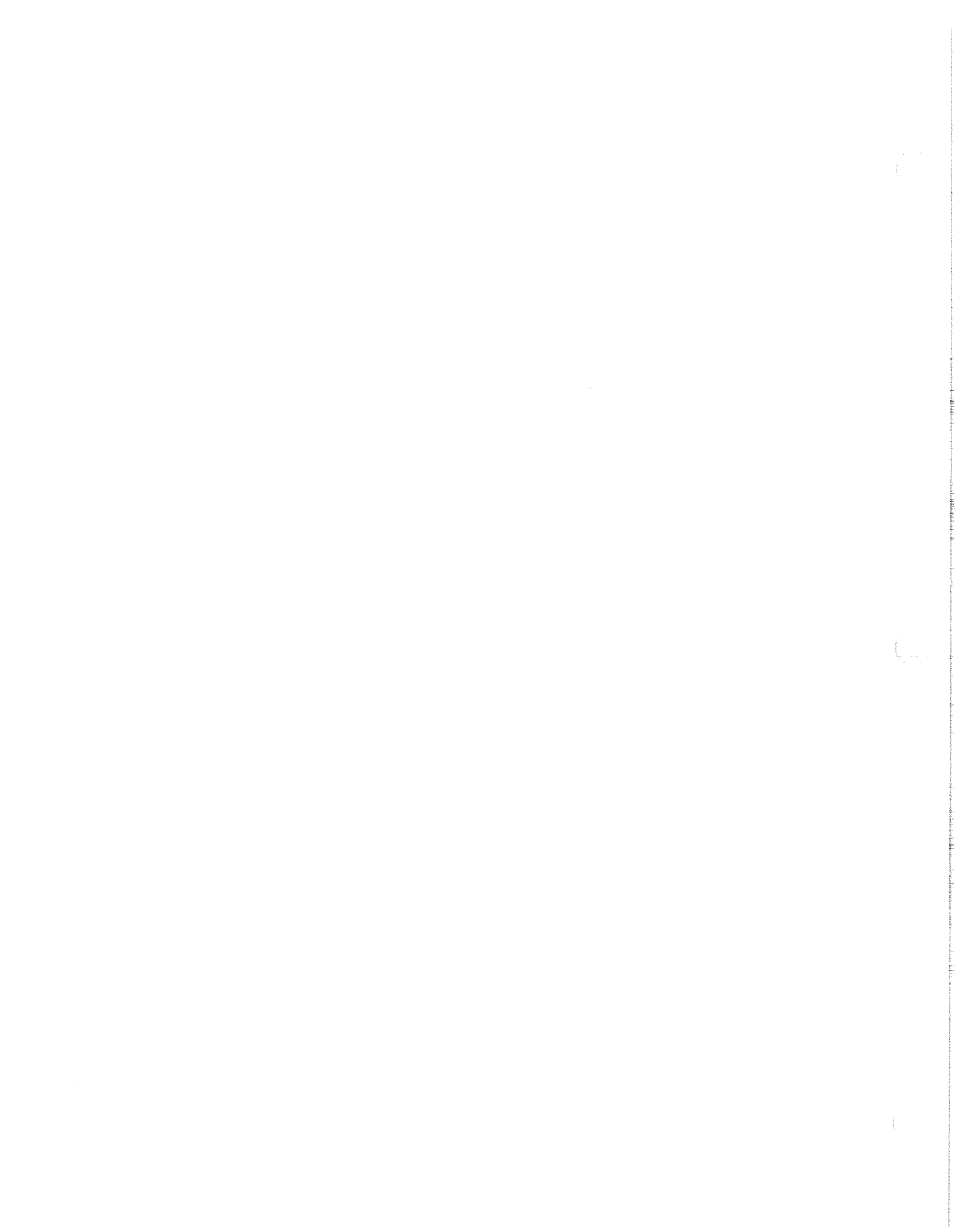
DISTRICT: _____

DUE IN LAFCO OFFICE BY 5:00 P.M. ON JANUARY 4, 1999



PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
December 15, 1998

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00



PLACENTIA LIBRARY DISTRICT
 Summary of Claims Forwarded by the Library Director
 December 15, 1998

DATE	REPORT NUMBER	AMOUNT
November 19, 1998	3668	4,588.63
November 19, 1998	3669	519.53
November 30, 1998	3670	1,691.93
December 4, 1998	3671	105.45
December 4, 1998	3672	1,187.03
December 4, 1998	3673	266.35
	TOTAL	\$8,358.92

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/19/98
REPORT NO 3668

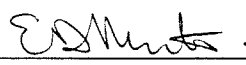
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acc				Doc Number	SC
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	November 1998		0300	00		180.31		
N03645 CareAmerica Accounts Receivable - 13th Floor 6300 Canoga Ave. Woodland Hills, CA 91367-2555	December 1998		0300	00		2,390.78		
N09110 Special District Worker's Compensation Authority 1030 15th St., Ste 300 Sacramento, CA 95814	November 16, 1998		0350	00		1,284.00		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Oct 28, 1998 572-1609		0700	02		76.26		
	Nov 4, 1998 528-8408		0700	08		29.93		
						106.19		
N00230B Fry's Electronics 600 E. Brokow Rd. San Jose, CA 95112	Oct 5, 1998		1300	00		240.17		
N01833A Christenson Electric, Inc. Unit 75 P.O. Box 4800 Portland, OR 97208-4800	Oct 26, 1998		1400	00		285.00		
N06686D Office Depot Card Plan P.O. Box 30292 Salt Lake City, UT 84130	Nov 16, 1998		1811	00		102.18		

The claims listed above (totaling \$ 4,588.63) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 11/19/98
REPORT NO 3669

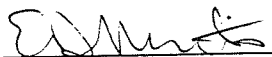
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03688A Orange County Register P.O. Box 11867 Santa Ana, CA 92711-1867	Nov 7, 1998		1900	00		320.81		
N06901A Margaret V. Dinsmore 2108 Rosemont Placentia, CA 92870	Nov 19, 1998		2700	07		198.72		

The claims listed above (totaling \$ 519.53) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N19932 Ameritas Life Insurance Corp. P.O. Box 81889 Lincoln, NE 68501-1889	12/01/98 Pol. 010-19000-05435		0300	00		382.30		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Nov 7, 1998 253-0470		0700	05		140.84		
N03650B Kinko's P.O. Box 672085 Dallas, TX 75267-2085	11/23/98 03020086871		1800	00		24.24		
N03841 Highsmith Inc. W5527 Highway 106 Box 800 Ft. Atkinson, WI 53538-0800	6/24/98 5105255-001		1800	07		362.15		
N19776 Donna G. Bass dee bee enterprises 2207 Mont Blanc Circle Placentia, CA 92870	11/27/98		1900	00		270.00		
Educators Publishing Services 31 Smith Place Cambridge. MA 02138-1089	3/31/98 0676582		2400	08		125.71		
N03659F Southern California Water 500 Cameron St. Placentia, CA 92870	11/20/98		2800	00		141.76		
N01074 Southern California Gas Company P.O. Box C Monterey Park, CA 91756	11/20/98		2800	00		244.93		

The claims listed above (totaling \$ 1,691.93) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.


APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/04/98
REPORT NO 3671

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N00230B Fry's Electronics 600 East Brokaw Road San Jose, CA 95112	May 16, 1997 1011665					-323.20		
	May 16, 1997 1011640					-44.95		
	May 16, 1997 1011674					-877.07		
	Nov 6, 1997 1479154					455.76		
	May 12, 1998 2035074					474.05		
	Jul 6, 1998 2200235					269.15		
	Jul 19, 1998 2236517					134.53		
	Aug 4, 1998 2281201					17.18		
	TOTAL		1800	00		105.45		

The claims listed above (totaling \$ 105.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

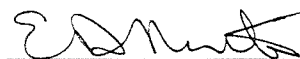
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03634 Vision Service Plan - (CA) P.O. Box 45210 San Francisco, CA 94145-5210	Nov 24, 1998 Gp 12 099603 0001		0300	00		191.10		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Nov 17, 1998 528-1906		0700	00		100.83		
	Nov 17, 1988 528-8236		0700	01		127.95		
	Nov 19, 1998 996-4983		0700	02		46.52		
	TOTAL					275.30		
N0503A AT&T P.O. Box 10192 Van Nuys, CA 91410-0192	Nov 16, 1998		0700	00		48.29		
N16840 Verio 8001 Irvine Center Drive, Ste 1200 Irvine, CA 92618-2934	Dec 1, 1998 166334		0700	02		250.00		
N03653 Bear State Air Conditioning Services, Inc. 2548 Enterprise Drive Anaheim, CA 92807-1640	Nov 10, 1998 98-11-1510		1400	00		117.42		
N06686D Office Depot Credit Plan Dept 56-6183976509 P.O. Box 30292 Salt Lake City, UT 84130-0292	Nov 4, 1998 897020325		1800	00		26.16		
	Nov 4, 1998 897031287		1800	00		157.68		
	Nov 6, 1998 897020426		1800	00		18.90		
	Nov 16, 1998 897021111		1800	00		102.18		
	TOTAL					304.92		

The claims listed above (totaling \$1,187.03) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/04/98
REPORT NO 3673

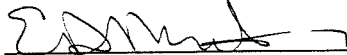
Placentia Library District
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03648A Cascade Drinking Water Co. P.O. Box 9179 Whittier, CA 90608-9179	Nov 23, 1998 1176		1800	00		24.95		
N06557 Care Resources, Inc. 9550 Warner Avenue, Ste 228 Fountain Valley, CA 92708	Dec 1, 1998 November December		1900	00		70.00		
N06965 Paychex 200 E. Sandpointe Suite 100 P.O. Box 25159 Santa Ana, CA 92799	Nov 26, 1998 19981126		1900	00		171.40		

The claims listed above (totaling \$266.35) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.



APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

266.35



PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 December 15, 1998

TYPE	REPORT NUMBER	AMOUNT
Immediately	3674	6,954.97
Subtotal for Immediately		6,954.97
Regular	3675	3,631.44
	3676	11,359.49
	3677	1,933.02
Subtotal for Regular		16,923.95
TOTAL CURRENT CLAIMS		23,878.92
Payroll	3678	20,325.00
	3679	20,325.00
Subtotal for Payroll		40,650.00
	TOTAL	64,528.92

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
			BS Acct				Doc Number	SC
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	December 1998 Nov premium		0300	00		159.10		
N00692A SDRMA 1481 River Park Dr., Ste 110 Sacramento, CA 95815-4501	Nov 30, 1998 FY98-99 2nd		1100	00		5,127.87		
N06785 Hector Vargas Cleaning Service 318 Capistrano St. Placentia, CA 92870	Dec 8, 1998 096824		1400	00		950.00		
N01833 Christenson Electric Inc. Unit 75 P.O. Box 4800 Portland, OR 97208-4800	Nov 24, 1998 116869		1400	00		285.00		
Sanwa Bank 3021 Yorba Linda Blvd. Fullerton, CA 92631	Dec 3, 1998		4000	00		433.00		
PLEASE PAY IMMEDIATELY								

The claims listed above (totaling \$6,954.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/98
REPORT NO 3675

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870	Dec 8, 1998		1000	00		10.54		
			1800	00		4.24		
			1803	00		232.61		
			1803	08		32.00		
			1900	08		80.00		
			2700	01		12.00		
			2700	03		36.00		
			2700	07		483.51		
	TOTAL							<u>890.90</u>
N03833C Brodart Automation P.O. Box 3488 Williamsport, PA 17705	Oct 29, 1998		0700	05		423.82		
	A28882							
	Nov 25, 1998		0700	05		423.82		
	TOTAL							<u>847.64</u>
N15508 Cosmoslink Internet Services 3030 Saturn St, Ste 204 Brea, CA 92821	Dec 3, 1998		0700	02		19.95		
	9812-64							
	Dec 3, 1998		0700	07		19.95		
	TOTAL							<u>39.90</u>
N06819A American Library Association Membership Dept. 77-6499 Chicago, IL 60678-6499	0152283 Trustee		1600	08		145.00		
N03912A CA Special Districts Assoc. 1121 L. St, Ste 508 Sacramento, CA 95814	Nov 1998 1999 Dues		1600	00		978.00		
N14905 S. CA. Library Literacy Network Lori Hopkins/SCLLN Rancho Cucamonga Public Lib. 7368 Archibald Ave Rancho Cucamonga, CA 91730	1998-99 Dues		1600	07		100.00		
	Nov 23, 1998		1800	07		630.00		
	PO 5947							
	TOTAL							<u>730.00</u>

The claims listed above (totaling \$3,631.44) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N13034 OmniGrafix Printing 1744 W. Katella Ave, Ste 9 Orange, CA 92867	Nov 19, 1998 A33013		1800	00		50.64		
N09140 XCP Incorporated 40 Elm St Dryden NY 13050-9624	Nov 25, 1998 85425		1800	00		119.94		
	Dec 3, 1998 85532		1800	00		<u>668.43</u>		
	TOTAL					<u>788.37</u>		
N03940 Gaylord Bros. Box 4901 Syracuse, NY 13221-4901	Nov 19, 1998 OF01936007		1800	00		154.71		
N06569 *New Remittance Address* Demco P.O. Box 8048 Madison, WI 53708-8048	Dec 3, 1998 431436		1800	00		78.60		
N16779 Literacy Pro Systems 19028 Stevens Creek Blvd, Ste D Cupertino, CA 95014	Nov 27, 1998 1432		1800	07		856.61		
N01035 City of Placentia 401 E. Chapman Ave Placentia, CA 92870	Dec 9, 1998 52686		1400	00		948.28		
	Dec 9, 1998 52685		2800	00		6,164.57		
			1800	00		1,712.25		
			1800	08		<u>570.75</u>		
	TOTAL					<u>9,395.85</u>		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Nov 25, 1998		1900	00		34.71		

The claims listed above (totaling \$11,359.49) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/98
REPORT NO 3677

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
N06671 MD Medical Clinics P.O. Box 66012 Anaheim, CA 92816	Nov 30, 1998							
	00297-019		1900	00		52.50		
	00297-020		1900	00		52.50		
	00297-021		1900	00		52.50		
	TOTAL					157.50		
First Data Investor Services Group P.O. Box 86038 Orlando, FL 32886-0638	Nov 30, 1998		1900	00		1,750.00		
	27768							
N06738 Suad Ammar c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870-6198	Dec 8, 1998		2700	01		17.64		
N06786 Katerine Matas c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92870-6198	Nov 19, 1998		2700	07		7.88		

The claims listed above (totaling \$1,933.02) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

1,933.02

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	December 15, 1998 Pay period # 26		0100	00		18,880.00		
	December 18, 1998 December 31, 1998							
	FICA		0200	00		1,445.00		
PLEASE WIRE ON WEDNESDAY, DECEMBER 30, 1998								

The claims listed above (totaling \$20,325.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 12/15/98
REPORT NO 3679

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	December 15, 1998 Pay period # 27 January 1, 1999 January 14, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, JANUARY 14, 1999								

The claims listed above (totaling \$20,325.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

20,325.00



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Cash Flow Analysis
DATE: December 15, 1998

BACKGROUND:

General Fund

The Cash Flow Analysis is Attachment A.

The second and third Secured Property Tax allocations will be credited on December 11 and December 18. The Tax Allocation Schedule for Fiscal Year 1998-99 is Attachment B.

It is recommended that no funds be transferred at this time.

RECOMMENDATIONS:

Receive & File Cash Flow Analysis of December 15, 1998



Placentia Library District
FY 1998-1999 General Fund Cash Flow

Agenda Item 17
Attachment A
Page 1

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
07/01/98		Beginning Balance			148,379.49
06/16/97	3622	General		4,996.38	143,383.11
06/16/97	3625	Payroll to wire 7/2/98		20,325.00	123,058.11
06/16/97	3626	Payroll to wire 7/16/98		20,325.00	102,733.11
07/06/98	3630	PPI by Library Director		1,549.33	101,183.78
07/21/98		Teeter 2nd Current Delinquent	10,950.23	28.90	112,105.11
07/15/98		Secured Final FY97-98	8,714.72	21.79	120,798.04
07/27/98		Supplemental 1st	1.08		120,799.12
07/16/98		Supplemental Final FY97-98	778.40		121,577.52
07/22/98		Supplemental Secured FY97-98	780.95		122,358.47
07/22/98		Supplemental Prior Year Penalties	270.35		122,628.82
07/15/98		Reverse Interest for 5/98	(1,587.13)	(42.12)	121,083.81
07/17/98		Reverse Interest for 6/98	(1,132.86)	(29.69)	119,980.64
07/24/98		Library Revenue for July	1,033.96		121,014.60
07/16/98		Expired check	3.46		121,018.06
07/21/98	3631	General		3,644.43	117,373.63
07/21/98	3632	General		6,867.26	110,506.37
07/21/98	3633	General		1,847.90	108,658.47
07/21/98	3634	General		4,220.08	104,438.39
07/21/98	3635	Payroll to wire 7/30/98		20,325.00	84,113.39
07/21/98	3636	Payroll to wire 8/13/98		20,325.00	63,788.39
07/28/98	3637	PPI by Library Director		2,195.05	61,593.34
08/12/98		Interest for 5/98	1,587.13	42.12	63,138.35
08/18/98	3638	General - PPI		2,328.08	60,810.27
08/18/98	3639	General		8,861.76	51,948.51
08/18/98	3640	General		748.04	51,200.47
08/18/98	3641	Payroll to wire 8/27/98		23,325.00	27,875.47
08/18/98	3642	Payroll to wire 9/10/98		23,325.00	4,550.47
08/24/98		Transfer from Fund 702	35,000.00		39,550.47
08/25/98		Library Revenue for August	1,345.26		40,895.73
08/27/98	3643	General -- semi-annual bond payment		33,950.61	6,945.12
09/01/98	3644	PPI by Library Director		4,006.01	2,939.11
09/08/98		Interest for 6/98	1,132.86	29.69	4,042.28
09/15/98		Transfer from Fund 706	80,000.00		84,042.28
09/15/98	3645	General - PPI		2,388.20	81,654.08
09/15/98	3646	General - PPI		781.72	80,872.36
09/15/98	3647	General		3,146.59	77,725.77
09/15/98	3648	General		1,787.46	75,938.31
09/15/98	3649	General		1,873.93	74,064.38
09/15/98	3650	Payroll to wire 9/24/98		20,325.00	53,739.38
09/15/98	3651	Payroll to wire 10/8/98		20,325.00	33,414.38
09/15/98	3652	Payroll to wire 10/22/98		20,325.00	13,089.38
09/17/98		State Interlibrary Loan	1,860.65		14,950.03
09/17/98		Library Revenue for September	916.70		15,866.73
09/21/98		Supplemental 1st Actual	3,578.69		19,445.42
09/23/98		Unsecured 1st Actual	39,094.29	97.74	58,441.97
10/08/98	3653	General by Library Director		5,556.24	52,885.73
10/08/98	3654	General by Library Director		2,229.38	50,656.35
10/20/98	3655	General		4,447.07	46,209.28
10/20/98	3656	General		1,100.60	45,108.68
10/20/98	3657	General		5,430.61	39,678.07
10/20/98	3658	Payroll to wire 11/5/98		26,353.00	13,325.07
10/20/98	3659	Payroll to wire 11/19/98		18,316.00	(4,990.93)
10/09/98		Interest for 7/98	615.72	16.27	(4,391.48)

Placentia Library District
 FY1998-1999 General Fund Cash Flow

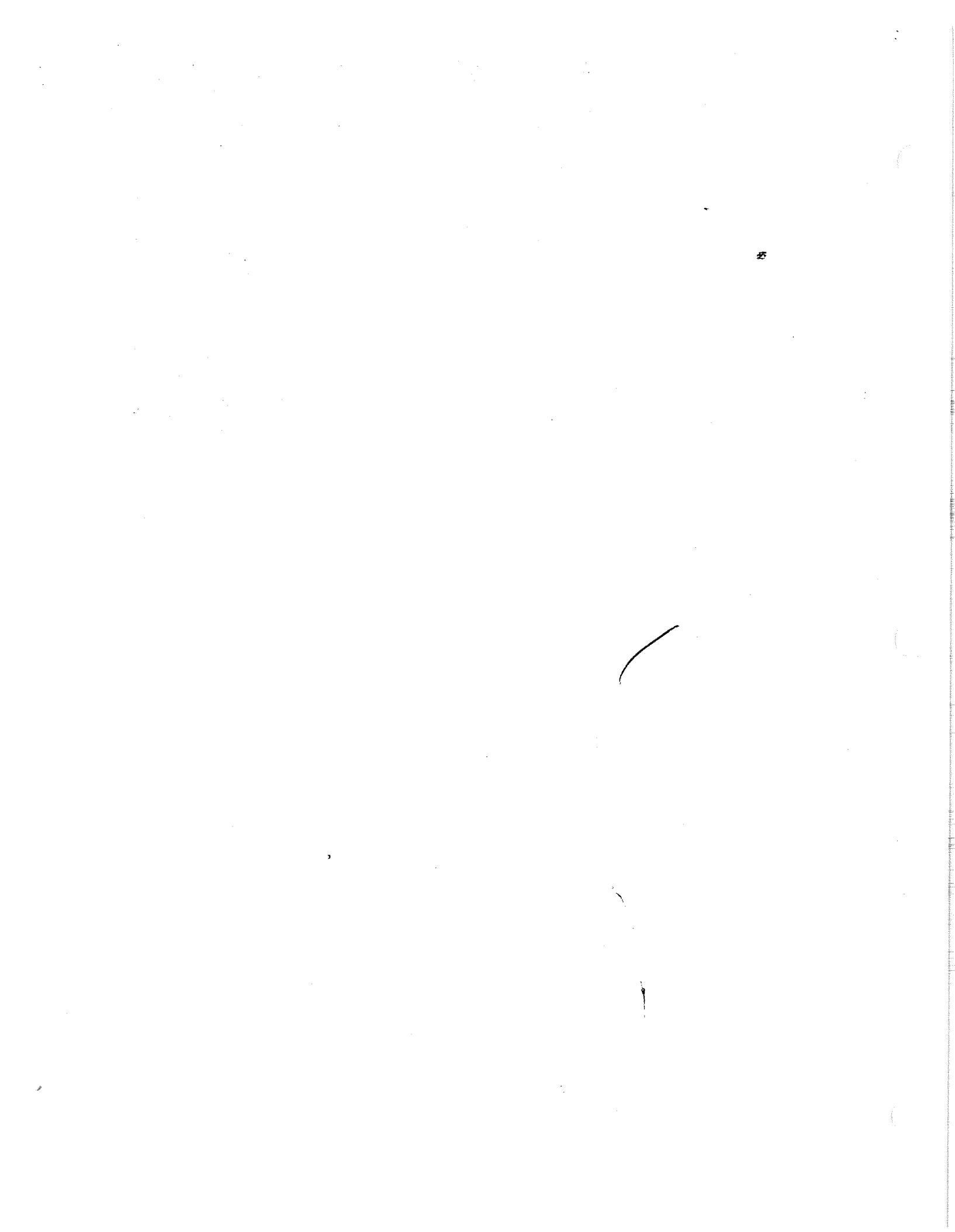
Agenda Item 17
 Attachment A
 Page 2

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/20/98		Transfer from Fund 706	15,000.00		10,608.52
11/02/98		Library Revenue for October	1,550.41		12,158.93
11/02/98		State Interlibrary Loan & Direct Loan	819.21		12,978.14
11/04/98		Interest for 8/98	341.69	9.04	13,310.79
11/09/98	3660	PPI by Library Director		3,926.39	9,384.40
11/09/98	3661	PPI by Library Director		1,802.30	7,582.10
11/17/98	3662	General - PPI		2,981.05	4,601.05
11/17/98	3663	General to send to OCA 11/25/98		11,360.69	(6,759.64)
11/17/98	3664	General to send to OCA 11/25/98		6,611.82	(13,371.46)
11/17/98	3665	General to send to OCA 11/25/98		8,705.96	(22,077.42)
11/17/98	3666	Payroll to wire 12/3/98		18,316.00	(40,393.42)
11/17/98	3667	Payroll to wire 12/17/98		18,316.00	(58,709.42)
11/19/98		Supplemental 2nd Actual	163.54		(58,545.88)
11/19/98	3668	General by Library Director		4,588.63	(63,134.51)
11/19/98	3669	General by Library Director		519.53	(63,654.04)
11/24/98		Secured 1st Actual	89,155.61	222.89	25,278.68
11/30/98	3670	General by Library Director		1,691.93	23,586.75
12/04/98	3671	General by Library Director		105.45	23,481.30
12/04/98	3672	General by Library Director		1,187.03	22,294.27
12/04/98	3673	General by Library Director		266.35	22,027.92
12/15/98	3674	General - PPI		6,954.97	15,072.95
12/15/98	3675	General		3,631.44	11,441.51
12/15/98	3676	General		11,359.49	82.02
12/15/98	3677	General		1,933.02	(1,851.00)
12/15/98	3678	Payroll to wire 12/30/98		20,325.00	(22,176.00)
12/15/98	3679	Payroll to wire 1/14/99		20,325.00	(42,501.00)

Placentia Library District
Property Tax Apportionments
Fiscal Year 1997-1998

Agenda Item 17
Attachment B

Date	Category	Amount
7/22/97	Teeter Distribution, FY 97	2% - 4%
7/22/97	Delinquent Supplemental, FY97	
7/23/97	Prior Year Secured Taxes & Penalties, FY 97 #12	
8/14/97	Prior Year Secured Taxes & Penalties #1	
8/21/97	Supplemental #1	
9/11/97	Prior Year Secured Taxes & Penalties #2	
9/18/97	Supplemental #2	
9/23/97	Unsecured collections at 8/31/97, #1	80% - 85%
10/16/97	Prior Year Secured Taxes & Penalties #3	
10/16/97	Supplemental #3	
11/13/97	Prior Year Secured Taxes & Penalties #4	
11/18/97	Supplemental #4	
11/26/97	Current secured #1	6% - 9%
12/10/97	Homeowners Property Tax Relief	15%
12/11/97	Prior Year Secured Taxes & Penalties #5	
12/12/97	Current secured #2	16% - 19%
12/16/97	Supplemental #5	
12/18/97	Current secured #3	16% - 19%
1/9/98	Homeowners Property Tax Relief	35%
1/15/98	Prior Year Secured Taxes & Penalties #6	
1/16/98	Supplemental #6	
1/16/98	Unsecured collections at 12/31/97, #2	5% - 10%
1/22/98	Current secured #4	6% - 9%
2/5/98	State-Assessed Public Utility, #1	49% - 50%
2/12/98	Prior Year Secured Taxes & Penalties #7	
2/13/98	Supplemental #7	
3/12/98	Prior Year Secured Taxes & Penalties #8	
3/13/98	Supplemental #8	
3/26/98	Current secured #5	5% - 7%
4/15/98	Supplemental #9	
4/16/98	Prior Year Secured Taxes & Penalties #9	
4/17/98	Current secured #6	20% - 25%
5/8/98	Homeowners Property Tax Relief	35%
5/14/98	Prior Year Secured Taxes & Penalties #10	
5/15/98	Current secured #7	5% - 8%
5/15/98	Supplemental #10	
5/21/98	State-Assessed Public Utility, #2	49% - 50%
6/10/98	Homeowners Property Tax Relief	15%
6/11/98	Prior Year Secured Taxes & Penalties #11	
6/16/98	Supplemental #11	
6/18/98	Unsecured collections at 5/31/98, Final	4% - 6%
6/18/98	Prior Year Unsecured	
7/16/98	Current secured final for FY98	1% - 3%
7/17/98	Supplemental, FY98 #12	
7/18/98	Current secured final for FY97	1% - 3%
7/21/98	Prior Year Secured Taxes & Penalties, FY 98 #12	
7/22/98	Teeter Distribution, FY 98	2% - 4%
7/22/98	Delinquent Supplemental, FY98	



Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
 December 15, 1998

	Fiscal Year 1998-1999						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89	
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89	
31-Aug-98	81,298.47	3,014.21	113,559.16	47,662.34	7,242.17	252,776.35	205,114.01	
30-Sep-98	46,669.15	3,027.95	113,940.28	31,823.69	7,275.19	202,736.26	170,912.57	
31-Oct-98	47,048.97	3,042.03	19,473.02	69,815.14	7,309.02	146,688.18	76,873.04	
30-Nov-98	47,429.54	3,056.14	20,005.39	105,523.50	7,342.92	183,357.49	77,833.99	
31-Dec-98						0.00	0.00	
31-Jan-99						0.00	0.00	
28-Feb-99						0.00	0.00	
31-Mar-99						0.00	0.00	
30-Apr-99						0.00	0.00	
31-May-99						0.00	0.00	
30-Jun-99						0.00	0.00	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

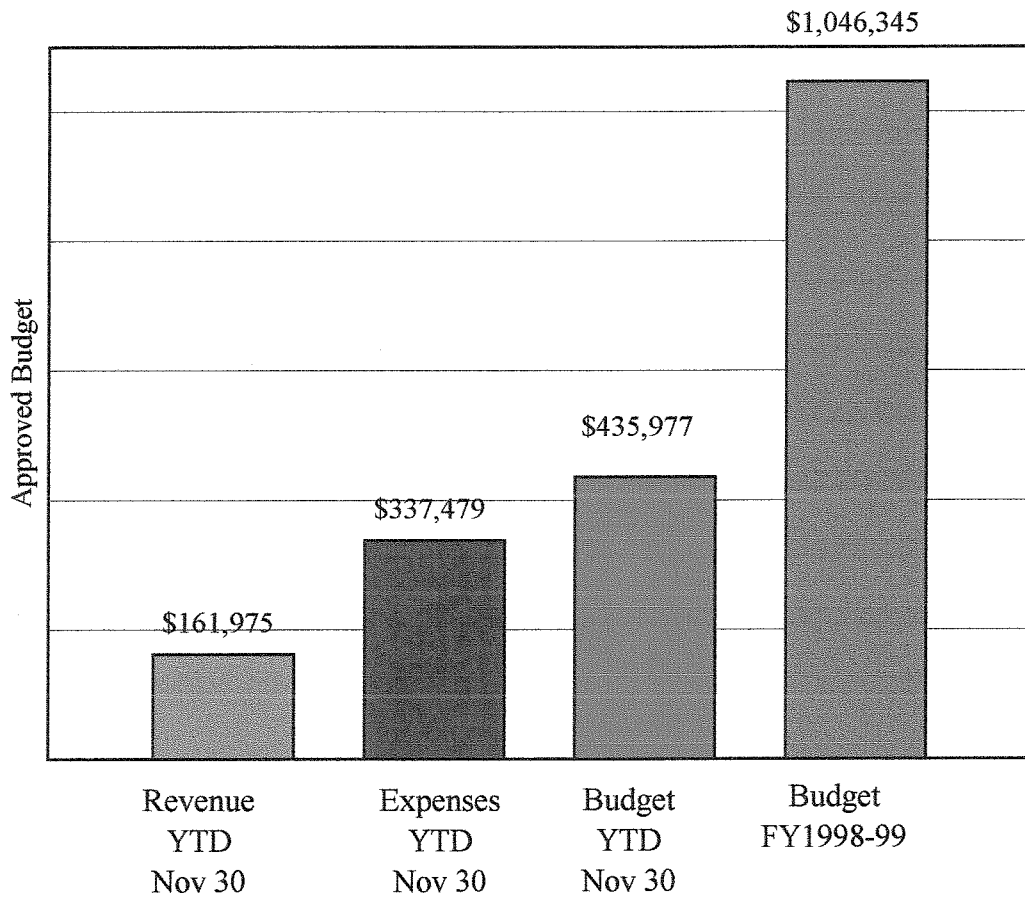
	Fiscal Year 1997-1998						TOTAL	TOTAL
	Fund 702	Fund 703	Fund 706	Fund 707	Fund 708	TOTAL	TOTAL	
	Maj Equip/Struc	Auto Replac	Bond Redempt	General Fund	Sick Lv Payoff	ALL FUNDS	EXCL GEN FUND	
30-Jun-97	77,383.60	2,849.84	111,073.16	170,465.79	6,847.25	368,619.64	198,153.85	
31-Jul-97	77,729.81	2,862.83	111,579.16	101,661.49	6,879.29	300,712.58	199,051.09	
31-Aug-97	78,096.57	2,876.34	112,105.64	50,157.00	6,910.91	250,146.46	199,989.46	
30-Sep-97	78,465.01	2,889.91	76,634.52	30,181.07	6,943.51	195,114.02	164,932.95	
31-Oct-97	48,826.73	2,903.23	12,009.91	64,185.28	6,975.52	134,900.67	70,715.39	
30-Nov-97	49,084.89	2,916.95	12,126.10	94,436.74	7,008.48	165,573.16	71,136.42	
31-Dec-97	49,311.96	2,930.45	12,182.18	324,188.88	7,040.91	395,654.38	71,465.50	
31-Jan-98	79,547.02	2,944.42	12,240.25	261,200.60	7,074.48	363,006.77	101,806.17	
28-Feb-98	79,824.62	2,959.57	12,331.49	154,079.44	7,110.89	256,306.01	102,226.57	
31-Mar-98	79,824.62	2,959.57	12,331.49	110,832.70	7,110.89	213,059.27	102,226.57	
30-Apr-98	79,824.62	2,959.57	12,331.49	318,944.07	7,110.89	421,170.64	102,226.57	
31-May-98	80,562.49	2,986.92	12,445.47	330,506.97	7,176.61	433,678.46	103,171.49	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89	
Petty Cash	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00	
General Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



PLACENTIA LIBRARY DISTRICT

Fiscal Year 1998-99

General Fund Cash Flow





1

1

PLACENTIA LIBRARY DISTRICT
 REVENUE REPORT FOR FUND 707
 (Prepared from the Orange County Auditor's Report)
 December 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 NOV 1998	FY1997-98 NOV 1997	FY1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	89,155.61	67,903.18	89,155.61	67,903.18	11.71%
6210-01	Public Utility	33,000	0.00	0.00	0.00	0.00	0.00%
6210-04	Teeter Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	794,261	89,155.61	67,903.18	89,155.61	67,903.18	11.22%
6220	PROP. TAXES - CURRENT UNSECURED	47,000	39,094.29	34,899.83	0.00	0.00	83.18%
6230-00	Prop. Taxes - Prior Secured	18,500	10,950.23	13,088.93	0.00	0.00	
6230-01	Prior year's secured final apportionment	0	8,714.72	5,201.12	0.00	0.00	
6230-02	Secured prior years	0	0.00	0.00	0.00	0.00	
6230-03	Tax deed land sales	0	0.00	0.00	0.00	0.00	
6230-04	Teeter Plan buyout - FY1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	18,500	19,664.95	18,290.05	0.00	0.00	106.30%
6240	TOTAL PROP. TAXES PRIOR UNSECURED	1,200	0.00	0.00	0.00	0.00	0.00%
6250	TAXES - SPECIAL DISTRICT AUGMENTATION	0	0.00	0.00	0.00	0.00	
6260	PENALTIES & COSTS ON DELINQUENT TAXES	0	0.00	0.00	0.00	0.00	
6280-00	Property taxes current supplemental	18,000	3,743.31	1.62	163.54	0.00	20.80%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	25.12%
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	4,521.71	372.22	163.54	0.00	
6300	PROP. TAXES SUPPLEMENTAL - PRIOR	1,500	780.95	951.78	0.00	0.00	52.06%
6540	PENALTIES & COSTS ON DELINQUENT TAXES	2,000	270.35	309.57	0.00	0.00	
	TOTAL TAXES	882,461	153,487.86	122,726.63	89,319.15	67,903.18	17.39%

REVENUE REPORT FOR FUND 707

(Prepared from the Orange County Auditor's Report)

