

AGENDA

REGULAR MEETING

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

March 17, 1999

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 7:37 pm Administrative Assistant

Absent
Wood
Stark

2. Adoption of Agenda

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

Driscoll / Mark

3. Minutes of the February 17, 1999 Regular Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Mark / Driscoll

4. Oral Communications

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

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

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

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

Edm. Gae - ISDOC on CALTAC - 1999
Feb 27 Edz AL.

5. Board President Report

Response to Chairman:

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

6. Trustee Reports

Drummond
93 per
AB 24 - Motion
KB 185 AB 187

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.

7. Friends of Placentia Library Board of Directors Report.

Presentation: Friends Board Representative Virginia Walker

8. Placentia History Room Committee Report

Presentation: Board Placentia History Room Representative Pat Irot

CLAIMS (Items 9 - 12)

Mastar / Drummond

Presentation: Library Director
Recommendation: Approve by Motion

Items 9 - 12 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.

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

No Nonstandard Claims were processed during this report period.

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

Claims 3707, 3708, 3709, 3717 and 3718 for a total of \$9,064.30 forwarded by Library Director during this report period.

11. Current Claims and Payroll (Approve)

Current Claims 3712, 3713, 3714, 3715 and 3716 for \$23,761.65; and Payrolls 3710 for \$20,235.00 and 3711 for \$20,325.00, for a combined total of Current Claims and Payroll of \$64,411.65..

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

FINANCIAL REPORTS (Items 13 - 18)

met / [signature]

Presentation: Library Director
Recommendation: Approve by Motion

Items 13 - 18 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.

13. Financial Reports for February 1999 (Receive & File)
14. Office General Ledger & Check Registers for February 1999 (Receive & File)
15. Acquisitions Report for February 1999 (Receive & File)
16. Overdue Collection Reports for February 1999 (Receive & File)
17. Debit Card System Reimbursement Report for February 1999 (Receive & File)
18. Gifts Report for February 1999 (Receive & File)

GENERAL CONSENT CALENDAR (Items 19 - 29)

Dir / met

Presentation: Library Director
Recommendation: Approve by Motion

Items 19 - 29 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.

19. Building Maintenance Report for February 1999 (Receive & File)
20. Personnel Report for February 1999 (Receive, File, and Ratify Appointments)
21. Volunteer Report for February 1999 (Receive & File)
22. Circulation Report for February 1999 (Receive & File)
23. Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of February 2, 1999 (Receive & File)
24. Strategic Planning Report (Receive & File)
25. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
26. Legislative information from California Advocates, California Special Districts Association (CSDA), and the State Library of California (Receive & File)

27. Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage (Receive & File)
28. Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)
29. Special District Risk Management Authority (SDRMA) notice of Proposed Bylaw Amendment – Revising Proxy Voting, February 10, 1999 (no action is required), and a letter from Bear Valley Community Services District recommending approval of the Bylaw Amendment (Receive & File)

CONTINUING BUSINESS

30. 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

31. Review Content and Organization of Board Agenda Book

Presentation: Trustee Wood
Recommendation: Give direction for modifications

32. Determination of Liability Insurance Carrier for Fiscal Year 1999-2000.

Presentation: Library Director
Recommendation: Receive & File the proposal from Calco Insurance Brokers for Fiscal Year 1999-2000 coverage on behalf of Coregis.
Instruct staff to give the Board a report in May that compares the Coregis and SDRMA proposals for Fiscal Year 1999-2000.
Defer deciding on whether to leave SDRMA until February 2000.

STAFF REPORTS (Items 33 - 39)

Presentation: Library Director
Recommendation: Approve by Motion

Items 33 – 39 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.

33. Placentia Library Web Site Development Report for February 1999. (Ammar)
34. Program Committee Report for February 1999. (Ammar)

- 35. Children's Services Report for February 1999. (Smith)
- 36. Publicity Materials produced for February 1999. (Willauer)
- 37. Placentia Library Literacy Services Report for February 1999. (Matas)
- 38. Safety Committee Minutes for February 1999. (Matas)
- 39. Report on Y2K Preparations for February 1999. (Shook & Goodson)

ADJOURNMENT

- 40. Agenda Preparation for the April Regular Meeting which will be held on April 21, 1999.
- 41. Review of Action Items.

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

- 42. Adjourn

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

I, Wendy G. Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the March 17, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, March 11, 1999.



Placentia Library Board Calendar

February 1999 - January 2000

February 99

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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28						

February

1 American Library Assoc.
Philadelphia, through 2/3
7:00 PM Friends Board Meeting, Dinsmore

17 7:30 PM Library Board Meeting

27 9:00 AM - 3:30 PM CALTAC Workshop, Arcadia Public Library, 20 W. Duarte Rd.

March

1 7:00 PM Friends Board Meeting, Shkoler

6 11:00 AM - 2:00 PM Author's Luncheon

17 7:30 PM Library Board Meeting

April

5 7:00 PM Friends Board Meeting, Stark

11 National Library Week through 4/17

12 Friends Annual Meeting

21 7:30 PM Library Board Meeting

23 11:00 AM - 2:00 PM SLS/MCLS Annual Meeting, Queen Mary

27 CLA Legislative Day, Sacramento

30 Book Expo America, Los Angeles, through 5/2

May

3 7:00 PM Friends Board Meeting, Masters

7 American Girl Pastimes Parties (also May 8)

15 Friends Booksale (also May 16)

May

19 7:30 PM Library Board Meeting

June

2 Western Regional Planned Giving Conference, Costa Mesa

7 7:00 PM Friends Board Meeting, Wood

16 7:30 PM Library Board Meeting

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

July

21 7:30 PM Library Board Meeting

August

18 7:30 PM Library Board Meeting

September

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

15 7:30 PM Library Board Meeting

October

4 7:00 PM Friends Board Meeting, Shkoler

9 Heritage Parade

13 National Planned Giving Conference, Anaheim

20 7:30 PM Library Board Meeting

November

1 7:00 PM Friends Board Meeting, Stark

17 7:30 PM Library Board Meeting

August 99

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December 99

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July 99

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**MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 17, 1999**

CALL TO ORDER

The Regular Meeting of the Placentia Library District Board of Trustees was called to order on February 17, 1999 at 7:33 P. M. by President Al Shkoler.

ROLL CALL

Members Present: President Al Shkoler; Secretary Robin Masters, Trustees Margaret (Peggy) Dinsmore, Saundra Stark and Gaeten Wood; and Library Director Elizabeth Minter.

Members Absent: None

Others Present: Friends Representative Renee Scott, Health Insurance Representative Stormy Waldeck, Principal Librarian Suad Ammar; and Administrative Assistant Wendy Goodson.

**ADOPTION OF
AGENDA**

It was moved by Trustee Wood, seconded by Secretary Masters to adopt the Agenda as printed with the sequencing of Item 34 to follow Item 4.

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

**SELECTION OF
HEALTH
INSURANCE**

Stormy Waldeck presented and the proposed quotes and carrier information for employees health insurance effective March 1, 1999.

It was moved by Secretary Masters, seconded by Trustee Wood to approved renewal of coverage with Blue Shield of California and to authorize Elizabeth D. Minter to sign the contract.

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

MINUTES

It was moved by Secretary Masters, seconded by Trustee Wood to approve the Minutes of the January 20, 1999 Regular Meeting as printed.

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

**ORAL
COMMUNICATIONS**

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

Minutes, Placentia Library District Board of Trustees, Regular Meeting of February 17, 1999, Page 2.

**PRESIDENT'S
REPORT**

President Shkoler and Elizabeth D. Minter met with Orange County Supervisor of the 4th District, Cynthia Coad on February 4, 1999. Supervisor Coad is a professional educator and active library user. The District should be able to count on her support of library issues.

TRUSTEE REPORTS

Trustee Dinsmore attended the California Association of Library Trustees and Commissioners Board of Trustees Meeting on February 6, 1999 in Pasadena. Trustee Dinsmore also attended the Local Government Finance Forum on January 22, 1999 in Los Angeles. This is the first series of six that will occur throughout the State in January and February.

Trustee Wood attended the California Special District Association Workshop for newly elected Directors/Trustees in Palm Springs on February 4 & 5, 1999. She suggested the District schedule time to review policies and procedures.

Trustee Stark attended the Planned Giving Round Table Seminar with Elizabeth D. Minter on February 17, 1999. Trustee Stark will also be attending the Workers Compensation Authority Meeting on February 26, 1999 in San Diego as the small district representative.

FRIENDS REPORT

Nothing reported by Friends Representative Renee Scott.

CLAIMS

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

Nonstandard Claims in the amount of \$0.00

Claims 3692, 3693, 3696, and 3697 forwarded by the Library Director in the amount of \$6,703.29.

Current Claims of \$67,820.43, and Payroll Claims 3694 and 3695, in the amount of \$40,650.00 for a total of \$108,470.43.

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

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

**FINANCIAL
REPORTS**

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

Financial Reports for January, 1999

Office General Ledger & Check Registers for January, 1999

Acquisitions Report for January, 1999

Minutes, Placentia Library District Board of Trustees, Regular Meeting of February 17, 1999, Page 3.

Overdue Collection Report for January, 1999

Debit Card System Reimbursement Report for January, 1999

Gifts Report for January, 1999

AYES: Dinsmore, Masters, Shkoler, Stark, Wood

NOES: None

ABSTAIN: None

ABSENT: None

Trustee Dinsmore left at 8:48 P.M.

**GENERAL CONSENT
CALENDAR**

It was moved by Trustee Stark, seconded by Trustee Wood to receive and file Agenda Items 18 to 32:

Building Maintenance Report for January, 1999 (Receive & File)

Personnel Report for January, 1999 (Receive, File and Ratify Appointments)

Volunteer Report for January, 1999 (Receive & File)

Circulation Report for January 1999 (Receive & File)

Minutes of the Executive Committee of the Independent Special Districts of Orange County (ISDOC) of January 5, 1999. (Receive & File)

Strategic Planning Report (Receive & File)

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

Legislative information from California Advocates, California Special Districts Association (CSDA), and the California Library Association (CLA) (Receive & File)

Response to California Public Records Act request from Ronald A. Zumbrun, dated January 19, 1999 (Receive & File)

California Library Literacy Services 2nd Quarter Report for Fiscal Year 1998-99, as submitted to the State Library of California (Receive & File)

Orange County Investment Pool (OCIP) Bankruptcy update from Patrick Shea, Attorney for OCIP (Receive & File)

Minutes, Placentia Library District Board of Trustees, Regular Meeting of February 17, 1999, Page 4.

Minutes of the Placentia Library District Ad Hoc Committee on Increasing Library Usage (Receive & File)

Ratification of Library's Director signature on Letter of Understanding, February 2, 1999, wit Munson, Cronick, & Associates, Certified Public Accountants regarding charges for Their services for transferring the District's General Ledger from ACCPAC software to Quickbooks effective December 31, 1998 (Receive & File)

Minutes of the Board of Directors of the Special District Workers Compensation Authority for its meeting held on September 18, 1998 (Receive & File)

Library of California (formerly the California Library Services Board) actions taken at the January 25-27, 1999 meeting.

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

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

Elizabeth D. Minter reported on the California Special Districts Association (CSDA) Legislative Committee Meeting she attended on January 22, 1999. CSDA Lobbyist Ralph Heim is not optimistic about any removal of the ERAF Property Tax in this legislative session. The Committee is continuing to actively support all efforts in this area.

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

**TRAVEL
AUTHORIZATIONS**

It was moved by Trustee Stark, seconded by Secretary Masters to ratify travel/training authorization for Trustee Wood and Administrative Assistant Goodson to attend the National Society of Fundraising (NSFRE) on March 22, 1999 at a cost of \$50.00 per person plus mileage; and travel expenses for Administrative Assistant Goodson to attend the Special Districts Risk Management Authority (SDRMA) Education Day on February 25, 1999.

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

Minutes, Placentia Library District Board of Trustees, Regular Meeting of February 17, 1999, Page 5.

LIBRARY WEB SITE

Principal Librarian Suad Ammar presented a proposal to develop two web sites to improve the quality of in-house and literal information services to Placentia Library users.

It was moved by Trustee Wood, seconded by Secretary Masters to proceed with proposed plans to establish a web site for the Library.

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

STAFF REPORTS

It was moved by Secretary Masters, seconded by Trustee Wood to approve Agenda Items 37-42:

Program Committee Report for January, 1999

Children's Services Report for January, 1999

Publicity Materials produced in January, 1999

Placentia Library Literacy Services Report for January, 1999

Safety Committee Minutes for January, 1999

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

**AGENDA
PREPARATION**

No action was taken on this item.

ADJOURNMENT

The Regular Meeting of the Board of Trustees of the Placentia Library District for February 17, 1999 adjourned at 9:38 P.M.

Robin J. Masters, Secretary



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Cheryl Willauer, Library Assistant
SUBJECT: Friends of Placentia Library Report
DATE: March 16, 1999

The Board of Directors of the Friends of the Library met on Monday, March 1, 1999. Al Shkoler, President of the Placentia Library Board of Trustees, Library Director Elizabeth Minter and Library Assistant Cheryl Willauer attended the meeting.

President Irot reported the balance on hand is \$8,870.01. The Friends earned over \$800 in book sales in February.

The Author's Luncheon is on Saturday, March 6. Vice President Olson and Treasurer Camille Himes will be selling books. Membership Chair Ted Farkas will help count tip money.

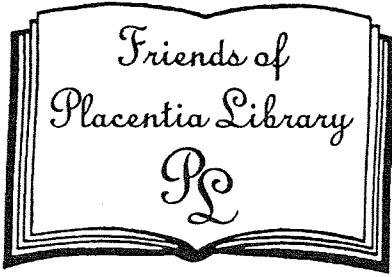
The Friends discussed the Annual Meeting Program, reminding everyone that \$200 has been encumbered for the speaker.

The Annual Booksale will be held on Saturday, May 15 from 8:00 A.M. to 1:00 P.M. and on Sunday, May 16 from 1:00 to 4:00 P.M. The Saturday hours are the same as the City's Annual Open House.

The Board discussed the proposed project for the Marj Dailey memorial. Library Director Minter reported on her trip to Arcadia Public Library and the special reading tables they have for the younger children.

The next Friends Board meeting is scheduled for Monday, April 5, 1999 at 7:00 P.M. Trustee Stark is scheduled to attend as the Library Board representative.





FRIENDS OF PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925, Ext. 202

March 15, 1999

Board of Directors

- Pat Irot
President
- Bob Olson
Vice President
- Barbara Hemmerling
Secretary
- Marj Dailey
Treasurer
- Ted Farkas
Membership Chair
- Camille Himes
- Marge Horrocks
- Renée Scott
- Frances Stoller
- Kay Suiter
- Virginia Walker
- Elizabeth D. Minter, MLS
Ex Officio

Directors Emeriti

- Ruth Cain
- Nita Godwin
- Bev Johnson

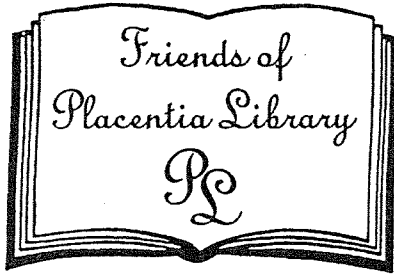
TO: BOARD OF TRUSTEES
LIBRARY DISTRICT

RE: FRIENDS ACTIVITY

1. April 12 our Annual Meeting will occur; election of our directors is required. Two, possibility, three new directors have accepted nomination. We actually have three vacancies to fill to reach our minimum - 11.

You will receive invitations to attend. Please come to honor the volunteers who serve the library, to vote for our Board, and to enjoy a special speaker, provided by a grant from the Council for Humanities as part of the CA Sesquicentennial observance. Refreshments at 6:30; program at 7 PM.

2. We seek to present the library in memory of Marj Dailey a gift of permanence. We have been asked to work in conjunction with the Trustees' committee on refurbishing.
3. Our Super Used Book Sale occurs again in conjunction with the City's Open House in May. We will set up on Friday, sell on Saturday AND on Sunday. Proceeds from this annual sale have been disappointing in recent years so we have added Sunday with Buck a Bag the last hour, of course.
3. Our Ongoing Book Sale continues to be a good source of income. Very loyal volunteers serve as managers of the Book Store. During a volunteer's period of "duty", perhaps only 50¢ is taken in. So, it is important to share with these volunteers the "end of month" take, so they are aware of the total income they have made possible.



FRIENDS OF PLACENTIA LIBRARY

411 East Chapman Avenue, Placentia, CA 92870-6198
714-528-1925, Ext. 202

March 15, 1999

Board of Directors

Pat Irot
President

Bob Olson
Vice President

Barbara Hemmerling
Secretary

Marj Dailey
Treasurer

Ted Farkas
Membership Chair

Camille Himes

Marge Horrocks

Renée Scott

Frances Stoller

Kay Suiter

Virginia Walker

Elizabeth D. Minter, MLS
Ex Officio

Directors Emeriti

Ruth Cain

Nita Godwin

Bev Johnson

TO: TRUSTEES
PLACENTIA LIBRARY DISTRICT

RE: HISTORY ROOM EXPANSION
REPORT

During a recent study session on this subject with the City Council, we were encouraged to develop our ideas and bring them back to the group in two months.

Discussion of History Room space needs had occurred with Elizabeth and with Al prior to the meeting with the City. We began to examine then very seriously how the History Room might better serve patrons now and in the future.

We, the History Room Committee, are currently working on a proposal for the City to consider funding. The Historical Committee is participating fully.

The H.R. Committee operates on the premise that materials relative to this city's history will be increasingly valued as groups within the city face significant anniversary dates. (i.e. Chamber of Commerce -75 years, Roundtable Women's Club -100 years). Within our community, there is no other entity attempting collection and organization of materials relative to the city, its people and its organizations.

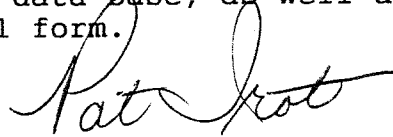
With the expansion proposed, we envision the existing space to be utilized by the patron with *interest* in local and state history. Book shelves within this room would be replaced by shelves built around the wall and comfortable, inviting furniture provided. The proposed additional space would provide the serious researcher with space, equipment and resources. This space would house two computer stations, a audio/video viewing station, file storage area and a work station for materials processing. (As of now, we volunteers are

processing materials, using space in competition with patron space usage.)

To gain information for the preparation of the proposal, visits are in progress to nearby libraries to determine how they serve their patrons. The observation runs from extensive efforts to capture local history to, in one instance, no effort at all.

Resourcefulness has been our byword. Some years ago, the papers of Samuel Kraemer were retrieved prior to the demolition of his home. Our efforts led to the acquisition of a architects' file cabinet to store large plat maps, etc. Students from CSUF have been sought with some success to do data entry.

I feel reinforced by the support of the Trustees, the staff and the expertise of the Historical Committee. We will, one day, have a valuable collection available to patrons, listed on a data base, as well as preserved in its original form.

A handwritten signature in cursive script, appearing to read "Pat Job".



SDRMA

1481 River Park Drive
Suite 110
Sacramento, CA 95815-4501
(916) 641-2773
(800) 537-7790

BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

ARTICLE II

BOARD OF DIRECTORS

DRAFT

1 Powers

Under the Joint Powers Agreement or successor document, the Special District Risk Management Authority is empowered to carry out all of its powers and functions through a Board of Directors. The Board of Directors shall have the following powers:

- (a) To exercise all powers to conduct all business of SDRMA.
- (b) To determine the details of and select joint protection program or programs to be offered by the Authority.
- (c) To purchase excess insurance, liability insurance, stop loss insurance, officers and directors liability insurance, and such other insurance as the Authority may deem necessary or proper to protect the program and its employees and participating members.
- (d) To defend, pay, compromise, adjust and settle all claims against member districts arising out of acts occurring during the period of coverage.
- (e) To fix and collect deposits from members.
- (f) To deposit all funds received in separate accounts in the name of the Special District Risk Management Authority.
- (g) To invest funds on hand in a manner authorized by law.
- (h) To expend funds of SDRMA only for the purpose of carrying out the provisions of the Joint Powers Agreement or successor document and these Bylaws.
- (i) To conduct audits at the expense of SDRMA of the business affairs of members in order to verify the proper computation of deposits.
- (j) To provide financial administration, claims management services, legal representations, safety engineering, actuarial services, and other services necessary or proper to carry out the purposes of SDRMA either through its own employees or contracts with one or more third parties.
- (k) To obtain a fidelity bond, in such amounts as the Authority may determine, for any person or persons who have charge of or the authority to expend funds of SDRMA.
- (l) To establish policies and procedures for the operation of SDRMA.
- (m) To enter into any and all contracts or agreements necessary or appropriate to carry out the purposes and functions of SDRMA.