December 15, 1998

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 NOV 1998	FY 1997-98 NOV 1997	FY 1998-99 % REV BUD
6610-00	Interest	10,500	957.41	1,962.55	341.69	437.94	9.12%
6610-01	Interest - old bond fund	0	0.00	0.00	0.00	0.00	
6610-23	Interest on impounded taxes released	0	0.00	0.00	0.00	0.00	
	TOTAL INTEREST	10,500	957.41	1,962.55	341.69	437.94	9.12%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	0.00	0.00	0.00	0.00	0.00%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	2,679.86	2,104.18	819.21	2,104.18	41.23%
6970-01	State - CA Foundation Funds	97,400	0.00	0.00	0.00	0.00	0.00%
6970-02	State - CA Literacy Campaign	7,000	0.00	0.00	0.00	0.00	0.00%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Education 321 Grant	3,500	0.00	3,426.00	0.00	3,426.00	0.00%
6970-05	State - Project Grants	0	0.00	8,861.00	0.00	0.00	
6970-07	State - Timber Yield Apport	0	0.00	0.00	0.00	0.00	
	TOTAL STATE - OTHER GOVERNMENTAL	114,400	2,679.86	14,391.18	819.21	5,530.18	2.34%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	LOCAL REVENUE	23,500	4,846.33	8,295.87	1,550.41	3,979.21	20.62%
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	3.46	6.20	0.00	0.00	
7810	TRANSFER FROM/TO OTHER LIBRARY FUNDS	0	0.00	0.00	0.00	0.00	
	FUND 707 TOTAL	1,046,345	161,974.92	147,382.43	92,030.46	77,850.51	15.48%

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

December 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 NOV 1998	FY1997-98 NOV 1997	FY1998-99 % REV BUD
0100	Salaries & Wages	494,410	210,414.00	203,610.00	41,494.00	37,020.00	42.56%
0200	Retirement	70,123	16,180.00	15,576.00	3,175.00	2,832.00	23.07%
	Health Insurance/Care America	28,585	9,149.09	6,771.96	3,517.76	(281.52)	32.01%
	Long Term Disability	2,862	892.49	685.00	180.31	0.00	31.18%
	Vision Service Plan	1,974	843.10	268.40	191.10	0.00	42.71%
	Dental	4,402	2,128.59	1,804.06	436.90	381.89	48.36%
0300	Total Employee Insurance	37,823	13,013.27	9,529.42	4,326.07	100.37	34.41%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	2,568.00	1,962.00	1,284.00	0.00	44.28%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	242,175.27	230,677.42	50,279.07	39,952.37	39.82%
0700-00	Communications - Telephone	2,600	860.54	919.37	168.10	274.82	33.10%
0700-01	Communications - Modem/Fax	2,384	1,650.60	825.12	239.26	40.52	69.24%
0700-02	Communications - Internet/Database	3,240	1,423.97	1,392.74	76.26	93.60	43.95%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	1,271.46	1,271.46	0.00	0.00	24.64%
0700-07	Communications - 321 Grant	570	340.06	345.29	0.00	19.66	59.66%
0700-08	Communications - Adult Literacy	330	147.47	0.00	53.92	0.00	44.69%
	Total Communications	14,284	5,694.10	4,753.98	537.54	428.60	39.86%
0900-00	Food - General Fund	50	0.00	0.00	0.00	0.00	
0900-07	Food - 321 Grant	50	0.00	0.00	0.00	0.00	0.00%
0900-08	Food - Adult Literacy	50	0.00	0.00	0.00	0.00	0.00%
090-009	Food - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Food	150	0.00	0.00	0.00	0.00	0.00%
1000-00	Household Expense	3,500	1,794.41	1,743.57	0.00	0.00	51.27%
1100-00	Insurance	10,200	4,996.38	5,024.74	0.00	0.00	48.98%

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

December 15, 1998

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 NOV 1998	FY 1997-98 NOV 1997	FY 1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	1,998.68	3,468.90	1,038.17	0.00	9.99%
1300-07	Maintenance of Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
1300-08	Maintenance of Equipment - Adult Literacy	0	0.00	0.00	0.00	0.00	#DIV/0!
1300-09	Maintenance of Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Maintenance of Equipment	20,000	1,998.68	3,468.90	1,038.17	0.00	9.99%
	HVAC	5,500	1,278.43	1,825.66	0.00	0.00	23.24%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	6,758.43	7,370.85	0.00	0.00	27.03%
	Plumbing	1,200	62.00	531.14	0.00	0.00	5.17%
	Electrical	4,000	1,710.00	896.00	285.00	0.00	42.75%
	Cleaning Service	11,700	4,750.00	3,800.00	950.00	0.00	40.60%
	Locksmith	200	73.72	52.50	0.00	0.00	36.86%
	Other	2,000	86.99	1,079.19	(798.00)	0.00	4.35%
1400-00	Total Maintenance of Building & Grounds	50,100	14,719.57	15,555.34	437.00	0.00	29.38%
1600-00	Memberships - General Fund	2,900	0.00	458.00	0.00	0.00	0.00%
1600-07	Memberships - 321 Grant	200	0.00	0.00	0.00	0.00	
1600-08	Memberships - Adult Literacy	150	95.00	95.00	0.00	0.00	63.33%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	95.00	553.00	0.00	0.00	2.92%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 NOV 1998	FY1997-98 NOV 1997	FY1998-99 % REV BUD
1800-00	Library Supplies	4,500	595.26	1,356.69	260.02	0.00	13.23%
	Printing	9,000	326.77	4,494.81	0.00	0.00	3.63%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	31.59%
	Publications	1,500	473.87	1,151.55	0.00	0.00	22.81%
	Paper	1,200	273.75	1,003.84	0.00	0.00	41.58%
	Drinking Water Service	300	124.75	99.80	24.95	24.95	59.85%
	Other Office Supplies	3,000	1,795.51	1,511.24	203.74	0.00	18.41%
	Total Office Supply Expense - General Fund	19,500	3,589.91	9,617.93	488.71	24.95	
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	0.00	571.00	0.00	0.00	
	Printing	1,475	0.00	81.41	0.00	49.35	0.00%
	Publications	2,375	0.00	97.20	0.00	0.00	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	404.31	201.27	0.00	0.00	101.08%
	Total Adult Literacy Office Supply Expense	4,300	404.31	379.88	0.00	49.35	9.40%
1800-09	LSCA Grant Supply Expense	0	0.00	5,181.20	0.00	0.00	
	Total Office Expense	24,950	3,994.22	15,750.01	488.71	74.30	16.01%
1803-00	Postage Expense - General Fund	800	288.65	117.00	0.00	0.00	36.08%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	16.00%
1803-08	Postage Expense - Adult Literacy	200	32.00	32.00	0.00	0.00	32.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	1,063.44	0.00	0.00	32.07%
	Total Postage Expense	1,000	320.65	1,212.44	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 NOV 1998	FY1997-98 NOV 1997	FY1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	105.00	140.00	0.00	0.00	25.00%
	Pension Contribution & Operating Expenses	6,000	0.00	2,446.36	0.00	0.00	0.00%
	Anaheim Library Automated System	40,000	0.00	0.00	0.00	0.00	0.00%
	Clipping Service	420	138.84	136.84	0.00	0.00	33.06%
	Interest Allocation & Tax Collection Charges	450	76.00	99.01	9.04	11.49	16.89%
	Advertising	0	733.74	0.00	733.74	0.00	
	Medical Exams	500	157.50	210.00	0.00	0.00	31.50%
	Collection Services - Accounts Receivable	3,000	86.62	970.00	0.00	0.00	2.89%
	Audit	3,750	3,700.00	2,810.00	0.00	0.00	98.67%
	Payroll Preparation	2,500	932.30	972.89	167.95	174.30	37.29%
	Election Expenses	0	0.00	0.00	0.00	0.00	
	Staff Training in Library	0	0.00	0.00	0.00	0.00	
	Other (including OCIP Settlement Allocations)	1,000	1,081.16	1,836.95	377.24	0.00	
1900-00	Total Specialized Services - General Fund	58,040	7,011.16	9,622.05	1,287.97	185.79	12.08%
1900-01	Specialized Services - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1900-07	Specialized Services - 321 Grant	2,350	0.00	571.00	0.00	0.00	
1900-08	Specialized Services - Adult Literacy	725	0.00	0.00	0.00	0.00	0.00%
1900-09	Specialized Services - LSCA Grant	0	0.00	3,603.99	0.00	0.00	
1900-18	Tax Collection Services & Fees by Orange County	2,100	320.63	257.01	222.89	169.76	15.27%
	Total Specialized Services	63,215	7,331.79	14,054.05	1,510.86	355.55	11.60%
2000-00	Legal Notices - General Fund	500	0.00	0.00	0.00	0.00	0.00%
2000-01	Legal Notices - LSCA II Grant	0	0.00	0.00	0.00	0.00	
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071

(Prepared from the Orange County Auditor's Report)

December 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 NOV 1998	FY1997-98 NOV 1997	FY1998-99 % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	33,950.61	33,015.00	0.00	0.00	51.37%
2300-00	Small Tools/Instruments	0	0.00	0.00	0.00	0.00	
2400-00	Special Department Expense - Miscellaneous	0	0.00	0.00	0.00	0.00	
2400-01	Special Department Expense-Books	63,000	534.19	963.15	0.00	0.00	0.85%
2400-02	Special Department Expense - Video	1,500	0.00	569.85	0.00	0.00	0.00%
2400-03	Special Department Expense - Electronic	14,358	0.00	12,226.50	0.00	0.00	0.00%
2400-04	Special Department Expense - Periodicals	16,642	4,114.39	129.16	0.00	0.00	24.72%
2400-05	Special Department Expense - Audio	2,500	287.80	118.05	0.00	0.00	11.51%
2400-07	Special Department Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
2400-08	Special Department Expense - Adult Literacy	1,500	1,241.31	0.00	0.00	0.00	82.75%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	6,177.69	14,006.71	0.00	0.00	6.21%
2600-00	Transportation/Travel - General	0	0.00	0.00	0.00	0.00	
2700-00	Transportation/Travel - Meetings, Staff Out of Town	1,000	278.15	367.88	0.00	0.00	10.17%
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	203.48	268.86	0.00	0.00	0.00%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	0.00	0.00	0.00	0.00	2.00%
2700-03	Transportation/Travel - Meetings, Board Local	500	10.00	0.00	0.00	0.00	
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0.00	0.00	0.00	0.00	
2700-07	Transportation/Travel - Meetings, 321 Grant	1,400	331.27	239.38	198.72	0.00	23.66%
2700-08	Transportation/Travel - Meetings - Adult Literacy	500	0.00	0.00	0.00	0.00	0.00%
2700-09	Transportation/Travel - Meetings - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Transportation/Travel - Meetings	6,150	822.90	876.12	198.72	0.00	13.38%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
December 15, 1998

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 NOV 1998	FY1997-98 NOV 1997	FY1998-99 % REV BUD
	Electricity	45,000	7,209.58	13,324.56	0.00	0.00	16.02%
	Gas	5,500	1,117.14	100.91	10.08	0.00	20.31%
	Water	3,000	1,229.33	1,501.20	421.20	259.48	40.98%
2800-00	Total Utilities	53,500	9,556.05	14,926.67	431.28	259.48	17.86%
	TOTAL SUPPLIES & SERVICES	416,389	91,452.05	124,940.53	4,642.28	1,117.93	21.96%
3700-00	Taxes, Assessments (Sales Tax)	800	0.00	0.00	0.00	0.00	0.00%
4000-00	Equipment - General Fund	20,000	3,851.77	0.00	1,400.75	0.00	19.26%
4000-07	Equipment - 321 Grant	0	0.00	0.00	0.00	0.00	
4000-08	Equipment - Adult Literacy	1,000	0.00	0.00	0.00	0.00	
4000-09	Equipment - LSCA Grant	0	0.00	0.00	0.00	0.00	
4000-11	Equipment - County Assigned Fund	0	0.00	0.00	0.00	0.00	
	Total Equipment	21,000	3,851.77	0.00	1,400.75	0.00	18.34%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	3,851.77	0.00	1,400.75	0.00	18.34%
4807	OPERATING TRANSFER TO ANOTHER DISTRICT	0	0.00	0.00	0.00	0.00	
5600	INVESTMENT POOL LOSS	0	0.00	0.00	0.00	0.00	
	TOTAL EXPENSES	1,046,345	337,479.09	355,617.95	56,322.10	41,070.30	32.25%

Placentia Library District
Balance Sheet

November 30, 1998

Assets

* General Fund - Checking	6,156.78	
* Literacy Fund-Checking	0.00	
* County Exempt-Checking	3,765.25	
* Payroll Account	4,293.23	
* Savings (P/R Support)	6,033.74	
* Savings (P/R Fees)	2,309.24	
* Certificates of Deposit	27,500.00	
* General Fund - Savings	2,508.75	
* Literacy Fund - Savings	5,918.24	
* County Exempt - Savings	3,489.41	
Total Assets		61,974.64

Liabilities

Manual Payroll Checks	543.18	
Payroll Taxes Payable	(492.12)	
Deferred Comp Payable	842.45	
Insurance Payable	(593.99)	
Credit Union Payable	46.78	
Union Dues Payable	139.14	
Other Employee Deductions	656.41	
Total Liabilities		1,141.85

Capital

Fund Balance	60,832.79	
Total Capital		60,832.79
Total Liabilities and Capital		61,974.64



PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 2657-00860
General Fund Petty Cash Checking Account

November 1998

Prepared 12/7/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				6,346.78
Checks Out	3774	110.00		
	3777	80.00		
TOTALS		190.00	0.00	
CHECKBOOK BAL				6,156.78

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PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0937-19337
General Fund Petty Cash Savings Account

November 1998

Prepared 12/7/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,983.83
Checks Out	1051	3,475.08		
TOTALS		3,475.08	0.00	
CHECKBOOK BAL				2,508.75

AS

11/30/98

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending November 30, 1998

	Total	11/30/98
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	11.05	11.05
Cash Register-Fines	2,022.11	2,022.11
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	75.99	75.99
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	195.00	195.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	112.50	112.50
Cash Register-Computer Rental	0.00	0.00
Typewriter Income	16.75	16.75
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	0.00	0.00
State Library Grants	0.00	0.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	463.43	463.43
Interest Income - checking	0.00	0.00
Interest Income - savings	8.55	8.55
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	2,905.38	2,905.38
Cost of Sales		
	-----	-----
Gross Profit (Loss)	2,905.38	2,905.38
Expenses		
Transfers to County	3,475.08	3,475.08
Employee Insurance (030)	0.00	0.00
Food (0900)	0.00	0.00
Household Expenses (100)	0.00	0.00
Insurance (1100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Communications (070)	0.00	0.00
Memberships (160)	0.00	0.00
Office Expense (180)	11.60	11.60
Postage (183)	146.85	146.85
Prof. & Spec. Services (190)	80.00	80.00
Special Departmental Expense (240)	0.00	0.00
Transportation & Travel (270)	326.28	326.28
Utilities (280)	0.00	0.00
Equipment (400)	0.00	0.00

11/30/98

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending November 30, 1998

	Total	11/30/98
Taxes and Fees (370)	0.00	0.00
Funds in Transit	0.00	0.00
	-----	-----
Total Expenses	4,039.81	4,039.81
	-----	-----
Operating Income (Loss)	(1,134.43)	(1,134.43)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,134.43)	(1,134.43)
	=====	=====

11/30/98

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1998

Page 1
Part 1 of 1 Parts

	11/30/98
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	20.60
Cash Register-Fines	6,400.53
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	351.03
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	0.00
Cash Register-Childrens	195.00
Cash Register-Publications	0.00
Cash Register-Reserves	444.55
Cash Register-Computer Rental	0.00
Typewriter Income	25.65
Telephone Income	75.81
Copy Machine Income	0.00
State Library Reimbursements	2,679.86
State Library Grants	0.00
State of California Foundation Funds	0.00
Other Grants	0.00
County Reimbursements	3,775.66
Interest Income - checking	0.00
Interest Income - savings	44.09
Miscellaneous Income	1,000.00

Total Income	15,012.78
Cost of Sales	

Gross Profit (Loss)	15,012.78
Expenses	
Transfers to County	12,001.27
Employee Insurance (030)	605.18
Food (0900)	0.00
Household Expenses (100)	0.00
Insurance (1100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	37.99
Communications (070)	0.00
Memberships (160)	0.00
Office Expense (180)	246.53
Postage (183)	450.25
Prof. & Spec. Services (190)	80.00
Special Departmental Expense (240)	0.00
Transportation & Travel (270)	851.28
Utilities (280)	0.00
Equipment (400)	0.00

11/30/98

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1998

Page 2
Part 1 of 1 Parts

	11/30/98
Taxes and Fees (370)	8.00
Funds in Transit	0.00

Total Expenses	14,280.50

Operating Income (Loss)	732.28
Other Income	
Other Expenses	

Net Income (Loss)	732.28
	=====

11/30/98

Placentia Library District
Cash Disbursements
Checkbook 5 Fiscal Year 99 Period 5
General Fund - Savings

Page 1

Check	Date	Payee	Amount
1051	11/30/98	O.C. Auditor 0-5102-01 Transfers to County	3,475.08
		Checkbook 5 Total	3,475.08

11/30/98

Placentia Library District
Cash Disbursements
Checkbook 1 Fiscal Year 99 Period 5
General Account

Page 1

Check	Date	Payee	Amount
3773	11/05/98	Bolin's Mail Sender 0-5116-01 Postage (183)	22.84
3774	11/08/98	CALAFCO 0-5122-01 Transportation & Travel (270)	110.00
3775	11/08/98	Oakland Marriot 0-5122-01 Transportation & Travel (270)	483.51
3776	11/08/98	General Fund Savings 0-4102-01 Cash Register-Fines	222.70
3777	11/08/98	Miss Placentia 0-5118-01 Prof. & Spec. Services (190)	80.00
3778	11/17/98	Elizabeth Minter (pc 0-5114-01 Office Expense (180)	11.60
3779	11/17/98	U.S. Postmaster 0-5116-01 Postage (183)	16.61
3780	11/18/98	U.S. Postmaster 0-5116-01 Postage (183)	120.00
Checkbook 1 Total			1,067.26

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0935-19338
Literacy Fund Petty Cash Savings Account

November 1998

Prepared 12/7/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				5,918.14
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				5,918.14

Ed Smith

11/30/98

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending November 30, 1998

	Total	11/30/98
Income		
Gifts Income	0.00	0.00
Tutor Training Income	0.00	0.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	10.93	10.93
Miscellaneous Income	0.00	0.00
Citizenship Tests (CASAS)	0.00	0.00
Donations to Literacy	0.00	0.00
Placentopoly Games	0.00	0.00
Loan Repayment from C.E.	0.00	0.00
	-----	-----
Total Income	10.93	10.93
Cost of Sales		
	-----	-----
Gross Profit (Loss)	10.93	10.93
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
Bank Fees	0.00	0.00
Loan to C.E. for Copier	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	10.93	10.93
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	10.93	10.93
	=====	=====

'30/98

Page 1

Placentia Library District
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1998

Part 1 of 1 Parts

	11/30/98
Income	
Gifts Income	800.00
Tutor Training Income	30.00
Workshops Income	0.00
Book/Materials Income	0.00
Interest Income - checking	0.00
Interest Income - savings	66.77
Miscellaneous Income	0.00
Citizenship Tests (CASAS)	485.00
Donations to Literacy	0.00
Placentopoly Games	0.00
Loan Repayment from C.E.	0.00

Total Income	1,381.77
Cost of Sales	-----
Gross Profit (Loss)	1,381.77
Expenses	
Refunds (not in use)	0.00
Travel Expense	(244.15)
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00
Bank Fees	13.00
Loan to C.E. for Copier	0.00

Total Expenses	(231.15)

Operating Income (Loss)	1,612.92
Other Income	
Other Expenses	-----
Net Income (Loss)	1,612.92
	=====

11/30/98

Placentia Library District
Cash Disbursements
S U M M A R Y

Page 1

For Fiscal Year 99, Period 5 through Fiscal Year 99, Period 5

Account Name

Total

* * N O A C T I V I T Y * *

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0933-19339
County Exempt Fund Petty Cash Savings Account

November 1998

Prepared 12/7/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				3,935.75
Checks Out	1064	446.34		
TOTALS		446.34	0.00	
CHECKBOOK BAL				3,489.41

Edmund

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 2658-00932
County Exempt Checking Account

November 1998

Prepared 12/7/98

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance	-			3,864.99
Checks Out	1203	27.00		
	1205	48.00		
	1206	20 03		
	1207	4.71		
TOTALS		99.74	0.00	
CHECKBOOK BAL				3,765.25

Winters

Page 1

Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending November 30, 1998

11/30/98

	Total	11/30/98
Income		
Cash Register-Copy Cards-Exempt Fun	0.00	0.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	250.00	250.00
Test Proctoring Income	40.00	40.00
Vending Machine Income	0.00	0.00
Debit Card Income	693.07	693.07
Friends Contributions	0.00	0.00
Friends - Summer Reading	0.00	0.00
Gifts Income	0.00	0.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	0.00	0.00
Interest Income - checking	0.00	0.00
Interest Income - savings	7.71	7.71
Miscellaneous Income	0.00	0.00
Special Grants	0.00	0.00
Community Grant Income	0.00	0.00
Directors Fund (Friends)	0.00	0.00
Camp Library (Friends)	0.00	0.00
Storytime (Friends)	0.00	0.00
Loan from Literacy	0.00	0.00
	-----	-----
Total Income	990.78	990.78
Cost of Sales	-----	-----
Gross Profit (Loss)	990.78	990.78
Expenses		
Copy Cards Purchase	0.00	0.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	18.00	18.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	329.72	329.72
Children's Storytime (Friends)	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	99.05	99.05
Friend's-Other Activities	0.00	0.00
Meetings & Special Events	0.00	0.00
Library Board Expenses	840.09	840.09
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00

11/30/98

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending November 30, 1998

	Total	11/30/98
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
Funds in Transit	0.00	0.00
Debit Card System Repairs	0.00	0.00
Debit Cards	0.00	0.00
Copier Maintenance Contract	229.65	229.65
Copier Lease Payments	446.34	446.34
Copier Supplies	50.00	50.00
Repay loan to Lit.(copier)	0.00	0.00
	-----	-----
Total Expenses	2,012.85	2,012.85
	-----	-----
Operating Income (Loss)	(1,022.07)	(1,022.07)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,022.07)	(1,022.07)
	=====	=====

11/30/98

Page 1

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1998

Part 1 of 1 Parts

	11/30/98
Income	
Cash Register-Copy Cards-Exempt Fund	0.00
Microfilm/Microfich Income	0.00
Meeting Room Income	1,710.00
Test Proctoring Income	140.00
Vending Machine Income	0.00
Debit Card Income	2,658.27
Friends Contributions	331.44
Friends - Summer Reading	0.00
Gifts Income	0.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	0.00
Interest Income - checking	18.85
Interest Income - savings	29.51
Miscellaneous Income	0.00
Special Grants	0.00
Community Grant Income	0.00
Directors Fund (Friends)	1,000.00
Camp Library (Friends)	0.00
Storytime (Friends)	0.00
Loan from Literacy	0.00

Total Income	5,888.07
Cost of Sales	

Gross Profit (Loss)	5,888.07
Expenses	
Copy Cards Purchase	0.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	0.00
Vending Machine Repairs	0.00
Bank Fees & Services Charges	18.00
Children's Summer Reading Program	1,046.54
Children's Camp Library	329.72
Children's Storytime (Friends)	0.00
Children's-Other	0.00
Debit Card - Repay Capital Equip.	0.00
Friend's-Director's Fund	610.76
Friend's-Other Activities	0.00
Meetings & Special Events	35.00
Library Board Expenses	1,673.12
Meeting Room Upkeep Expenses	65.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00

11/30/98

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1998

Page 2
Part 1 of 1 Parts

	11/30/98
Miscellaneous	0.00
Lobbyist Expense	625.00
Funds in Transit	0.00
Debit Card System Repairs	0.00
Debit Cards	0.00
Copier Maintenance Contract	1,874.88
Copier Lease Payments	2,678.04
Copier Supplies	277.13
Repay loan to Lit.(copier)	0.00

Total Expenses	9,233.19

Operating Income (Loss)	(3,345.12)
Other Income	
Other Expenses	

Net Income (Loss)	(3,345.12)
	=====

11/30/98

Placentia Library District
Cash Disbursements
Checkbook 7 Fiscal Year 99 Period 5
County Exempt - Savings

Page 1

Check	Date	Payee	Amount
1063	11/30/98	IKON 0-5327-03 Copier Maintenance Contract	229.65
1064	11/17/98	Sharp Electronics 0-5328-03 Copier Lease Payments	446.34
Checkbook 7 Total			675.99

11/30/98

Placentia Library District
 Cash Disbursements
 Checkbook 3 Fiscal Year 99 Period 5
 County Exempt

Page 1

Check	Date	Payee	Amount
1193	11/04/98	All Star Trophy 0-5318-03 Library Board Expenses	28.92
1194	11/04/98	Bolins Mail Sender 0-5318-03 Library Board Expenses	6.84
1195	11/04/98	VOID void	0.00
1196	11/06/98	HAZ Rentals 0-5318-03 Library Board Expenses	43.56
1197	11/08/98	La Vie En Rose 0-5318-03 Library Board Expenses	588.26
1198	11/12/98	Bubble Mania 0-5310-03 Children's Camp Library	250.00
1199	11/16/98	COSCO 0-5314-03 Friend's-Director's Fund	19.70
1200	11/17/98	Smart & Final 0-5314-03 Friend's-Director's Fund	54.61
1201	11/17/98	Ralphs 0-5310-03 Children's Camp Library	37.77
1202	11/17/98	Elizabeth Minter 0-5318-03 Library Board Expenses	284.95
1203	11/21/98	AK Donuts 0-5310-03 Children's Camp Library	27.00
1204	11/21/98	Midwest Tape 0-5310-03 Children's Camp Library	14.95
1205	11/28/98	Elise's Wholesale Fl 0-5318-03 Library Board Expenses	48.00
1206	11/28/98	VWF Enterprises 0-5314-03 Friend's-Director's Fund	20.03
1207	11/28/98	VWF Enterprises 0-5314-03 Friend's-Director's Fund	4.71
Checkbook 3 Total			1,429.30

PLACENTIA LIBRARY DISTRICT
Bank of America Account 07605-80156
Payroll Account
November, 1998

Prepared December 7, 1998

NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance			5,312.36
4141	251.82		
4143	233.18		
4150	27.91		
4151	103.89		
4152	57.52		
4157	315.95		
4158	28.86		
TOTALS	1,019.13	0.00	
Checkbook balance			4,293.23

Edwards

11/30/98

Page 1
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending November 30, 1998

	Total	11/30/98
Income		
Transfers from County	44,669.00	44,669.00
Interest Income-CD's	0.00	0.00
Interest-Savings-Landmark	0.00	0.00
Interest-Savings-B of A	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	44,669.00	44,669.00
Cost of Sales		
	-----	-----
Gross Profit (Loss)	44,669.00	44,669.00
Expenses		
Salaries	42,587.42	42,587.42
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	3,029.80	3,029.80
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	45,617.22	45,617.22
Operating Income (Loss)	(948.22)	(948.22)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(948.22)	(948.22)
	=====	=====

11/30/98

Placentia Library District
Income Statement For Department 04
YTD Actual Spread Sheet
1 Period(s) Ending November 30, 1998

Page 1
Part 1 of 1 Parts

	11/30/98
Income	
Transfers from County	227,594.00
Interest Income-CD's	340.63
Interest-Savings-Landmark	39.85
Interest-Savings-B of A	11.43
Miscellaneous Income	0.00

Total Income	227,985.91
Cost of Sales	-----
Gross Profit (Loss)	227,985.91
Expenses	
Salaries	211,364.57
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	15,672.22
Payroll Processing Fees	0.00
Bank Fees and Service Charges	10.03
Miscellaneous - Unknown	0.00

Total Expenses	227,046.82

Operating Income (Loss)	939.09
Other Income	
Other Expenses	-----
Net Income (Loss)	939.09
	=====

11/30/98

Placentia Library District
Cash Disbursements
S U M M A R Y

Page 1

For Fiscal Year 99, Period 5 through Fiscal Year 99, Period 5

Account Name

Total

* * N O A C T I V I T Y * *

ACQUISITIONS REPORT FOR FISCAL YEAR 1998-1999 THROUGH THE MONTH OF NOVEMBER
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND		ADOPT-A-BOOK		TOTAL PURCHASED		DONATED		TOTAL ITEMS	
	Amount	Volumes	Amount	Volumes	Amount	Volumes	Value	Volumes	Amount	Volumes
Adult Fiction	17.29	1	1,726.21	93	1,743.50	94	1,839.25	87	3,582.75	181
Adult Circulating Non-Fiction	272.96	10	4,906.93	223	5,179.89	233	6,888.13	360	12,068.02	593
Adult Reference	187.22	10	33.78	1	221.00	11	281.85	15	502.85	26
Adult Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Non-Fiction	460.18	20	4,940.71	224	5,400.89	244	7,169.98	375	12,570.87	619
TOTAL ADULT PRINT MATERIALS	477.47	21	6,666.92	317	7,144.39	338	9,009.23	462	16,153.62	800
Adult Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Audio Books	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
Total Adult Audio	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
Adult Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Adult Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Adult Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
TOTAL ADULT MATERIALS	477.47	21	6,666.92	317	7,144.39	338	9,036.73	464	16,181.12	802
Juvenile Fiction	0.00	0	0.00	0	0.00	0	67.00	7	67.00	7
Juvenile Circulating Non-Fiction	66.76	4	2,273.61	113	2,340.37	119	317.90	30	2,658.27	149
Juvenile Reference	0.00	0	0.00	0	0.00	0	50.00	1	50.00	1
Juvenile Print Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Electronic Continuations	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Non-Fiction	66.76	4	2,273.61	113	2,340.37	119	367.90	31	2,708.27	150
TOTAL JUVENILE PRINT MATERIALS	66.76	4	2,273.61	113	2,340.37	119	434.90	38	2,775.27	157
Juvenile Audio/Music	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Audio Books	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Audio	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Educational	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Video Entertainment	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Juvenile Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Juvenile Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL JUVENILE MATERIALS	66.76	4	2,273.61	113	2,340.37	119	434.90	38	2,775.27	157
Total Fiction	17.29	1	1,726.21	93	1,743.50	94	1,906.25	94	3,649.75	188
Total Non-Fiction	526.94	24	7,214.32	339	7,741.26	363	7,537.88	406	15,279.14	769
Total Audio	0.00	0	0.00	0	0.00	0	27.50	2	27.50	2
Total Video	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Total Computer Software	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
TOTAL MATERIALS	544.23	25	8,940.53	432	9,484.76	457	9,471.63	502	18,956.39	959

ACQUISITIONS REPORT FOR THE MONTH OF NOVEMBER 1998
Prepared by Julie Shook, Technical Services Librarian

	GENERAL FUND			ADOPT-A-BOOK			TOTAL PURCHASED			DONATED			TOTAL ITEMS		
	Amount	Volumes	Titles	Amount	Volumes	Titles	Amount	Volumes	Titles	Value	Volumes	Titles	Amount	Volumes	Titles
Adult Fiction	0.00	0	0	1,063.40	57	57	1,063.40	57	57	799.53	35	35	1,862.93	92	92
Adult Circulating Non-Fiction	66.36	2	2	2,659.23	123	121	2,725.59	125	123	2,401.04	122	121	5,126.63	247	244
Adult Reference	132.70	8	8	0.00	0	0	152.70	8	8	74.00	2	2	226.70	10	10
Adult Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Non-Fiction	219.06	10	10	2,659.23	123	121	2,878.29	133	131	2,475.04	124	123	5,353.33	257	254
TOTAL ADULT PRINT MATERIALS	219.06	10	10	3,722.63	180	178	3,941.69	190	188	3,274.59	159	158	7,216.28	349	346
Adult Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Adult Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Adult Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL ADULT MATERIALS	219.06	10	10	3,722.63	180	178	3,941.69	190	188	3,274.59	159	158	7,216.28	349	346
Juvenile Fiction	0.00	0	0	0.00	0	0	0.00	0	0	8.00	1	1	8.00	1	1
Juvenile Circulating Non-Fiction	0.00	0	0	1,708.18	82	82	1,708.18	82	82	107.95	11	11	1,816.13	93	93
Juvenile Reference	0.00	0	0	0.00	0	0	0.00	0	0	50.00	1	1	50.00	1	1
Juvenile Print Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Electronic Continuations	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Non-Fiction	0.00	0	0	1,708.18	82	82	1,708.18	82	82	157.95	12	12	1,866.13	94	94
TOTAL JUVENILE PRINT MATERIALS	0.00	0	0	1,708.18	82	82	1,708.18	82	82	165.95	13	13	1,874.13	95	95
Juvenile Audio/Music	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Audio Books	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Educational	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Video Entertainment	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Juvenile Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Juvenile Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE NON-PRINT MATERIALS	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL JUVENILE MATERIALS	0.00	0	0	1,708.18	82	82	1,708.18	82	82	165.95	13	13	1,874.13	95	95
Total Fiction	0.00	0	0	1,063.40	57	57	1,063.40	57	57	807.55	36	36	1,870.93	93	93
Total Non-Fiction	219.06	10	10	4,367.41	205	203	4,586.47	215	213	2,632.99	136	135	7,219.46	351	348
Total Audio	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Video	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
Total Computer Software	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0
TOTAL MATERIALS	219.06	10	10	5,430.81	262	260	5,649.87	272	270	3,440.54	172	171	9,090.41	444	441

OUTSTANDING ORDERS AS OF NOVEMBER 30, 1998

General Fund	Amount	Adopt-A-Book	TOTAL
	\$535.03	Amount	Amount
		\$7,275.60	\$7,810.63



Agenda Item 21

TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *PB*
 DATE: December 15, 1998
 SUBJECT: ACS/Unique Management Services, Inc. Report for Month of November

No new accounts have been submitted to ACS Collection Agency.
 Unique Management has received new accounts for this board report.
 A summary of the current status is as follows:

FY 1998-99	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	1	7	1	135.85	0
August	0	2	2	224.69	0
September	0	0	0	0.00	0
October	0	0	0	0.00	0
November	9	0	0	0.00	0
December					
January					
February					
March					
April					
May					
June					
TOTAL YTD	10	9	3	360.54	0



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *elm*
 DATE: December 15, 1998
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT NOVEMBER, 1998


SUMMARY OF PRINTER/COPIER ACCOUNTS NOVEMBER, 1998

Beginning Balance 11/01/98			(\$553.42)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits in	693.07		
Total Loans from Literacy Fund	0.00		
Total Materials & Supplies		50.00	
Total Repairs		0.00	
Total Copier Paper Expense		0.00	
Total Copier Lease Payments in November		446.34	
Total Copier Maintenance Payment in November		229.65	
Debit Card System Loan Payback		0.00	
	<u>693.07</u>	<u>725.99</u>	
Ending Balance 10/31/98			<u>(\$586.34)</u>
November payment			\$ 0.00

SUMMARY OF PRINTER/COPIER LOAN ACTIVITY

Loan Amount as of 10/3/96 (Fund 702)	16,559.50
Loan Repayment through 11/30/98	(8,565.48)
Loan Amount as of 11/30/98 (Literacy Fund)	7,700.00
November Payment (Fund 702)	0.00
November Payment (Literacy Fund)	0.00
Balance 11/30/98	<u>\$ 15,694.02</u>

Prepared by: Elizabeth Minter

TO: Foundation Board of Directors
 FROM: Elizabeth D. Minter, Library Director 

DATE: December 15, 1998

SUBJECT: GIFT REPORT

The following gifts were received from November 10, 1998 through November 30, 1998

ADOPT-A-BOOK DONATIONS

Hal & Judith Anderson
 Al Archuleta
 Ellen Bates
 David & Charlotte Baughman
 Zoe & David Berry
 Donald & Shirley Bickel
 Craig Bishop
 Lynn & Lana Brown
 Gary & Mary Lou Campuzano
 Jennie Canfield
 Mr. & Mrs. Frederic Cantrell
 Frank & Jacqueline Campbell
 Anna Lee Cave
 Alex Chen
 Elizabeth Clarke
 Art & Gerdi Cobb
 Anonymous
 Karen C. Davidson
 Carolyn H. Davis
 Dianne Earick
 Thomas & Mary Ann Egan
 Robert Feldman
 Carol Fizzard
 James Fleming
 Donna Frizell
 Gloria Geyer
 Lee & Annette Gilbert
 Mary Greene
 Mark Hadland
 Joyce Halvorsen
 Linda Herbert
 Elizabeth Spring & Micnael Hince
 Masao & Susan Hora
 Raj & Vinita Jha
 Rob & Sue Justus
 Thomas & Irene Kelly
 Robert & Arline Kennedy
 Marty Kendrick
 Edna A. King