DRAFT**SDRMA**

1481 River Park Drive
Suite 110
Sacramento, CA 95815-4501
(916) 641-2773
(800) 537-7790

BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

- (n) To acquire, hold, manage and dispose of, as provided by law, any and all personal property necessary or appropriate to carry out the purposes and functions of SDRMA.

2 Election and Appointment of Directors

- (a) The Board of Directors shall consist of one director appointed by the Board of Directors of the California Special Districts Association. Such appointee shall be from an SDRMA member entity that has executed the current operative Joint Powers Agreement and is participating in the joint protection program(s) offered by SDRMA and five directors elected by the members who have executed the current operative Joint Powers Agreement and are participating in one of the joint protection programs offered by SDRMA.
- (b) The election of directors shall take place at the annual meeting of the Authority held in each odd-numbered year.
- (c) Each participating member entity shall have one vote in the election of each director. ~~Members may cast votes by proxy, provided that an Authority To Cast Proxy Ballot, and an accompanying resolution of the Board of Directors of the Member Entity, are in the possession of SDRMA prior to the opening of its annual meeting.~~ The authorized representative from each member entity must be present at the election to cast the member's vote.
- (d) Each candidate for election as a director must be a member of the Board of Directors of a participating member, or a management employee, attorney, or consultant of a participating member. Nominations for the office of director may be made by any participating member. Only one representative from any member may serve on the Board of Directors at the same time.
- (e) Except as hereinafter provided, the term of office shall be for four years ending on December 31.
- (f) The terms of the Directors appointed by CSDA will end on December 31 of the alternate odd-numbered year to coincide with the two SDRMA elected Directors discussed below.

The terms of the five Directors elected by the members will be staggered. Three Directors will serve four-year terms, to end on December 31 of one odd-numbered year. Two Directors will serve four-year terms, to end on December 31 of the alternate odd-numbered year.

3 Vacancy

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



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BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

- (b) Upon the death or resignation of any other member of the Board of Directors, the vacancy shall be filled for the balance of the unexpired term by appointment by the remaining members of the Board of Directors of SDRMA.

4

Meetings

- (a) The business of the Board of Directors shall be conducted and exercised only at a regular or special meeting of the Board of Directors held in accordance with law.
- (b) Minutes of any and all meetings shall be available to members upon request. A synopsis of Board actions may be mailed or otherwise distributed to members not less frequently than quarterly.

5

Quorum and Required Vote

A quorum of at least four members of the Board of Directors must be present at any meeting before the business of the Board of Directors can be transacted. The vote of a majority of the Board of Directors shall be required for any act or decision of the Board of Directors except as otherwise specifically provided by law.

6

Expenses

CSDA will bear the total board meeting and committee meeting cost of their appointed representative in accordance with their respective policy(ies). Only those Board Members elected by SDRMA members or who are appointed by the SDRMA Board of Directors shall be reimbursed by SDRMA for all reasonable and necessary travel expenses when required or incurred by any director in connection with attendance at a meeting of the Board of Directors or a committee thereof and for such other expenses as are approved by the Board. These expenses shall include, but shall not be limited to, all charges for meals, lodging, air fare, and the costs of travel by automobile at a rate per mile established by the Board of Directors. CSDA's appointee will be reimbursed by SDRMA for all reasonable and necessary travel, lodging, meal and registration expenses when in attendance at an SDRMA Board approved training program or seminar.

ARTICLE III

OFFICERS

1

President, Vice President and Secretary

- (a) There shall be three officers: a president, a vice president and a secretary, who shall be members of the SDRMA Board of Directors.
- (b) Only those Directors that hold elective directorships shall be eligible to serve as officers. Those Directors who hold CSDA-appointed directorships shall not be eligible to serve as officers.
- (c) Elections shall be held at the first meeting following January 1 of each even numbered year and each officer's term shall begin thereafter, and shall end following adjournment of the first meeting following January 1 of the next even numbered year, or as soon thereafter as a successor is elected.



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- (d) In the event the president, vice president or secretary so elected ceases to be a member of the Board of Directors, the resulting vacancy in the office shall be filled by election at the next regular meeting of the Board of Directors after such vacancy occurs.
- (e) The president shall preside at and conduct all meetings of the Board of Directors, and shall carry out the resolutions and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe. In the absence of the president, the vice president shall carry out the duties of the president. The secretary shall keep, or cause to be kept, minutes of all meetings, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

2

Executive Director/Risk Manager

The Special District Risk Management Authority shall appoint an Executive Director/Risk Manager who shall have general administrative responsibility for the activities of this joint powers authority and who shall be responsible for all minutes, notices, and records of meetings and shall perform such other duties as may be assigned by the Board of Directors. The executive director/risk manager shall be paid by the Special District Risk Management Authority.

ARTICLE IV

DESIGNATED ENTITY

1

The Lewiston Community Services District is hereby designated as the applicable entity for defining the restrictions upon the manner of exercising power as set forth in the California Government Code Section 6509, and as provided for in Paragraph (2) of the Joint Powers Agreement of which these Bylaws are a part.

2

Should the Lewiston Community Services District terminate its membership or be involuntarily terminated in accordance with provisions of these Bylaws, the Board of Directors shall, by resolution, name a successor community services district as the "designated entity" until such time as this Article can be amended in accordance with Article IX hereof.

ARTICLE V

JOINT PROTECTION PROGRAMS

1

Implementation of Joint Protection Programs

The Board of Directors may, at any time, offer such joint protection programs as it may deem desirable, other than workers' compensation coverage. Such joint protection program or programs shall be offered on such terms and conditions as the Board of Directors may determine. Members must participate in the Package Program, but participation in any other



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BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

joint protection program or plan will be optional. The Board of Directors shall establish the amount of deposit or contribution, determine the amount of loss reserve contribution, provide for the handling of claims, determine the amount of excess insurance to be purchased, and otherwise establish the policies and procedures necessary to provide a particular joint protection program for participating members.

2 Method of Calculating Contributions

The method of calculating contributions for participating members in each joint protection program or plan shall be established annually by the Board of Directors.

ARTICLE VI

FINANCIAL AFFAIRS

1 Accounts and Records

SDRMA shall establish and maintain such bank accounts and maintain such books and records as determined by the Board of Directors and as required by good accounting practice. Books and records of SDRMA shall be open to inspection at all reasonable times by authorized representatives of participating members. Periodically, but not less often than annually, financial reports shall be made available to all participating members.

2 Audit

SDRMA shall obtain an annual audit of its financial statements, which audit shall be made by an independent certified public accountant and shall conform to generally accepted auditing standards. A copy of said audit report shall be available, upon request, to each of the participating members. Such audit report shall be obtained and filed within six months after the end of the fiscal year under examination.

3 Risk Sharing

Any joint protection program established and/or operated under these Bylaws are intended to be risk sharing programs. Notwithstanding this intention, and upon findings by the Board of Directors of the Authority that confirm the value thereof, the Board of Directors may recognize sound risk management and loss control by the members through contribution modifications.

4 Distribution of Risk Margin

Any risk margin from the operation of any joint protection program may be distributed to the participating members in such joint protection program under such terms and conditions as may be determined by the Board of Directors, but any such distribution shall be made on a prorata basis in relation to gross contributions paid to that program and shall be made only to those members which participated in the program during the coverage year in which the risk margin was generated.

5 Assessments

(a) If, in the opinion of the Board of Directors, claims against participating member in any particular program or plan for any particular program year are of such a



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BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

magnitude as to endanger the ability of SDRMA to continue to meet its obligations for that program year, each member who has participated in that particular program or plan of SDRMA during the applicable program year shall be assessed by SDRMA a prorata share of the additional amount determined necessary by the Board of Directors to restore the ability of SDRMA to continue to meet its obligations for the applicable program year.

- (b) Each member's prorata share of the total assessment shall be in the same proportion as that member's gross contributions paid during or due for the applicable program year bears to the total gross contributions paid by or due from all participating members during the applicable program year. In calculating these amounts, the assessment shall not be included in gross contributions.
- (c) Failure of any participating member to pay any regular contribution or assessment when due shall be cause for the involuntary termination of that entity's membership in SDRMA. Such assessment shall be a debt due by all members who have participated in the applicable SDRMA program or plan during the applicable program year, and shall not be discharged by termination of membership.

6

Fiscal Year

SDRMA shall operate on a fiscal year commencing on July 1 and ending on the following June 30. Such fiscal year shall also be the coverage year or program year for any member in any joint protection program.

ARTICLE VII

TERMINATION OF MEMBERSHIP

1

Withdrawal

Any participating member may voluntarily withdraw from any particular joint protection program in accordance with the applicable provision of the Joint Powers Agreement or any successor document thereto.

2

Involuntary Termination

A participating member may be involuntarily terminated only for any of the following reasons:

- (a) Failure to pay any contribution, deposit, contribution to loss reserve, or assessment when due.
- (b) Failure to comply with the Bylaws or with the policies and procedures established by SDRMA.
- (c) Failure to sign any properly adopted amendment to the then operative Joint Powers Agreement or successor document when requested to do so.



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BYLAWS of the SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

- (d) Failure to maintain membership in the California Special Districts Association.
- (e) Dissolution of a participating member entity.

3

Payment Upon Termination of Membership

In the event of a termination of the membership of any participating member by involuntary termination, said member shall thereafter be entitled to receive its prorata share of any distribution of risk margin declared by the Board of Directors that pertains to a coverage year during which the terminated member participated in any particular program of SDRMA for which such distribution is made. Such payment shall be in full settlement and satisfaction of any and all claims that said terminated member may have against SDRMA.

No member that voluntarily withdraws shall be entitled to any refund of contributions, deposits, loss reserve contribution, risk margin, or return of assessment, unless otherwise approved by the SDRMA Board of Directors.

4

Continued Liability

Upon withdrawal or involuntary termination of a participating member, that member shall continue to be responsible for any unpaid deposits or contributions and for any assessment(s) levied in accordance with the provisions of these Bylaws.

ARTICLE VIII

TERMINATION OF SDRMA

Upon the termination of SDRMA, provision shall be made for the payment of all known claims; for insuring, reinsuring, or making other provision for the payment of any and all unknown claims covered by any protection program provided by SDRMA to a member and occurring during its period of participation in SDRMA; and for the payment of all debts, liabilities, administrative expenses, and obligations of SDRMA. After having paid or made provision for all such matters, SDRMA shall pay to each member of SDRMA at the time of SDRMA's termination, its prorata share of the remaining assets of SDRMA. A member's prorata share shall be in the same proportion as the total gross contributions, deposits and assessments paid by that member to SDRMA during its period of participation bears to the total gross contributions, deposits and assessments paid to SDRMA during its period of operation by all entities who are members of SDRMA at the time of termination.