Virginia Knight
 Larry & Kathy Law
 Deric Lords, DPM
 Linda Lukowski
 Gary & Pamela Mauss
 Tryna & Al Morton
 Don & Marilyn Nelson
 Jo Ann Nelson
 Hratch & Jasmine Nuyujukian
 Richard & Betty Palmer
 Pat & Paul Pamer
 Jane & Alex Patten
 Marina Reames
 Robert & Janet Rohman
 Phillip Rothstein
 Vel Rowe
 Paul Sarmas
 Marie Schmidt
 Anton & Joanne Schwartzengerger
 Tim & Vicki Shaffer
 Ronald & Charlene Sheffer
 Michael & Linda Shellabarger
 George & Barbara Shimono
 Jan Stephens
 Stephen & Kathryn Stoughton
 Steve & Yazmin Stutzel
 Dennis T. Sugiyama
 Hwie Ing The
 Francis & Nelia Tiotangco
 Hank & Ann Walling
 J. C. & Ellen Wang
 Ingrid Vigh
 Gary Warnecke
 Dave & Kathryn West
 John & Gayle Wheatley
 Hugh & Gae Wood
 Mr. & Mrs. Yamada
 Michael & Margaret Zella

TOTAL AAB DONATIONS

\$2,680.00

ADOPT-A-BOOK DIRECT MAIL

Dick & Carol Bednar
Stacey Lopez
Vincent & Tammy Munoz

Nancy Schmoltd
Ralph & Mary Anne St. John
Cheryl Vincent
TOTAL AAB DIRECT MAIL

\$240.00

BOOK ENDOWMENT

Jean M. Haney


TOTAL BOOK ENDOWMENT

\$200.00

TOTAL ALL DONATIONS

\$3,120.00

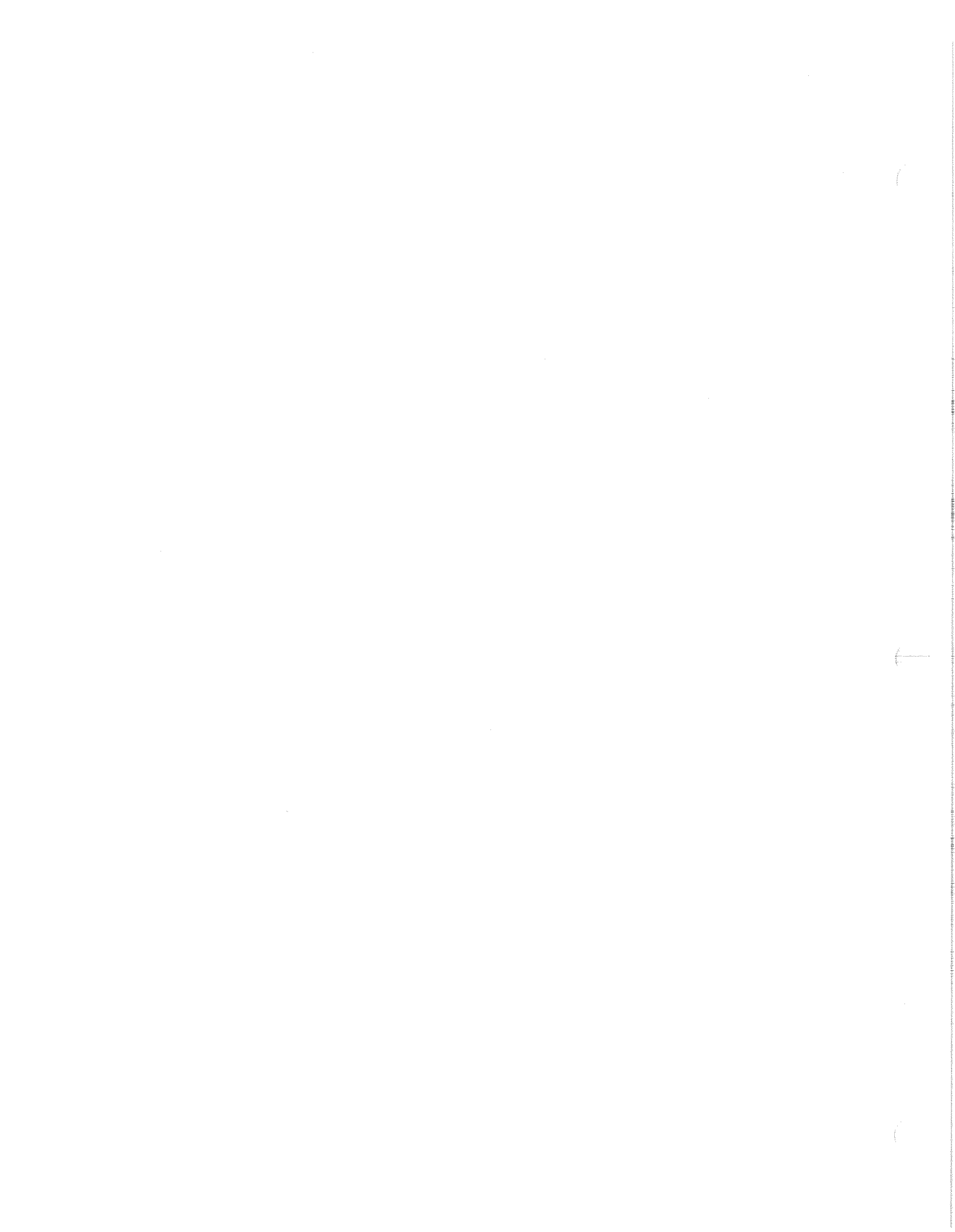
TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

DATE: December 15, 1998

SUBJECT: BUILDING MAINTENANCE REPORT FOR MONTH NOVEMBER, 1998

1. **Air Conditioning** - Regular inspection of HVAC system.
2. **Lighting** - Regular inspection, cleaning and replacement of overhead lighting.
3. **Roof** - leaked in the adult non-fiction area. City maintenance crew came and removed leaves.



TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *edm*
DATE: December 15, 1998
SUBJECT: **PERSONNEL REPORT FOR NOVEMBER, 1998**

RESIGNATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:

Administrative Assistant (position was offered and accepted on December 2, 1998)

Prepared by: Elizabeth D. Minter



TO: Elizabeth Minter, Library Director
 FROM: Cheryl Willauer, Volunteer Coordinator
 SUBJECT: Volunteer Report for the Month of November 1998

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY98/99 November	FY98/99 YTD	Starting	Cumulative
	4.50	72.50	9/95	332.25
Andrade, Linda	6.00	46.25	6/98	58.75
Backes, Theresa	6.00	6.00	1/98	17.25
Boelman, Marge	0.00	26.50	3/98	73.75
Cicero, Linda Ann Lo	25.75	99.50	8/98	99.50
Dell, Lyla	20.00	107.00	7/82	6,570.25
Deputy, Paul	4.00	6.00	10/98	6.00
Farkas, Ted	2.00	16.00	3/97	101.75
Fioroni, Pete	2.00	16.00	3/97	101.75
Fioroni, Ruth	17.25	95.25	10/93	1,335.00
Fitzgerald, Joan	0.00	40.00	10/98	40.00
Foundation Telephone Committee	0.00	9.00	2/96	141.25
Godwin, Nita	7.50	39.00	1/98	74.75
Hochman, Sue	4.00	20.00	10/95	175.00
Horrocks, Marjorie	8.50	58.75	7/98	58.75
Hyams, Rose	20.50	86.50	2/96	829.00
Irot, Pat	7.25	45.00	4/98	53.50
Jertberg, Pat	7.00	32.00	4/96	236.00
Livesey, Jane	12.50	53.00	10/97	193.50
Lord, Audrey	3.00	49.25	5/97	467.00
Malik, Shamim	0.00	3.75	7/98	3.75
Matsuo, Roy	0.00	23.00	6/98	27.00
Mignot, John	8.00	37.00	9/95	279.75
Mignot, Shirley	13.00	65.75	10/95	551.75
Myers, Claire	4.25	18.25	9/95	216.00
Olson, Bob	0.00	15.75	7/98	15.75
Robb, Barbara	6.00	14.00	10/93	482.50
Schlichter, Allan	2.00	29.00	4/98	43.00
Schmidt, Marie	1.50	7.50	5/94	131.50
Shaw, Dixie	0.00	3.00	4/97	22.50
Stark, Allan	21.25	44.75		132.75
Stark, Sandra	4.00	38.25	6/98	51.25
Venegas, Julie	13.00	50.00	1/96	376.50
Wymer, Betty				
J.T.P.A. / Job Training Partnership Act	0.00	108.00		1,050.50
S.T.E.P. / Senior Training & Employment Program	80.00	770.00		5,083.75
TOTAL	310.75	2,139.50		19,142.50

TEMPORARAY VOLUNTEERS

	FY98/99			FY98/99	
	November	YTD		November	YTD
Ahmadi, Zohra	0.00	24.25	Lam, Thuan	0.00	26.50
Angolo, Nelida	0.00	2.00	Lee, Hannah	0.00	15.00
Ataris, Andy	0.00	2.00	Lee, Michael	12.00	13.00
Boula, Bobby	0.00	21.25	Lee, Pichie	16.50	60.00
Burke, Marsha	0.00	2.00	Mair, Justin	8.00	30.50
Burns, John	0.00	2.00	Margary, Gale	0.00	2.00
Byrne, Justin	0.00	20.00	McMillan, Caitlyn	0.00	15.00
Cerri, Patrick	0.00	35.00	Morris, Crystal	0.00	7.00
Chang, Edmund	8.00	16.00	Oakins, Cindy	0.00	2.00
Chavez, Alfredo	0.00	2.00	Parker, Jim	0.00	5.75
Cheung, Eric	0.00	19.00	Peck, Jean	0.00	2.00
Chib, Sheetal	8.00	8.00	Perez, Manuel	0.00	5.75
Chiong, Debbie	0.00	34.25	Pina, Jose Luis	0.00	1.00
Chiu, Jason	0.00	8.00	Pinter, Brian	0.00	22.75
Chiu, Josephine	8.50	38.75	Ritter, David	0.00	1.00
Clugston, Patricia	6.25	25.75	Rodriguez, David	0.00	29.75
Coursey, Jeff	0.00	18.00	Rorex, Jamie	0.00	8.00
De Los Santos, Sarah	0.00	20.00	Shaw, Patrick	0.00	29.50
Espinosa, Jorge	0.00	3.00	Sim, Elisia	0.00	17.00
Gonzalez, Lizeth	13.25	13.25	Soto, David	0.00	31.00
Gonzalez, Maria	15.25	15.25	Sung, Alice	0.00	9.00
Govea, Melissa	0.00	4.00	Thompson, Jena	0.00	4.50
Guzzi, Rebecca	0.00	4.00	Uh, Soo	0.00	7.75
Hannah, Bryan	4.00	31.00	Vance, Brian	0.00	55.50
Harikumar, Seema	0.00	3.00	Vasquez, Joel	0.00	8.00
Harnett, Tom	0.00	6.00	Veltra, Mattl	0.00	26.75
Harrison, Matthew	0.00	29.00	Verde, Val	0.00	6.25
Hernandez, Ricardo	0.00	4.00	Vidhyarkorn, Tammy	18.00	42.00
Higueros, Delmy	0.00	22.25	Wang, Grace	0.00	20.00
Ho, Bao	0.00	30.00	Wang, Shuan	0.00	40.00
Ho, Jerry	7.00	40.00	Yada, Julie	0.00	6.00
Kansagara, Mena	4.00	15.50	Yang, Kelly	0.00	23.00
Khounani, Anthony	0.00	12.00	Yee, Cindy	4.00	15.50
Kim, Jessica	8.25	12.25			
Kumar, Smita	0.00	23.75			
TOTAL	74.50	566.50	TOTAL	58.50	588.75

LVA VOLUNTEERS

Literacy Volunteer Hours 345.00

TOTAL VOLUNTEER HOURS

788.75

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

	Regular/Temp. Volunteers			Literacy Volunteers		
	FY96/97	FY97/98	FY98/99	FY96/97	FY97/98	FY98/99
July	808.25	898.50	929.00	457.00	818.00	449.00
August	776.75	864.25	919.25	209.00	405.00	427.00
September	773.75	433.00	531.75	279.00	376.00	261.00
October	756.50	486.00	497.00	482.00	435.00	332.00
November	519.75	492.75	443.75	257.00	369.00	345.00
December	370.00	556.00		142.00	273.00	
January	488.60	558.25		367.00	301.00	
February	480.00	533.50		517.00	450.00	
March	675.00	687.00		493.00	398.00	
April	788.00	594.00		633.00	383.00	
May	620.50	453.50		430.00	480.00	
June	740.25	805.25		380.00	317.00	

Placentia Library District
Circulation Report
DECEMBER 15, 1998

	FY98-99 YTD	FY97-98 YTD	% CHANGE FY98 TO FY99	FY98-99 NOVEMBER 98	FY97-98 NOVEMBER 97
1st Time Checkouts	60,544	74,348	-18.57%	11,770	13,283
Phone Renewals	6,270	5,830	7.55%	1,858	1,310
In-Building Renewals	4,051	5,975	-32.20%	448	1,219
Total Renewals	10,321	11,805	-12.57%	2,306	2,529
TOTAL CHECKOUTS	70,865	86,153	-17.75%	14,076	15,812
On-Time Checkins	58,422	71,759	-18.59%	11,101	12,208
Late Checkins	11,117	12,934	-14.05%	2,443	2,851
TOTAL CHECKINS	69,539	84,693	-17.89%	13,544	15,059
Holdings Placed	1,425	1,690	-15.68%	253	334
Holdings Cancelled	320	306	4.58%	59	52
Holdings Filled	1,341	1,534	-12.58%	250	286
Holdings Expired	12	17	-29.41%	0	3
Overdue Items	3,975	4,412	-9.90%	961	934
Overdue Notices	1,669	1,899	-12.11%	418	419
Billing Notices	1,941	2,306	-15.83%	457	461
Patrons Registered	1,436	1,552	-7.47%	253	249
Titles Added	2,602	3,037	-14.32%	751	374
Volumes Added	3,728	5,748	-35.14%	1,067	1,528
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	31,837	35,855	-11.21%	6,457	7,003
Juvenile Print	33,923	43,889	-22.71%	6,528	7,680
Total Print	65,760	79,744	-17.54%	12,985	14,683
Audio	2,436	2,708	-10.04%	521	470
Visual	3,414	4,361	-21.72%	570	659
Equipment	0	0	0.00%	0	0
Total Audio Visual	5,850	7,069	-17.24%	1,091	1,129
TOTAL CIRCULATION	70,865	86,153	-17.75%	14,076	15,812
Placentia Circulation	43,915	57,407	-23.50%	8,166	9,879
% Placentia Circulation	61.33%	66.19%	-7.34%	58.01%	62.48%
Anaheim/Yorba Linda Circulation	13,814	14,956	-7.64%	2,933	3,278
% Anaheim/Yorba Linda Circulation	19.29%	17.23%	11.96%	20.84%	20.73%
TYPES OF ACTIVE BORROWERS					
Adult	47,271	54,724	-13.62%	9,574	10,288
Young Adult	1,842	1,536	19.92%	523	456
Juvenile	17,609	24,267	-27.44%	2,921	4,203
New Borrower	4,889	6,280	-22.15%	1,058	865
Non Resident	0	0	0.00%	0	0
Other	0	0	0.00%	0	0
TOTAL ACTIVE BORROWERS	71,811	86,807	-17.51%	14,076	15,812
TOTAL REGISTERED BORROWERS	26,287	27,027	-2.74%	26,287	27,027
ATTENDANCE					
Adult Reference - In Building	5,456	5,714	-4.52%	1,073	1,240
Adult Reference - Telephone	1,127	1,325	-14.94%	261	222
Children's Reference - In Building	3,211	4,265	-24.71%	582	685
Children's Reference - Telephone	161	197	-18.27%	43	54
Total Adult Reference	6,583	7,039	-6.48%	1,334	1,462
Total Children's Reference	3,372	4,462	-24.43%	625	739
Total In Building Reference	8,667	9,979	-13.15%	1,655	1,925
Total Telephone Reference	1,288	1,522	-15.37%	304	276
TOTAL REFERENCE	9,955	11,501	-13.44%	1,959	2,201



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

**Meeting held at MWDOC
10500 Ellis Ave., Fountain Valley
7:30 a.m. - November 10, 1998**

ISDOC Executive Committee Members Present:

Position Vacant
President

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

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

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

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

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

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

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

Arlene Schafer (present)
Ken Petersen (present)
Jim Reed (present)
John Schatz (present)
Russell Paris (present)

Call to Order

1. **Preliminaries**

Vice-President Keith Coolidge called the meeting to order at 7:30 A.M.

2. **Review Minutes of October 6, 1998 Executive Committee Meeting.**

The Minutes of the October 6, 1998 meeting of the Executive Committee were approved.

3. **Financial Report**

Joan Finnegan reported a cash balance as of October 28, 1998 of \$3,590.55.
(copy of report attached)

4. **Critique of October 29th Workshop**

Comments verified that the Committee members were quite pleased with the Workshop in all respects - attendance was high, the panel did a nice job of covering the issues, the lunch was good, etc.

5. **LAFCO Report**

LAFCO Commissioners were not present to report. There was a discussion regarding the need to fill the vacancy caused when Bob Huntley was not elected to the MWDOC Board in the recent election.

The Committee preference was to handle this at the January 28, 1998 luncheon meeting of ISDOC.

6. **CSDA Report**

Russell Paris reported on his committee assignments and that he would be attending his first meeting later this month.

7. **Legislative Report**

Keith Coolidge commented on the action taken at the Workshop meeting to form a Legislative Committee. Some potential members were mentioned and all in attendance were encouraged to contact the Nominating Committee if they either wanted to serve or wanted to suggest the name of one who would serve if selected.

8. **Other Concerns/Comments**

Phil Anthony mentioned that the Nominating Committee for WACO was currently taking names in preparing to recommend officers for 1999. Contact him if you have any suggestions.

10. **Adjourn**

Meeting was adjourned at 8:15 A.M.

Dated November 11, 1998

Respectfully submitted,

By: 

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

**Summary of Discussions at
ISDOC workshop on Cortese-Knox Local Government Reorganization Act
October 29, 1998**

Should Cortese-Knox be changed?

- ▶ Yes!!!
- ▶ Don't do it piecemeal - new law instead of Band-Aids on old one.

What should be changed?

1. Language expressing preference for multi-purpose entities
 - ▶ Eliminate
 - ▶ Keep as is - we like ambiguity
2. Language regarding tax allocation negotiations
 - ▶ County representatives shouldn't represent special districts in negotiations - conflict of interest
3. Clear up conflict between 30-day period to submit petition and 30-day period for hearing.
4. People should automatically have chance to decide when:
 - ▶ Agency is dissolved
 - ▶ Agency is broken into many pieces
5. Make sure LAFCO doesn't have land-use authority.
6. Promote balance between cities and special districts (see item 1)
7. Change procedures for processing a change in organization - allow us to handle it locally.
8. Provide for stricter accountability - use standard of "findings" as basis for making changes.
9. Impose stricter rules regarding *ex parte* communications
 - ▶ More formal procedures could inhibit open dialog.
10. Make protest procedures fairer - small threshold for protests.

Related Thoughts:

Should all water & sewer service be provided by regional-utility model?

ISDOC
INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY
TREASURER'S REPORT

BALANCE ON HAND AS OF OCTOBER 5, 1998: \$3,590.55

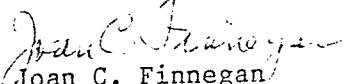
RECEIPTS:

NONE

EXPENSES:

NONE


BALANCE ON HAND AS OF OCTOBER 28, 1998: \$3,590.55

Respectfully submitted,

Joan C. Finnegan
ISDOC Treasurer



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

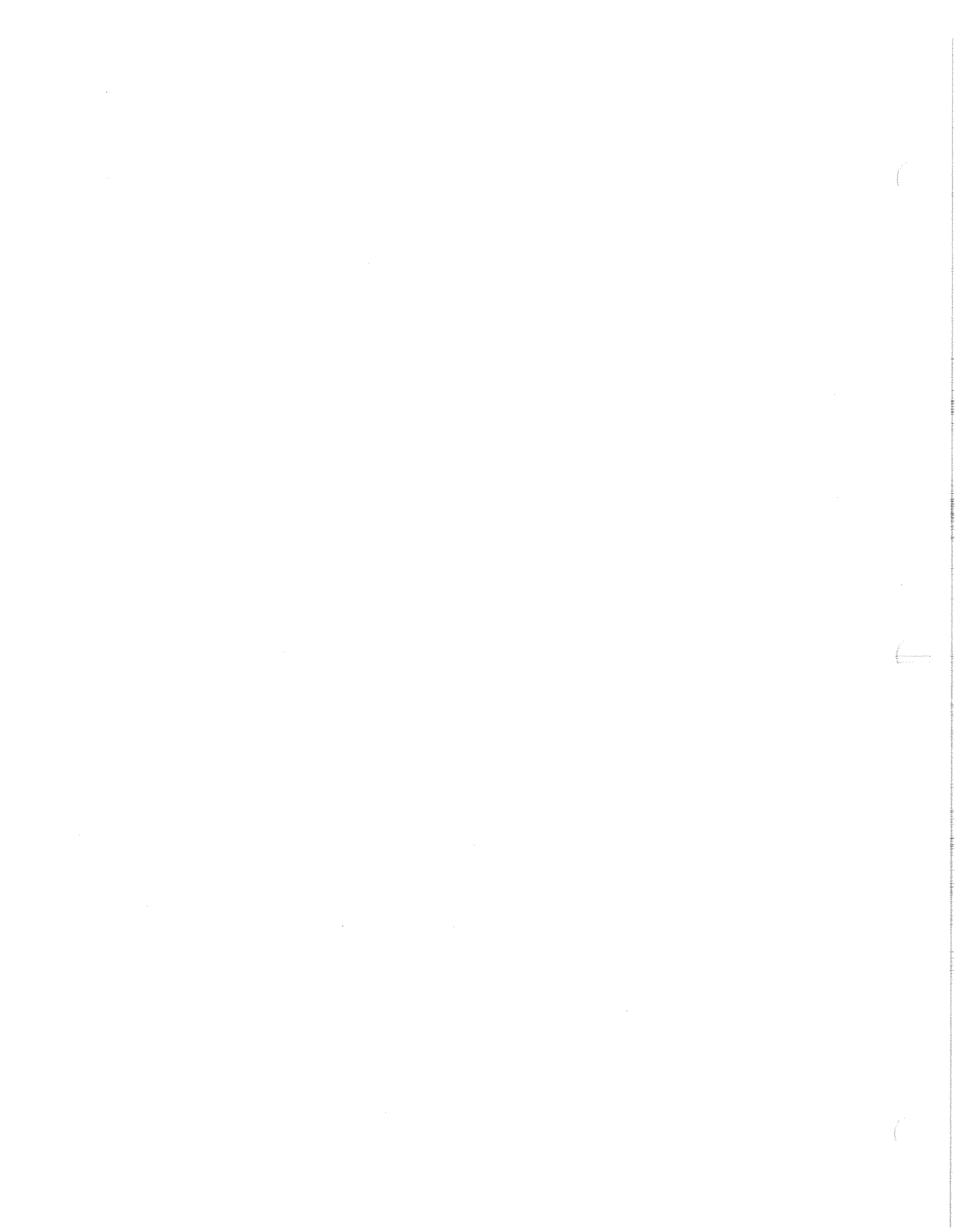
TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Status Report on Strategic Plan for Placentia Library District

DATE: December 15, 1998

No activities on the Strategic Plan have taken place in this report period.



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1996-1997	DATE INVOICE	S. CA EDISON	TURF	GROUND S	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-96	9/4/96	4,685.02	831.65	835.38	0.00	0.00	0.00	6,352.05
Aug-96	9/26/97	4,435.31	835.38	763.96	57.32			6,091.97
Sep-96	10/15/96	4,534.17	835.38	761.80	107.50			6,238.85
Oct-96	11/18/96	3,642.18	835.38	763.49	0.00			5,241.05
Nov-96	12/18/96	3,179.64	835.38	755.46	322.50			5,092.98
Dec-96	2/7/97	3,213.07	0.00	921.83	215.00			4,349.90
Jan-97	2/20/97	2,789.27	835.38	671.71	119.64			4,416.00
Feb-97	4/2/97	3,093.58	818.37	684.17	215.00			4,811.12
Mar-97	5/2/97	3,336.96	1,636.74	671.71	0.00			5,645.41
Apr-97	5/29/97	3,262.31	818.37	672.49				4,753.17
May-97	7/8/97	3,723.76	863.00	683.64	2,472.50			7,742.90
Jun-97	8/6/97	4,389.35	818.37	930.68	107.50			6,245.90
TOTAL		44,284.62	9,963.40	9,116.32	3,616.96	0.00	0.00	66,981.30
AVG		3,690.39	830.28	759.69	301.41			5,581.78

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

PERIOD COVERED FY1998-1999	DATE INVOICE	S. CA EDISON	TURF	GROUND S	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul-98	9/10/98	0.00	818.37	763.01	107.50			1,688.88
Aug-98	10/13/98	0.00	818.37	761.44	107.50			1,687.31
Sep-98	10/15 & 11/10	15,065.20	958.00	760.98	107.50			16,891.68
Oct-98	12/9/98	6,164.57	818.37	0.00	129.91			7,112.85
Nov-98								0.00
Dec-98								0.00
Jan-99								0.00
Feb-99								0.00
Mar-99								0.00
Apr-99								0.00
May-99								0.00
Jun-99								0.00
TOTAL		21,229.77	3,413.11	2,285.43	452.41	0.00	0.00	27,380.72
AVG		7,076.59	1,137.70	761.81	150.80			9,126.91

**Adult Education Act Section 321/326
Midyear Grant Reporting Form**

or Via OTAN

Please submit this form no later than December 15, 1998. Failure to do so may reduce your agency's grant amount for this fiscal year, and will delay grant payments. You are **encouraged to submit electronically**. From the OTAN home page, www.otan.dni.us, click on OTAN Forum. Next, click on "CDE Info", login with your OTAN UserID and password, and click on "321/326 Midyear Report".

Agency Name (as listed on the Grant Award Notification)	County Code	Vendor Number
Placentia Library District	30	M692

Part A: Projected HHUs Generated through Mid-Year (12/31) and Year End (6/30)

(NOTE: 100 hours of student attendance equals one HHU of reimbursement of supplemental federal funds. Students must attend a minimum of twelve (12) hours before their attendance is counted toward HHU unit generation. Additional requirements exclusive to ESL-Citizenship are listed on the General Assurances page of your agency's application)

Program	HHUs Granted	Projected HHUs Generated through 12/31/98	Projected HHUs Generated through 6/30/99
ABE	5	3	5
ESL	8	5	8
ESL-Citizenship	0	0	0
Institutional/Incarcerated	0	0	0

Part B: Grant Expenditures through December 15, 1998

(NOTE: Eligible Activities for the \$3,500 Base Grant funding are staff development, program assessment and networking. No other grant activities are eligible for the \$3,500 Base Grant)

Program	Funds Granted	Actual Grant Expenditures through 12/15/98
Base Grant	\$3,500	\$ 1,085
ABE	\$65	\$ 0
ESL	\$80	\$ 0
ESL-Citizenship	\$0	\$ 0
Institutional/Incarcerated	\$0	\$ 0

Part C: Certification: I hereby certify that the reported HHUs have been generated, reported expenditures have been made, and the program/project has been conducted in accordance with Federal and State laws and regulations. **Full records have been maintained and are available for audit purposes.**

Print Name of Person Completing Form: Katie Matas

Title: Literacy Coordinator Date: 12-07-98

Phone: (714) 524-8408 ext. 213

Notes: If there are any "special" circumstances which would affect either your HHUs projected through mid-year or year end, please indicate below.





CSDA LEGISLATIVE ALERT

December 2, 1998

****Upcoming Board of Equalization Decision Could Cost Districts Millions****

On Monday, December 7, 1998, the Board of Equalization will vote on a proposal that, if adopted, could result in the loss of \$2.2 billion of local government property tax revenues.

The Board of Equalization (BOE) is in the process of updating its series of property tax manuals. These manuals are used extensively by county assessors in the property tax valuation of residential and commercial property, and by the BOE in its valuation of state assessed properties (e.g. utilities, railroads). On November 17, by a vote of 4-1, the BOE voted to approve revisions to these manuals that would change the way the county assessors treat intangible property and assets.

Currently, real property and most business tangible property are subject to property tax. Intangible property (i.e. stocks, bonds, insurance policies, franchises, etc.) is not. Although such intangible property is not directly subject to property tax, taxable property is suppose to be valued by assuming the presence of intangible assets and rights necessary to put the taxable property to productive use (see Revenue and Taxation Codes 110 and 212). The new proposal would drastically limit the ability of assessors to take intangible rights into account in valuing property. Under the proposal, commonly used methods of valuing property based on comparable sales or the income generated by business property would almost never be permitted. Assessors could look only at the costs of the separate items of property and would have to ignore numerous costs now included in the value of property that would have to be reclassified under the industry proposal as non-taxable intangibles.

What does this mean for local government?

If the change were approved, it would result in a \$2.23 billion annual reduction in revenues for local government and schools. The BOE staff has estimated the annual property tax revenue loss (when change is fully implemented in 2-3 years) is as follows:

Local Public Schools	\$.53 per tax dollar	\$1.18 billion total
Cities	\$.11 per tax dollar	\$245 million total
Counties	\$.19 per tax dollar	\$423 million total
Special Districts	\$.17 per tax dollar	\$379 million total

Given the magnitude of the property tax revenue loss, we ask that CSDA members write the BOE members and express your opposition to this proposal.

**THE VOTE IS SCHEDULED TO TAKE PLACE ON MONDAY,
DECEMBER 7, 1998 SO YOU MUST ACT IMMEDIATELY.**

Please send your letters of opposition (sample included) via overnight mail or faxed to the Board at:

Overnight mail: Honorable (name), Member
Board of Equalization
450 N Street
Sacramento, CA 95814

FAX number: (916) 445-1990

The following is a list of the Board Members of the State Board of Equalization and the counties they represent. Please address your correspondence to the appropriate board member.

Dean F. Andal, Chair

Alpine, Amador, butte, Calaveras, El Dorado, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Nevada, Placer, Plumas, Sacramento, San Bernardino, San Joaquin, San Luis Obispo, Santa Barbara, Sierra, Stanisluas, Tulare, Tuolumne, Ventura, Yuba and the northeast corner of Los Angeles County.

Johan Klehs, Vice Chair

Alameda, Colusa, Contra Costa, Del Norte, Glen, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Shasta, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, and Yolo.

Ernest J. Dronenburg, Jr.

Imperial, Orange, Riverside, San Diego and the southwest corner of Los Angeles County.

Kathleen Connell, State Controller

Ex Officio Member

John Chiang, Acting Member, Fourth District

County of Los Angeles

**Please fax or mail a copy of your letter to CSDA at 1121 L Street, Suite 508,
Sacramento, CA 95814, (916) 442-7889 FAX.**



PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198

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

714-528-1925, Ext. 202

(714) 528-8236 (Fax)

plalibd@cosmoslink.net

December 4, 1998

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

The Honorable Ernest J. Dronenburg, Jr., Member
California State Board of Equalization
450 N Street
Sacramento, CA 95814

FAX: 916-445-1990

RE: Assessors Handbook 502, Advanced Appraisal

Dear Board Member Dronenburg:

On behalf of the Board of Directors of Placentia Library District I am writing to urge your rejection of the proposed revisions to the Assessors Handbook 502, Advanced Appraisal, that will be before the Board of Equalization on December 7, 1998.

As you may know, the 1992-93 State Budget shifted billions of dollars of property tax revenues from cities, counties and special districts to the Educational Revenue Augmentation Fund (ERAF). Placentia Library District lost 50.41% of its property tax revenue, which accounts for nearly 90% of its operating budget.

The ERAF losses resulted in a 50% reduction in staff, a reduction in our book budget from \$150,000 to less than \$50,000, and a reduction in hours of public service per week from 64 to 39. Placentia Library District has still not recovered from these drastic cuts in property tax revenue.

Loss of additional property tax revenues resulting from the matter cited above would severely limit our ability to keep our doors open. The strain of an additional 17% loss of property tax revenue would be nothing short of disastrous.

For these reasons, the Board of Directors of Placentia Library District respectfully urges your reconsideration of the Board of Equalization's action of November 17, 1998, and reject the above-referenced matter. At the very least, we would urge the Board to delay action on the matter until such time as the fiscal impacts to local governments could be more fully understood.

On behalf of Placentia Library District I appreciate this opportunity to provide you with our deep concerns and appreciate your careful attention to the issues raised herein.

Sincerely,

Margaret V. Dinsmore
President

CSDA LEGISLATIVE UPDATE

December 8, 1998

BOARD OF EQUALIZATION/ASSESSORS' HANDBOOK – ADVANCED APPRAISAL

(Follow-up to December 2, 1998 Legislative Alert)

The Board of Equalization met yesterday afternoon to consider the above-captioned matter.

Since there was significant disagreement among board members relative to the size of the revenue loss, if any, if the Assessors' Handbook is amended, Chair Andal offered an amendment that reduced the \$2 billion-plus property tax revenue loss to \$4.36 million.

Board Member Klehs followed with a motion that had the effect of requiring the amendments to the Handbook to be revenue neutral. The motion failed on a 2-to-2 vote, with one abstention.

After the Klehs' amendment failed, Chair Andal argued that the amendments to the Handbook (with the items removed that caused the \$2 billion cost estimate) would not result in even the \$4.36 million board staff still estimates. His rationale is that the Handbook is simply a guide and the assessors are not legally bound to follow the Handbook. The assessors present took considerable exception to Andal's line of reasoning.

In the final analysis, the Board, sitting as the Property Tax Committee, passed the matter, which will be considered by the Board (sitting as the Board), this Thursday, December 10. A staff analysis may be available late tomorrow and CSDA will obtain a copy.

The sense is that there will be the necessary votes to pass this matter when it is considered on December 10, unless the staff fiscal analysis comes back with a higher potential property tax revenue loss than \$4.36 million.

Additional information will be sent to CSDA members, as it is available.

The response to the December 2, 1998 Legislative Alert was tremendous. Thank you for your assistance to our "call for action"!

California Special Districts Association
1121 L Street, Suite 508
Sacramento, CA 95814
(916) 442-7887
(916) 442-7889 FAX

CSDA LEGISLATIVE UPDATE

December 10, 1998

BOARD OF EQUALIZATION/ASSESSORS' HANDBOOK – ADVANCED APPRAISAL

This morning, the Board of Equalization voted unanimously to adopt the revisions to the Assessor Handbook as amended on Monday, December 7, 1998.

Based upon the amendments adopted on December 7, the Board's staff released a new fiscal impact analysis late December 8 which stated that the additions to the Assessor Handbook as amended on December 7 will have no impact on local governments' property tax revenues. The full text of the Board's staff report is available on the Board of Equalization's web page.

Finally, the Board members indicated a willingness to revisit this issue should net information come forward showing a reduction in local governments' property tax revenues. Even with the commitment, the County Assessors Association testified that they remain opposed to the additions to the Handbook.

CSDA will continue to follow this matter and advise our members of any new developments that occur.

Thanks again for the tremendous response we received to our legislative alert. Keep up the great work in 1999!

Just Informed...

Senator Dick Rainey has been appointed as the Chairman of the Senate Local Government Committee.