ARTICLE IX

AMENDMENTS

These Bylaws may be amended at any time by majority vote of the Board of Directors following a 30-day written notice to all participating members and to CSDA as to the amendment(s) proposed to be adopted, except that these Bylaws cannot be amended in any way that would conflict with the terms and provisions of the Joint Powers Agreement or successor document and any amendment thereof.



BEAR VALLEY COMMUNITY SERVICES DISTRICT

March 3, 1999

Board of Directors
Special District Risk Management Authority
1481 River Park Drive, Suite 110
Sacramento, CA 95815-4501

Dear Sirs:

I am writing in regard to the Proposed Bylaw Amendment concerning proxy voting. I concur with the proposal to do away with proxy voting and feel that this is a change which will make participation in elections easier and more attractive for the members. The proposed addition to the bylaws, however, appears to have exactly the opposite effect and certainly doesn't accomplish the six objectives laid out in your letter of February 10, 1999.

Since California is a very large state, it is impossible to schedule a meeting anywhere within the state which would be convenient to all of the member agencies. As a result, actual attendance at Statewide meetings will always represent only a portion of the membership. Although not explicitly stated in the February 10th letter, it is understood that future elections are intended to be conducted only at the Northern California Meetings. If this is the case, it will obviously make attendance more difficult to members in the southern portion of the state. It would seem that the greatest participation in an election could be derived from a simple mail-in ballot. Numerous other statewide (and nationwide) organizations do this. Allowing candidates to submit a photo and short statement of qualifications is not significantly less informative than seeing them in person and hearing them speak for a couple of minutes at the election.

If it is the desire of the Board to achieve maximum participation in the election with minimum inconvenience to the membership, it is recommended that this approach be seriously considered.

Sincerely,

A handwritten signature in black ink, appearing to read "John C. Yeakley".

John C. Yeakley
General Manager

cc: SDRMA Member Agencies

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: March 17, 1999

BACKGROUND:

Library Revenue Issues

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

1. Property Tax

Library Director Minter attended the California Special Districts Association (CSDA) Legislative Committee meeting in Sacramento on March 4, 1999. Lobbyist Ralph Heim reported on a meeting that he had with Assemblyman John Longville (San Bernadino County), newly appointed Chair of the Assembly Local Government Committee. Assemblyman Longville told Mr. Heim that he does not like special districts, that there is no need for special districts, that special districts should be taken off LAFCOs, and that next year he intends to introduce a bill to simplify local government that will include no role for special districts. There are no Orange County legislators on the Assembly Local Government Committee this year.

The next CSDA Legislative Committee Meeting is scheduled for early April.

California Advocates Lobbyist Mike Belote reported that he discussed the District's proposal of capping the ERAF shift for library districts at 20 or 25% with Senate Local Government Committee Chairman Richard Rainey (R, Contra Costa County). Senator Rainey was not enthusiastic about the idea. Senator Rainey suggested that the District utilize a parcel tax measure to replace the lost funds. There are no Orange County legislators on the Senate Local Government Committee this year.

2. State Funds

Letters have been sent to each member of the Senate Budget Subcommittee No. 1 on Education Finance (Attachment A) and the Assembly Budget Subcommittee No. 2 on Education Finance (Attachment B) requesting full funding of the Public Library Foundation program. California Advocates and CSDA have also been asked to write letters in support.

The Public Library Fund for Fiscal Year 1998-99 was received this month in the amount of \$59,146. Full funding would have been \$103,831.

3. Local Revenues

The Library Director continues to work with the City Manager on the list of funding items to be presented to the City Council.

Parcel Tax Election Considerations

No information to report.

RECOMMENDATIONS:

1. Give direction for future action



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

March 5, 1999

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Sandra Stark

Gaeten M. Wood

Senator Jack O'Connell, Chair.
Senate Budget Subcommittee No. 1 on Education Finance
State Capitol
Sacramento, CA 95814

RE: Full Funding of the Public Library Foundation
Budget Item #6120-221-0001

Dear Chairman O'Connell:

I am writing to you on behalf of the Board of Directors of Placentia Library District to request the support of the Senate Budget Subcommittee No. 1 on Education Finance for full funding of the Public Library Foundation item in the State Budget.

As an independent special district Placentia Library lost 50.41% of its property tax revenue during the 1992-93 and 1993-94 ERAF shifts. Property tax is the District's sole tax source for operating revenue and none has been restored since those shifts. The result has been a deterioration in local public library services as the Library's hours were reduced from 64 to 39 per week, its staff reduced from 24 full time equivalents to 12, and it's book budget reduced from over \$150,000 to approximately \$60,000.

Placentia Library District uses 100% of its Public Library Foundation Fund allocation to finance its book budget. Full funding of the PLF Fund would increase Placentia's allocation from \$59,146 to \$103,831. This increase would make a significant difference in the quality of public library services provided to the residents of Placentia Library District.

We hope that the Senate Budget Subcommittee No. 1 on Education Finance will support and recommend full funding for the Public Library Foundation Fund for 1999-2000.

Sincerely,

Al Shkoler
President

c: John Lewis, Senator, 33rd District



PLACENTIA LIBRARY DISTRICT

411 East Chapman Avenue, Placentia, CA 92870-6198

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plalibd@cosmoslink.net

March 5, 1999

Board of Trustees

Margaret V. Dinsmore

Robin J. Masters

Al Shkoler

Saundra Stark

Gaeten M. Wood

Assemblywoman Sarah Reyes, Chair.

Assembly Budget Subcommittee No. 2 on Education Finance

State Capitol

Sacramento, CA 95814

RE: Full Funding of the Public Library Foundation
Budget Item #6120-221-0001

Dear Chairwoman Reyes:

I am writing to you on behalf of the Board of Directors of Placentia Library District to request the support of the Assembly Budget Subcommittee No. 2 on Education Finance for full funding of the Public Library Foundation item in the State Budget.

As an independent special district Placentia Library lost 50.41% of its property tax revenue during the 1992-93 and 1993-94 ERAF shifts. Property tax is the District's sole tax source for operating revenue and none has been restored since those shifts. The result has been a deterioration in local public library services as the Library's hours were reduced from 64 to 39 per week, its staff reduced from 24 full time equivalents to 12, and its book budget reduced from over \$150,000 to approximately \$60,000.

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We hope that the Assembly Budget Subcommittee No. 2 on Education Finance will support and recommend full funding for the Public Library Foundation Fund for 1999-2000.

Sincerely,

Al Shkoler
President

c: Dick Ackerman, Assemblyman, 72nd District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *admint-*
SUBJECT: Review Content and Organization of Board Agenda Book
DATE: March 17, 1999

BACKGROUND

Trustee Wood requested a discussion of the content and organization of the Board Agenda Book.

RECOMMENDATION

Give direction for modifications.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Determination of Liability Insurance Carrier for Fiscal Year 1999-2000**
DATE: March 17, 1999

BACKGROUND:

Placentia Library District changed from purchasing its liability insurance from a commercial insurance carrier to the Special District Risk Management Authority in July 1996. At that time the District made a commitment to remain with the joint powers authority pool for a minimum of three years. That time period expires at the end of the current contract year.

The reason that the District joined SDRMA was to provide greater stability to the cost of liability insurance. In periods of great market fluctuation the self-insured pool offers reasonably stable premiums. SDRMA is a non-profit organization formed by its members for the sole purpose of providing liability insurance. The District has saved a great deal of money by being a member of SDRMA and has also benefited from the training and inspection programs offered as member benefits by SDRMA.

The District has been approached by a commercial liability insurance carrier, Coregis, and is being asked to drop its affiliation with SDRMA. Coregis has an exceptionally aggressive marketing program and it is actively pursuing all SDRMA members.

The District's cost for SDRMA for Fiscal Year 1998-99 was \$10,124.25, which included a small surcharge for semi-annual payments. Coregis is proposing a premium of \$7,192, see Attachment A, that may also include a requirement of paying membership dues to the California Rural Water Association (CRWA), the sponsoring organization. Coregis is a commercial carrier and is thus not a membership organization. Coregis is requiring a three-year membership commitment.

The renewal rates for SDRMA will not be available until the end of April. Yet if a District wishes to withdraw from SDRMA it is required to give notice by the end of March. SDRMA staff estimates that the SDRMA Board will be able to offer renewal rates that are competitive with Coregis.

Changing liability insurance carriers is something that takes a large amount of administrative time. Libraries have special liability insurance needs that are fairly unique. It would be unwise to select a new carrier that is not willing to provide the replacement cost policies that the District needs for its book collection. Coregis' proposal is definitely geared to Districts with heavy equipment and outdoor activities – there is nothing to indicate that they are dealing with public service agencies. I asked the Coregis representative for a list of libraries insured by them and

there are none. SDRMA is now insuring over half of the independent special library districts in California.

Matt / Admin

RECOMMENDATIONS:

1. Receive & File the proposal from Calco Insurance Brokers for Fiscal Year 1999-2000 coverage on behalf of Coregis.
2. Instruct staff to give the Board a report in May that compares the Coregis and SDRMA proposals for Fiscal Year 1999-2000.
3. Defer deciding on whether to leave SDRMA until February 2000.



Calco Insurance Brokers & Agents, Inc.

March 8, 1998

Elizabeth D. Minter
Placentia Library District
411 E. Chapman Avenue
Placentia, Ca. 92670

600 City Parkway West
Suite 500
Orange, CA 92868-2946
P.O. Box 5995
Orange, CA 92863-5995

(714) 937-1824
Fax (714) 634-1328
Lic No. 0829370

Dear Elizabeth,

Thank you for entertaining our **CRWA Risk Management Program**.

We represent over 75 Community Service Districts and nearly 700 special districts throughout California. Our carrier, Coregis Insurance Group, specializes in public entity insurance and has a tradition of equitable claims handling and stable prices. Coregis is an "A" rated, admitted carrier owned by General Electric. A few key distinctions between our program and SDRMA are as follows:

- 3 year policy period to hedge against future coverage reductions or price increases
- Private insurance backed by General Electric
- No possibility of future assessments
- Defense outside the limit
- No EPLI deductible
- Full prior acts for public officials errors & omissions
- No shared property or boiler & machinery limits
- Subsidence, inverse condemnation, and limited pollution coverage
- Association endorsed (California Rural Water Association, California Association Of Resource Conservation Districts, California Association Of Reclamation Districts, California Association Of Public Cemeteries).
- Lower property and liability deductibles
- No cost additional insured endorsements or special event endorsements
- Liability limits up to \$50,000,000 available

We truly believe we offer excellent insurance protection and fair, stable prices. With nearly 700 districts, we would be happy to provide local references in your area. If you have any questions, please contact any of the following CRWA Specialists.