Date: Wed, 9 Dec 1998 00:33:03 GMT
 X-Sender: info.cla-net@mail2.quiknet.com
 X-Mailer: Windows Eudora Light Version 1.5.2
 To: BALIS/PLS/Silicon Valley Lib System <plsadmin@pls.lib.ca.us>,
 Inland Library System <ils@inlandlib.org>,
 Metropolitan Coop Lib System <mclshq@mclsys.org>,
 Mountain Valley Lib System <MVLS@NS.NET>,
 North Bay Coop Lib System <annetnbc@sonic.net>,
 Serra Coop Lib System <serrahq@electriciti.com>,
 San Joaquin Valley Lib System <jkallenb@sjvls.lib.ca.us>,
 South State Coop Lib System <ssciscnd@pacbell.net>
 From: California Library Association <info@cla-net.org>
 Subject: Lobbyist Update for Library Systems and Leg Network Contacts

DATE: December 8, 1998

TO: Library Systems and Leg Network Contacts

FROM: Mike Dillon, Lobbyist
Christina Dillon, Lobbyist

RE: NEWS FROM THE CAPITOL

SENATORS RAINEY, BURTON AND ALPERT INTRODUCE CLA'S 1999 LIBRARY BOND BILL

Yesterday Senator Richard Rainey, Senate President pro Tem John Burton, and Senator Dede Alpert jointly introduced a \$1 billion library bond bill, during an organizational session of the Senate. Said Senator Rainey, "The library community was unsuccessful securing passage of a library bond bill last year due to intense competition from other prominent bond measures. I felt that it was important to introduce this measure on the first eligible day of session to demonstrate that the need of more than \$2 billion for library services has not gone away. Rather, the need increases each year as we choose to continue the present course of action which is best defined as benign neglect."

"We are long overdue in allowing the people to have a voice in the destiny of their libraries," stated Senator Burton. "Libraries are the cornerstone of the education system, without which the system fails. It is my hope that the introduction of today's library legislation sends the appropriate message that retrofitting and renovating existing structures, and building new facilities, must receive serious consideration for the year 2000 ballot."

Under the proposed bond measure, cities, counties and districts can apply for grants through the State Librarian and funds will be allocated based upon comprehensive criteria, including need and ability to successfully complete a project.

The 1999 bill, SB 3-Rainey/Burton/Alpert, is identical to last year's measure, SB 2026-Rainey/Burton, with the exception of the \$1 billion price tag, and the addition of Senator Dede Alpert, who is a former author of several of CLA's previous library bond bills.

Yesterday's session allowed both houses the opportunity to elect their leaders and pass legislation authorizing the legislature to organize itself for the upcoming two year cycle. The legislature will return to begin the 1999 session on January 4th. We will alert CLA members when SB 3-Rainey/Burton/Alpert is scheduled for its first hearing in early spring.

IMPORTANT DATE TO REMEMBER:
 CLA Annual Conference * November 14-17, 1998 * Oakland

California Library Association
 717 K Street, Suite 300

Post-1st Fax Note		7671	
To	MCLS/SLS/ASSOCIATE	From	MCLS/SLS HQ
Co/Dept	Number Directors	Co.	
Phone #		Phone #	626/683-8244
Fax #		Fax #	626/683-8097
Date	12/8/98	# of pages	1

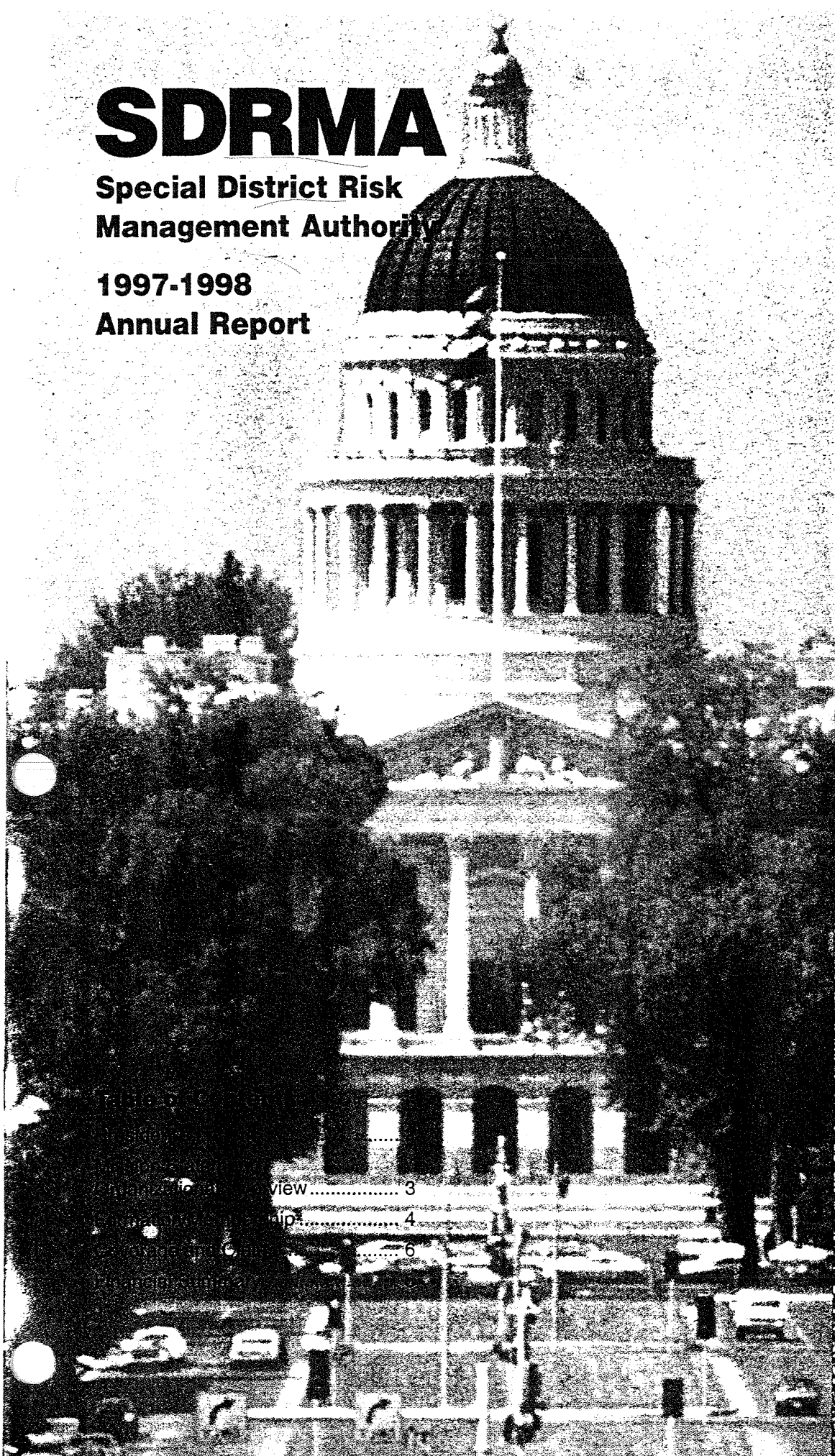


SDRMA

Special District Risk
Management Authority

1997-1998
Annual Report

**An Extension
of Local
Government**



Introduction..... 3
Mission Statement..... 4
Goals..... 6

**A message
from SDRMA
President,
Ken Sonksen**

“SDRMA is in a position to remain competitive with market conditions and will continue to focus on quality service and programs that are not available through other programs.”

At the close of our twelfth year of service, SDRMA remains committed to its singular purpose to assist “Special Districts” with long-term risk management solutions and liability insurance protection. SDRMA is an extension of local government . . . our program offers a unique balance of technical governmental expertise in a competitive business environment. SDRMA’s Board of Directors are managers or directors from our member districts; they offer a members’ perspective and bring significant practical expertise to the Authority in addressing the complex issues facing local government. In addition, we are fortunate to have a team of professional and experienced staff and consultants who are dedicated to our members and our mission.

Our mission and commitment lead to the development of a practical and well thought out strategic plan. This plan has resulted in improved coverage and service, and lower operating costs. As a result, our members have directly benefited through significantly lower rates. The average member contribution decreased 15% during this program year. This past year was busy and productive.

Retrospective 1997/98 Highlights:

- Adopted and Implemented Strategic Business Plan - “Vision 2000”
- Lowered Member Contributions an Average of 15%
- Increased Membership by 9%
- Maintained Financial Confidence Level in Excess of 95%
- Passed all Financial Benchmarks
- Approved New Loss Prevention Program Focus

I would like to take this opportunity to extend a warm welcome to the 23 new districts that joined this year, and to reinforce our goal of providing all our member’s with maximum coverage protection that is cost-effective and reliable. I’m pleased to announce that our membership continues to increase, and in spite of intense competition from commercial insurance agencies, our member retention remains in excess of 98%.

The soft insurance market is likely to continue with a slightly slower decline in rates. SDRMA is in a position to remain competitive with market conditions and will continue to focus on quality service and programs that are not available through other programs. Included within our protection program is loss prevention training, proactive claims management, and management assistance.

Lastly, I would like to express my most sincere gratitude and appreciation to SDRMA’s Board, Staff and Consultants, and especially to our members for their support and dedication in ensuring the continued success of our program.

Sincerely,



Ken Sonksen
President, SDRMA

Organizational Overview

SDRMA Members 235 Special Districts and Joint Powers Authorities

CSDA
California
Special Districts
Association

SDRMA Board of Directors
Fulfills the Mission of the Authority by establishing policies for the benefit of its members.
Responsible for the general control of the Authority.

- Ken Sonksen, President
Sanger-Del Rey Cemetery District
- Earl F. Sayre, Vice-President
Trinity County Waterworks District #1
- Joseph C. Martin, Secretary
Rossmoor/Los Alamitos Area Sewer District
- Carol E. Bartels
Riverside-Corona Resource Conservation District
- David Aranda
Stallion Springs Community Service District
- Kit Carter
Heritage Ranch Community Service District

Consultants

- General Counsel
- Defense Counsel
- Auditor

• Actuary
• Broker
• Claims Management

Executive Director/Risk Manager
Develops SDRMA's program for the benefit of the pool.
Manages the Authority with the Board's direction.
Maintains SDRMA's administrative and operational responsibilities.

- James W. Towns, ARM

Claims
Manages the entire claims process for the Members and the Authority.
Coordinates communications between the TPA, Counsel and Management.

- Karen Covington, AIC, Claims Examiner
- Jolene Passenheim, Claims Assistant

Finance / Personnel
Effectively manages the Authority's funds and financial activities.
Ensures the integrity of the members' contributions.
Manages internal operations / personnel.

- C. Paul Frydendal, CPA, CFO
- Nicole Rushing, Bookkeeper

Member Services / Administrative Support
Serves as the primary contact between the Authority and its members.
Supports communication between Management and the needs of the members.
Assists Management with administrative detail.

- Alessandra Bryan, Administrative Technician
- Jolene Passenheim, Member Service Representative
- Diane Peterson, Secretary/Receptionist

Loss Control
Reviews loss trends for the Authority and its membership to ensure effective risk management.
Assists Members in reducing and controlling losses, in response to their specific needs, by offering innovative and pro-active solutions.
Coordinates educational programs and risk management tools for the Members including contract review, workshops and video library.

- Murphy J. Lott, Loss Control Officer

Contracted Services
TPA, Legal

Contracted Services
Auditing, Actuary, Investment Management

Contracted Services
Marketing/Sales

Contracted Services
Loss Prevention



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

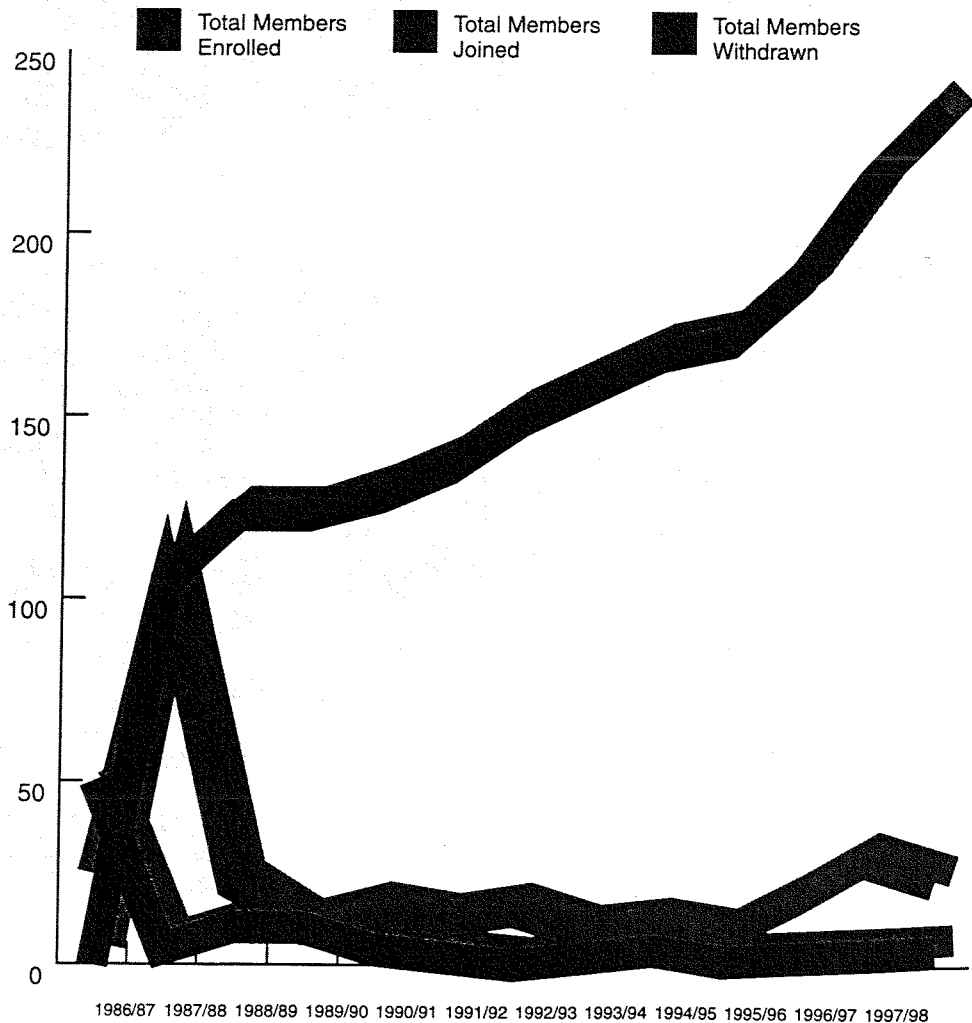
Formation/ Membership

After twelve years of dedicated service, we have grown to serve 235 Special Districts with comprehensive coverage and incomparable service.

SDRMA was formed on January 7, 1986. Representatives of over 60 special districts throughout California met in Sacramento at the invitation of the California Special Districts Association to study the feasibility of developing a self-funded liability risk financing pool *designed specifically for "Special Districts."* At that time, even after commercial rates doubled and tripled, commercial insurance companies began canceling coverage for public agencies. In response, SDRMA was formed to provide renewable and efficient coverage to California's special districts, and we have maintained our pro-active approach to servicing our members ever since.

The economic conditions that originally initiated the commercial insurance industry to abandon Special Districts no longer exist and commercial insurance firms are now aggressively re-entering the market. However, SDRMA understands insurance cycles and plans its program for long-term stability and reliability. There is tremendous support, confidence and commitment by our members who know that they can depend on SDRMA and its program. After twelve years of dedicated service, we have grown to serve 235 Special Districts with comprehensive coverage and incomparable service.

Membership Per Program Year



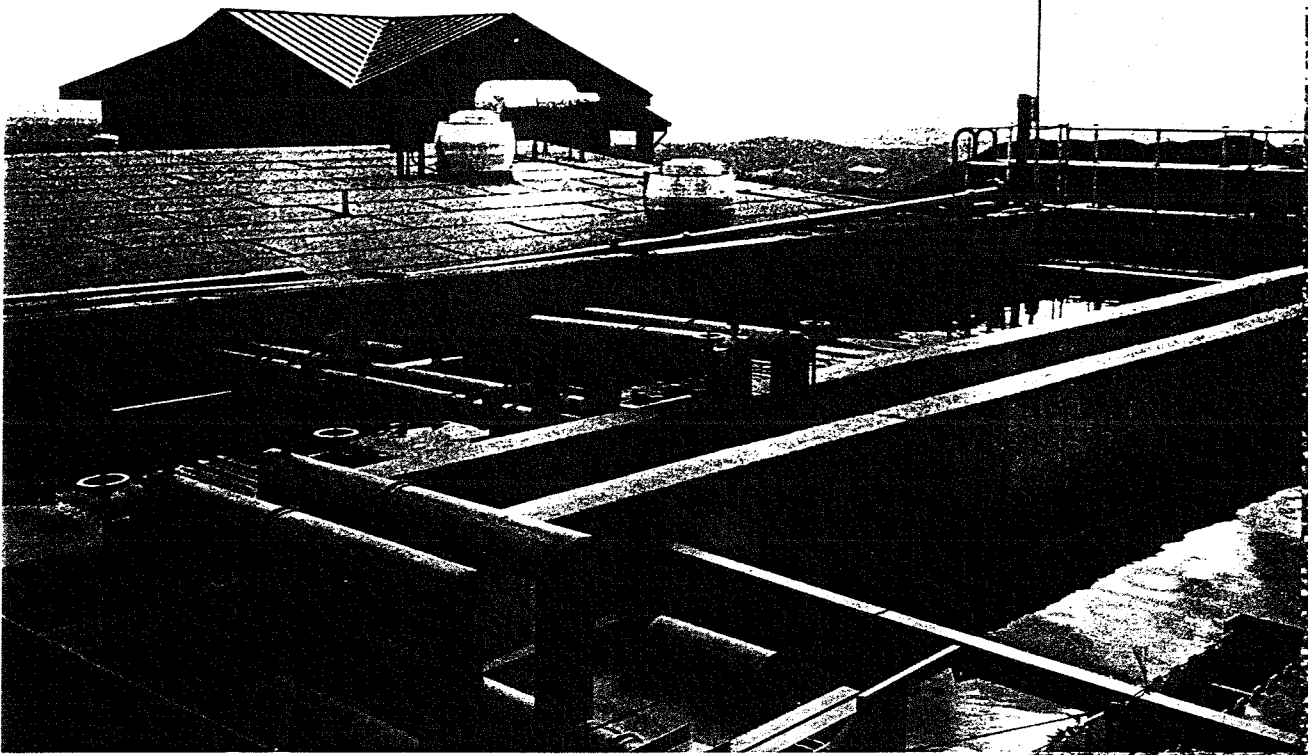


Photo provided courtesy of Running Springs Water District, member since 1986.

Welcome to our new members joining in 1997/98:

- Amador Regional Sanitation Authority
- Big Bear Airport District
- Big Bear Area Regional Wastewater Agency
- Big Bear City Community Service District
- Cayucos Sanitary District
- East Palo Alto Sanitary District
- Gold Mountain Community Service District
- Humboldt County Waste Management Authority
- Linda County Water District
- Malaga County Water District
- Mendocino Emergency Service Authority
- Monte Vista Water District
- Napa Sanitation District
- North County Fire Protection District
- Ponderosa Community Service District
- Redwood Region Economic Development Commission
- San Andreas Sanitary District
- Sanel Valley Fire Protection District
- Shasta Community Service District
- Squire Canyon Community Service District
- West Side Recreation and Park District
- West Stanislaus Irrigation District
- West Valley Solid Waste Management Authority

"In spite of intense competition from commercial insurance agencies, our member retention remains in excess of 98%."

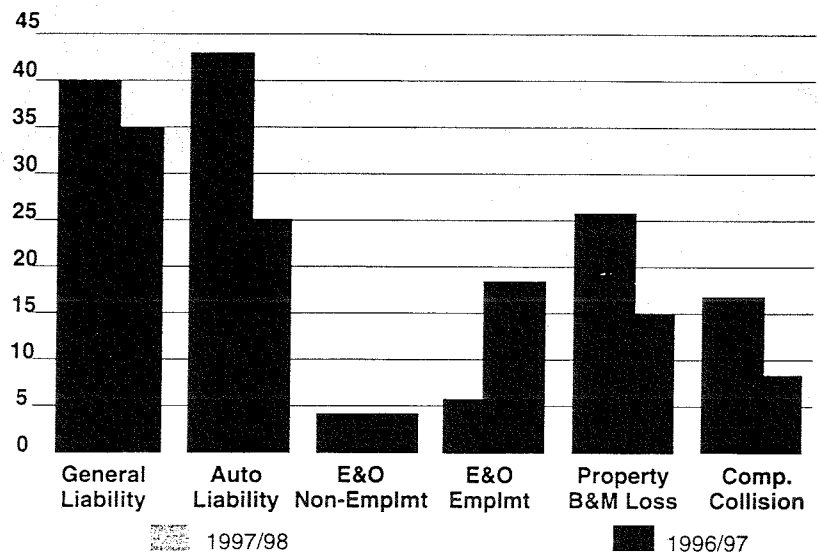
Coverage and Claims

*"A reliable source
of coverage"*

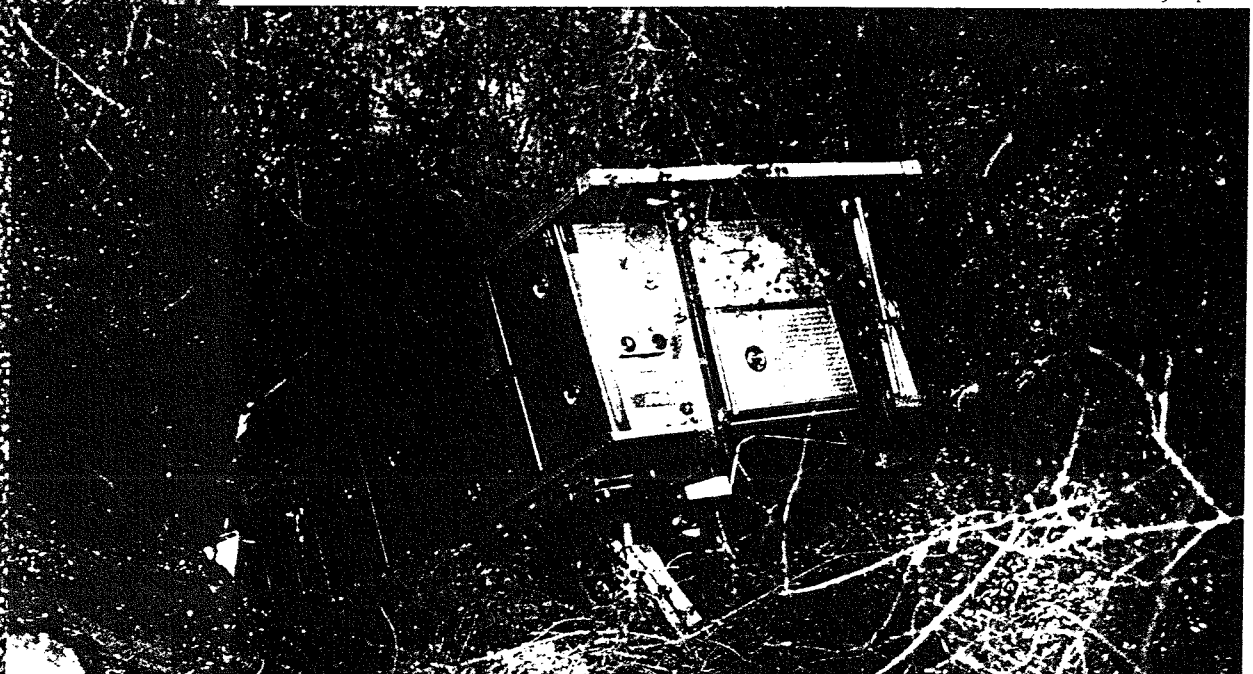
In addition to insurance coverage, SDRMA includes these valuable services for our members at no additional cost:

- Safety and Claims Handling Workshops
- Contract Review and Risk Analysis
- On-Site Risk Management Review
- Risk Management Video Tape Library
- Policy Manuals on Safety and Other Risk Management Issues

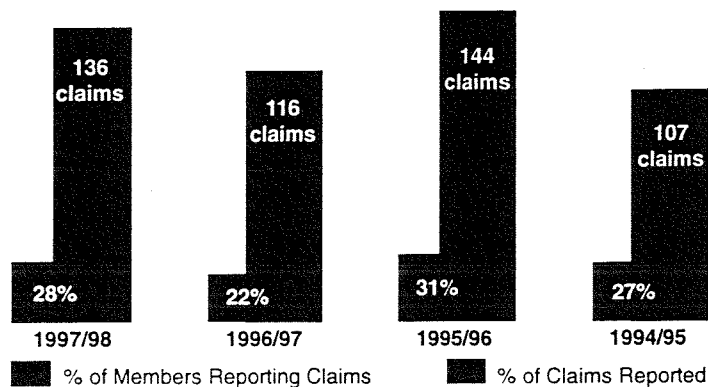
Comparison of Claims Incurred by Type



SDRMA file photo



Comparison of Claims Incurred by Program Year



Coverages July 1, 1997 - June 30, 1998

Coverage Type (Occurrence Form)	Limit	Deductible
General Liability	\$2,500,000* per occurrence No Annual Aggregate Except for Products and Completed Operations and Employee Benefits Liability	None Except \$500 on property damage & 10% co-pay between \$10k-\$500k on Employment Practices Liability
Public Officials Liability (E&O)	\$2,500,000* per occurrence Annual Aggregate per member	None Except 10% co-pay between \$10k-\$500k on Employment Practices Liability
Auto Liability	\$2,500,000* per occurrence No Annual Aggregate	None Except \$1,000 on property damage
Property	Replacement Cost with \$50,000,000 limit	\$2,000 per occurrence
Boiler & Machinery	\$50,000,000 limit	Policy Deductible
Public Employees and/or Officials Dishonesty Blanket Bond	\$100,000 per occurrence	None
Comprehensive/ Collision Coverage (Optional)	None	\$250 / \$500 or \$500/\$1,000

Additional Coverage Available up to \$10,500,000

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

The objectives of this study for SDRMA were to:

- Compare SDRMA's financial ratios to the financial ratios of SDRMA's peer group. For the purposes of this study, two peer groups were defined: all property and liability pools, and special district non-workers compensation pools.
- Compare SDRMA's financial ratios with Tillinghast-Towers Perrin's established benchmarks for public entity pools.
- Recommend ways to improve future financial results, if appropriate.

"We computed a series of financial ratios for SDRMA and compared these ratios with four different sets of benchmarks. The first benchmarks are average ratios developed from our database of all special district (non-workers compensation) pools. The second set of benchmarks are average ratios of all liability and property pools. The third set of benchmarks are average ratios of our entire database of pools. The fourth set of benchmarks are based on solvency targets developed by Tillinghast-Towers Perrin. In other words, we compared SDRMA's ratios to its peer groups and also to more general standards designed to reflect prudent funding philosophy.

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

Tillinghast-Towers Perrin, April 27, 1998

The financial ratios reviewed are segregated into broad categories of leverage, liquidity and profitability. The leverage ratios measure the degree to which members' equity is leveraged with respect to operating results; therefore, leverage ratios are also called solvency ratios. The profitability ratios measure the financial performance of the pool over the latest one or two fiscal years. For example, the ratio that measures changes in members' equity can be viewed as traditional return of equity. The liquidity ratio measures the pools ability to quickly dispose of claims and other financial obligations.

Financial Summary

"We compared SDRMA's ratios to its peer groups and also to more general standards designed to reflect prudent funding philosophy."

Financial Ratio	Tillinghast Benchmark	Ratio	Result
Leverage Ratios:			
Net Contributions to Members' Equity:	< 2.5	0.65	Pass
Members' Equity to Self-Insured Retention (SIR):	>5.0	7.01	Pass
Loss Reserves to Members' Equity:	< 3.0	1.45	Pass
Net Leverage:	< 5.0	2.10	Pass
Profitability Ratios:			
Changes in Members' Equity:	> -10%	9%	Pass
Retained Losses to Net Contributions:	< 85%	66.1%	Pass
Operating Ratio (one- and two-year):	< 100%	83-87%	Pass
Investment Income to Cash and Invested Assets:	N/A	4.3	Pass
One-year reserve loss development:	< 25%	0.0	Pass
Liquidity Ratio:			
Total Liabilities to Liquidity Assets:	< 100%	70.8%	Pass

Summary of Financial Statements as of June 30, 1998

The financial statements are prepared from the general ledger but may not include all final-year end audit adjustments. They are provided for management information only, and are not intended to fairly present the financial position of the Authority on the date shown, nor the results of operations for the period then ended. All disclosures required by GAAP and GASB are also not included.

The balance sheet reserves are reported at values set by Ward North America, the Authority's third-party claims administrator. The reserves are for incurred reported claims through the date of this statement, adjusted for recent information. Incurred-But-Not-Reported (IBNR) Reserves are based on information from the most recent actuarial study, as well as from information supplied by Ward North America.

Balance Sheet (In Dollars) As of June 30, 1998

Assets

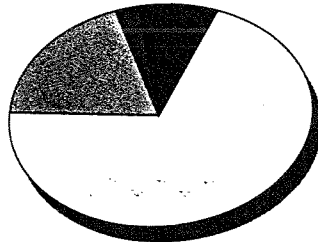
Cash	\$1,137,889
Investments	\$9,560,316
Receivables	\$2,634,500
Property/ Equipment (Net)	\$85,711
Other Assets	<u>\$234,221</u>

Total Assets \$13,652,637

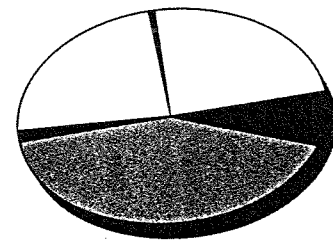
Liabilities

Accounts Payable	\$58,235
Unearned Contributions	\$3,293,850
Reserves, Reported Claims	\$1,087,643
Reserves, IBNR Claims	\$5,750,585
Reserves, ULAE	\$216,000
Risk Margin	<u>\$3,246,323</u>

Total Liabilities and
Risk Margin \$13,652,637



- Cash
- Investments
- ▨ Receivables
- Property/Equipment (Net)
- Other Assets

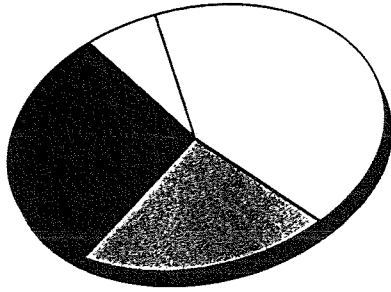


- Accounts Payable
- Unearned Contributions
- Reserves, Reported Claims
- ▨ Reserves, IBNR Claims
- Reserves, ULAE
- Risk Margin

Income Statement For the Year Ended June 30, 1998

Income	\$5,003,487
Less:	
Claims Costs	\$1,219,926
Reserve Increase	\$1,984,082
Insurance Premiums	\$902,136
Contract Services	\$366,212
General Operating & Administrative Expenses	<u>\$787,811</u>
Available for Risk Margin ..	<u>(\$256,680)</u>

Projected Expenditures 1998/99



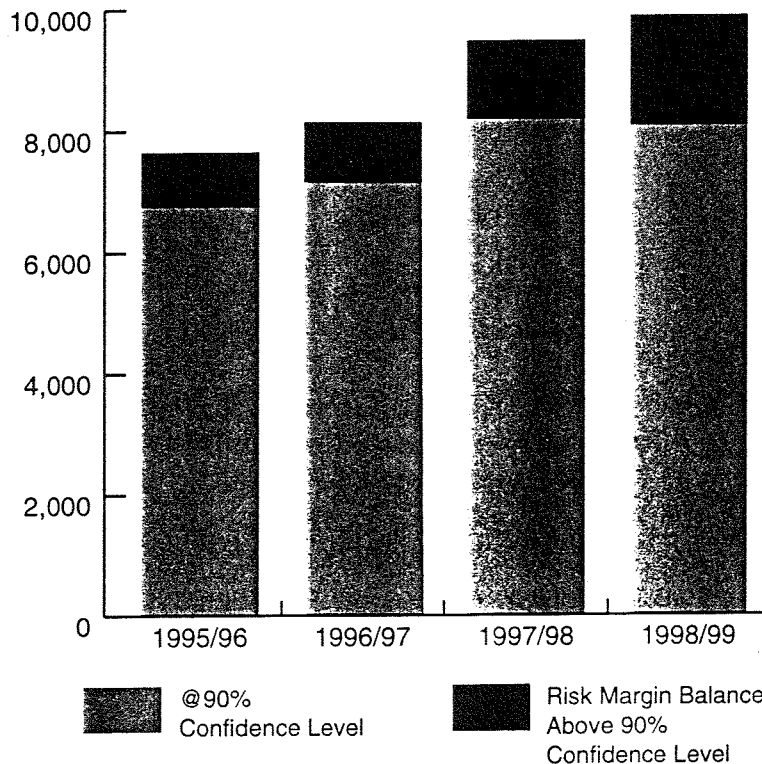
- Claim Costs - \$1,828,000
- ▨ Administrative Costs - \$929,554
- Excess Insurance - \$877,055
- Contract Services - \$367,000
- Capital Improvements - \$65,000
- Risk Margin - \$264,433

Comparison of Risk Margin Balance and 90% Confidence Level Funding By Fiscal Year

(In Thousands)

A risk sharing pool's financial health is measured by the confidence factor. Confidence levels of 75% are the industry standard for pools. That is, there exist enough reserves to cover 75% of potential losses. Industry standards and actuarial tables do not

go beyond 95%. By establishing a financial goal to maintain a confidence level of 90% or greater, SDRMA is confident in planning its long-term success. During this competitive period, SDRMA has maintained a confidence level in excess of 95%.



Pillsbury**Madison &
Sutro LLP**

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101 WEST BROADWAY SUITE 1800
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internet: pillsburylaw.com

Writer's direct dial number / email:

(619) 544-3177

November 24, 1998

VIA FACSIMILE**TO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LIST****Re: In Re County of Orange
Case No. 94-22272JR**

Dear Pool Participants:

We continue to monitor the status of various post-confirmation issues in the County's bankruptcy case.

Yesterday, District Judge Gary L. Taylor considered the County's various Motions for Good Faith Settlement Determinations regarding the County's settlements with a number of Defendants, including Merrill Lynch, KPMG, CS First Boston, Morgan Stanley, LeBoeuf, Bear Sterns, the Government Sponsored Enterprises and others. The County sought the Court's finding of good faith under the California Code of Civil Procedure and a finding that the settlements would discharge the settling defendants from future liability for contribution or indemnity. Various non-settling parties raised oppositions to the County's request insofar as their rights to contribution or indemnity would be affected.

While the County stressed the need to resolve these issues quickly so that the settlements could be consummated, the Court did not rule on the motions but took the matters under submission and will issue a written ruling. When we receive that ruling, we will notify you.

If you have any questions, please call me.

Very truly yours,

Patrick C. Shea

**cc: Official Investment Pool Participants
Committee and Counsel**

Pillsbury

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December 9, 1998

VIA FACSIMILETO: ORANGE COUNTY INVESTMENT POOL
PARTICIPANTS' DISTRIBUTION LISTRe: In Re County of Orange
Case No. 94-22272JR

Dear Pool Participants:

We continue to monitor the status of various post-confirmation issues in the County's bankruptcy case.

On November 30, 1998, Judge Gary L. Taylor entered an order granting the County's motions for good faith settlement determination in a number of litigation matters, including the County's lawsuits against Merrill Lynch & Co., Bear Sterns, KPMG Peat Marwick, LeBoeuf Lamb, Rauscher Pierce, McGraw-Hill, Standard & Poor's, SLMA, Morgan Stanley, Fugi Securities, Federal National Mortgage Association, Federal Home Loan Bank of Boston, Agamerica, BA Securities, Brown & Wood, and Paribas Corp.

The Court's order found that each settlement was within a reasonable approximation of liability for each settling defendant under California Code of Civil Procedure Section 877. The Court also found that the legal effect of the settlements and the Court's approval of the settlements was binding upon parties who were not parties to the settled lawsuits, but who were given notice of in the opportunity to participate in the motions. However, the Court noted that due to the unique nature of the overall dispute among the parties, further orders are necessary to implement the settlement approvals. Therefore, the Court requested that the attorneys informally discuss appropriate terms of an implementation order and then meet with the Court to discuss appropriate order terms. We will notify you once further orders are approved by the Court.