Sincerely,

Dan Ryan, CIC
714-937-4274

David McNeil, ARM
714-937-4221

Lorraine Money, CIC
714-937-4271

DR/lm

BUSINESS INSURANCE PROPOSAL

Prepared for:

PLACENTIA LIBRARY DISTRICT

Effective: 7-1-99

Presented by:

*Dan Ryan, CIC
Vice President
(714) 937-4274*

*David McNeil, ARM
Assistant Vice President
(714) 937-4221*

*Paul Fuller, CPCU
Program Administrator*

*Calco Insurance Brokers & Agents
Orange, California
Lic No. OB29370*

OVERVIEW

CALCO - YESTERDAY, TODAY and TOMORROW

Calco Insurance Brokers & Agents is part of the California Casualty Group - a large and successful business founded in 1914 that includes underwriting, agency and brokerage operations.

Calco has been providing quality insurance services including risk management, employee benefits, surety bonding and full business insurance to California-based employers and professional associations since 1937. Presently one of the 50 largest insurance brokers in the United States, our goal is to be in the top 25 by the year 2000.

With nearly \$200 million in premium and \$18.5 million in revenue, **Calco** possesses unique marketing ability, buying power and the expertise to respond to clients' insurance and risk management needs as they change and expand. Its 172 person sales, service and marketing professionals serve clients from offices in San Francisco, San Mateo, Fresno, Sacramento, Glendale, Orange and San Diego.

Calco is one of the top 40 insurance brokers in the country. Calco will continue to provide its unique combination of resources and services, while seeking new individual and association sales opportunities.

OVERVIEW

THE BUILDING BLOCKS

Who we are Calco Insurance Brokers & Agents, Inc. is an independent but wholly owned subsidiary of California Casualty Management Company - a large and successful business founded in 1914 that includes underwriting, agency and brokerage operations.

Quality Services We have been providing quality insurance services including risk management, employee benefits and full business insurance to California-based employers and professional associations since 1937.

Statewide Staff With over \$200 million in premium and \$18.5 million in revenue, Calco possesses unique marketing ability, buying power and the expertise to respond to clients' insurance and risk management needs as they change and expand. Its 172 person sales, service and marketing professionals serve clients from offices maintained in San Francisco, San Mateo, Sacramento, Fresno, Glendale, Orange and San Diego.

Growth Presently one of the 40 largest insurance brokers in the United States. **Calco** will continue to provide its unique combination of resources and service, while seeking new individual and association sales opportunities.

As Brokers . . . we offer full risk management and insurance marketing services for your complete program.

- Workers' Compensation
- Property and Casualty Insurance
- Employee Benefit Plans
- Risk Management Services
- 24 Hour Choice
- Integrated Care
- Executive Protection
- Directors & Officers Liability
- Employment Practices Liability

Speciality Coverages:

- Clinical Trials Liability
- Patent Infringement Coverage
- Computer Errors & Omissions
- Consultants Professional Liability
- Products Liability
- Research & Development Business Income
- Overseas Insurance Coverages

Our Commitment: From our resources to our services, our goal is to offer our clients the best risk management and insurance programs.

SUMMARY OF COVERAGE AND LIMITS

IMPORTANT: PLEASE READ

In the interests of time and space, the information in this document may contain abbreviated descriptions of the various coverages in your proposed program.

It is important to understand that this section is only intended as a summary and that the actual policy contract is subject to various definitions, limitations and exclusions which are not included in this summary.

SUMMARY OF COVERAGE AND LIMITS

RISK MANAGEMENT PROGRAM

SECTION I. General Liability

Carrier: Coregis Insurance Company

A.M. Best Rating: "A" Rated (Excellent)

Form: Occurrence - CMPCK.1000 10-97

\$3,000,000 Products/Completed Operations Aggregate
\$3,000,000 General Aggregate
\$1,000,000 Each Occurrence
\$1,000,000 Personal/Advertising Injury Aggregate
\$ 250,000 Herbicide/Pesticide Application
\$ 100,000 Fire Legal Liability
\$ 10,000 Medical Payments

Coverages Include: Water Contamination, Failure To Supply, Inverse Condemnation, Water Testing Errors & Omissions, Disinfectants Release, Dams/Reservoirs/Levees, Owned/Non-Owned Watercraft Liability, Herbicide/Pesticide Application, Limited Contractual Liability, Premises/Operations, Products/Completed Operations, Independent Contractors, Personal/Advertising Injury, Medical Payments, Fire Legal Liability, Law Enforcement Legal Liability, Host Liquor Liability, Employees/Volunteers As Additional Insureds, Broad Form Property Damage Liability, Employee Benefits Liability, and Extended Bodily Injury Liability (Assault & Battery).

Deductible: No Deductible

Rating Basis: All Operations Scheduled On Renewal Questionnaire
FLAT RATE - NOT SUBJECT TO AUDIT

SUMMARY OF COVERAGE AND LIMITS

RISK MANAGEMENT PROGRAM

SECTION II. Public Official E&O Liability

Carrier: Coregis Insurance Company

A.M. Best Rating: "A" Rated (Excellent)

Form: Occurrence/CMPC.1000 3/27/98

Limit: \$3,000,000 Policy Aggregate
\$1,000,000 Each Wrongful Act

Wrongful Act means an act or error or omission or a misstatement or misleading statement which results in injury or damage during the policy.

**Coverage
Enhancements:**

Occurrence Form
Full Prior Acts
Employment Practices Liability
Duty To Defend
Separate Limits
Inverse Condemnation
Defense Costs Outside Limit Of Liability
Broad Definition Of Insured
Broad Definition Of Wrongful Act

Deductible: No Deductible

Rating Basis: All Operations Scheduled On Renewal Questionnaire
Flat Rate - Not Subject To Audit

SUMMARY OF COVERAGE AND LIMITS

RISK MANAGEMENT PROGRAM

SECTION III. Automobile Liability & Physical Damage

Carrier: Coregis Insurance Company

A.M. Best Rating: "A" Rated (Excellent)

Form: Occurrence/CMPCCK.1000 3/27/98

Limit: \$1,000,000 Hired Automobile Liability
\$1,000,000 Non-Owned Automobile Liability

Deductible: First Dollar Coverage (No Deductible)

Rating Basis: If Any Basis

Coverage Summary

- **Hired Automobile Liability**
This coverage is used to protect against claims arising out of the use of vehicles leased, hired, rented or borrowed by you, or your employees, while in the course of business
- **Non-Owned Automobile Liability**
This coverage is used to provide liability protection for autos used in your business that are not owned, leased, hired, rented or borrowed. This includes autos of employees and subcontractors that are used on your behalf.

SUMMARY OF COVERAGE AND LIMITS

RISK MANAGEMENT PROGRAM

SECTION IV. Property/Inland Marine/Crime

Carrier: Coregis Insurance Company

A.M. Best Rating: "A" Rated (Excellent)

Form: Occurrence/CMPCK.1000 10/97

Causes of Loss: Special Form, subject to policy exclusions - principally flood and earth movement.

Valuation: Property @ Replacement Cost
Inland Marine @ Actual Cash Value

Coinsurance: No Coinsurance Penalty

Limits:

Blanket Buildings/Contents	@	\$4,000,000
Extra Expense	@	\$1,000,000
Business Income	@	\$1,000,000
Valuable Papers	@	\$500,000
Accounts Receivables	@	\$500,000
Computer Equipment	@	\$100,000
Communications Equipment	@	\$ 50,000
Contractor's Equipment	@	\$ 50,000
Borrowed/Rented/Leased Equip	@	\$ 50,000
Miscellaneous Proprty	@	\$ 25,000
Crime-Employee Dishonesty	@	\$100,000
Crime-Forgery Or Alteration	@	\$100,000
Crime-Theft/Disappearance/ Destruction	@	\$ 10,000
Unintentional Errors/Omissions	@	Included

The Blanket Limit is intended to cover your buildings, contents, supplies, pumps/machinery, water tanks, fixtures and fences/walls.

SUMMARY OF COVERAGE AND LIMITS

RISK MANAGEMENT PROGRAM

SECTION IV. Property/Inland Marine/Crime - Continued

**Special Property
Coverages:**

- \$1,000,000 Demolition Limit
- \$1,000,000 Increased Cost Of Construction Limit
- \$ 500,000 Buildings Under Construction Limit
- \$ 250,000 Emergency Service Portable Equipment Limit
- \$ 100,000 Utility Interruption Limit
- \$ 100,000 Paved Surfaces Limit
- \$ 100,000 Fine Arts Limit
- \$ 50,000 Debris Removal Limit
- \$ 50,000 Pollutant Clean Up/Removal Limit
- \$ 25,000 Sewer Back Up During Flooding Limit
- \$ 25,000 Trees/Shrubs/Landscape Limit
- \$ 10,000 Arson/Crime Reward Limit
- \$ 2,500 Employee Tools Limit

Schedule of Locations: On File With Underwriter

Schedule Of Equipment: On File With Underwriter

Deductible: \$ 500 each loss

Note: The Coregis Property form incorporates additional coverage extensions too numerous to list. A specimen policy can be provided for your review.

SUMMARY OF COVERAGE AND LIMITS

RISK MANAGEMENT PROGRAM

SECTION V. Boiler & Machinery

Carrier: Coregis Insurance Company

A.M. Best Rating: "A" Rated (Excellent)

Form: Occurrence/CMPCCK.1000 10/97

The Coregis BM form provides a seamless fit with our property coverage part and includes many unique benefits not provided under a Standard Boiler & Machinery policy.