Orange County Investment Pool
Participants' Distribution List
December 9, 1998
Page 2

Please do not hesitate to contact me if you have questions.

Very truly yours,



Patrick C. Shea

cc: Official Investment Pool Participants
Committee and Counsel

ORIENTATION AND TRAINING WORKSHOP
for Public Library Trustees, Commissioners,
Friends, and Supporters

May 1, 1998
SMALL GROUP WORK SESSION

At the close of the three day session, participants met in small groups to discuss what they needed now to assist them in helping public libraries into the next century. Each group also selected two or three of the most important ideas for sharing with the full audience.

This report contains a summary of themes or ideas that surfaced frequently, followed by the complete transcripts of all small group discussions.

What We Need Now - Themes of Small Group Exercise

Funding/Finances

- Need stable, permanent funding
- Need to consider whether library services should be mandated
- Constitutional amendment regarding super-majority for tax measures
- Need to know how to get and retain that funding
- What will mix of public/private funding be in the future?

Communication/Training

- Communication is needed between library support groups
- Communication is needed to the public to spread the word about the library
- Training workshops for supporters must be presented in various parts of the state
- Need online clearinghouse of information on all types of library issues
- Establish listserv or database of library supporters
- State Library could provide trustees with "position papers" on hot button issues

Planning and Community Involvement

- Need to address all users - multi-cultural, non-users, indifferent users
- Need demographic information for assess community make-up and need
- Lots of interest in strategic planning

Political and Community Support

- Need to broaden community support for library locally
- Need to cultivate the support of people in power - how to get support for libraries from powerful people in all parts of community and state

What Do We Do Now?

Group #1

- State develop public awareness program of library value ✓✓✓✓
- ★ Develop PSA's for us to use at our libraries
- ★ Establish workshops like this at regional levels "take this workshop on the road" ✓✓✓✓✓
- Assistance with allowing us to "interact" with patrons who are at-home computer users and do not choose to come to library.
- New ways of developing a support base to open up field of people willing to serve as "officers" board ✓✓✓
- Assistance with linking school libraries with our public libraries, i.e., model programs
- Mello-roos district distinct needs for prioritizing budget v.s. growth needs or shrinkage ✓✓✓✓
- ★ Support for special needs of smaller or rural libraries ✓✓✓✓✓
- Accelerate & communicate the needs for increased budget to the state
- ★ Better direct communication of state organizations to individual citizen advocates "US" (on all subjects) i.e., CALIX ✓✓✓✓✓

★ = priority

What Do We Do Now?

Group #2

- 1) Clearinghouse of materials in one place, easily accessible & online, including:
 - Setting up a foundation - how to
 - by laws
 - how to incorporate
 - how to get a measure on the ballot
 - list of cities who have had successful ballot measures and contact person
 - board, foundation manual samples
 - copies of these speeches we've heard here
 - public relations for libraries
 - fundraising manual & ideas
 - speakers list, authors list from library events around the state
 - forum for receiving and sharing success stories
 - samples of friends newsletters/membership forms/brochures
 - update on library legislation - link to state library web site (in library of California)
 - filtering updates
 - help school libraries more

- 2) Video or Board Orientation for board to use to help bring new members up to speed

- 3) Money for libraries - new & renovations

We'd like to see the results of this exercise!

What Do We Do Now?

Group #3

SUMMARY

- 1) Money - funding
 - "A piece of the pie"
 - Political support
 - Majority participation
 - 2) State Library
 - more support
 - better communication
 - organizational charts for "Library of California"
 - input from lower levels
 - 3) "Library of California"
 - what requirements of participation
 - explanation of legislation
 - help with implementation
 - organizational chart
-
- 1) Money - "A piece of the pie"
 - political support - city, co., state
 - a - diverse community support
 - b - citizen input in numbers
 - majority participation support activities
 - 2) *Help from State Library in dealing with the public's perception of issues such as:
 - weeding
 - collection development
 - technology v.s. books
 - prepare informational packets
 - 3) **Diagram/Organizational chart with new "Library of California System" showing participation at each level
 - (2) *State Library should communicate more directly with commissions, advisory boards, friends, and trustees
 - (3) **What are the requirements to participate in the new "Library of California?" Will the State enable this new communication?
 - (3) ***"Bullet Points" on Legislation for "Library of California".
- *** 2.3.3 - relates to summary points above

What Do We Do Now?**Group #4**

What do we do now?

- 1) Legislative support ✓✓
- 2) Money in era of Prop. 13/218? ✓
- 3) Expanded role/training/orientation for volunteers ✓
- 4) Enhance communication between libraries
- 5) Patron education re: computers
- 6) Other funding sources - e.g., tourism/hotel tax for county ✓✓
- 7) Funding for: ✓
 - space
 - computers
 - materials
 - instruction for staff/patrons
- 8) Clear plan to address community needs & wants ✓✓✓✓
- 9) Support of City Council/Board of Supervisors ✓✓
- 10) Access for "constituents" of demographic "clusters" ✓✓
e.g., seniors vs. young, affluent consumers
- 11) More recreational reading
- 12) Electronic Access ✓

What Do We Do Now?

Group #5

What do we do now?

1. Listserv for trustees and commissioners and SABs and e-mail accounts
 - 2.* Communication between library organization and the community - including support groups
 - 3.* Ask patrons on application: may we provide your name, etc., to library support organizations?
 4. Funding to the PLF and funding for construction
 5. Invite a realtor to join your board - access to databases
 6. More workshops like this one
 7. Separate SAB & Friends Workshops, including guidelines, orientation
 8. New approach to what seniors are now (also estate planning)
- Database of library trustees and commissioners - names, addresses, occupations
- is organization a board or commission
 - is city a charter city, etc.
 - is it administrative or advisory
- to be created and maintained by state library

* = Priority

What Do We Do Now?

Group #6

1) FOL to Expand Lib and FOL more community involvement

- What the community expects from the Library to get a tax issue passed
- more paid staff

2) "Real" public access to computer information

- Supervisors aware of library needs (basic)
- "Prop. 85" type legislation

3) How to handle multi-lingual population

- "Needs list" from the community
- Identify & utilize community talents
- Utilize the support of community organizations

Need help in dealing with legislature - input on where a bill is in development (from own library?)

Change the date of Legislative Day - now they are all in budget session. Go earlier

Summary

We need more communication "... money, and need to know how to get it from the State

What Do We Do Now?

Group #7

- 1)* Ways to finesse the 2/3rd's rule. Relevance to community. Money; resources - now!
- 2)* A plan involving the community needs, services, resources
- 3)* Widespread community support, including the non-users, the indifferent (including intelligent publicity)
- 4) Training for those involved as a volunteer e.g., commissioners
- 5) Increase Internet access through fundraising - a critical/essential to a large group of the community
- 6) Needs are ongoing -- surveys
- 7) Need for professional input for tools needed e.g., surveys, scientific approach -
- 8) Explore ways to publicize the library services to the unaware, indifferent. (Intelligent publicity; need to emphasize the value of library services.)
- 9) Safety for library staff, children, patrons.

* = Priority

What Do We Do Now?**Group #8****SUMMARY**

- 1) How to cultivate people in power in our community/state
 - 2) More public awareness - more media coverage
 - 3) Money -
 - How to raise it
 - How to spend it
-

- 1) Money
 - Raise?? Timing important
 - #3: Look for major donor first
 - #3. Network with other Friends/Trustees throughout state
 - #3. (i.e., gift shops) SF has done a study on this

- 2)
 - More public awareness
more media coverage
 - #1. Large city needs to network with large -- small with small
 - #3. Better source public funding
 - #1. Friends Boards need this kind of training
 - #2. Library Friends get together with other community organizations (Rotary)
 - #3. How can small farming community get help with funds from State?
 - #1 & 2 Small communities working together (i.e., 4 or 5 community)
 - #1. Working with foundations - Providers of technology (i.e., Microsoft, Intel what will they give to community
 - all Cities/etc. who have more than Public Libraries (i.e., Sacto, Chico, etc.) Need to know how to work with all these libraries

- 1) #4 How to cultivate the people in power in our community

["1,2,3" relates to summary points above]

What Do We Do Now?

Group #9

SUMMARY

★★★Constitutional Amendment to mandate Libraries w/stable funding

- a. Have CLA take lead
- b. Statewide strategic planning incorporating citizens
- c. CALTAC & Friends help w/coordinating efforts
- d. more groups to focus strategic planning

- 1) Money
- 2) Vision
- 3) Have vision and then raise \$\$
- 4) State is not aware of the need for consciousness at a high level
- 5) Questionnaire to legislators - what kind of support for libraries
- 6) Local politicians - where do they stand in support of libraries
- 7) Attend legislative day
- * Libraries receive a certain amount (%) of the State budget, perhaps constituting amendment
- 9) Publicity for libraries, i.e., newspaper articles, other media
- 10) CLA outline proposal and then get local support
- 11) Reaching non-library users & get their support
- 12) Take a new look at county library funding
- 13)* Have committee look at statewide strategic planning
 - a. Constitutional amendment

* = priority

What Do We Do Now?

Group #10

New facilities for growing community needed:

- Develop a vision involving staff and community
- Better and more frequent communication to local libraries from the state professionals
- More workshops to inform volunteers on the total picture
- Regional workshops are needed, with suggestions for consulting on topics specific to the region

What Do We Do Now?

Group #11

SUMMARY

Top Needs

- Reliable funding for materials
- Impound facilities (new or expanded)

-
- 1,2,1 1) new facilities
 - 2,1,1 2) reliable funding
 - 2,2 3) increased resources for materials
 - 4) more outreach to children (future patrons)
 - 2 5) more technology, more widely available
 - 6) keep FOL organization involved
 - 1 7) emphasize positive participation w/staff and public
 - 8) develop new activities to spotlight library

(Voting)

What Do We Do Now?**Group #12****SUMMARY**

1. Communications on future trends for planning (demographics, technology, etc.)
Needs assessment at local level
 2. Access to expertise and data bases for development of political base, tax support, etc.
 3.
 - Future of private fundraising (groups, foundations, grant writing and sources)
 - what % of library funding will have to come from private sources?
 - Alternative funding sources.
-
1. Communication on future trends for planning (demographics, technology, etc.)
 - Help in identifying community needs
 - Needs assessment
 2. Access to expertise/databases for development of political base - tax base, etc.
 3. Help on facility planning/design
 4. Strategies for revenue sharing within jurisdiction
 - 5A. New ways to deliver information to outlying areas.
 - 5B. New models for libraries/services ("kinds" of libraries)
 6. Future of private (foundation) fundraising groups - how to establish. What percentage of budgets will have to come from private/new sources.
- Creative/Alternative Funding



California Library Services Board

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

(916) 654-0266

MEMORANDUM

TO: Members, California Library Services Board

FROM: Thomas K. Andersen, CLSA Program Coordinator *Tom Andersen*

DATE: November 23, 1998

SUBJECT: CLSB Actions taken at the November 12-13, 1998 Meeting

Purpose of the California Library Services Act:

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

Goals of the California Library Services Board:

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

Every person served by the California Literacy Campaign shall become functionally literate and better equipped to serve as an effective parent/family member, citizen/community member and worker.

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

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

The California Library Services Board will administer Phase I of the Library of California over a two-year period, implementing each of its components and obtaining state authorization to initiate Phase II.

By the year 2000, the California Library Services Board will insure that the unfunded components of the California Library Services Act are funded.

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

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

CLSB Actions, November 12-13, 1998

To achieve the purpose of the Act, the following actions were taken at the CLSB meeting in Oakland on November 12 -13, 1998:

1. Adoption of Agenda

It was moved, seconded (Dawe/Wang) and carried unanimously that the California Library Services Board adopt the agenda as changed.

2. Approval of Minutes

It was moved, seconded (Dawe/Fong) and carried unanimously that the California Library Services Board approved the draft minutes of the August 20, 1998 CLSB meeting as presented.

Election of 1999 Board Officers

3. It was moved by the Nominating Committee (Purucker) and carried unanimously that the California Library Services Board elect James Dawe as President of the California Library Services Board for the year 1999.

4. It was moved by the Nominating Committee (Purucker) and carried unanimously that the California Library Services Board elect Victoria Fong as Vice President of the California Library Services Board for the year 1999.

5. Consolidations and Affiliations

It was moved by the Budget and Resource Sharing Committee (Spence) and carried unanimously that the California Library Services Board approve the proposed change in System membership for the Richmond Public Library from the Bay Area Library and Information System to the North Bay Cooperative Library System effective July 1, 1999.

Resolutions

6. It was moved, seconded (Fong/Harris) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 98-03 in honor of Senator Deirdre "Dede" Alpert. (See Attachment A)

7. It was moved, seconded (Fong/Purucker) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 98-04 in honor of Assemblymember Michael Sweeney. (See Attachment B)

8. It was moved, seconded (Harris/Purucker) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 98-05 in honor of Governor Pete Wilson. (See Attachment C)

9. It was moved, seconded (Dawe/Spence) and carried unanimously that the California Library Services Board adopt CLSB Resolution No. 98-06 in honor of President John Kallenberg. (See Attachment D)

Attachment E

LIBRARY OF CALIFORNIA BOARD MEETING SCHEDULE FOR 1999

January 25-27, 1999	Sacramento
February 24-25, 1999	Los Angeles area
April 28-29, 1999	Sacramento
June 16-17, 1999	Redding
August 11-13, 1999	San Diego area
November 11-12, 1999	Palm Springs

QUARTERLY CALENDAR OF UPCOMING EVENTS

December 1, 1998	Training Workshop for new Literacy Coordinators (Regional Resource Center, Baldwin Park Adult School)
January 6, 1999	Library of California Regulations Workshop, Chico
January 7, 1999	Training Workshop for new Literacy Coordinators (Northern California Literacy Resource Center, Willows)
January 8, 1999	Library of California Regulations Workshop, Fresno
January 11, 1999	Library of California Regulations Workshop, Temecula
January 14, 1999	Library of California Regulations Workshop, Pasadena
January 15, 1999	Library of California Regulations Workshop, Oakland
January 18-31, 1999	3rd 1998/99 Direct Loan sample period
March 1-14, 1999	4th 1998/99 Direct Loan sample period

QUARTERLY CALENDAR OF UPCOMING DEADLINES

November 16, 1998	2nd 1998/99 Direct Loan sample data due at California State Library
January 15, 1999	2nd Quarter ILL Claim due at California State Library
January 15, 1999	Letters of Intent to pursue initial applications for California Library Literacy Service funding due at California State Library
January 30, 1998	2nd Quarter California Library Literacy Service reports due at California State Library
February 15, 1999	3rd 1998/99 Direct Loan sample data due at the California State Library
February 15, 1999	Families for Literacy Mid-Year Report due at California State Library
March 29, 1999	4th 1998/99 Direct Loan sample data due at California State Library



CALIFORNIA STATE LIBRARY NEWS

November 30, 1998

San Diego attorney elected president of state library board

SACRAMENTO. . . James R. Dawe of San Diego has been elected president of the Library of California board for 1999.

The board administers the distribution of library funds in California. Dawe was first appointed to the board by Gov. Pete Wilson in June 1994. He has previously served as vice president of the 13-member board.

The newly elected vice president of the board is Victoria F. Fong on Tiburon, also an appointee of Governor Wilson.

Stepping down as president of the board is John Kallenberg, the librarian of the Fresno County Free Library.

Dawe is a partner in the law firm of Seltzer Chaplain Wilkins and McMahon in San Diego. He is a past chair of the Urban Libraries Council and the San Diego Board of Library Commissioners. He is the founding chair of the San Diego Public Library Foundation and a past chair of the Downtown San Diego Partnership.

Fong has served on the Marin County Free Library Commission since 1992 and as its president in 1994-96. She previously was special librarian with the Foundation Center, a non-

profit special library in San Francisco.

The Library of California became law in September of this year, when Governor Wilson signed Senate Bill 409, which appropriated \$5 million to begin work on a statewide network of public and private libraries.

Munson,
Cronick &
Associates
CERTIFIED PUBLIC ACCOUNTANTS

December, 1998

Dear Placentia Library District:

At 12:00:01 a.m. on January 1, 2000, tens of thousands of business computer systems will begin to deliver wrong answers on date calculations or simply shut down. Failure to address this issue now may cause your company to be one of the Year 2000 (Y2K) casualties. We recommend that you address the Y2K issue and your information systems immediately.

Directors, management, business owners, and partners who do not deal with the problem adequately may find their companies in very difficult circumstances after the Y2K. If the company is in weak financial condition, the amount of money it will cost simply to allow the systems and computers to work could cause the company to collapse.

Below are some sample questions, which are not all inclusive, which you should ask in order to better assess and understand the potential Y2K risks to your company:

1. Has the Board gotten adequately involved in the problem?
2. Is the problem "material" such that it must be disclosed in the financial statements?
3. Are your internal systems Y2K compliant? (e.g., hardware, accounting/billing software, payroll inventory system, etc.)
4. Do all your vendors/third party administrators/banks, etc. operate Y2K compliant systems? If not, how far along is that company in the process, and how will their lack of technical progress impact your firm?
5. Have you considered the impact of the Y2K on your environmental systems and other general systems (e.g., security and alarm systems, elevators, heating, ventilation, and air conditioning units, telephones and FAX machines)?
6. Have you allocated sufficient financial and staffing resources to the Y2K efforts?
7. Do you have a plan to maximize collections in case of bankruptcy or cash flow interruption from vendors/clients/etc.?
8. Have you investigated whether or not you have right of recovery against any party for your Y2K costs?
9. Has an officer been assigned overall responsibility for managing all Y2K planning and issues?

Given the multitude of computer programming languages in use and the variety of business uses for date fields, computer experts have advised that no single "silver bullet" exists to correct the Y2K problem. In fact, over 40 vendors currently market in excess of 100 software tools to correct the problem. The Internet site <http://www.mstnet.com/year2000> has information about the *Y2K Resource Book* that was published by Management Support Technology. The book profiles most of these vendors and their products.

Any company can become Y2K compliant by starting corrective action soon enough and devoting sufficient resources to the effort. We recommend immediate commencement of corrective action in order to allow enough time to complete the requisite reprogramming and testing. You may face unexpected technical delays as you discover that portions of your old "legacy" mainframe software have no source code documentation and the original programmers have died, retired or are otherwise no longer accessible. You may also face delays due to legal difficulties.

Locate and review the license agreements and long-term maintenance agreements relating to all third-party licensed software. You will then be able to identify the appropriate vendor to contact to request information about the availability of Y2K upgrades. You may want to search various computer databases such as Lexis-Nexis in order to determine the correct current vendor and product name. The failure to request, in writing, that a vendor make its software Y2K compliant at its own cost under the long-term maintenance agreement may constitute a waiver of your right later to seek reimbursement for the costs incurred in making the changes.

Computer experts have long known of the Y2K problem from a technical point of view. The legal issues surrounding the Y2K problem also merit serious attention. Failure to address the legal issues can lead to a) delays resulting from vendor lawsuits, b) loss of claims against vendors who otherwise might be required to pay for Y2K corrective costs, c) legal liabilities for the company and d) personal monetary liability for the company's officers and directors.

We recommend, therefore, that any company facing a serious Y2K problem involve its general counsel and/or outside counsel and computer experts in the preparation, review and implementation of the company's Y2K corrective plan. The company's key officers and its board of directors should formally review and approve the final Y2K plan.

The above discussion was only intended to summarize some of the potential Y2K issues and procedures. It was not tailored to your particular business or your particular software. To properly plan for the Y2K, we recommend that you retain a qualified expert to help you assess your needs, evaluate your risk, and develop a plan for addressing your Y2K problems. While our firm does not have the expertise to provide Y2K consulting, we did want to take this opportunity to make you aware of some of the issues surrounding the Y2K problem.

To ignore the problem is to risk an unfavorable beginning to the millennium.

Sincerely,

MUNSON, CRONICK & ASSOCIATES
Certified Public Accountants

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: **Review Library Revenue Issues and continue the discussion of the feasibility of Library Parcel Tax ballot issue.**
DATE: December 15, 1998

BACKGROUND:

Library Revenue Issues

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

1. Property Tax
No information to report.
2. State Funds
No information to report.
3. Local Revenues

The Passport Acceptance Agency fees have started to be deposited in the General Fund. A line item in the General Ledger will track the amount received each month beginning with the report for December. The bank card equipment has arrived and is now available for use.

Parcel Tax Election Considerations

No information to report.

RECOMMENDATIONS:

1. Give direction for future action

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Proposal to Establish Library Board Position as Community Representative
DATE: August 18, 1998

BACKGROUND:

At the Library Board Meeting on July 21, 1998, Trustee Stark requested that the establishment of Library Board position of Community Representative be placed on the August Agenda for Board discussion.

At its Meeting on August 18, 1998 the Library Board deferred discussion of this item until the December 15, 1998 Meeting.


RECOMMENDATION:

Determine whether to establish the Board position of Community Representative



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Discussion of the causes of the decline in Circulation and the potential remedies

DATE: December 15, 1998

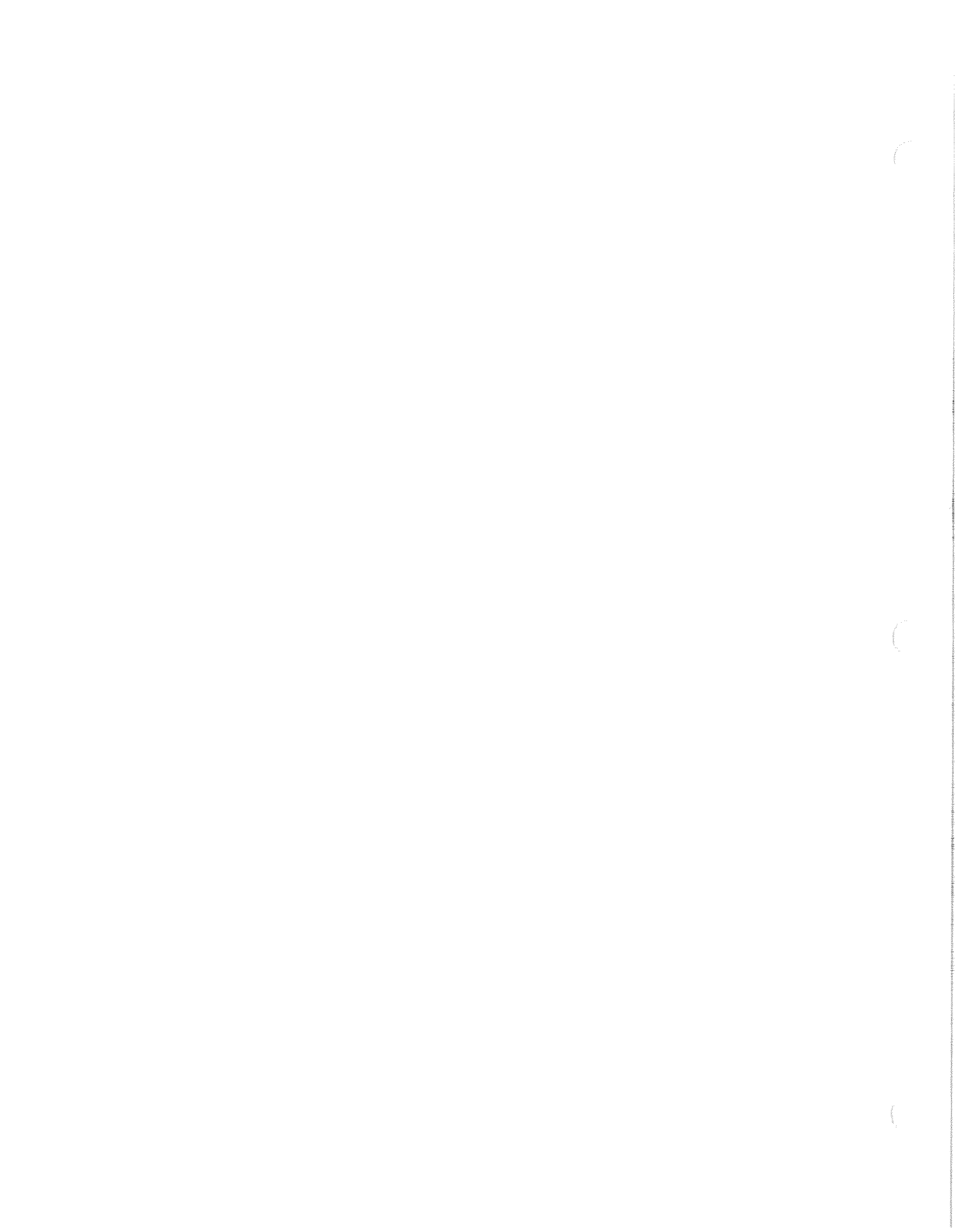
BACKGROUND

At the Library Board Meeting on November 17, 1998, Trustee Shkoler requested that the Board discuss the decline in Circulation and identify potential remedies.

The staff report for this item will be presented at the Board Meeting.

RECOMMENDATION

Give direction for future action.

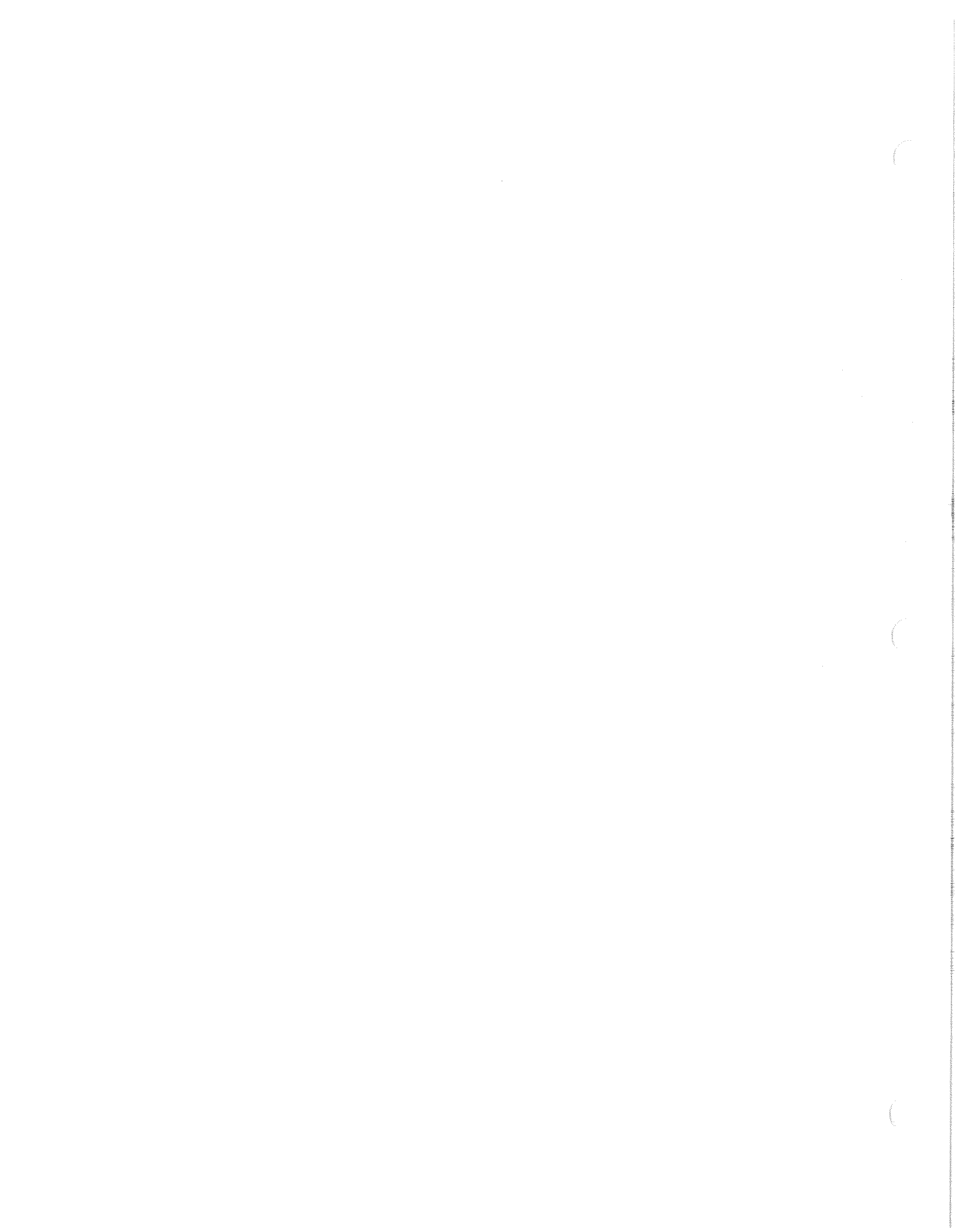


Placentia Library District
 Circulation Summary Statistics
 December 15, 1998

	Total Public Hours	Staff in FTE	Total Circulation	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	296,787		
1991-92	3,209	23.50	387,269		
1992-93	3,199	21.00	335,011		
1993-94	2,208	14.75	275,430	-17.78%	-17.78%
1994-95	2,208	16.10	240,879	-28.10%	-12.54%
1995-96	2,200	15.95	249,903	-25.40%	3.75%
1996-97	2,043	12.50	215,230	-35.75%	-13.87%
1997-98	1,912	12.50	189,919	-43.31%	-11.76%

	Total Public Hours	Staff in FTE	Circulation per FTE	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	12,629		
1991-92	3,209	23.50	16,480		
1992-93	3,199	21.00	15,953		
1993-94	2,208	14.75	18,673	17.05%	17.05%
1994-95	2,208	16.10	14,961	-6.22%	-19.88%
1995-96	2,200	15.95	15,668	-1.79%	4.72%
1996-97	2,043	12.50	17,218	7.93%	9.90%
1997-98	1,912	12.50	15,194	-4.76%	-11.76%

	Total Public Hours	Staff in FTE	Circulation per Hour	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	93		
1991-92	3,209	23.50	121		
1992-93	3,199	21.00	105		
1993-94	2,208	14.75	125	19.12%	19.12%
1994-95	2,208	16.10	109	4.17%	-12.54%
1995-96	2,200	15.95	114	8.47%	4.12%
1996-97	2,043	12.50	105	0.60%	-7.26%
1997-98	1,912	12.50	99	-5.15%	-5.71%

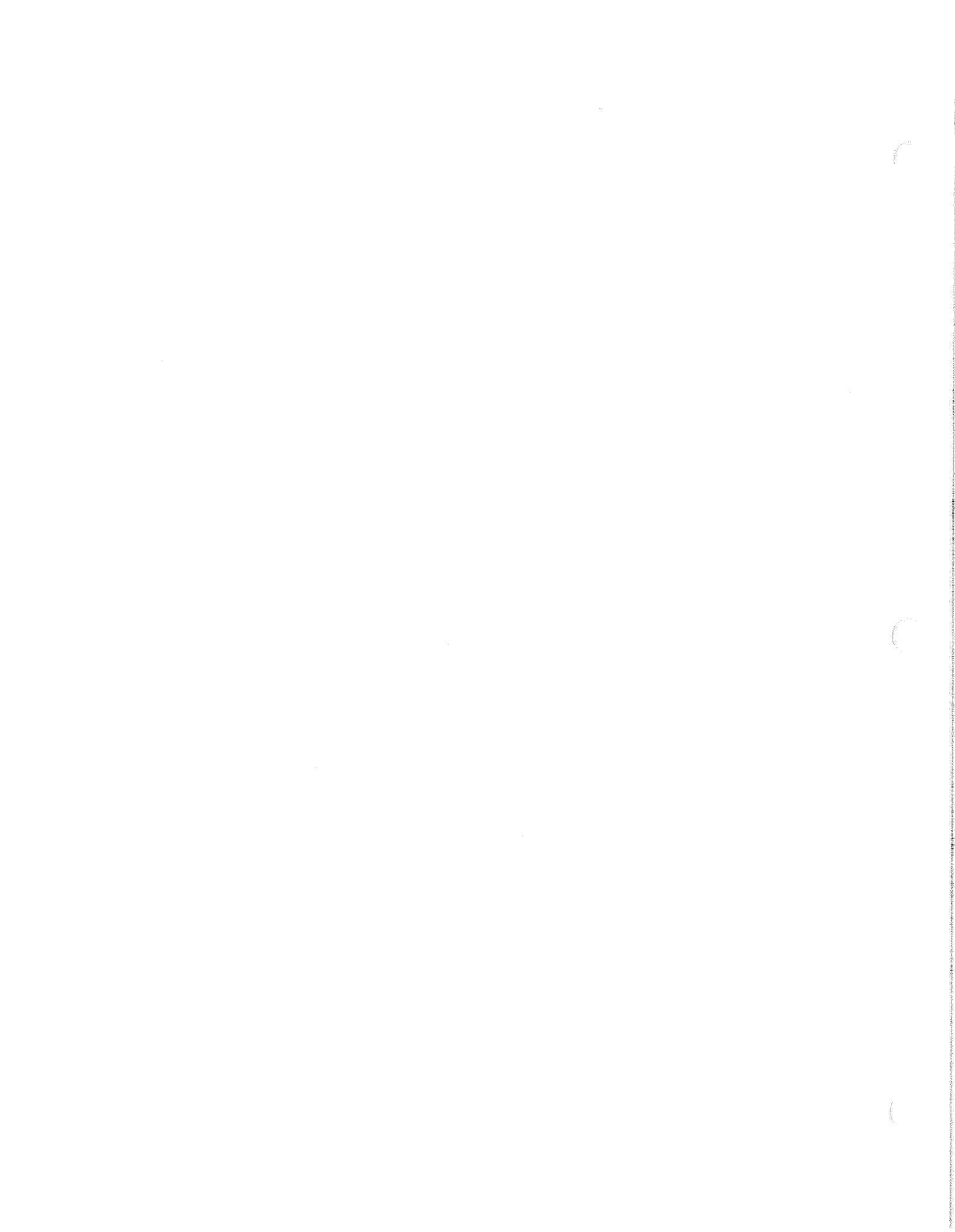


Placentia Library District
 Attendance Summary Statistics
 December 15, 1998

	Total Public Hours	Staff in FTE	Total Attendance	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	237,918		
1991-92	3,209	23.50	295,090		
1992-93	3,199	21.00	302,392		
1993-94	2,208	14.75	387,439	28.12%	28.12%
1994-95	2,208	16.10	312,625	3.38%	-19.31%
1995-96	2,200	15.95	369,895	22.32%	18.32%
1996-97	2,043	12.50	350,895	16.04%	-5.14%
1997-98	1,912	12.50	317,386	4.96%	-9.55%

	Total Public Hours	Staff in FTE	Attendance per FTE	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	10,124		
1991-92	3,209	23.50	12,557		
1992-93	3,199	21.00	14,400		
1993-94	2,208	14.75	26,267	82.41%	82.41%
1994-95	2,208	16.10	19,418	34.85%	-26.08%
1995-96	2,200	15.95	23,191	61.05%	19.43%
1996-97	2,043	12.50	28,072	94.95%	21.05%
1997-98	1,912	12.50	25,391	76.33%	-9.55%

	Total Public Hours	Staff in FTE	Attendance per Hour	% Change Since FY1992-93	% Change From Previous Year
1990-91	3,186	23.50	75		
1991-92	3,209	23.50	92		
1992-93	3,199	21.00	95		
1993-94	2,208	14.75	175	85.63%	85.63%
1994-95	2,208	16.10	142	49.79%	-19.31%
1995-96	2,200	15.95	168	77.87%	18.75%
1996-97	2,043	12.50	172	81.70%	2.15%
1997-98	1,912	12.50	166	75.61%	-3.35%



Placentia Library District
 Strategic Plan Statistics
 December 15, 1998

	Total Public Hours	Staff in FTE	Bks Added Cataloged	Attendance		Total Circulation	Circulation		Circulation per Hour	ILLs Sent	ILLs Borrowed
				per FTE	per Hour		per FTE	per Hour			
1990-91	3,186	23.50	6,738	10,124	74.7	296,787	12,629	93.2	3,883	3,415	
1991-92	3,209	23.50	6,018	12,557	92.0	387,269	16,480	120.7	2,765	3,332	
1992-93	3,199	21.00	5,980	14,400	94.5	335,011	15,953	104.7	3,803	3,638	
1993-94	2,208	14.75	3,982	26,267	175.5	275,430	18,673	124.7	2,812	3,298	
1994-95	2,208	16.10	2,147	19,418	141.6	240,879	14,961	109.1	2,570	3,231	
1995-96	2,200	15.95	4,923	369,895	168.1	249,903	15,668	113.6	2,491	3,276	
1996-97	2,043	12.50	3,837	350,895	28,072	215,230	17,218	105.3	2,690	2,942	
1997-98	1,912	12.50	5,143	317,386	25,391	189,919	15,194	99.3	2,932	2,576	



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Discussion of the uses of volunteer statistics collected by the District
DATE: December 15, 1998

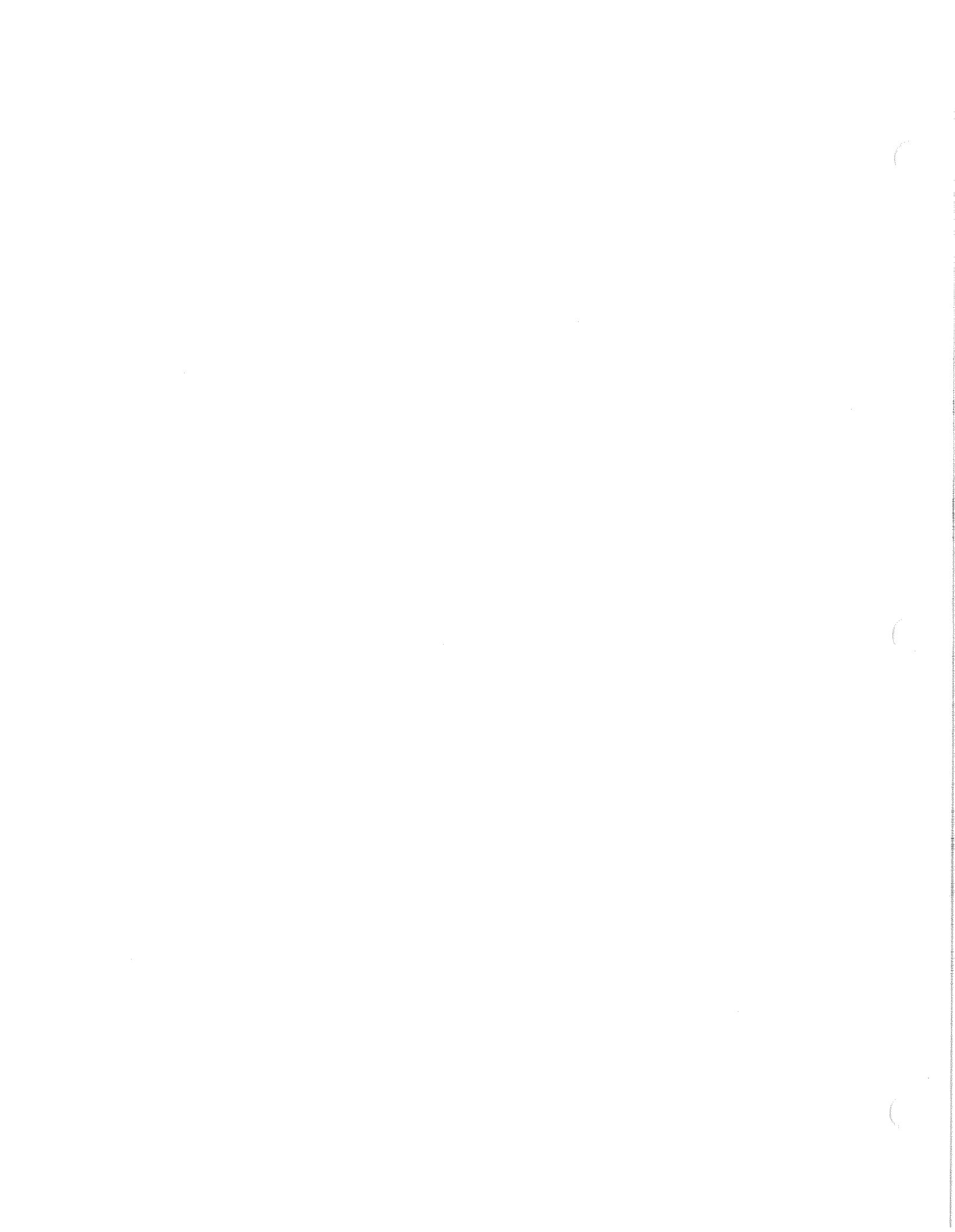
BACKGROUND

Trustee Stark requested that the Board have an opportunity to discuss the organizations to whom Placentia Library District reports its volunteer statistics and whether different procedures need to be established for collecting volunteer statistics.

Volunteer Coordinator Cheryl Willauer has provided a list of agencies who request volunteer statistical information from Placentia Library District.

RECOMMENDATION

Give direction for future action.



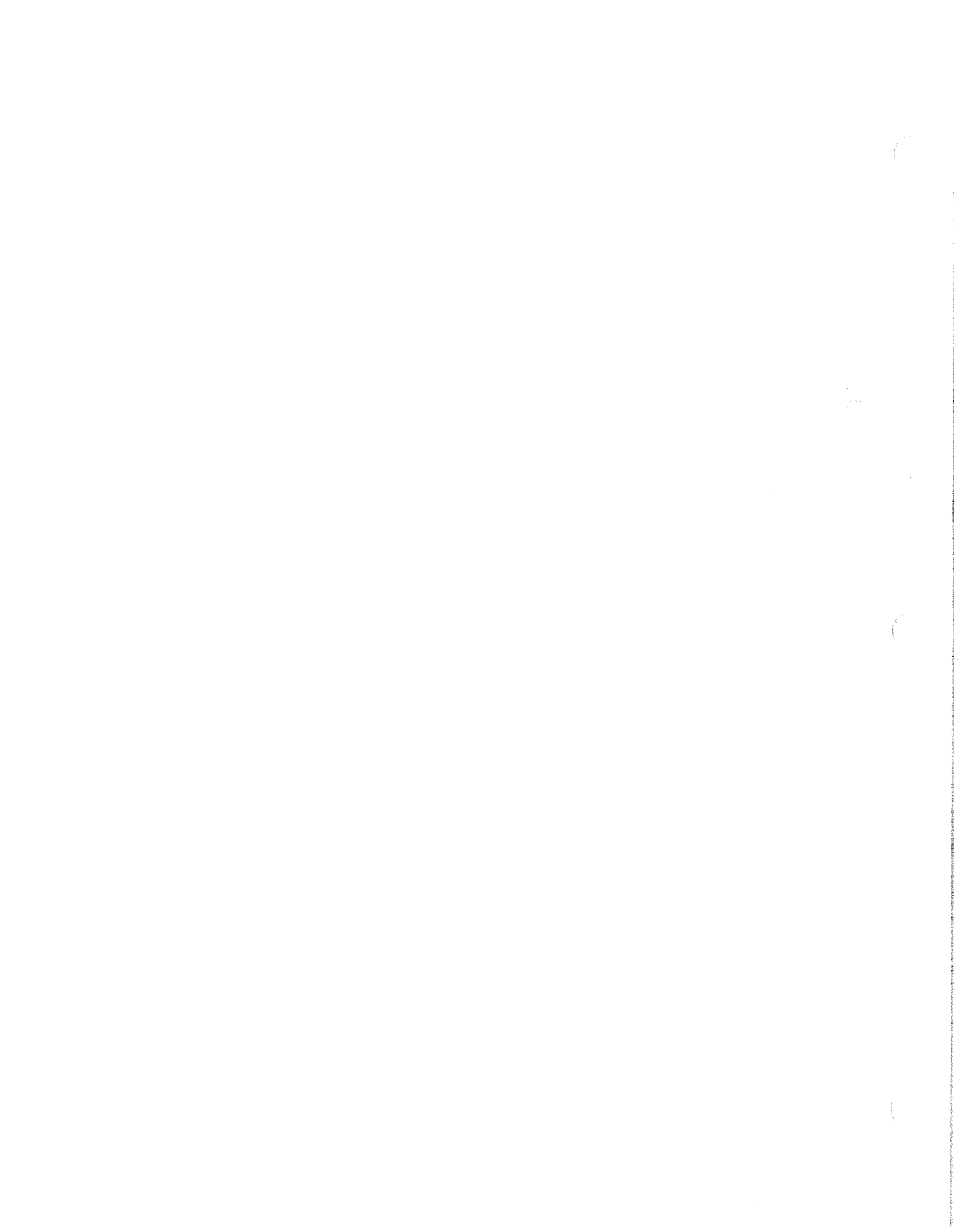
TO: Elizabeth Minter, Library Director

FROM: ^{cw} Cheryl Willauer, Library Assistant

DATE: December 15, 1998

SUBJECT: Uses of Volunteer Statistics

1. Yearly Report to State Library
2. Computation of Workman's Compensation
3. Verification of hours for Students and Court Referrals
4. Annual Volunteer Recognition
5. Recommendations for Employment or College



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: **Travel/training authorization for Library Trustee Gaeten Wood and Administrative Assistant Wendy Goodson to attend the two-day CSDA basic training seminar on "Practicalities of District Management and Governance" on February 4-5, 1999 in Palm Springs, at a cost of \$150 apiece plus travel, room and meals**

DATE: December 15, 1998

BACKGROUND

Attachment A is the preliminary announcement for "Practicalities of District Management and Governance," a two-day workshop for new Trustees and Staff presented by the California Special District's Association.

The information for hotel rates has not yet been received. The location for Southern California is the Palm Springs Riviera Resort & Racquet Club.

Conference registration is \$150 and includes lunch.

Attachment B announces that CSDA will also be sponsoring a one-day workshop entitled, "Effective District Governance". The Orange County date is March 10, 1999. The cost will be \$85 per person.

RECOMMENDATION

Approve attendance and payment of registration and travel costs for Library Trustee Gaeten Wood and Administrative Assistant Wendy Goodson to attend the two-day CSDA basic training seminar on "Practicalities of District Management and Governance" on February 4-5, 1999 in Palm Springs, at a cost of \$150 apiece plus travel, room and meals.



"PRACTICALITIES OF DISTRICT MANAGEMENT AND GOVERNANCE" TO BE OFFERED IN 1999

At its recent planning workshop, the California Special Districts Association (CSDA) Board of Directors put some finishing touches on the 1999 training schedule and added two sessions of "Practicalities of District Management and Governance."

CSDA's most popular education series, the day and a half workshop is great for new-elected officials, veteran directors/trustees and special district management staff.

Topics addressed in the session include:

- Board governance/policy
- Board/manager relations
- Employee/manager performance evaluations
- Brown Act
- Conflict of Interest
- Director/Trustee Liability
- Strategic Planning

The sessions will be offered in one northern and one southern location (in January and February 1999). Dates will be finalized as quickly as possible. The cost for the session is \$160 for members and \$200 for non-members. Registration includes morning beverages, one lunch and all materials.

CSDA will also be offering its new regional workshops entitled, "Effective Special District Governance: Essential Skills, Knowledge and Resources for Today's Leaders." These one-day sessions are tentatively scheduled for the following locations: Bakersfield, Ukiah, San Luis Obispo, and Redding in February and March 1999. CSDA is hosting the four "workshops on wheels" to assist districts in these areas access training without incurring additional travel expenses. Most topics included in the Practicalities workshops will be covered in the regional daylong sessions. Cost for these sessions is \$85 for members and \$125 for non-members (incs. light lunch and handouts).

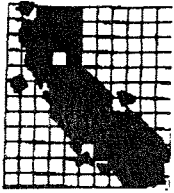
**PLEASE CONTACT CSDA IF YOU HAVE ANY FURTHER QUESTIONS.
ADDITIONAL INFORMATION ON DATES AND LOCATIONS WILL BE RELEASED
AS SOON AS IT IS AVAILABLE.**

Thank you for participating in CSDA's training programs. CSDA is committed to offering high-quality, low cost training sessions to California's special districts.



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CSDA "Won't Want to Miss" Training Opportunities in 1999

The California Special Districts Association (CSDA) is offering two unique educational training opportunities for newly-elected or appointed governing officials of special districts, veteran officials and managerial staff.

Practicalities of District Management and Governance

CSDA's "tried and true" day and a half workshop for special district officials (newly elected/appointed or veterans). Presented by Michael Glaze, this is a comprehensive educational training workshop designed to provide a basic foundation for understanding, not only the general responsibilities of governing officials, but also techniques for improving personnel and finance management. The intensive seminar will also assist staff and directors in developing sound district policy and effective constituent relations.

January 14-15, 1999 - Delta King Hotel in Sacramento - (916) 444-5464

February 4-5, 1999 - Palm Springs Riveria Resort & Racquet Club - (760) 327-8311

Cost is \$150 for CSDA members and \$190 for non-CSDA members. Registration materials will be in the mail by mid-December. To ensure hotel accommodations call immediately!

Something new!

In response to a demand for more localized workshops in other areas of California, CSDA will be offering a series of one-day sessions entitled, "Effective Special District Governance: Essential Skills, Knowledge and Resources for Today's Leaders." Although not as detailed as the Practicalities workshops, the one-day sessions will offer a strong program including: Brown Act, Conflicts of Interest, Director Liability, Constituent Relations, Board-Staff Relations, LAFCO, Intergovernmental Relations, and Policy Development. The goal of these workshops is to allow district representatives who face travel and budget challenges an opportunity to receive high-quality and up-to-date information essential to operating a district in today's environment. A panel of experts will be traveling to each location for the presentation. The following dates and locations are tentative but can be used to "mark your calendar" in 1999.

February 24, 1999	Bakersfield
February 25, 1999	San Luis Obispo
<u>March 10, 1999</u>	Orange County
March 18, 1999	North Coast (Ukiah Area)
April 6, 1999	Redding


FINAL DATES AND LOCATIONS WILL BE PUBLISHED AS SOON AS AVAILABLE. The cost for these one-day sessions is \$85 for CSDA members, \$125 for non-CSDA members.

****The Association is striving to offer educational opportunities to all special districts regardless of budget and location. Please make arrangements to send members of your managerial staff and governing board to one of the many workshops offered in 1999. Please contact CSDA at (916) 442-7887 if you have questions.****

100
100

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Authorization of signatures for District accounts at Sanwa Bank, Bank of California, Bank of America and the Orange County Auditor

DATE: December 15, 1998

BACKGROUND

Bank and Orange County Auditor signature authorizations need to be updated for all accounts in order to reflect the changes in Board membership.

RECOMMENDATION

1. Read Resolution 98-8 by Title only.
2. Adopt Resolution 98-8.

RESOLUTION 98-8

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO GRANT SIGNATURE AUTHORITY
TO LIBRARY TRUSTEES, THE LIBRARY DIRECTOR AND DESIGNATED STAFF
WITH THE ORANGE COUNTY AUDITOR, SANWA BANK CALIFORNIA,
BANK OF AMERICA, AND CALIFORNIA STATE BANK

WHEREAS, the Placentia Library District of Orange County is governed by the California Education Code, Section 19658, which states: *"The revenue derived from the [property] tax, together with all money acquired by gift, devise, bequest, or otherwise, for the purposes of the library, shall be paid into the county treasury, to the credit of the library fund of the district in which the tax is collected, subject only to the order of the library trustees of the district.. If payment into the treasury is inconsistent with the terms or conditions of any gift, devise, or bequest, the board of library trustees shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise or bequest."*; and

WHEREAS, the Placentia Library District of Orange County has established petty cash accounts for its General Fund, County Exempt Fund and Literacy Gift Fund at Sanwa Bank California; and

WHEREAS, the Placentia Library District of Orange County has established a payroll account at Bank of America; and

WHEREAS, the Placentia Library District of Orange County has established an emergency payroll account at California State Bank; now

THEREFORE BE IT RESOLVED, that the Board of Trustees of Placentia Library District of Orange County authorizes any three of the Library Board of Trustees may sign any authorization for any transaction of District funds on deposit with the Orange County Treasurer; and

BE IT FURTHER RESOLVED, that the Library Director has the authority to designate Staff and/or Trustees to pick-up checks or other materials from the Office of the Orange County Auditor or Orange County Treasurer; and

BE IT FURTHER RESOLVED, that any Trustee or the Library Director may sign any check up to \$150.00, and that any two Trustees, or one Trustee and the Library Director, may sign any check over \$150.00 for accounts 2657-00860, 0937-19337, 0933-19339, 2658-00932, and 0935-19338 at Sanwa Bank California; and

BE IT FURTHER RESOLVED, that any Trustee or the Library Director may sign any check up to \$150.00, and that any two Trustees, or one Trustee and the Library Director, may sign any check over \$150.00, and authorize any other transactions, for account 07605-80156 at Bank of California; and

Placentia Library District of Orange County Resolution 98-8, December 15, 1998, Page 2.

BE IT FURTHER RESOLVED, that ^{and} ~~and~~ two Trustees, or any Trustee and the Library Director, may authorize any transactions for accounts 007001118, 174445017, 174445018, 174445019, 174445020, 174445021, 174445022, and 174445055 at California State Bank.

AYE: TRUSTEES: ~~Dinsmore~~, Masters, Shkoler, Stark, Wood

NO: TRUSTEES:

ABSTAIN: TRUSTEES:

ABSENT: TRUSTEES: *Dinsmore*

State of California)
) ss.
County of Orange)

I, [name to be inserted], Secretary of the Board of Trustees of Placentia Library District of Orange County, hereby certify that the above and foregoing Resolution as duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the fifteenth day of December 1998.


IN WITNESS THEREOF, I have hereunto set my hand and seal this fifteenth day of December, 1998.

Pat Neal,

[name to be inserted], Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: **Response to notice from the Local Agency Formation Commission (LAFCO) of Orange County notifying the District that the Independent Special Districts Selection Committee will meet to select a special district representative, and perhaps also an alternate, to LAFCO**

DATE: December 15, 1998

BACKGROUND

Attachment A is the notice from LAFCO Orange County that a vacancy has occurred for a regular special district member seat on LAFCO.

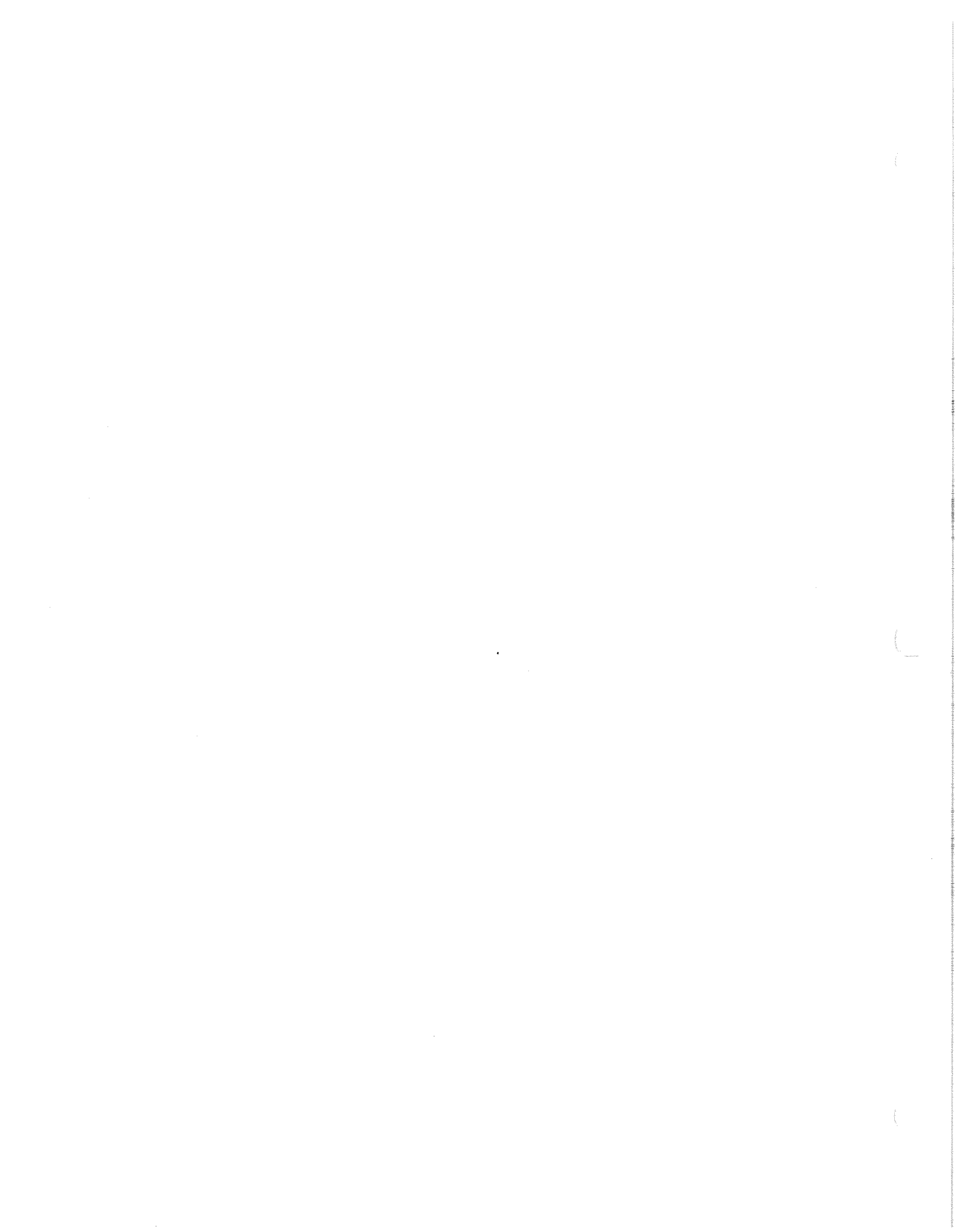
The Selection Committee will meet at 12:30 P.M., Thursday, January 14, 1999.

Nominations for regular and alternate members will be accepted until 5:00 P.M., Monday, January 4, 1999.

Attachment B is the notice of the Independent Special Districts of Orange County (ISDOC) Quarterly Meeting (and LAFCO election) to be held on Thursday, January 14, 1999 at 11:30 A.M. at the Municipal Water District Office in Fountain Valley.

RECOMMENDATION

1. Determine whether to submit a nomination.
2. Determine who will attend the meeting to cast the District's vote



LAFCO

Orange County

Local Agency

CHAIR
RANDAL J. DRESSETTE
COUNCILMAN
CITY OF LAGUNA HILLS

VICE-CHAIR
CHARLES V. SMITH
SUPERVISOR
FIRST DISTRICT

SUSAN WILSON
REPRESENTATIVE OF
GENERAL PUBLIC

PETER HERZOG
MAYOR
CITY OF LAKE FOREST

JOHN B. WITHERS
DIRECTOR
IRVINE RANCH WATER
DISTRICT

WILLIAM G. STEINER
SUPERVISOR
FOURTH DISTRICT

ROBERT J. HUNTLEY
DIRECTOR
MUNICIPAL WATER
DISTRICT OF
ORANGE COUNTY

ALTERNATE
RHONDA McCUNE
REPRESENTATIVE OF
GENERAL PUBLIC

ALTERNATE
TOM HARMAN
COUNCILMAN
CITY OF HUNTINGTON
BEACH

ALTERNATE
BILL GOODWIN
DIRECTOR
LOS ALISOS
WATER DISTRICT

ALTERNATE
TODD SPITZER
SUPERVISOR
THIRD DISTRICT

DANA M. SMITH
EXECUTIVE OFFICER

December 10, 1998

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

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

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

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

January 14, 1998 at 12:30 p.m.

at

MWDOC (Board hearing room)

10500 Ellis Avenue, Fountain Valley

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.

Nominations will be accepted beginning Monday, December 14, 1998 and ending at 5:00pm on Monday, January 4, 1999. 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:

- 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; or 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 12:30pm 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 *(Should be the presiding officer or a designated alternate member of board)*

NAME:

SIGNATURE:

Date

TITLE:

DISTRICT:

DUE IN LAFCO OFFICE BY 5:00 P.M. ON JANUARY 4, 1999





Costa Mesa Sanitary D

Phone

(714) 754-5043

December 14, 1998

Fax

(714) 432-1436

TO: ISDOC Members

FROM: Arlene Schafer
Costa Mesa Sanitary District
Board of Directors

RE: January 14, 1999 ISDOC Quarterly Meeting and Election
of ISDOC Board Members and Election of a LAFCO
Commissioner

Mailing Address

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

I have been reelected to another term as a Director of the Costa Mesa Sanitary District, and I am requesting your support in two different elections.

The Nominating Committee of ISDOC is backing me for 3rd Vice President of ISDOC. I would appreciate your support when the ISDOC Selection Committee votes on January 14, 1999.

Street Address

77 Fair Drive
Costa Mesa, CA
92626-6520

Additionally, there is an opening for a LAFCO Commissioner and I have been asked by quite a few people to throw in my hat. Once again, I am asking for your vote on January 14, 1999 when the Selection Committee elects a person from ISDOC for this seat.

The Costa Mesa Sanitary District Board endorses my candidacy for the ISDOC and LAFCO positions.

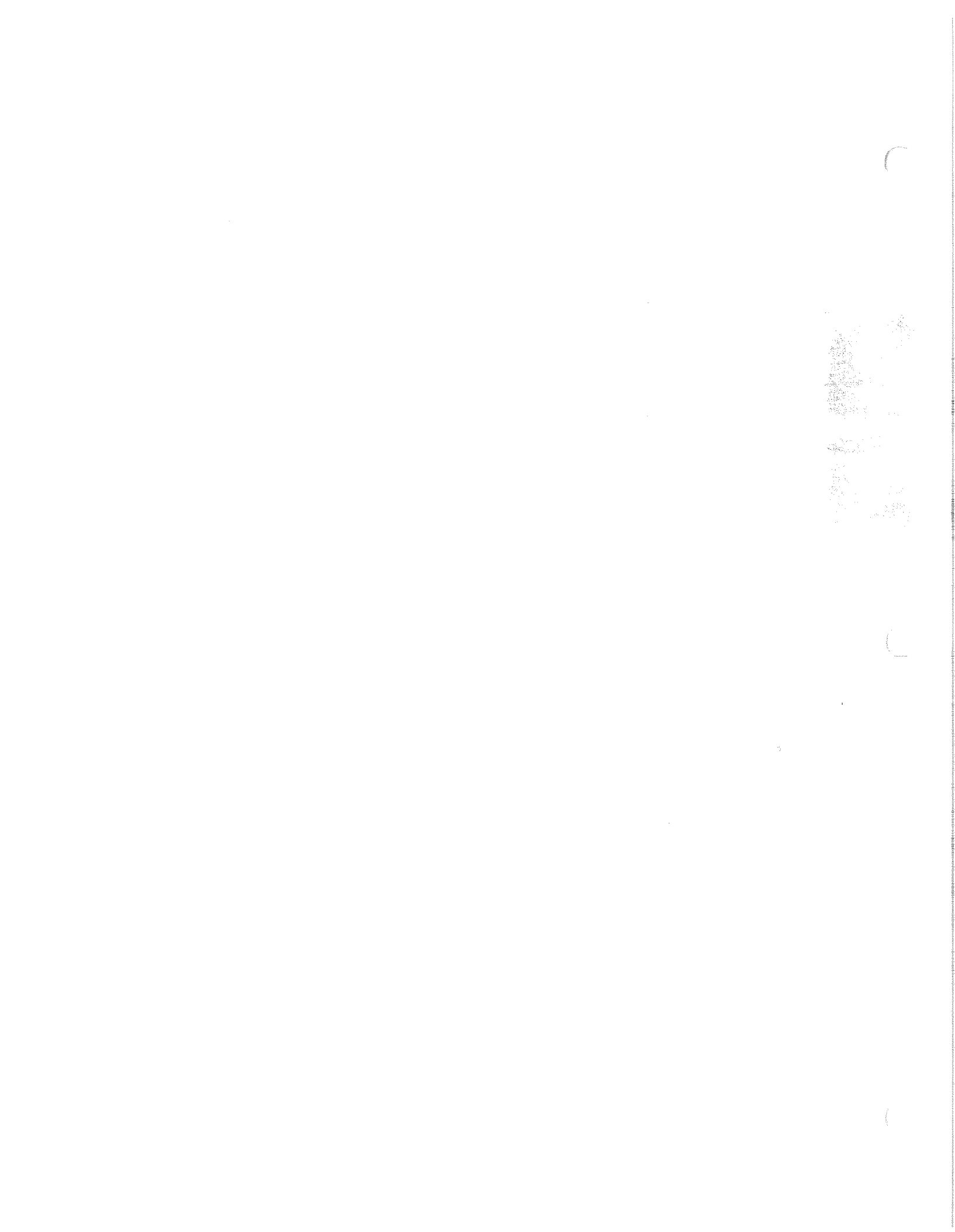
Thank you for your consideration

Sincerely,

Arlene Schafer

Board of Directors

- James Ferryman
- Arthur Perry
- Arlene Schafer
- Greg Woodside
- Dan Worthington



MARK YOUR CALENDAR!

**Independent
Special Districts of Orange County
QUARTERLY MEETING**

**Luncheon Meeting
Thursday, January 14, 1999**

11:30 A.M.

**MWDOC Headquarters
10500 Ellis Avenue
(Ellis & Ward)
Fountain Valley**

AGENDA:

Election of ISDOC Officers for 1999-2000

Election of LAFCO Representative

**Update from LAFCO Workshop -
"Do We Need to Change the LAFCO Process?"
by Dana Smith**

**Luncheon Charge - \$10.00
Checks payable to ISDOC
To confirm your reservation,
please mail your check to
Joan Finnegan by January 6, 1999
at 258 Sherwood Street,
Costa Mesa, Ca., 92627**



To: Elizabeth Minter, Library Director

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

Date: December 15, 1998

Subject: November Activities in the Children's Department

Programming- Programming continued through November. There were 6 storytimes and 3 lapsits with a total attendance of 125.

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits 2 years and under	3	28 children / 28 adults
3 - 6 year old storytimes (a.m.)	3	15 children / 11 adults
3 - 6 year old storytimes (p.m.)	3	30 children / 13 adults
TOTALS	9	73 children / 52 adults

School Out Reach- The PYLUSD School Librarian meeting for the month of November was held here at the Placentia Library. The librarians were given a packet with a variety of library materials that would be of interest to them. The children's librarian took part in a discussion on weeding. A tour of the children's department and a look at collection development materials completed the meeting.

School Visits- School visits have continued. Seven classes or private schools have visited the library. A total of 216 children participated in these visits. We also had one scout pack with 15 members come in for a tour of the children's department, and the Placentia History Room. The cannon ball and the old aerial maps of Placentia were big hits.

Camp Library- November 20th saw the 12th annual Camp Library. The event went smoothly, and the program "Bubblemania" was a big hit. Seventy parents and children attended the event; many were first timers to Camp Library. This year there were 3 teen volunteers who stayed the night to work the event. This helped a great deal with the set-up and the final clean-up.

Teen Volunteers- November saw the completion of the community service hours for several of the teen volunteers. Four teens completed a total of 160.5 hours. Three new volunteers have been scheduled to begin their volunteer hours in December.

Reading Incentive Programs- There are two incentive programs going on in Children's now that the Summer Reading Program is over. One program involves earning stamps for visiting the library. Each child who gets five out of seven possible stamps will earn a pencil and be entered in a prize drawing. The second incentive program involves reading a Placentia Library book and then writing a book review or drawing a picture about the book. Each child who turns in a book review and/or picture will earn a bentcil and be entered in a prize drawing. The book reviews and drawings will be put on temporary display on a bulletin board and will then be compiled into a 3-ring binder for permanent display. Twelve book reviews have been turned in to date, and the Bentcil prizes are a big hit. Children continue to collect stamps for the second incentive program.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: December 15, 1998
SUBJECT: **Publicity materials produced for November 1998**

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees
2. Library Hours
3. Apply for your passport at Placentia Library.
4. Literacy asking for volunteers to take the tutor training program
5. November Quotes
6. Find bargains at the Friends of Placentia Library bookstore
6. Access the Internet at the Library for free
8. Storytime and lapsit schedule for children
9. December Holiday Schedule
10. Afghan for sale at Circulation Desk
11. Bus Trip for children to Bower's Kidseum on Monday January 18.

Newspaper articles published:

1. Placentia Library approved as passport-application acceptance agency.
2. Friends of Placentia Library Directors meet first Monday of each month.
3. Understanding Living Trusts
4. Local 'Cybaries' Power Up

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News

Weekly NOV 26 1998

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register

Daily DEC 01 1998

pacific clippings

post office box 11789
santa ana, calif. 92711

Los Angeles Times

OC Edition

Daily

NOV 2 - 1998

THURSDAY
NOV.

5



KEYNOTE SPEAKER

Paul Pressler, president of Disneyland Resort, will be one of the speakers discussing the \$2-billion Anaheim and Disneyland Resort expansion at the meeting of the Urban Land Institute. Los Angeles and Orange County district councils. Registration begins at 7:30 a.m. at Team Disney Anaheim, 700 W. Ball Road. Cost is \$25 for members; \$40 for nonmembers. Christyne Buteyn, (310) 576-0903.

Friends of Placentia Library, 411 E. Chapman, Placentia, 528-1925. Ext. 269. Pat Irot, president. Meets 1st Monday of each month in the Conference Room of the library.

Personal Success in the 21st Century

Sponsor/Group: Society for Advancement of Management, Orange Coast chapter
Where: Wyndham Garden Hotel, 3350 Avenue of the Arts, Costa Mesa
Time: 6 p.m.

Admission: \$25 for members; \$30 for nonmembers
Information/Reservations: Cliff Doubek, (714) 637-3236, or Ray Mew, (714) 572-3650

Successful Planning for the Future

Sponsor/Group: Business Development Assn. of Orange County
Where: Wyndham Garden Hotel, 3350 Avenue of the Arts, Costa Mesa
Time: 11:30 a.m., luncheon

Admission: \$25 for members; \$40 for nonmembers
Information/Reservations: (714) 832-5741

How to Start Your Own Small Business (conducted in Spanish)

Sponsor/Group: Orange County Small Business Development Center
Where: 901 E. Santa Ana Blvd., Suite 101, Santa Ana
Time: 6:30 to 9:30 p.m.

Admission: \$20
Information/Reservations: (714) 564-5206

Marketing Basics

Sponsor/Group: Orange County Small Business Development Center
Where: 901 E. Santa Ana Blvd., Suite 101, Santa Ana
Time: 7 to 9 p.m.

Admission: \$20
Information/Reservations: (714) 564-5200

Entrepreneurship Is an Option

Sponsor/Group: Optical Society of Southern California
Where: Embassy Suites, 3100 E. Frontera St., Anaheim
Time: 6 p.m., dinner

Admission: \$20
Information/Reservations: Neil Nelson, (310) 812-2349

Understanding Living Trusts

Sponsor/Group: Attorney Scott A. Bourdelais
Where: Placentia Library, 411 E. Chapman Ave.
Time: 7:30 p.m.