Coverage/Limit:	Property Damage	@	\$1,500,000
	Business Income	@	\$1,000,000
	Extra Expense	@	\$1,000,000
	Off Premises Service Interruption	@	\$ 250,000
	Consequential Damage/Spoilage	@	Excluded
	Ammonia Contamination	@	250,000
	Water Damage	@	\$ 250,000
	Expediting Expense	@	\$ 250,000
	Hazardous Substances	@	\$ 250,000
	Ordinance or Law	@	\$ 100,000
	Media	@	\$ 50,000
	Brands & Labels	@	Excluded
	Newly Acquired Locations	@	Included
	Error in Description	@	Included

Deductibles:	Damage to Covered Property	@	\$ 500 per accident
	Extra Expense	@	Combined with PD
	Off Premises Service Interruption	@	24 Hours

Note: Higher Limits Available Upon Request

SUMMARY OF COVERAGE AND LIMITS

RISK MANAGEMENT PROGRAM

SECTION VI. Excess Liability

Carrier: Coregis Insurance Company

A.M. Best Rating: "A" Rated (Excellent)

Form: Defender IL500 R2 5/88

Limit Options: \$4,000,000 excess underlying coverages

Underlying Coverages:

1. General Liability	@ \$1M Per Occurrence
	@ \$3M Policy Aggregate
2. Public Official E&O Liability	@ \$1M Per Occurrence
Includes Employment Practice Liability	@ \$3M Policy Aggregate
3. Automobile Liability	@ \$1M Combined Single Limit

Note: Higher Limits Available Upon Request

*Calco Insurance Brokers & Agents
Orange, California
Lic No. 0B29370*

SUMMARY OF COVERAGE AND LIMITS

RISK MANAGEMENT PROGRAM

PREMIUM RECAP

PROGRAM PREMIUM **\$7,192.**

Program Pricing Includes

- * General Liability
- * Public Officials E&O Liability
- * Employments Practices Liability
- * Automobile
- * Property
- * Inland Marine / EDP / Crime
- * Boiler & Machinery

Note

The Risk Management Program is offered exclusively to members of the CRWA.

Premium Financing Is Available

SUMMARY OF COVERAGE AND LIMITS

California Rural Water Association
Associate Member Benefits

COPIES OF NRWA RURAL WATER MAGAZINE.

Keep up to date on issues facing the water industry on a national level by receiving National's publications.

2. COPIES OF OUR CALIFORNIA WATER JOURNAL MAGAZINE.

Keep up to date on issues facing the water industry on a state wide level by receiving the State Association magazine.

3. COPIES OF CALIFORNIA CURRENTS MONTHLY NEWSLETTER.

Each issue of the newsletter brings you information of a technical or informative nature.

4. REDUCED EXHIBITION FEES FOR ALL CRWA EVENTS.

Associate Members enjoy discounted fees for all exhibition booths events.

5. KEEP IN TOUCH WITH SYSTEMS AND PROSPECTS TO INCREASE SALES.

Keep in continual contact with rural California's water/wastewater systems, operators and managers.

6. RECEIVE HONORARY MENTION.

We give you much deserved thanks and notice in our publications when you exhibit your products and/or services at our conferences.

7. ADVERTISING DISCOUNTS.

Receive discounts on advertising in the *California Water Journal!*

8. PUBLISHED ARTICLES.

Receive priority on any articles submitted for publication that are within the guidelines of CRWA.

9. CRWA WALL CLOCK.

An attractive, battery operated wall clock with CRWA logo.

10. INTERNET WEB SITE.

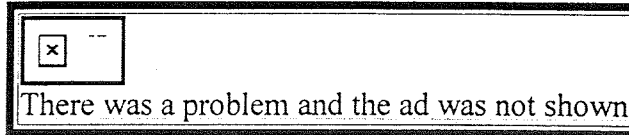
(www.calruralwater.org). The main purpose of which is to keep members informed of current events.

11. A CONVENIENT 800 TELEPHONE NUMBER.

We need to hear from you about your concerns so give us a call at 800-833-0322.

The Sacramento Bee

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**LOCAL NEWS****Grandiose vision for library use**

By Carlos Alcalá
Bee Staff Writer
(Published Feb. 21, 1999)

■ It's a development so big, even librarians don't want to keep quiet about it.

When the Library of California Board meets this week for just the second time, it will put into motion a promise to bring unprecedented library access to people across the state.

Under this promise -- it's actually a law that went into effect Jan. 1 -- books and magazines and information in any and every form eventually will flow across California like water or electricity.

"It's a statewide information public utility," said Kevin Starr, state librarian.

The vision is of a library as broad as the state and as handy as a telephone.

The slogan is "One library . . . 8,000 doors," and organizers say 8,000 libraries -- public libraries, university libraries, corporate libraries, law libraries, medical libraries and more -- will join as one.

No matter where they live, Californians would have access to almost any information they need -- be it a children's picture book from the local library, a Mark Twain manuscript from the Bancroft Library at the University of California, Berkeley, or sophisticated diagnostic protocols from a biotechnology company in San Diego.

But there will still be overdue fines.

The Library of California is not the same thing as the California State Library.

Unlike the state library, it is more an idea than a building and a set of

books and documents.

The idea is simple: "It's, in a nutshell, the linking of all public and private libraries," said Starr. "Every library in the state becomes the gateway for every other library in the state."

If any library has something, you can get it through your nearest library, including high school libraries. If the item is too rare to travel, you can get a photocopy or electronic copy of it.

Libraries would be paid by the state for what they provide, so patrons won't have to.

But if the idea is simple, making it reality has been anything but simple.

It may be three to five years before many Californians see a big impact. It has already taken two decades of sometimes contentious discussion to get a law enacted and funded. The first year's budget is \$5 million.

"I came into a pretty hostile state," said Barbara Will, network coordinator for the Library of California.

Will has been the person responsible for cajoling, convincing and enticing librarians into supporting the plan for the last 10 years.

When she arrived -- having worked on a similar effort in New Jersey -- the library community was distrustful because of a pair of early efforts that were ahead of their time.

Many librarians -- especially those with coveted collections -- were suspicious of what the library would do for them, or perhaps to them.

"It took a year before they would even agree that they would plan for it," she said. "They pictured busloads of people coming in from all over the state."

Imagine those people checking out the best books and reading them in the tub.

To assuage librarians' uneasiness, the plan has a number of provisos.

All libraries can decide what materials they loan. The biggest libraries with choice collections have greater governance control, and they are to be reimbursed for the costs of loaning materials.

Another carrot is the promise of financial help in preserving collections, an expensive and under-funded area.

Finally, the plan aims to push people not to the biggest and best libraries,

but to the library most appropriate for what they need.

Local libraries won't be allowed to cut their budgets knowing that other libraries will pick up the slack.

However, it may mean local libraries will be able to use a bigger share of their funds for things especially in demand by their patrons -- auto repair manuals or best-selling fiction, for example.

Some libraries still seem hesitant.

A statement released by officials at Stanford University seems to hedge, especially with regard to interlibrary loans: "Stanford looks forward to taking its appropriate part in the Library of California as one of the 'libraries of last resort' in providing information in digital form to the citizens of California."

But Library of California organizers are confident of participation across the board.

"We know of no major, major libraries that say they won't be part of this," said Starr.

There are also small, specialized libraries that are anxious to become involved.

These may include corporate libraries, such as that at the Sacramento Bee, or the one connected with Hybritech -- a San Diego biotechnology company specializing in medical diagnostics.

"I'm a little impatient," said Ty Webb, librarian for Hybritech, who has waited more than 10 years for this.

When she fields requests for information -- journal articles, conference proceedings or dissertation extracts -- from her company's employees, she asks about deadlines.

"The people frequently respond, 'Yesterday,' " she said.

With current technology, she may be able to find where the information is, but can't get it easily. At one time, Hybritech employees would have to go to the UC San Diego campus to fetch things.

Under Library of California, it becomes little more than an Internet search.

The same would be true for someone elsewhere who is seeking information that only Hybritech has -- perhaps something regarding the use of the prostate specific antigen test they've developed, a test used for prostate cancer diagnosis.

All of this is still some way off. The next 18 months will still be mostly planning.

However, the library board's agenda this week includes a pilot program using some of the \$5 million budget to expand lending between libraries. That expansion will include libraries -- such as those at high schools -- that didn't previously have access to other collections.

In other cases, it may begin to reimburse libraries that already share materials. And it will begin to pay for the technology to make the grand scheme possible.

Ultimately, the cost of the infrastructure and paying for moving materials from one library to another could cost up to \$100 million a year from the state budget. That is 10 to 20 years down the road, said Will.

And, she said, it's only that much money if there is that much demand for services.

The plan is laid out to reimburse libraries for what they give to others -- not to hand them a pile of money before it is known what services are needed.

But Will expects that demand for services will rise -- and at the local level more than at the big libraries. And it will be more than just a qualitative jump in library use.

"It's a major revolution for California," she said, "in the best possible sense of the word."

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Study Ranks California Last in Student-Librarian Ratio

Following up on his campaign theme to turn around the state's notoriously troubled public schools, newly installed governor of California, Gray Davis has called for \$444 million for education, \$186 million of which would go to reading programs. He apparently has his work cut out for him: According to a study released in November by the nonprofit educational-research group EdSource, California ranked last among all states and the District of Columbia during the 1996-97 school year for the number of school library media specialists per pupil—only one for every 6,334 students—even though the state's 5.6-million public-school student population is the largest in the nation. The national student-librarian average is one per 885.

The dearth of media specialists was one aspect of an educator shortage detailed by the study, which said that California is also 51st in guidance counselors per student and 50th in teachers and principals. Propelling the crisis is the fact that, unlike most states, California spending on public schools remained virtually flat between 1990 and 1996—even though its personal income per enrolled student averages \$5,300 more than the national median.

Nonetheless, state school library consultant Barbara Jeffus insisted, "School library services are on the way up" overall, thanks to such factors as the school-library boosterism of State Superintendent of Public Instruction

Delaine Eastin and increased state funding for materials (*AL*, Oct. 1998, p. 12-13). Ironically, the study, which also blasted the state's depleted school-library collections, was published some four months after state legislators linked school districts' developing a media-center plan that addresses professional staffing issues to their eligibility for a share of a precedent-setting annual appropriation of \$158.5 million for materials. "Perhaps EdSource will recognize the improvements when the numbers actually change, i.e. the average copyright of library books moves from 1973 or the books per student ratio goes up," Jeffus told *American Libraries*.

Besides, California School Library Association President Betty Silva argued, there are more culprits to blame than lack of funding. "There are jobs for school library media teachers in California right now but very few qualified, credentialed library media teachers available to fill them." As of early January, there were "over 400 openings for library media teachers in the Los Angeles Unified School District [and CSLA's] job hotline has openings for school library media teachers being posted every two weeks," she told *AL*.