Admission: Free
Information/Reservations: (714) 541-9569

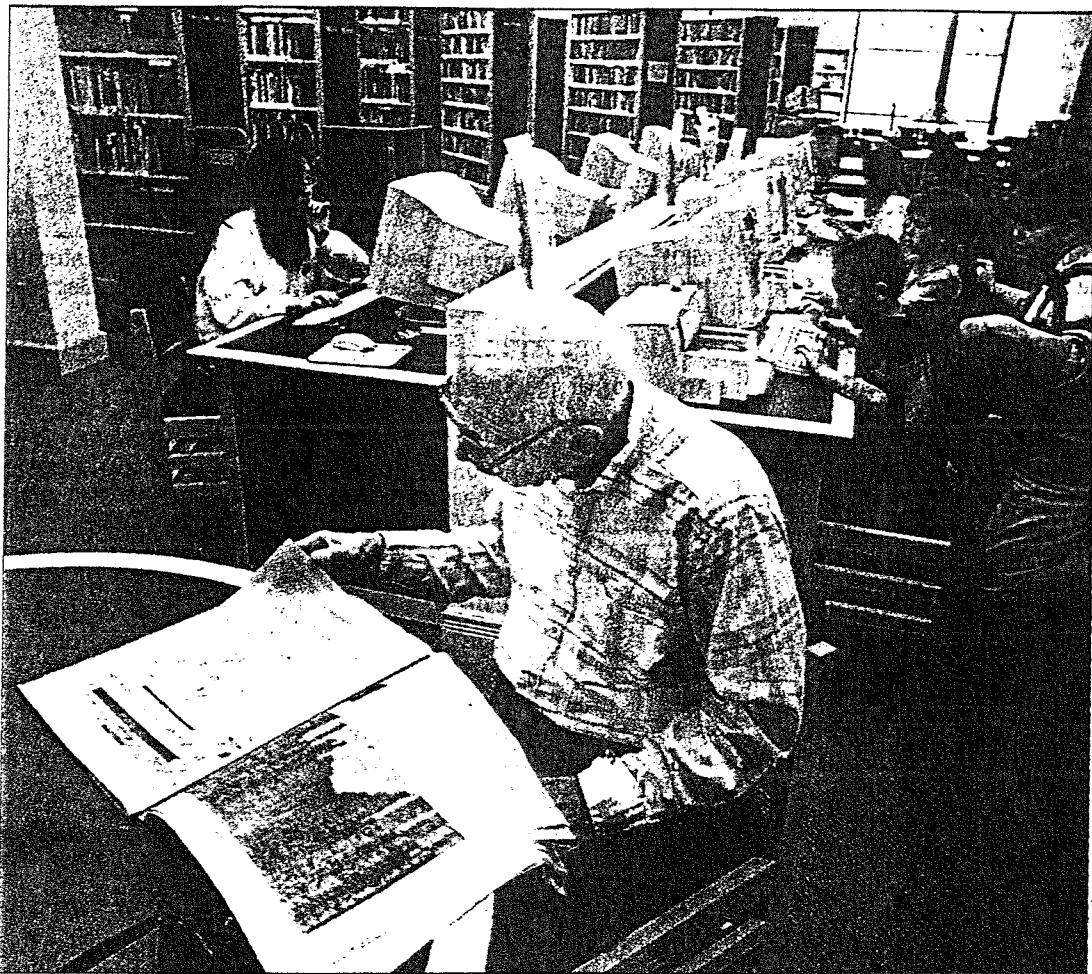
PLACENTIA 332

The Placentia Library has been approved by the U.S. State Department as a passport-application acceptance agency with the services starting at noon today. Individuals will be able to apply for passports until 8:30 p.m. Monday through Wednesday, from 10 a.m. to 5:30 p.m. on Thursdays and from 1 p.m. to 4:30 p.m. on Sundays. The income earned from this ser-

vice will be used to augment the libraries' book budget.

- Marcela Rojas
(714) 704-3704

332



MARK BOSTER / Los Angeles Times

Herbert Schultheis' "old technology" competes for space with computers at the Aliso Viejo Library.

Local 'Cybraries' Power Up

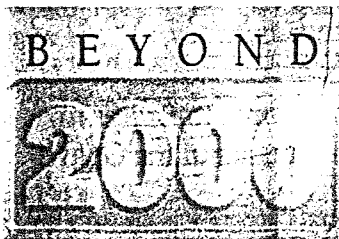
■ **Technology:** Bytes increasingly augment books as more facilities go online.

By DENNIS McLELLAN
TIMES STAFF WRITER

On the threshold of the 20th century, steel magnate Andrew Carnegie issued a challenge meant to bring knowledge to the masses: He would build and equip public libraries if local authorities donated the land and maintained them.

The Scottish-born philanthropist's millions created 1,650 "Carnegie" libraries across the prairies, deltas and farmlands of a still-youthful United States. Today, there are 16,000 public libraries across the nation, and on the cusp of the 21st century, another profound change is taking place.

Far from becoming musty museums for those quaint things known as books, the role of the library as society's repository of knowledge is taking a quantum leap: Nearly three-fourths have plugged into the Information Age, providing public



Orange County Libraries

access to the Internet and the chance to explore myriad data-banks and archives.

And libraries, more in demand than ever, are broadening their offerings, in the process becoming a sort of cultural crossroads, complete with interactive exhibits for children or coffee bars and restaurants, such as the one at Orange County's newest public library branch in Aliso Viejo.

"I've used the word 'apocalyptic' myself," Los Angeles City Librarian Susan Kent said of the transformation of one of America's most treasured public institutions.

Correspondingly, many experts—including California State Librarian Kevin Starr, who calls libraries "malls for the mind and the imagination"—see the role of librarians morphing into that of navigators on the frontiers of knowledge. Call them the ultimate search engines—or, perhaps the

Please see LIBRARY, A22

LIBRARY: A Computerization Boom

Continued from A1
best high-tech sobriquet yet, cyberarians.

The movement to hard-wire libraries and redefine their mission is not without detractors. Some fear that placing such emphasis on technology may backfire, and that librarians are too far ahead of their public—the “books vs. bytes” debate. And some librarians, concerned that children could view adult material, have taken the controversial step of installing filters to block access to certain Internet sites.

Still, Kent called this “the most exciting time for public libraries” in 30 years.

Consider:

- San Francisco’s \$140-million main library—both heralded and criticized as a high-tech model for the 21st century when it opened in 1996—has 220 computer workstations offering public access to library databases and the Internet.

- The new \$17-million main county library in Charleston, S.C., has two rooftop satellite dishes to receive university courses, a Web site that includes a “virtual” walking tour of the historic city, and 60 public computer terminals linked to the Internet.

- The California Legislature in September allocated \$5 million to begin linking all 8,000 public and private California libraries into a single, interactive resource. That would mean the electronic databases of every library would be instantly available to any library patron anywhere in the state, so that someone who couldn’t find a particular book in the Mission Viejo Library could find a copy in Eureka or at Stanford University within seconds and request its delivery.

“This is a quantum leap in librarianship and resource sharing,” Starr said of the \$66-million program, to be completed by 2010.

- Los Angeles voters Tuesday overwhelmingly approved a \$178.3-million bond measure for 32 projects to upgrade, renovate, expand or replace 32 branch libraries. This comes as an earlier \$53-million bond measure for 27 branch libraries is nearing completion.

- The Orange County Public Library system, after restoring staff and hours of operation, is building new facilities after years of post-Proposition 13 cutbacks. The newest branch opened in January in Aliso Viejo with just four computer terminals linked to the Internet, but also with state-of-the-art high-speed lines designed for expansion.

And as the new millennium approaches, Microsoft’s Bill Gates has emerged as the Digital Age philanthropist, offering \$200 million over five years to bring computers into libraries in poor areas of the United States and Canada.

“That’s as big an impact—if not more—than Carnegie had,” said Elizabeth Martinez, former head of the Los Angeles city and Orange County public libraries, who was executive director of the American Library Assn. when Gates’ project was developed.



Pages Cafe, next to the Aliso Viejo Library, offers patrons a relaxing atmosphere for reading.

To Library Patrons: Regular or Decaf?

Four years ago an espresso cart appeared in the lower patio of the Huntington Beach Central Library. It has become quite popular, fitting right in with the living room ambience of couches, chairs and tables.

“Caffeine and reading kind of go together,” Library Services Director Ron Hayden said. “People are used to a Starbucks being next to a Barnes & Noble.”

The Orange County library system took the idea a step further when it opened its Aliso Viejo branch in January. It included space for a coffeehouse next door, and in August, Pages Cafe opened, offering light breakfasts and lunches. But the main fare is really coffee.

Librarian Carin Sung approves.

“Our patrons can go to the atrium area, have a cup of coffee, look at the rolling hills and have a nice book in their hands. It’s wonderful.”

But Dave Hanna, the operator, says the cafe is struggling. There are still too few customers from outside the library.

“I’m asking the county for help, and the county can’t do it. People think we’re county-owned, but I invested my own dollars that I can never get back,” Hanna said.

“I’m a total guinea pig. I understand that now. We’re breaking some ground here. We’re the first cafe inside a county library. Hopefully, we won’t be the last.”

“Carnegie changed the physical landscape [of the public library] and made it accessible [to everyone], but Gates is making the 21st century available to low-income communities.”

Greater Sophistication Meets Rising Demand

Nationwide, demand for library services remains strong. A

recent Gallup Poll showed that 64% of adults own library cards and averaged seven visits to a library last year.

Of those, 81% borrowed books, 65% consulted a librarian, 61% used reference materials, 50% read newspapers or magazines, 32% borrowed records, CDs or videos, 17% connected to the Internet and 15% heard a speaker, saw a movie or attended a class or program.

About 6 million visits were paid

to Orange County Public Library branches last year, and nearly 6 million items were borrowed—up from about 4 million visits and about 4 million circulation items in 1994.

In the Los Angeles Public Library system, which serves 3.7 million people—the largest population base for any public library in the country—patronage continues to rise: Angelenos made 11 million visits and borrowed 12 million

books and other items in fiscal year 1997-98. That’s up from 10 million visits and 11 million circulation items in 1996-97.

Increasingly, voters are using the condition of their local library as the prism through which they evaluate whether they’re getting a return on their tax dollar, said Starr, the state librarian.

“You hear, ‘I pay my taxes, but the library is not open enough.’ Library service becomes the benchmark on quality of life.”

Accordingly, large and small communities across the nation are reinvesting in libraries as centers of learning, literacy and culture.

Main libraries also have been built or renovated in Sacramento, Denver, Phoenix, San Antonio and Portland, Ore., over the last five years. Voters also have approved new central libraries in Oklahoma City, Little Rock, Ark., and Rochester, N.Y.

In California, Starr said, “more than \$2.5 million a day is spent on public libraries. That hardly sounds like a dying enterprise. There are more than a billion square feet of documented library expansion needs in this state right now.”

A growing number have added public meeting rooms and auditoriums, or expanded their range of services—from children’s programs and author appearances to literacy classes and instruction on Internet and database research.

For example, a weekend Teen Comic Art and Animation Festival at Los Angeles Central Library drew a mostly teenage crowd of 10,000 last month.

Free public access to the Internet is unquestionably one of the hottest attractions. Demand is so great at computer-laden main branches in Los Angeles and San Francisco that people are re-

Please see LIBRARY, A23

LAUNCH POINT 2000

More information on today’s topic can be found on several Web sites:



The Library of Congress:

With an astonishing assortment of collections, the Library of Congress offers photos, video/sound clips and documents on topics ranging from baseball and Leonard Bernstein to the Dead Sea Scrolls, the Civil War and Sigmund Freud. Read current bills under consideration or detailed studies of 85 countries; search copyright records or the collections of libraries across the nation. <http://www.loc.gov/>



Duke University’s Rare Book, Manuscript and Special Collections Library:

Whether you’re interested in Ancient Egyptian papyrus, presidential campaign memorabilia or the women’s liberation movement, this online library offers a range of historic and cultural exhibitions. Special features include African American studies and the history of sales, marketing and advertising. <http://scriptorium.lib.duke.edu/>



Berkeley Digital Library SunSITE:

Aerial photography and Java tutorials are just a few of the resources available here. Useful research tools include extensive listings of online exhibitions and an ImageFinder that searches photo collections from around the world. <http://sunsite.berkeley.edu/>



Library Spot: Find all the references you need in one handy

location: phone books, maps, encyclopedias, statistics, newspapers, magazines and even medical, law and music libraries. Learn how to track stocks, land jobs, write term papers, research companies and trace your family history through special online guides. <http://www.libraryspot.com/>



Students enjoy research on Orange County Library’s computers.

Michael Meredith mixes low-tech and high-tech methods at the Central Library in Los Angeles to gather research for the novel he is writing.

LIBRARY: Computer-Savvy Professionals

Continued from A22

stricted to 30 minutes each during busy hours.

San Francisco City Librarian Regina Minudri said such demand for Internet access is "probably the biggest sea change in library service since we started automating in the late '60s."

Virtual Content, and More on the Way

Automation hit libraries in a big way in the 1970s, when cards slipped into sleeves in the back of books were replaced with electronic bar codes. The labor-intensive card catalog—an innovation in Carnegie's day, as were movable bookshelves, a central circulation desk and the Reader's Guide to Periodical Literature—began to go online about the same time.

Today, librarians are contemplating the mix of books and electronic databases they'll need in the 21st century, said Clifford Lynch, former director of library automation for the nine-campus University of California system and now executive director of the Washington, D.C.-based Coalition for Networked Information.

The advantages of electronic information are evident at the Los Angeles Public Library.

In a system dubbed the "Virtual Library," patrons at many branches can get access to the library's electronic card catalog and a decade of magazines and newspapers, as well as encyclopedias, dictionaries, biographical information and data on literature, business, health, science, the arts and trade.

"We like to say we have created the library without walls within the walls of the library," said Kent, adding that one of her goals is to make "this wealth of content" available at all neighborhood branches.

And more content will be coming online.

The Library of Congress' National Digital Library Program is expected to exceed its goal of 5 million digital items online.

About the Series

Beyond 2000 is a series of articles that explore how our lives will change in the next millennium. The series will continue every Monday through the end of 1998 as The Times Orange County examines what's in store for the county in such areas as transportation, education, growth and technology.

On The Internet

The Beyond 2000 series and an interactive discussion are available on the Times Orange County Edition's Web site at <http://www.timesoc.com/HOME/NEWS/ORANGE/beyond.htm>

Among the items: Matthew Brady Civil War photographs, film footage of San Francisco after the 1906 earthquake and audio of a 1920 campaign speech by Franklin Delano Roosevelt.

"Before, people would have to come to Washington and visit one of our reading rooms to have access to these materials," said Bob Zich, director of electronic programs.

Now many public libraries are digitizing their local history collections. For the last 18 months, the Los Angeles Central Library has been cataloging more than 2 million historic photographs, a few thousand of which are now available on the library's Web site.

"It's a preservation issue," Kent said.

Casting Librarians as High-Tech Guides

The public may need some coaching in how to use the libraries of the new millennium, which is where knowledge navigators come in.

In a 1996 survey, the Washington, D.C.-based Benton Foundation found that most Americans were concerned that technology would make reading outdated. And while librarians were liked and admired, survey respondents weren't sure librarians were equipped to teach them computer skills, said Susan Nall Bales, director of strategic communications.

To overcome this "disconnect," a recent foundation

who can provide "enlightened guidance" and build trust in technology.

And in poor communities, the chasm between computer haves and have-nots is being bridged gradually.

The public library in the small Alabama town of Demopolis (population 7,500) got a \$37,000 grant from the Gates Library Foundation last fall. Coupled with a matching city grant, the library bought eight computers to provide public access to the Internet.

Acting director Ouida Kane, who in 28 years as a librarian has seen the Demopolis Public Library grow from "one little room" to a two-story library in a renovated furniture store, views the foundation's gift as a godsend.

"If this is what the future is going to be—and if we want to have current and up-to-date materials—we felt it was necessary to provide this for our patrons," she said.

Radical Challenge to the Profession

Librarians can only speculate what technological innovations await.

"There are going to be dramatic changes, and it's going to be traumatic, too, for many of us in the profession," said Martinez, the former Los Angeles and Orange County librarian.

mation. The librarian's job will be to help the public use electronic and digitized information.

"How to use it? What's reliable? What's authentic? How to maneuver those millions and millions of sites on the Internet," said Martinez, now a senior fellow in the Graduate School of Education and Information Studies at UCLA.

"I think the librarian is going to have star quality: We're going to be popular. I see a very bright future, but a different one."

Meanwhile, State Librarian Starr says anyone who predicts the demise of books or magazines "is absolutely fooling himself. You're not going to read Dante's 'Divine Comedy' from a computer screen."

The public library, too, will continue to be a community focal point—or as Starr called it, "the 'there' there."

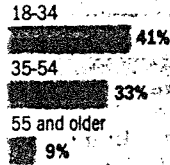
"Just because the technology allows people to fragment themselves into isolated units does not mean they're going to do it," he said. "The human being is possessed of multiple drives and needs, including the need for community."

LIBRARY COMPUTER USERS

Less than a third of patrons use computers at the library.

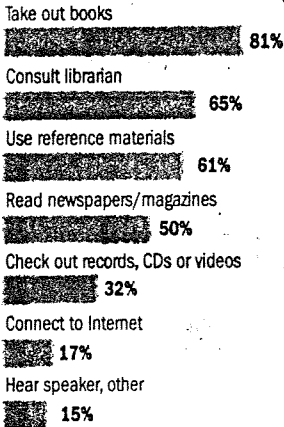
Users 22% Non-users 78%

Users, By Age



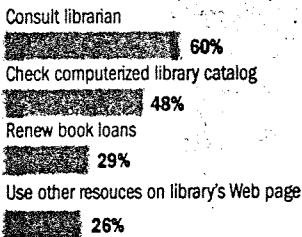
WALK-IN PATRONS

Most in-person patrons—surprise!—check out books.



LINKING UP FROM OUTSIDE

People tap into the library from outside to:



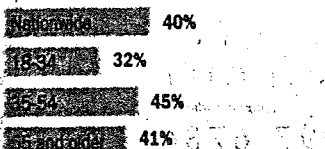
THE FUTURE OF LIBRARIES

Most people say libraries will exist in the future, even with the information explosion online. And two in five rate the value of libraries at the top of the list compared with other tax-supported services.

Will libraries exist in future?



Top Value



Sources: American Library Assn. based on a June Gallup Poll of 1,000 adults; 1998 National Survey of Public Library Outlet Internet Connectivity; 2,500 public libraries.

Libraries in Demand

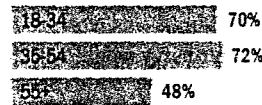
Libraries are more in demand than ever, especially now that many offer computer links to the Internet, interactive exhibits for children and coffee bars or restaurants.

LIBRARY CARDHOLDERS

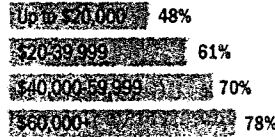
Age 18 and up



By Age

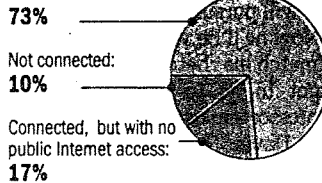


Income



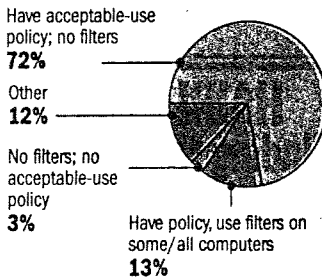
INTERNET ACCESS

Public libraries with Internet access:



USE POLICIES

Nearly three-fourths of all libraries have acceptable-use policies for people using their computers but don't employ filters for screening sites.



TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: December 15, 1998
SUBJECT: **Placentia Library Literacy Services Report for the month of November**

Program Statistics

Active tutors: 49
Active students: 51
Students waiting to be matched: 26
Percentage of tutors reporting (November hours): 82%
Tutoring hours reported: 255
Other volunteer hours reported: 90
Total volunteer hours: 345

Conversation Groups. Twice-weekly conversation groups for adults who wish to improve their English conversation skills continued to meet each Sunday and Tuesday throughout the month.

Southern California Library Literacy Network (SCLLN). Literacy Coordinator Matas attended the November 19, 1998 SCLLN meeting held in Santa Fe Springs.



SAFETY COMMITTEE MEETING
NOVEMBER 23, 1998
MINUTES

- I. Call to Order: 11:15 A.M.
- II. Members Attending: Esther Guzman
Katie Matas
Cindy McClain
Cyrise Smith

Members Absent:

III. Old Business

1. The updated disaster plan was distributed for committee members to review before the December 1998 safety committee meeting..

IV. New Business

none

The next meeting will be December 16, 1998 at 11:15 A.M.

Respectfully submitted,



Katie Matas

Board & Administrator

FOR BOARD MEMBERS

December 1998 Vol. 15, No. 4

Editor: Jeff Stratton

2 recruiting tips for nonprofit boards

1 Board Member Elaine Alderink (Mora, MN) offers some excellent advice on achieving the right board make-up.

Pay attention to board recruiting

“Bring on the best people for the job. That’s the only criterion you should use.”

“It’s a good idea to have a mix of people—board members who have served for awhile and some new blood,” she says.

“New board members bring new ideas with them. Then you balance this with experienced people—folks who have

‘institutional’ memory and know what has worked in the past and what hasn’t.”

2 When recruiting board members, always look for commitment to the cause, says Board Member Joe Smith (Anchorage, AK).

“Bring on the best people for the job. That’s the only criterion you should use.

“I can be black and care about a white organization and make a more positive impact than the white person who doesn’t care. People who believe in your cause are the ones who will help it thrive and flourish.” ■

Is your board’s leadership style visionary or short-term?

Board Member Question: “Sometimes, I think our board spends too much time on minor issues—putting out fires that don’t exist, that we create ourselves or that should be handled by the staff. I’m frustrated because I believe the board has more important issues to work on. Suggestions?”

Any board member who has ever sat bleary-eyed through a long discussion on the color of paint to use for the office, can surely relate to this!

Some board members have a tendency to look at immediate problems, instead of

at the big picture. But the board’s role is to think big picture. I call it providing visionary leadership to the nonprofit.

I’d like to give your board the following tools it can use to focus its leadership on policy...

1) **All board members need complaint forms.** These should have space to note who contacted the board member with an issue, its nature and a course of action. I suggest that you route all forms to your executive

continued on next page

Continued from previous page

Try these leadership tips

director, who can decide at what level things should be resolved, then get back to you about how the issue was handled. This is a lot more effective than springing problems on the administrator at a board meeting—or worse, trying to resolve the problem yourself.

- 2) **Have a strategic plan for the non-profit, with measurable goals and objectives.** Ask your administrator to report regularly to the board on his or her progress toward the plan's goals. Evaluate and reward the administrator annually based on his or her performance on the goals and objectives.

Boards that examine how every penny is spent are likely to get wrapped up in the great toilet paper debate. You know what I mean—arguing the relative merits of Charmin vs. Scott tissue.

- 3) **At meetings, don't get sidetracked by the trivial.** A good example here is finances. Boards that examine how every penny is spent are likely to get wrapped up in the great toilet paper debate. You know what I mean—arguing the relative merits of Charmin

vs. Scott tissue.

When it comes to finances, it makes better sense for the board to concentrate on variances and their explanations.

- 4) **Don't make individual requests of the executive director.** This is the quickest way I know to give your administrator a peptic ulcer. Instead, use this approach: If one board member wants to ask your executive to do something, the entire board must vote to approve the request.
- 5) **Think macro, not micro.** Boards that micromanage aren't acting as a leadership team. The classic example here is staff hiring. There are board members who insist that their non-profits hire local applicants for all positions—credentials or organizational needs be darned. This is called micromanaging. A macromanagement approach would be to insist that your administrator hire the best-qualified applicants for the position—regardless of their postal address.
- 6) **Each year, evaluate the board's performance as a policy-making body.** Ask the hard questions, like "As a board, how effective are we at developing and monitoring policy?" and "As a board, how well do we stick to policy?" ■

This chair puts board talents to good use

Valuing the opinions and expertise of all board members.

It's a skill every board leader should have, but Board Chairman Paul Rohrer (Smithville, OH) hones it to an art form.

"By valuing people, you show that you trust them and therefore, give them greater opportunities to serve your organization," he says.

How does this work in practice, and how does it benefit his organization?

Rohrer taps individual board members' skills and talents to work through board issues. "For example, there's one member we always look to when the subject is funding.

"And when we needed to purchase a bus for the organization, we put a board member who knows engines together with the administrator and transportation manager, and they came up with a good recommendation." ■

Board Member

Volume 7, Number 9 ■ October 1998



NATIONAL
CENTER FOR
NONPROFIT
BOARDS

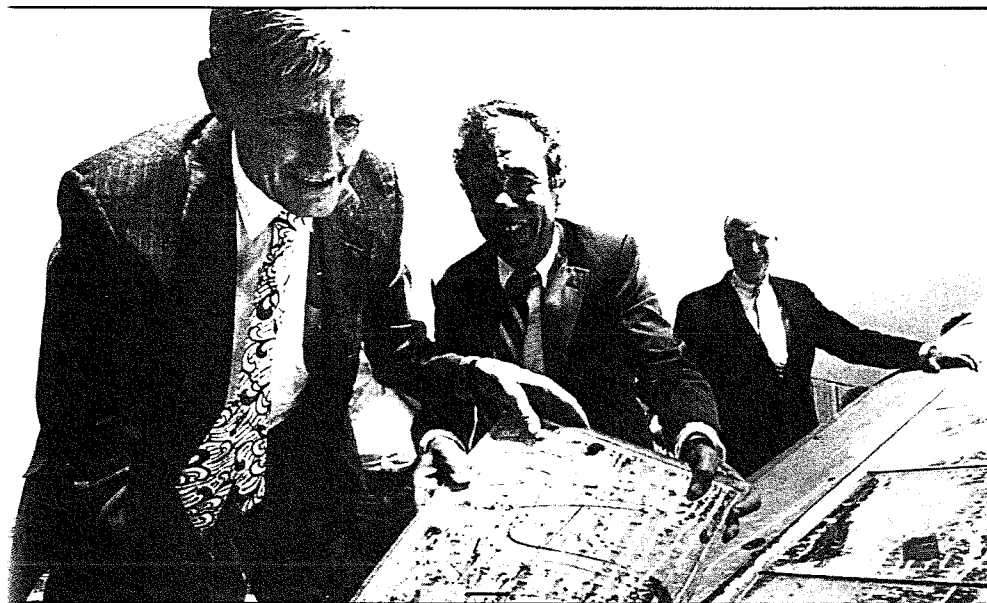


PHOTO BY DAVID L. RYAN/THE BOSTON GLOBE

Executive Summary

LEADERS' DIGEST

2 A Horse Is a Horse The Humane Society of Fairfax County wants to buy a farm from the board chair's daughter, but the board's attorney says it costs too much, steps down, and sues the rest of the board. In other news, nonprofit postage rates will jump with a double-digit increase in January despite the Postal Service's recent surplus. Massachusetts' Attorney General tries to protect community health in the midst of for-profit provider conversions. Also: The Houston Symphony Orchestra receives donations to eliminate its debt; Hawaii's Attorney General calls for removal of all five Bishop Estate trustees; how to write a mission statement; and more.

CASE STUDY

8 The Winds of Change The executive director of the Harden Street Community Center wants to celebrate the center's 75th anniversary with an expanded healthcare curriculum that addresses teen pregnancy prevention. Senior board members fondly recall the days when the center sponsored sports teams and cooking classes and believe sex education is best left outside their doors. Others say it's a topic that must be talked about. Three experts give advice on remaining true to mission in a changing environment.

OPINION

10 Evolution of a Board Until recently, the board of Boston's Isabella Stewart Gardner Museum was as traditional and conservative as the art held in its collection since 1900. A museum with no air conditioning until the 1980s and a board that historically did not contribute or fund-raise, the Gardner found itself in need of renovations both physical and spiritual. In this excerpt, executive director Anne Hawley explains the process that she and a long

succession of board members went through to refresh the attitudes and activities of the board and the museum while still honoring the mandate against change left in the founder's will. At left, three board members climb up on the roof above the museum's central courtyard. They, along with Hawley, made the ascent to raise awareness of the Gardner and to replace one of the 1,400 panes of 90-year-old glass that make up the roof of the courtyard.

INTERVIEW

6 From Barrio to Boardroom A veteran of the civil rights movement with experience that ranges from community organizing to corporate boards, Herman Gallegos has broken the color barrier on dozens of boards. In a recent interview with *Board Member*, Gallegos talks about why diversity in the boardroom and on staff is vital to the success and survival of both businesses and nonprofit organizations.

MEMBER TO MEMBER

12 Secret Meetings When a community theater board goes into executive session at every board meeting, others attending the meeting feel unnecessarily excluded. Should they be worried about what goes on behind closed doors, or are the sessions a normal function of the board? Our members offer their insights.

Board Member

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Leaders' Digest

NEWS, RESEARCH & RESOURCES FOR NONPROFIT LEADERS

Humane Society Sued over Purchase of Farm

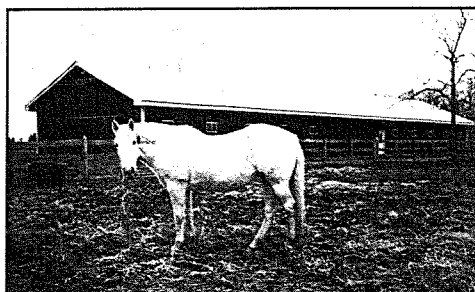
■ A lawsuit filed in Fairfax County, Va., alleges that board members of the Humane Society of Fairfax County (HSFC) have conspired to defraud the society with the purchase of a local farm. The suit claims that board members are prepared to pay \$800,000 for property assessed in 1998 at \$228,100 and owned by the daughter of HSFC's board chair.

Philip Hirschkop, formerly the board's attorney, filed the suit on behalf of HSFC and board members Elizabeth Richelieu and Marianne Merrit, both of whom are employed in his legal practice. The lawsuit alleges misconduct, fraud, breach of fiduciary duty, conspiracy, and conflict of interest against five current board members and the board president's daughter.

"It is outrageous that they would spend this much money for this type of facility," Hirschkop says.

The complaint brings suit against the board as a whole and five individual board members. "We are extremely disappointed that it has come to this, and we intend to aggressively pursue all remedies available to us," says Vikki Paylor, current board treasurer and a defendant in the suit. "This lawsuit overlooks our main goal, which is to rescue cruelly abused animals. This purchase is in the best interest of the animals."

"We've been looking for property for about five years, and we've toured dozens," says Paylor. "By purchasing this farm, we'll increase our assets and access to our animals."



The newly renovated stable contains 28 state-of-the-art stalls that include skylights, fans, and customized cushioned mats for the horses.

PHOTO COURTESY OF HSFC

Chestnut Crossing Farm, located in Nokesville, Virginia, includes a newly renovated three-bedroom house, a lighted horse rink, a renovated barn for feral cats and rabbits, and a 28-stall horse stable.

After board president Victoria Kirby presented the proposal to buy the farm, she recused herself from all votes pertaining to the transaction because her daughter, Heather Kirby-Viar, owns the farm. Shortly thereafter, Richelieu, a board member for 10 years, and Hirschkop, the board's attorney for 12 years, resigned.

"We're protecting the animals and stand to gain nothing by this lawsuit," says Hirschkop. "I believe the farm is being purchased only because it belongs to the president's daughter." Hirschkop says that if the board resigns and calls off the purchase, he will drop the suit.

According to the Prince William County tax assessor's office, the property value only represents an assessment of the property filed sometime in the last five years and does not reflect any improvements that have been made since then.

Paylor explained that purchasing the farm makes financial sense. "We're already spending more than we would be if we owned the farm. We currently spend \$10,000 to \$12,000 a month to board our animals elsewhere. This purchase would enable us to reduce our budget by about \$20,000 in the first year."

Kirby-Viar, who originally purchased the property for \$205,000 in 1994, claims that the price tag is justifiable in light of the hundreds of thousands of dollars she put into the farm to make it a profit-making business venture. Kirby-Viar currently receives \$2,200 a month from HSFC to house eight of its horses on her farm.

An independent real estate appraiser hired by HSFC estimates the property's present value at \$720,000.

Despite the high price tag, HSFC would be able to afford the property with bank loans and savings earmarked for the purpose of buying a farm.

The society has not yet bid on the farm, but according to Paylor, the board is "seriously considering the possibility."

Checklist

Creating or Updating a Mission Statement

A well-crafted mission should serve as a script for board governance, a guide for everyday decisions, a basis for setting objectives and measuring results, and a recruiting magnet for the organization. That tall order is achieved in such missions as that of YWCA of the USA: *To empower women and eliminate racism*. In developing or reviewing the mission, a board-staff team should address these questions:

What are our mandates and constraints? Make a list of the “musts” and “must-nots” that are now dictated by charter, by-laws, and other governing documents. Begin shaping mission with these rules in mind, but reserve the right to challenge them.

What are we now providing for whom? What is the what (the distinctive benefit) we now provide for whom (our target beneficiaries)? In the YWCA mission the benefit is empowerment (not programs or residences), and the beneficiaries are all women in the USA (shortened to women).

Will our current “what-for-whom” be right for our future? What changes are likely to occur in demographics, technology, competition, and the needs and priorities of constituents that will affect our current “what-for-whom” model over the next 10 years? What revisions would make our current model right for the future?

What should we stop doing? An organization prospers by pruning activities that aren't working, that other organizations could do better, or that divert money and energy from the main purpose. Which of today's “what-for-whom” activities should be excluded from the mission?

How can we sharpen it? The difference between a “paper statement” and a living mission is how people feel about it. Streamline the language to make it memorable and easy to say; transplant the details into a short list of priorities beneath the mission.

Do our constituents agree with us? Distribute the semi-final version of mission and priorities to a cross-section of constituents and solicit feedback; fine-tune the product and submit it to the board.

After approval, then what? Use every medium available to get the mission off the page and into the organization's daily life — stationery, newsletter mastheads, websites, bulletin boards, press releases, orientation programs, and numeric measures of results for regular board review.

Adapted from *TEAMPLAN! A Winning Strategy for Your Non-profit Enterprise*, a workbook kit by James F. Kingsley and the Mathile Family Foundation. For information, e-mail teamplan@islc.net or call 803-521-1646.

Nonprofits Hit Harder by Postal Rate Hike

■ While the U.S. Postal Service (USPS) claims that the rate hike that goes into effect on January 10 is only a 2.9 percent increase, nonprofits will face a double-digit increase in their mailing costs. An initial increase took effect on October 4, but the big change will come next year.

Nonprofit mailers are up in arms about the Postal Service's decision to carry out its unanimously approved raise in rates, especially after Congress recommended that rates remain the same, citing the fact that the USPS has brought in surpluses of more than \$1 billion for the last three years.

According to the *Chronicle of Philanthropy*, nonprofit periodicals mailed at second-class rates will cost an average of 8 percent more to mail, although commercial periodicals will cost only 4.6 percent more. Letters and flats from nonprofits sent third-class will cost about 14 percent more to mail, while the USPS claims its increase is a fraction of that.

Arguing that USPS hikes were based on inaccurate data about charitable mailings, the Alliance of Nonprofit Mailers has pressed the U.S. Court of Appeals for action to mitigate the effects of the increase. The court denied the alliance's request to expedite the case, so the rates will go into effect in January, although the alliance plans to continue its legal action.

The Postal Service is accountable to a “break-even rule” that says it should not make more money than it needs to operate. “The Postal Service has been making money hand over fist for a couple years,” says Amy Gotwals, assistant director of the alliance. “We consider these new rates to be illegal because the USPS didn't meet the break-even requirement. They don't deserve this rate increase.”

For more detailed information about the postal rate increase, including a chart of the new rates, visit the alliance at www.nonprofitmailers.org.

Massachusetts Supports Community Health

■ With the help of a major grant from the W. K. Kellogg Foundation, Massachusetts Attorney General Scott Harshbarger hosted a conference this summer focused on ensuring continuity in community healthcare amid for-profit conversions in the healthcare industry.

“Our aggressive approach in protecting community healthcare has helped to slow down the for-profit buying craze in Massachusetts,” Harshbarger says, “and given nonprofits a better chance to compete in the marketplace.”

The Kellogg grant is earmarked for training conferences as part of the attorney general's Healthcare Conversion Information Access Project.

More than 100 regulators from across the country attended the conference, which featured speakers with expertise in nonprofit conversions, acquisitions, and public charity issues including community advocacy, foundation planning, and insurance regulations. Representatives from the offices of several state attorneys general participated as panelists to clarify the confusion around for-profit conversions.

Harshbarger has co-sponsored pending legislation in Massachusetts in an attempt to expand the state's ability to further protect community health. The bills include provisions for an increased role for the community in the governance of healthcare entities.

For more information about the conference, contact Marsha Cohen in the Massachusetts attorney general's office at 617-727-2543.

Wilder Steps Down as President of Alma Mater

■ Less than a month after the board of trustees at Virginia Union University (VUU) elected former governor of Virginia and VUU alumnus L. Douglas Wilder as the university's next president, Wilder abruptly withdrew himself from the position.

Neither Wilder nor VUU gave an official reason for Wilder's departure, though board of trustees chairman Frank S. Royal said in a statement, "Leadership often requires difficult decisions. Gov. Wilder's outstanding career has been marked by his willingness to make such decisions. I am certain he has made this one with the best interest of the University, its faculty, its alumni, and the most important group of all — the students we are educating — at heart."

In a letter Wilder sent to the board shortly after he began work at VUU, he stated that he was disturbed to learn of what he viewed as an excessive compensation package that was

awarded to S. Dallas Simmons, VUU's outgoing president, at a time when VUU's resources were strapped.

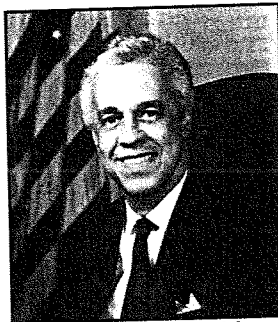
Wilder indicated that he was dismayed at the one-year contract extensions offered to certain university administrators.

These extensions limited his ability to assemble his own team, and controversy soon arose when he asked those administrators to resign and re-apply for their jobs.

Wilder said in a statement that his resignation

"would be best for all concerned and would end any speculation of perceived disruption at the university." He added, "Though I deeply regret not returning to my alma mater at the helm, I will always be there for the university and give it support."

Following the announcement of Wilder's withdrawal as president-elect, Simmons, VUU's president since 1985, said that he would defer his retirement until his successor was selected and took office.



Doug Wilder resigned from his post as president of VUU shortly after he started.

PHOTO COURTESY OF VUU

Wilder's abrupt withdrawal suggests that the 28-member board may not have had a thorough understanding of the role of a chief executive and the possible consequences of a change in leadership. Wilder's concerns regarding executive compensation and staffing decisions also raise the question of whether there was sufficient board oversight on these issues.

Trustee Mary Tyler McClenahan told the *Washington Post*, "This kind of linen should not be washed in public. We thought it was just going to be the easiest thing in the world to make a transition. We hadn't made one in 12 years."

Foundations Not Investing Charitably

■ Many American foundations do not invest in causes that further, or even agree with, their grantmaking missions, according to a report from the Financial Markets Center. Despite special tax status and flexible fiduciary regulations, most foundations don't take advantage of opportunities to extend their philanthropic goals into their portfolios.

The report reveals that few foundations devote investment monies to community develop-

ment loans, loan guarantees, or other program-related investments (PRIs).

Board members (of foundations and other nonprofits), who legally bear fiduciary responsibility for their institutions' investments, are often unaware of the contents of these portfolios. While many board members spend their time formulating grantmaking policy and mission, they often fail to fulfill their duty to oversee investments. They may be ignorant of or indifferent to the fact that the foundations they govern invest in causes contradictory to their missions. "Some grantmakers promote disarmament while remaining vested in munitions firms," the report explains. "Others committed to racial justice hold shares in companies with wretched equal opportunity records."

For a free copy of the report, contact the Financial Markets Center at 540-338-7754 or finmktctr@aol.com.

Houston Orchestra Rescued from Debt

■ The Houston Symphony Orchestra, which has been floundering in debt since 1971, recently received gifts totaling \$7.3 million, designed to eliminate its

1976 Lobby Law Gives Power to Advocate

■ The federal government encourages charitable lobbying efforts by 501(c)(3) organizations, as long as they elect to come under the 1976 lobby law that provides liberal guidelines about what constitutes lobbying. Charities that are *not* subject to the 1976 law instead come under the more nebulous "insubstantial" test, which allows for greater ambiguity regarding what activities constitute lobbying and how much lobbying is permitted by the government.

The Internal Revenue Service (IRS) encourages nonprofits to come under the law and has found that more organizations that adhere to the 1976 law are in compliance with IRS regulations than those that have not elected coverage. To elect coverage by the 1976 lobby law, the board of a nonprofit must vote in favor of it, then submit IRS Form 5768 to the IRS.

Although the legislation was passed in 1976, IRS regulations governing it did not emerge until 1990. Amid the uproar surrounding the amendment to limit charitable lobbying proposed by Rep. Ernest J. Istook (R-Okla.) in 1995, many nonprofits became more sensitive to

the regulations to which they are subject. According to Bob Smucker, project director for Charity Lobbying in the Public Interest (CLPI), a project of INDEPENDENT SECTOR, renewed efforts to publicize the law come in response to the perceived threat against charities raised by Istook.

"Most charities, and especially most board members, don't know that there is such generous lobbying legislation out there," Smucker says. "Getting board members behind it is our priority."

According to CLPI, "organizations that elect the law may spend 20 percent of the first \$500,000 of annual expenditures on lobbying, 15 percent of the next \$500,000, and so on, up to \$1 million a year."

Lobbying, according to the 1976 law, is constituted by stating a position on legislation to legislators or other related government employees or asking members of a nonprofit to do so; or stating a position on legislation to the public and asking members of the public to contact legislators or other related government employees.

For more detailed information about the 1976 lobby law, contact Bob Smucker, Charity Lobbying in the Public Interest, at 202-387-5048 or visit www.indepsec.org/clpi.

budget deficit, from two Texas-based foundations.

The Wortham Foundation and the Houston Endowment are each responsible for a \$3.65 million donation. According to Steven Lawrence, director of research at the Foundation Center, these donations are the largest "we've ever seen in this field, particularly for debt reduction." Of the \$900 million in grants awarded in 1996, only 25 grants totaling \$14.5 million were designated for debt reduction.

Donations designated for debt reduction are rare in philanthropy. "Foundations certainly don't like to give for this purpose." *Chronicle of Philanthropy* editor Stacy Palmer told the *New York Times*. "They'd much rather create new programs." These gifts will save the symphony approximately \$500,000 annually in interest.

Over the past 11 years, the Houston Symphony Orchestra has been working persistently to reduce its deficit through fund-raising and ambitious programs to raise its quality and visibility. However, individual donations and marketing have been insufficient to meet the orchestra's needs. In addition, a two-year contract dispute between the orchestra and the musicians' union has led donors and the public to believe that the organization does not have a sound financial structure.

The foundations made the donations contingent upon a resolution of the contract dispute between the orchestra and the musicians' union. They also set the condition that the symphony must maintain a balanced budget and restrict its borrowing practices.

Symphonies across the country have been struggling under financial stress in recent years, causing many of them to go bankrupt and close down. However, all but one of the eight symphonies that have closed

down in the last 10 years have reorganized and reopened.

Hawaii Attorney General Says Trustees Must Go

■ In a hearing to be held later this month in Hawaii's First Circuit Court, Margery Bronster, Hawaii's attorney general, will recommend that all five trustees of the Bishop Estate be removed.

The largest private landowner in Hawaii and benefactor of the Kamehameha Schools for native Hawaiians, Bishop Estate has been under fire for more than a year after a law professor and Hawaiian elders charged trustees with wrongdoing in the *Honolulu Star-Bulletin*. Parents and alumni staged a protest against the board, and Gov. Ben Cayetano ordered the attorney general's investigation.

Bronster's report charges that the trustees severely mismanaged the Kamehameha Schools and enriched themselves at the expense of the beneficiaries of the trust.

The trustees allegedly neglected their duties by:

- self-dealing and receiving real estate kickbacks,
- failing to act in the best interest of the school and its students;
- failing to disclose full financial information on request,
- hiring friends and family members who did little work for the trust,
- receiving excessive annual compensation for board service, as much as \$900,000 each.

If the court sides with Bronster, the trustees could face sanctions including large fines and forced repayment of misappropriated funds.

Hawaii's state prosecutor is pursuing a case of possible criminal wrongdoing against the board members, and a federal grand jury and the Internal Revenue Service are also investigating the trustees. ♦

Richardson, Fonda, and Suarez to Speak on Innovative Stewardship

A group of experts on the subject of innovation will share their strategies on how nonprofits can adapt and flourish in a constantly changing environment at NCNB's National Leadership Forum, November 15-17, in Washington, D.C. Bill Richardson, president and CEO of the W. K. Kellogg Foundation; Jane Fonda, actress, activist, and board member; and Ray Suarez, National Public Radio host, will be joined by such luminaries as Betty Stanley Beene, president and CEO of United Way of America; Paul C. Light, director of the public policy program of the Pew Charitable Trusts; and Margaret Linnane, executive director of Second Harvest Food Bank Orlando, among others.

Join hundreds of nonprofit leaders from across the country and around the world in lively discussions on the array of challenges organizations face now and can look forward to in the next century.

Registration for the forum is \$395 for individual members and \$450 for individual non-members. A team discount is available. To register, call NCNB at 800-883-6262. Questions? Ask for Kim Deering.

International Fellowship Brings Global Perspective to NCNB and NLF

NCNB will welcome 10 international leaders of nonprofit organizations in Latin America, Africa, and Central and Eastern Europe to Washington, D.C., from November 10-24.

The International Fellowship in Nonprofit Governance is a two-week experience designed to provide intensive exposure to issues surrounding the work of nonprofit boards, combined with a training program to create a cadre of board development professionals that can provide information and orientation, and facilitate the strengthening of boards of directors around the world. Program content will include participation in the National Leadership Forum, training on advocacy for good governance practice, and more. Our corps of 1997 fellows have collaborated as co-trainers for NCNB board development programs in Hungary, Brazil, and Mexico.

NCNB encourages domestic participants to introduce themselves to the international fellows and find ways to exchange knowledge and services. This opportunity will be available informally and in international sessions and a roundtable breakfast at the NLF.

Video Orients New Board Members

Meeting the Challenge, NCNB's newest video, offers novice board members insight into the responsibilities of board service as well as providing veteran board members with a fresh perspective on their commitment to serve. Host Ray Suarez and real-life board members from a variety of organizations share their observations about the areas of mission, oversight, resources, and outreach and how boards can strengthen their collective skills by focusing on these components of service.

The video is available for \$46.50 for members and \$62 for non-members. To order *Meeting the Challenge*, call NCNB's customer service department at 800-883-6262.

Why We Need to Break Open the Boardroom

AN INTERVIEW WITH HERMAN GALLEGOS

As a boy in the 1960s, a young Herman Gallegos

was engaged in community organizing with his friend Cesar Chavez in a San Jose barrio known as Sal Si Puedes — in Spanish it means “get out if you can.” The son of activist parents and the beneficiary of nonprofit services, Gallegos learned early on the importance of organizing Chicano residents to stand up for their rights. No sooner did Gallegos leave the barrio on a fellowship to graduate school than he was advocating again, this time to achieve diversity in the boardrooms of corporations, foundations, and nonprofit organizations.

On a mission to bring much-needed minority representation into the leadership of the same organizations that offered services to minorities, Gallegos was, over the years, elected as a member of virtually every kind of foundation and corporate board. From foundations — large and small, public and private, including such institutions as the Rockefeller Foundation — to religious and academic organizations to national and local service organizations, Gallegos has left an indelible mark on the nonprofit sector. The National Council of La Raza, which he helped found 30 years ago with a grant from the Ford Foundation, is now the largest Hispanic organization in the country, with 200 chapters. After years of commitment to civil rights, Gallegos started his own management consulting firm in San Francisco and later started his own investment brokerage firm, hoping to further increase financial independence in the Latino community. He has served five presidential appointments, including most recently as a delegate to the 49th United Nations General Assembly. The recipient of dozens of awards from civic groups and one from the Mexican government, Gallegos exemplifies the ethic of service he encourages in others.

Although Gallegos has made pioneering strides to bring communities of color into the boardroom, he is far from complacent with his achievements. Gallegos spoke with *Board Member* about the necessity of incorporating minorities into all levels of nonprofit service. Despite the awards and the titles, he won't be satisfied until a steady line of others follows down the trail he has blazed.

Q. *What value does the nonprofit sector add to society?*

A. Nonprofits help us to put into practice those values that we hold dear — those values that we learned from our families and our communities.

Nonprofits, particularly mediating institutions such as churches, mosques, synagogues, labor unions, and democratically run community-based organizations, help equip average people, especially the

economically poor and marginalized, to act on their own behalf. Broad-based organizations can assist in cultivating civic virtues, training leaders to build relationships across racial, ethnic, economic, and geographic lines and unite them into common action.

Q. *Have your attitudes or interests changed as your style of social activism has evolved?*

A. I've gone from community organizing in the barrios to policymaking in the boardrooms of major corporations and foundations all over the country, but I don't think my values or my commitment has changed. My role has changed, but I am still committed to issues of equity and justice.

Q. *How do you reach communities as a corporate board member?*

A. One responsibility of board members is to provide assistance in establishing and maintaining good relations in our area and wherever the corporation does business. It helps when you are part of an organization that truly values its customer base, employees, and community. It is easier to reach communities when the corporation reflects diversity in the boardroom, in the workforce, in procurement, and in enlightened corporate contributions programs. I've had the good fortune to sit on those kinds of boards.

Q. *How do corporations contribute to our society?*

A. I believe that the majority of American corporations have not forsaken justice and equity issues in the pursuit of profits. Consumer expectations of how corporations should behave require that they be attuned to environmental and human resource issues. Most corporations adhere to a social philosophy. On the boards on which I sit, we expect our members, officers, and employees to commit to and act in accordance with the highest standards of conduct — integrity, honesty, respect, courtesy, quality, and service.

Q. *Do you think the boards you've served on are reflective of most corporate boards?*

A. No. One of the corporate boards I serve on includes three members who are Hispanic. That's unprecedented! Another board

includes members are Asian, African-American, and Hispanic. Both corporations are making great strides in building the base for more significant representation in the future.

There are examples of companies that are not as socially responsible. There is still a lot of work to be done in the area of affirmative action, in making the boardroom and staffing at the top more inclusive of women and minorities. It's a little better, but we still lack substantial representation in key positions.

Q. What is it going to take for that to change?

A. Those corporations that lack inclusiveness fail to recognize that profitability, excellence, diversity, and conducting business ethically are critical to the success of any business. Over time, continued advocacy for change, and the changing demographic realities in America, will motivate companies to become more enlightened. The purchasing power of African-Americans, Hispanics, Asians, women, and so on is too big and too important to ignore.

Q. How inclusive are nonprofits now?

A. Unfortunately, far too many foundations fail to reflect the diversity they seek to serve. Of roughly 42,000 foundations in America, only one Hispanic heads a mainstream community foundation, and one a major private foundation. Increased diversity would strengthen philanthropy by increasing the knowledge base from which board members make decisions.

A nonprofit selects a Latino neighborhood or an African-American neighborhood for projects, then identifies them as Hispanic or black projects. Instead, we have to revamp grantmaking to allow for opportunities for more collaboration between groups. We should be dealing with child welfare or transportation issues — these are not just black issues or Latino issues. These issues cut across geography and across income lines. I fear that American foundations are catering to the intellectual segregation of this country by not allowing minorities to participate in broader discussions and activities.

Q. How do you ensure diversity without having a constituent or token board member?

A. On various fronts, especially in California, minorities feel that this is a time of uncertainty because of what appears to be apathy and even hostility toward affirmative action. Words like diversity or pluralism are interpreted by some as code words that really mean preferential treatment. Many continue to believe that excellence and equity are mutually exclusive. One avoids selecting token or constituent board members by applying the same criteria for evaluation of candidates as you apply to any board member. History will show that minorities who stood the test of excellence as corporate and foundation board members were subject to, and rose to the occasion of, rigorous demands in their stewardship.

Q. How do you find people from different communities who are willing and able to serve?

A. First, try. I recall one search effort where the chair of a foundation board search committee lamented to me that it was "too bad that Latinos do not have a dozen Cesar Chavezes." I replied that we do, but unless someone reads about a Latino in the *New York Times*, most board members would not think anyone else has the talent and skills to contribute.

There are lots of folks who are just as able as or more able than I am who have never been given the opportunity or the invitation to serve. Organizations can engage a search firm to find out about leadership in the Latino community and build files not just for board membership but also for staffing, project committees, and advisory committees.

Q. Is it enough to promote diversity within one's own organization?

A. Many of the best foundations know the value of diversity as a life-giving force instead of as a source of inconvenience and divisiveness. They expect their grantees to be sensitive and responsive to the issues of diversity and inclusiveness. Some foundations, when reviewing grant applications, will look at the composition of board and staff and raise the issue of whether they have satisfactory representation. I think we have a responsibility to ask: How many women and minorities do they have as principals? What kind of process do they have for engaging the best minority candidates? Are they providing opportunities for minorities and women in the firm? What is their statement of corporate social responsibility? If you feel strongly about those answers for yourself and your own governance, it is quite appropriate to ask those questions of external organizations. We as board members must raise those questions.

Q. What led you to be such a strong advocate for minorities?

A. Issues of discrimination and racism have been a reality in my life. To ensure that future generations of Hispanics, and indeed all people, can have a better life, each of us must be a force for change. The challenge is to promote justice, civility, and peace without losing our identity, cultural values, or regard for the people left behind.

Q. What are some of the characteristics that you bring to a board?

A. Commitment to the time and energy required by board service in order to participate, not just react. I believe in handling your board responsibility with absolute personal integrity and conducting yourself ethically and honestly at all times.

You must listen to what others are saying and be willing to keep raising issues. Don't get frustrated by the fact that not everyone is coming to the same conclusions that you are. We all start from different sides of an issue, and therefore we all need to gain a deeper and better understanding about things. A board needs to be diverse in terms of the intellectual resources that each member brings to the

table. It's not just about color or race or gender. We need opposing ideas. If we build relationships between people based on shared passions and visions and interests instead of common backgrounds and experiences, we can become part of something bigger than ourselves. We can transform ourselves from *Sal Si Puedes* — get out if you can — to *Si Se Puede* — yes, it can be done. ♦



◀ Herman Gallegos

Case Study: *The Problem*

Time to Face the Changes

How Can a Board Stay True to Its Mission?

Black and white photographs of girls in field hockey kilts and boys in football jerseys lined one wall of the meeting room of the Harden Street Community Center. Another wall displayed girls baking pies and boys building birdhouses. Since 1924, the center had given young people a place to improve their bodies and minds as well as a wholesome environment for socializing and fellowship. The center was still housed in its original building, a brownstone in an urban area, and although the neighborhood around it had changed, the center still offered sports, health, and nutrition classes, and enjoyed a healthy membership of girls and boys. Aside from including more fat-free recipes in its cooking classes and the creation of soccer and lacrosse teams, not much had changed at the center in 75 years.

The board of the Harden Street Community Center was composed of neighborhood residents, a few men and women who had been members years before, a few people who had been members decades before, and two local businesspeople. The executive director was also a former member.

"Next spring will mark the 75th anniversary of the Harden Street Community Center," announced Carly Wilfong, executive director of the center. "I'm so proud that we've kept our doors open all this time and been here for the boys and girls and young men and women of our community. Because this anniversary is so significant, we need to start planning ways to celebrate."

"I agree," said Agnes Shepherd. "Perhaps we should have a special athletic exhibition, or a cooking demonstration." Agnes was one of the elder members of the board, having become a member of the center herself not long after it opened.

"Those both sound like lovely ideas," agreed another senior board member. "We could have a dessert party!"

Carly shifted in her seat and cleared her throat. "Those sound like nice events, but they weren't exactly what I had in mind. I was thinking more along the lines of launching a new awareness program and expanding our health curriculum."

"Awareness of what?" asked Agnes. "Our health curriculum is quite comprehensive. We teach first aid, nutrition, and fitness."

"Well," Carly began apprehensively. "I think we should start a teen pregnancy prevention program at the center. Over the years the number of young women in our community who get pregnant

has increased. We've hired babysitters during our cooking classes because young people are bringing their children to the Center."

"I think sex ed is a great idea," said Todd Logan. "It's 1998 and not only pregnancy but AIDS and other sexually transmitted diseases are major issues with young people — men and women."

Agnes looked horrified. "Sex at the Harden Street Community Center?" she said in a voice barely above a whisper. "I would never dream of such a thing! We provide wonderful opportunities for the young people here to improve their bodies and minds through recreational athletics and old-fashioned fellowship. We don't need to corrupt a positive atmosphere with discussion of sex."

"Just because we discuss it doesn't mean we're encouraging it," Carly said gently. "And we're not just talking about sex, we're helping these kids to build self-esteem, take better care of themselves and act responsibly."

"Carly's right, Agnes," said Todd. "This is an issue that concerns all young people today. They should know about contraception and be aware of the potential dangers of sex."

Agnes' eyes widened and she shook her head. "That sort of discussion should remain in the home. It's not our place to bring up such a subject."

"It is our place," Carly said, "because not all parents feel comfortable talking about this subject with their children. We're the only place in this community where teenagers can come and be safe. We must provide this service. When we opened, what kids needed was an opportunity to play and learn in a nurturing environment. Now what they need is information that is more relevant to the times. Our mission clearly states that we exist to improve the minds and bodies of young men and women."

"Learning about sex will not improve their minds or bodies," said Agnes angrily, "and I won't have it here."

Carly looked around the board table at scowling faces of different generations. She believed this new program was entirely appropriate and definitely needed. But without the support of the whole board, what could she do?

Carly looked around the board table at scowling faces of different generations. She believed this new program was entirely appropriate and definitely needed. But without the support of the whole board, what could she do?



ILLUSTRATION BY STUART ARMSTRONG



What should the board do?

Solutions.

Carly Should Do Her Homework Before Proposing New Program



Regina Montoya
Board President
Girls Incorporated
New York, New York

As Carly looked around the board table, she probably wished she had brought up the subject of a new program privately with individual board members prior to the meeting. It would have been prudent to ensure that she had her board chair's support.

It is difficult to create change in an organization, especially when board members and others have been content with the status quo. Given the board culture, Carly must recognize that change will not occur overnight.

Carly has to develop a plan to reeducate her board about the changes she has been seeing in the children and young people they serve. Obviously Carly is sensitive to these changes, and she has determined that a teen pregnancy program is one way to better serve her clients.

First, Carly should consider suggesting a board retreat. At this retreat, Carly should consider an exercise that would determine what the board perceives as the issues confronting its clients. To ensure that the board understands that teen pregnancy is an issue for not only its own population but also the country as a whole, she should develop fact sheets that would point out that every year one million young women aged 15 through 19 get pregnant. She should tell her board that the United States has one of the highest teen pregnancy rates in the industrialized world. Carly may want this information to come from an expert. She might call her local hospital and speak to a doctor or nurse who works regularly with teen mothers.

Carly should then present her own findings about how teen pregnancy has affected the center. Carly should visit with other organizations that deliver services to young people and determine whether the issue of teen pregnancy has affected those organizations, and report to them on how they are dealing with the issue.

Perhaps the board president could suggest the formation of a task force to study this issue and present some options to the board. Carly must understand that an expanded health curriculum will be achieved in incremental steps, but if she would like to see her center become more proactive, she will need to become more proactive with her board.

Variety of Perspectives on Board Would Better Serve Clients



Kevin K. Murphy
President
Berks County Community
Foundation
Reading, Pennsylvania

Carly must attack the issue on several levels. Immediately, she needs to recognize that her program to prevent teenage pregnancy doesn't look like a great fit for the 75th anniversary celebration. Significant milestones like this should be marked in a way that draws positive public attention to the organization. This issue has too much potential for discord. The board should be given something more universally agreeable to focus on.

Carly needs to turn those board members who support her program into more active advocates. They need to determine whether they can muster enough support for the program to have it adopted. One of the problems that nonprofits constantly run into is a mistaken belief that the whole board needs to support everything. This is an issue around which there is legitimate disagreement, but upon which the majority should rule.

"Find ways to inject new blood into the board."

It would be valuable to educate the board about the health aspects of teenage sexual activity. The local health department or hospital could provide a nurse with expertise in these issues to speak to the board. Reasonable people on the board may moderate their positions when faced with objective, expert evidence of a serious need.

Carly needs to find ways to inject new blood into the board. Noticeably absent from the board are people who have expertise in working with young people. Many youth organizations suffer from having too many past members on their boards. Recruiting the principal of the local school, a local pediatrician, or someone from the juvenile justice system would provide fresh perspective on ways for the center to respond to the changing needs of the neighborhood.

Boards are slow to change, and this will be a long, incremental, and sometimes frustrating process. At the same time, one of the board's roles is to keep a progressive executive director from changing things too fast.

Board Must First Define Role of Executive Director in Process



Elliott I. Alvarado
Former Executive Director
Organ Donor Center of Hawaii
Honolulu, Hawaii

This situation has two issues. First, how to best commemorate the 75th anniversary. Second, how the board should resolve program issues to stay consistent with the organization's mission.

Long-term board members may find it inappropriate for a "short-term" executive director to direct an anniversary celebration. Any organization with a long history develops a culture that celebrates its history. The older board members may remember how the organization celebrated its 50th anniversary and have their own perceived notions of an appropriate observance.

To address the second issue, one must answer underlying questions concerning the process. What is the mission of the organization? How does the board approve programmatic changes?

If the mission of the organization is to prepare young people for adulthood in contemporary society, there can then be a rationale supportive of sex education programs. However, if the mission is to provide a safe haven for young people, then the executive director must prove that the need for sex education exists and that the organization must step up to the task.

In managing a situation like this, the executive director must sensitively, yet assertively, deal with the complexity and diversity inherent in any good board. When faced with a stubborn refusal by one or more board members to concede a point, the executive director should step back and reevaluate the situation. Was the opposition unexpected? Was the proposition poorly stated? Were there inadequate preparation and cultivation of the board? Will more information and time allow the board the resources it needs to clearly review the issue?

When a contentious issue arises, the chair, not the executive director, should lead discussion within the context of the agenda and the mission.

It may be inappropriate to handle this situation by attempting to get the older and younger board members to resolve their differences of opinion without thorough deliberations. While any issue can be contentious and disruptive, it is not indicative of a failed board. The diversity of opinion represented by a board is both its strength and its weakness. The challenge for the board is to harness that force into a positive agent for the betterment of the organization. ♦

FROM ANNE HAWLEY'S "Dances with Trustees"

(originally published in its entirety in *Museum News*)

The famous courtyard of Boston's Isabella Stewart Gardner Museum



Board members helped kick off a renovation project by climbing up on the roof of the museum to remove a pane of glass.

Boston is a famously conservative town, as is revealed by the minutes of the board meetings at the Isabella Stewart Gardner Museum. According to the archival record, throughout the 1930s the board was involved in a debate over whether to illuminate the museum by candlelight or electricity.

The Gardner's board has always been a small group. First convened in 1900, the year Isabella Stewart Gardner established the museum, the original board included Gardner, her cousin, her nephew, her lawyer, her accountant, and the museum's architect. When Gardner died in 1924, leaving the museum a \$3.7 million endowment, the seven gentlemen named as trustees had little to do but manage the money. Indeed, Gardner's will expressly forbade changes to the collection or its physical arrangement in the museum, and gave the director absolute control. The building, then only 25 years old, was in good repair. The endowment was more than ample. Regular visiting hours guaranteed that the collection would be available "for the education and enjoyment of the public forever," as Gardner had willed.

And so matters stood for more than 50 years. New members were added to the board only to replace those who resigned or died; most were family members or their friends and business associates.

But by the early 1980s, things had changed — if not inside the boardroom, certainly everywhere else. The Gardner Museum found itself in the midst of a vibrant urban neighborhood that included a

public housing project, a large immigrant community, two schools, several renowned medical centers, and the Boston Latin School. Museum attendance fell from 200,000 annually in the

1970s to 128,000 by 1991. A membership program in the late 1980s attracted only 1,100 new members. Trustees no longer considered the endowment "ample." And in 1990, a tragic theft of 13 works of art sent shock waves through the institution and community. In addition to those problems, the museum was acquiring an overzealous staff who pushed too far too fast, and trustees who, from time to time, slipped into micromanagement.

How could the museum and its programming be reinvigorated? And how could a board without a history of giving or fund-raising reinvent itself to meet the immediate need for a financial turnaround?

The trustees devised a strategy — not a radical one, but a sound one. The museum would expand the board of trustees and create a board of overseers to serve as the Gardner's next generation of leadership; these new boards would be larger, younger, and more diverse. Trustees and overseers would be chosen for their particular expertise, their community networks, and the financial resources they could bring to the table.

In 1987, the Gardner's seven-man board began to acquire a small group of new trustees that included several of Boston's most creative business leaders and two outstanding, knowledgeable volunteers. Over the next eight years, the board of trustees expanded from seven to 15 members (but will never have more than 25 members). The new board of overseers has 30 members and will not grow beyond 50. By keeping the boards small while extending their reach into the community, the Gardner hopes to ensure that its trustees and overseers become deeply involved in the museum.

Luckily, the Gardner had several trustees who understood the role that they must play; two ran successful businesses, and one had demonstrated exemplary political leadership. Their skills were crucial because, by the late 1980s, the Gardner Museum was in crisis. The first challenge was to develop the systems, programs, and personnel required of a museum in the 1990s, such as a finance officer, development and membership programs, and membership staff.

Slowly during my tenure, in the hands of four board presidents, things began to change. The first president began the board expansion using his knowledge of the Boston community. The second's creative leadership galvanized the trustees' desire to give substantial gifts, and he supported management's desire to introduce new directions in artistic, educational, and scholarly programming, a concept not embraced in all quarters. The second president also helped me jump-start the long-range planning process at the museum, which turned out to be key in enabling trustees and staff to embrace common goals. Through his recruitment of a brilliant business leader in the community to head the long-range planning effort, a new — and modern — era was born.

The Gardner's planning process involved all the trustees and staff and was the catalyst that guaranteed our future. It clarified everything. The business leader who chaired the planning effort became the president of the board in 1994.

Now the museum's governance and staff were all moving in the same direction. This was an enormous step, for the management no longer had to manage so much conflict over goals, nor deal with ambiguity about needs and finances. Four years later, we have a new president who combines extraordinary energy, intelligence, and passion for the arts with enormous energy — and he is from a younger generation.

Today, the Gardner has a \$6.2 million climate control system. Trustee donations paid \$2 million of that bill, gifts that enabled the museum to leverage other important donations and grants. Once antiquated in plant and spirit, the museum was galvanized by the leadership, expertise, vision, and generosity of its newly reconstituted board.

The Gardner's new board developed an aggressive method for recruiting members. The museum set up a nominating committee whose chairman and members identify new leadership talent through a formal nomination process. The names of poten-

tial individuals and their profiles are gathered from board members, overseers, and staff. Then the committee and management look at the candidates to discover talented people who will make the Gardner a priority and bring some unique quality to our work. Before a candidate is put forth, the committee and management spend time with the individual to determine his or her level of interest in the museum.

In the late 1980s, when the Gardner was just beginning to think about more community-minded arts and education efforts, museum staff members regretfully admitted that they hardly knew the local community at all. Young people thought the Gardner old-fashioned, and people of color had little use for a museum whose collections seemed to glorify a privileged culture utterly removed from their own.

As plans to overhaul the museum's governance took shape, it became clear that we needed a talented group of outside advisors with strong contacts in the public sector to help the Gardner overcome its insularity and begin building partnerships in the commu-



nity. We especially needed assistance devising an educational program that could extend our reach beyond the museum's walls. Those needs were met by the inspired teamwork of three community leaders — a judge, a public health physician, and a leader of the Settlement House, a community-based social services agency. They all answered the Gardner's call for advisory help in 1990.

From the seeds planted by these individuals came the Gardner's School Partnerships. Working with five schools, all within walking distance of the museum, the program's features include an integrated curriculum, multiple visits to the museum, collaboration with visiting artists, teacher residencies at the museum, and an underlying philosophy of inquiry-based learning.

A new grant helps support our school and artists-in-residence programs, a lecture series, an audio tour, and a museum website. Together these programs help the Gardner achieve its goal of becoming an urban meeting place for community learning.

The artists-in-residence program is another initiative driven by a board member. Under the terms of Isabella Gardner's will, the museum may neither buy nor sell any art, nor change any installation. But there is nothing in that testament to prohibit us from supporting artists by inviting them to do their work and to have the public come and share in that experience, however temporary. Indeed, in Gardner's day, the museum was salon, studio, and concert hall for some of the most celebrated artists and thinkers of the time. I proposed an artists-in-residence program to the trustees; a grant made it possible to begin.

The board members agreed, but, with a few exceptions, their enthusiasm was lukewarm. Perhaps they thought contemporary art and the Gardner an odd match. But a passionate collector and supporter of contemporary artists changed all that when she joined the board and made a substantial gift to support visiting artists. She was able to advocate and interpret the cause of contemporary art to others, both inside the boardroom and out. Her generosity and passion won over her peers in ways my own efforts could not. Today, the Gardner's visiting artists are the cornerstone of the programs supported by the Pew grant. They live and work at the museum, present their work to the public, give lectures, and meet with children in the School Partnerships initiative.

Museum governance should be like falling in love. As trustees come to know the Gardner, helping its artistic life unfold, seeing what a vital force it has become in community life, they become more engaged with the museum and receive the spectacular gifts that involvement with art has to offer.

The Gardner's trustees are my sounding board, my brain trust, my partners on this journey. Our board meetings are always productive, but the most fruitful results come from the mental tennis of one-on-one discussions. That is where the alchemy takes place, because each trustee pushes, challenges, and energizes the institution in a different way. Our trustees' insight and creativity, while sometimes a challenge to coordinate, are as essential to the museum's health today as their financial generosity has always been. ♦

TRY THIS

Sharing Special Events

As a member of a nonprofit board, you consider working cooperatively with another organization to produce a special event. How do you make an educated decision on whether to proceed or withdraw?

First, **identify the pros and cons** of co-sponsoring the event versus going solo. Define these clearly in writing.

Seek commonalities. Identify how the two agencies are alike. Look for evidence that both organizations have successful histories of cooperation and collaboration and possess strengths admired by each other.

Scrutinize personalities. Specific attributes are necessary for the leaders to work cooperatively. The most important of these are the willingness to share (ideas, expertise, time, resources, the spotlight, and credit), to communicate expectations, to clearly define goals and roles, and to thrive on healthy competition.

Prepare for difficulties. Some challenges include the need to compromise. If the details of the event are already set in stone, your organization should do it alone. With co-sponsored events, the red tape is longer; every aspect of the event is now subject to approval by both organizations. A few people will do most of the work, no matter how many are working on the project (and that may be you or your board).

Be innovative in problem solving. There are creative answers to every challenge. Here's one example. Problem: Your organization is concerned that progress and planning information will not be shared. Solution: Set up a group preevent presentation with the board of directors, staff, and related volunteers from both organizations.

The outcome of jointly run special events does not have to be unpredictable. Don't be afraid to say no if your organizations are not compatible. When you choose to co-sponsor a special event, your willingness to focus on preset goals, encourage compromise, and remember the long-term benefits of the effort will ensure success.

Janice Brown is director of development and community relations for the Greater Nashua Council of Alcoholism, Inc., at Keystone Hall in Nashua, NH. She can be contacted at 603-881-4848 or by e-mail at janicebr@keystonehall.org.

A forum for NCNB members to ask questions, share resources and solutions, and explore common ground.

Member to Member

Q: I just joined the board of a community theater. I've noticed that the board chair often calls an executive session in the middle of meetings and board members move to another room, leaving the executive director and a few staff members who occasionally sit in on meetings in the boardroom feeling slighted. Why are such frequent executive sessions necessary?

A: Frequent executive sessions are probably not necessary to the proper conduct of this board's business. At best, they're a result of poor planning, or perhaps of the unexpected failure of a committee to complete an assigned task. They may also be a symptom of something else that's wrong. They could be a signal from the board chair to the executive director that other staff members are not expected to attend board meetings and should not plan to come unless they're invited.

Executive sessions may result from the executive's being perceived as asserting too much influence over board decisions, particularly when there are different points of view among the board's members on a given issue. In any case there seems to be a failure in dealing with matters directly, as well as a suggestion that there is a problem of some sort in the board and executive partnership.

Steven W. Ross (member since 1991)
Consultant
Long Branch, New Jersey

A: It is not only unnecessary to have such frequent executive sessions, it is dangerous. First, such a practice sends a clear signal that the board feels the need to reinforce its authority over the management by excluding the executive from its deliberations. The need to prove its authority indicates insecurity on the part of the board, which will discourage capable candidates from joining and result in mediocrity in the boardroom.

Second, executive sessions in the middle of a meeting destroy the confidence of the administrative team in short order. If it does not, you may have a weak team.

Have a quiet chat with the board chair suggesting that in the future the board might schedule an executive session at the end of every meeting. Such sessions may not be needed, but at least having them at the end will prevent disruption.

David E. Howe (member since 1991)
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Howe & Trowbridge
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