Nonetheless, Silva conceded that media-center advocates have been caught in a "vicious circle" in trying to convey to administrators the crucial need for strong school libraries; many are the

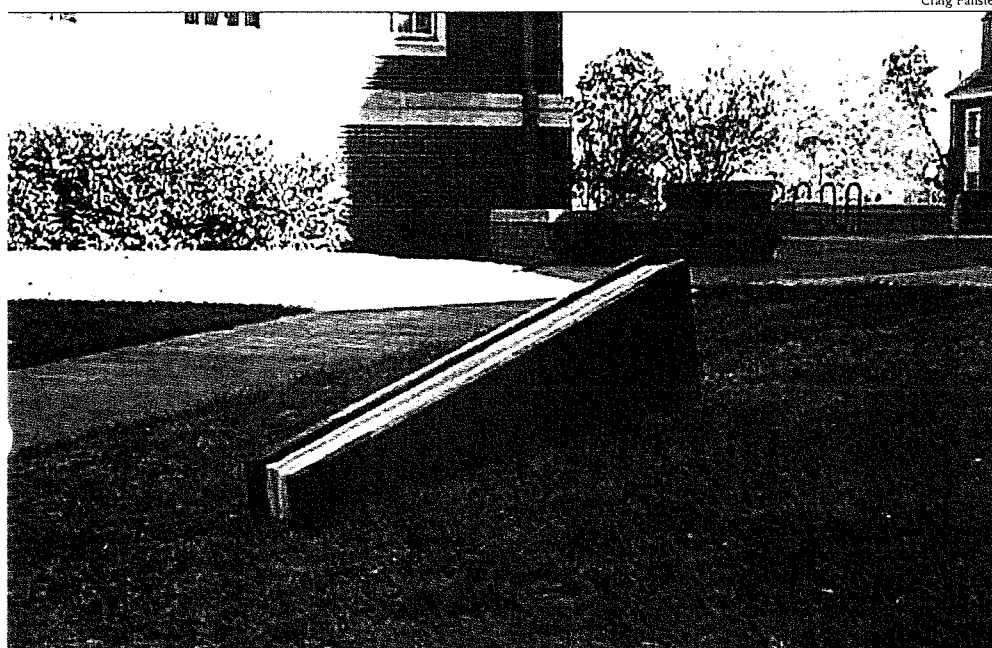
product of California schools "that have never had good school libraries, so they have no past experience with good models." Toward that end, the school-librarians group was "seeking partners for launching CSLA legislation to achieve funding for school library media personnel" as well as persuading library schools to make available more media-specialist training opportunities. Whatever it takes, Silva asserted, "CSLA is determined to improve California school libraries." —B.G.

States Offer At-Home Database Access

Escalating a nationwide trend, two states recently announced that their residents would be given free at-home Internet access to commercial databases through initiatives offered by their state libraries.

A new program called Library POWER—an acronym for Pennsylvania Online World of Electronic Resources—will offer library-card holders in the Keystone State free access to back issues of magazines and newspapers, an electronic encyclopedia, and other subscription databases through their home computers.

State Library Commissioner Gary D. Wolfe said the program was to begin in late January or early February with computer access at about 2,000 of the state's 4,500 public and school libraries. Service will be extended to homes



Craig Fansler

HEAVY THOUGHTS BURIED HERE.

After Wake Forest University Preservation Technician Craig Fansler took a public-art course in the fall, he erected this *Submerged Book* to grace the lawn in front of the Reynolds Library in Winston-Salem, North Carolina. Consisting of a vinyl-covered wooden frame with laminated linoleum strips to simulate pages, the sculpture is eight feet long and three feet high at its tallest end. Some passersby were overheard wondering if the pages would "get wet when it rains." Others argued whether the book was sinking in or surfacing. Fansler said his creation would remain through the spring semester.

02/10/99 01:17 FAX 020 000 0087 MCLS HQ ->>> PLACENTIA 001/008

Gerald Maginnity, 11:02 PM 2/14/99 , The other Starr in the news

X-Sender: mvis@mail-1.ns.net
X-Mailer: QUALCOMM Windows Eudora Pro Version 4.0
Date: Sun, 14 Feb 1999 23:02:17 -0800
To: calix@listproc.sjsu.edu
From: Gerald Maginnity <mvis@ns.net>
Subject: The other Starr in the news
Reply-To: calix@listproc.sjsu.edu
Sender: owner-calix@listproc.sjsu.edu

Kevin

Kenneth Starr was reappointed State Librarian last Thursday. The following editorial appeared in the Sacramento Bee on February 14.

http://www.sacbee.com/voices/news/voices02_19990214.html

B E E E D I T O R I A L S

The public's librarian: Kevin Starr's service has earned his reappointment

(Published Feb. 14, 1999)

Gov. Gray Davis will make scores of important appointments to fill key jobs that keep California moving. Many will involve tough choices, and some may face tough scrutiny when legislative confirmation hearings come around. Here's one that was a slam-dunk: Kevin Starr, the state librarian whom Davis reappointed Thursday, is a distinguished incumbent with a record of accomplishment that deserves continued support. In an information age, librarians are stewards of a key public resource, and under Starr's tenure the state library has ranked with the best in the country, a repository of invaluable resources he has worked to make widely available to the public.

The library serves today's interests well and has made important progress toward the future. Starr has been a leader in efforts to launch the networked Library of California, and to make state library resources digitally available. Starr shares a special interest with the governor and first lady in preserving key texts, documents and artifacts of California history, a role the state library is uniquely suited to advance. His articulate, enthusiastic support for literacy, public libraries, history, scholarship and California

Post-It Fax Note		7671	Date	2/17/99	No. of pages	3
To	MCLS / SLS Directors	From	MCLS / SLS HQ			
Co./Dept		Co.				
Phone #		Phone #	626/683-8244			
Fax #		Fax #	626/683-8097			

Gerald Maginnity, 11:02 PM 2/14/99 , The other Starr in the news

studies is a blessing throughout the state.

Starr's personal contributions to California scholarship are impressive, as well. As a commentator and author, he continues to examine California's history and contemporary affairs. His affectionate series of histories have illuminated California culture through key periods of state history, reminding readers of the state's unique presence in national affairs.

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Information submitted to CALIX by:


TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principle Librarian
DATE: March 17, 1999
SUBJECT: **Status Report on the Library's Web Pages.**

The main Library web site:

The Principal Librarian continues to research the various possibilities and venues of developing the Library's main web page. A meeting with Mr. Christopher Becker, Director of Public Works at the City, helped in clarifying the preliminary and preparatory steps that need to be taken before writing proposals and inviting companies or individuals to bid for developing the Library's web page. Cosmoslink, the Library's Internet Service Provider, is also being contacted to determine the possibility of hosting the site and negotiate the probability of developing it.

The in-house web site:

After consulting with Mr. Gary Ross, the technical services representative at Information Access Company (IAC) it was determined that it is no longer necessary to develop a web site in order to make the magazine index accessible, through the PCS, to the patrons within the Library. Julie Shook and Mr. Ross are working together to link the magazine index to the PCS early next week.


TO: Elizabeth Minter, Library Director 

FROM: Suad Ammar, Principal Librarian

DATE: March 17, 1999

SUBJECT: Program Committee Report for the Month of February

DEPARTMENT		FEBRUARY 1999	
<i>Literacy Services</i>	Number Of Programs	Number of Attendees	
Conversation Group			
Tutor Training	4		16
Tutor-In-Service	0		0
Total	4		16
YTD Total	30		165
<i>Children's Services</i>			
Way Out Wednesdays			
SRP Registration			
SRP School Visits			
Class Visits to the Library	3		73
Story Times 3-6	8		99
Group Visits to the Library	0		0
Lapsits	4		109
Random Acts of Reading	4		30
Total	19		311
YTD Total	102		4466

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian 
DATE: March 17, 1999
SUBJECT: **Program Committee Report for the Month of February 1999**

A total of 207 applications were processed during the month of February netting \$2,987.60 for the book budget.

Eighty percent of the January revenue was used to purchase materials in the "Social Issues" area which is heavily used by high school students to prepare for their debate assignments. The remaining twenty percent was used in the Children's Department to purchase this year's Newberry and Caldecott winners and Honor books. Future funds will continue to target specific areas that are in immediate need of being updated or supplemented.

TO: Elizabeth Minter, Library Director
 FROM: Cyrise Smith, Children's Librarian
 DATE: March 17, 1999
 SUBJECT: February activities in the Children's Department *ems*

Programming- The winter storytime run ended in February. There were a total of 12 programs this month with 126 children and 82 adults attending. As shown in the program committee report, the breakdown per storytime is as follows:

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lapsits for under 2 years	4	60 children / 49 adults
3 – 6 year old storytimes (p.m.)	4	28 children / 5 adults
3 – 6 year old storytimes (a.m.)	4	38 children / 28 adults
TOTALS	12	126 children / 82 adults

Class/Group visits- Class visits from local schools continued. 3 classes visited the library this month, with a total of 73 children using the library and it's services.

Special Programs- Sunday February 7th saw the start of our week long "Random Acts of Reading Week" in celebration of National Random Acts of Kindness Week. Teen and adult volunteers from the community were available in the storytime room afternoons and evenings to read to children on a drop-in basis. Over the course of 4 days (11 hours) 30 children took advantage of our volunteers for a quick story.

Summer Reading Program- Plans for the Summer Reading Program are under way. Five performers have been booked for the Way Out Wednesday programs. We will be having a storyteller, a comic magician, a presentation about sea otters, a musical performance, and a reenactment of a medieval troubadour troupe.

Community Sponsored Programs- The In-N-Out Burger reading program "Feed Your Imagination" continued through February. This program encourages children to read by awarding a bookmark that can be redeemed for a burger, fries, and drink for each set of 5 books read. Children can earn up to three bookmarks each. By the end of February a total of 320 children had been registered. 113 children had completed at least 1 bookmark, and 27 children had completed all three bookmarks.

Other Events- In February the Children's Librarian co-chaired the Santiago Library System's spring workshop on crafts. The workshop was held at the Yorba Linda Public Library, and featured craft demonstrations from several community businesses, and display tables from each of the SLS member libraries. Placentia's children 's librarian arranged for performers, put together a display table, and created a bibliography of craft related web sites for the workshop. Attendance at the workshop was high, with over 60 librarians from the area attending.

TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: March 17, 1999
SUBJECT: **Publicity materials produced for February 1999**

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees
2. Library Hours
3. Author's Luncheon Featuring T. Jefferson Parker – Tickets Now on Sale
4. Apply for your passport at Placentia Library.
5. Literacy asking for volunteers to take the tutor training program
6. February Quotes
7. 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. President's Day Holiday Schedule
10. Afghan for sale at Circulation Desk

Newspaper articles published:

1. Tickets on sale for Friends author's lunch
2. Orange County writer T. Jefferson Parker will be guest speaker
3. Friends of Placentia Library is selling tickets
4. Featured speaker is Orange County's best-selling author, T. Jefferson Parker
5. City works for better library service (Orange City)
6. Librarians are not cops.
7. Libraries struggle in new role as after-school child-care centers.
8. Just for Kids (Orange Public Library)
9. Food for fines set at Library.

pacific clippings

post office box 11789
santa ana, calif. 92711

Placentia News
Weekly FEB 25 1999

Tickets on sale for Friends author's lunch

The Friends Library staff is selling tickets for their annual author's luncheon featuring T. Jefferson Parker, an award-winning Orange County author. His bestselling works include *Lagu-*

na Heat, Little Saigon, Pacific Beat, Summer of Fear, The Triggerman's Dance and Where Serpents Lie.

The luncheon will also include celebrity waiters. The City Council and other city officials will be on hand to serve the meal. Tips will be collected to purchase new books for the library.

Tickets are on sale at the library, 201 E. Chapman Ave. The event starts at 11:30 a.m., March 6 at the Alta Vista Country Club, 777 Alta Vista St.

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily FEB 11 1999

PLACENTIA 332

Friends of Placentia Library is selling tickets to its annual author's luncheon, 11:30 a.m. March 6 with featured speaker T. Jefferson Parker, an award-winning Orange County author whose best-selling works include "Laguna Heat," "Where Serpents Lie" and "Little Saigon. Tickets are \$30 and may be purchased at the library, 201 E. Chapman Ave. The event will take place at Alta Vista Country Club, 777 Alta Vista St.

- Marcela Rojas
(714) 704-3704

pacific clippings

post office box 11789
santa ana, calif. 92711

The Register
Daily FEB 12 1999

PLACENTIA 332

Orange County writer T. Jefferson Parker, author of the best-seller "Laguna Heat" and five other novels set in county locales, will be the guest speaker at this year's Friends of the Placentia Library author's luncheon.

Tickets, \$30 per person, are available at the library, 411 E. Chapman Ave. The lunch, a benefit to include local celebrity waiters, will be held at 11:30 a.m. March 6 at the Alta Vista Country Club.

- Ann Pepper/(714) 704-3777

pacific clippings

post office box 11789
santa ana, calif. 92711

R.S.V.P.
Quarterly

JAN X X 1999

MARCH 6 332

***Placentia Library, Friends of
Author's Luncheon

Featured speaker is Orange County's best-selling author T. Jefferson Parker. Books available for purchase and autographing. Proceeds benefit the library's book budget. Chair: Pat Irot. 11:30 a.m.-1:30 p.m. \$25; 250 guests. Alta Vista Country Club, Placentia. Contact Elizabeth Minter, 714/528-1925 x203.

City works for better library service

By ERIC CARPENTER
The Orange County Register

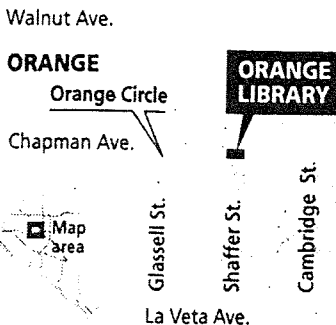
ORANGE — The \$1.7 million, 13-month renovation of the city's main library is a sign that better library service has become a priority for Orange, officials say.

But officials say the city is continuing to seek ways to expand the facility, still the smallest in the county. The main library and two smaller branches serve about 125,000 residents.

Q. How does renovation without expansion improve library services?

A. "We would like to have built a new, expanded library, but it would cost \$22 million or more," said Carolyn Cavecche, chairwoman of the library board of trustees. "The reconfiguration has made for the best use of space," she said.

The staff has consolidated its operations, centralizing resources and freeing about 1,000 square feet for a children's reading room and a new, expandable technology center.



New technology allows patrons to reserve and renew books from home.

"People in Orange had gotten used to below-par library services," Cavecche said. "We hope this renovation will spark people's interest in raising money to build an expanded library."

Q. What ideas are being explored for future expansion?

A. There is no timetable for when the library will expand, said Gary Wann, director of li-

brary services. The city still needs to assess the community's needs and determine how and where to expand.

The city purchased the Bank of America building on Center Street across from the library in 1997, and is using it for library storage and parking. It's the most likely site for expansion of the main library, Wann said.

Q. With more population growth occurring in the eastern part of Orange, does it make sense to have the main library in the west?

A. "There's been a lot of debate about that," Cavecche said. "The honest answer is, we don't know until we assess the community's needs whether we should expand the main library, relocate it or open more branches."

REDEDICATION CEREMONY: 10 a.m. Saturday at the Orange Main Library, 101 N. Center St. Reopening and programs from 11 a.m. to 5 p.m. Information: (714) 288-2577.

Los Angeles Times
OC Edition JAN 17 1999
Daily

Librarians Are Not Cops

Public librarians, long the object of bad jokes about their alleged prudishness, now find themselves reluctant cops in a new war over pornography.

Libraries across the country have enthusiastically embraced the Internet. The 500 terminals in the 68 branches of the Los Angeles Public Library, for example, allow patrons to move beyond book and periodical collections in ways unimaginable just a decade ago.

But in addition to valuable online research tools, the Internet offers easy access to a deluge of pornographic material, something libraries have not had to contend with before. So pervasive are these sites that typing in even such innocuous search terms as "girl" or "pony" or "Bambi" can link children to images their parents understandably find scandalously shocking.

Sometimes the search is intentional. Last summer, in the Northern California community of Livermore, a 12-year-old boy downloaded dozens of sexually explicit images from an Internet hookup at his local library, printed the pictures and showed them at school. His mother sued the library for al-

lowing her son access to obscene material. Last week a state court denied her claim that the library violated the boy's constitutional right to a safe place.

Yet librarians, parents and lawmakers continue to face troubling questions about whether or how to limit access to pornographic material in public libraries, whose varied collections and open access attest to the value this nation places on free speech.

There are few good solutions. Congressional efforts to restrict the content of commercial Internet sites have failed early constitutional tests. Libraries are experimenting with sign-up sheets, positioning terminals in plain view of library staff and software that makes it more difficult for patrons to access obscene material. Each approach has limitations. As far as children are concerned, the best solution, though still imperfect, is for parents to monitor their Internet travels, at home and in the library. Parents have the right and responsibility to decide which television shows their children watch and what books they are ready to read. The Internet is no different.

Libraries Struggle in New Role as After-School Child-Care Centers

■ **Services:** Crowded with youngsters left alone for long periods or after hours, some start to penalize parents.

By RICHARD WINTON
SPECIAL TO THE TIMES 337

Upstairs at the San Marino Public Library, barely visible among the narrow, aging aisles, Max leans against a wooden bench. Books, friends and backpacks are sprawled around him.

Max, who is barely 4 feet tall, says he is 11 years old. He wears baggy jeans and a designer shirt and looks like every librarian's dream: a bookworm gnawing his way through the stacks every day after school. Looks can be deceiving. Max is not here

Continued from A3
thing of the past.

Librarians complain that this does not solve the child care problem; it merely passes it on to them.

"We aren't baby-sitters," said Terri Maguire, South Pasadena's city librarian. "We don't provide day care. We aren't responsible for the children."

The parents who fail to heed Maguire's words are leaving librarians with a painful dilemma: spend scarce resources to accommodate the children or limit their access.

Tired of seeing children left alone after library closing time, or just too young to be left alone at all, some libraries are reluctantly beginning to penalize parents.

From Massachusetts to California, they have begun enforcing a minimum age for unsupervised children. Some libraries call police if parents do not appear within 15 minutes of closing. San Marino, one of Los Angeles County's oldest old-money suburbs, votes tonight on an ordinance that would make it one of the first cities in the country to fine parents whose children are left alone outside at closing time.

"Some of the people [who work at the library] are having to choose between being late for their own children and waiting for the parents to arrive," San Marino City Manager Deborah Bell said.

Library officials in Orange County say they have few such

employees a monitor—a kind of child-watcher—and offers 400 programs a year for children.

She said the problem in South Pasadena pales in comparison to that in Palmdale, where she worked until last year. "We had kids whose parents were two hours away in L.A. One time I looked up and there was a boy swinging on the outside of the staircase."

by choice.

"Both my parents work, so I have to come here every day after school," he says.

Every librarian knows a Max, maybe dozens of Maxes. He's a national epidemic. Each day, thousands of children, some as young as 4, are left unattended at public libraries across the country.

As more and more parents find themselves trapped in the child care quandary, the local library is becoming one of the paths out of it.

Old rules have been tossed overboard as the wave of latchkey children swamps these sometimes frail old institutions—places that, a generation ago, seemed likely to be bypassed in the rush of the Information Age. Some libraries are so crowded today that there are not enough chairs. Children slump on the floors. Silence is a

Please see LIBRARY, A26

problems. "But once in a while, parents get their signals crossed and we'll have an unattended child at library closing time with no way home," County Librarian John Adams said.

Twice in the past year libraries have called the Orange County Sheriff's Department to safeguard children until their parents were located, Adams said.

At Long Beach's 11 branch libraries, parents obtaining a library card for a child must pledge not to leave a child under 10 in the library unsupervised.

And in South Pasadena, a new sign on the door of the city's small, two-story library proclaims: "Attention Parents: Children Under the Age of 11 Must Be Accompanied by an Adult Over the Age of 18."

For a decade, South Pasadena had a rule saying that no one younger than 13 should be alone in the library, but it was never enforced. Things got so bad last September that the library board lowered the age to 11 with stricter enforcement and the sign.

"A library isn't a safe haven. Anyone can come in a library, and I mean anyone," Maguire said. "Parents would never think of dropping an 8-year-old off at the mall alone."

Maguire said the sign has encouraged a few parents to come inside with their children. South Pasadena, like many libraries, em-

You would hardly expect Indiana's Bloomfield-Eastern Greene County Public Library, which serves a community of 2,500, to be similarly plagued. But when children started getting left there for several hours a day last summer, officials reacted by drawing up a policy saying that no child younger than 11 should be there alone.

"We're a small town, but young

kids shouldn't be left alone for several hours," children's librarian Linda Peterson said. Some libraries see no choice but to serve the children, regardless of why they're there. Many librarians say that they have a duty to pick up the slack in communities where child care options are limited.

"We feel the public library is a place for people of all ages," said Penny Markey, Los Angeles County Library children's services coordinator, who believes policies to keep out unsupervised children are unenforceable.

In 20 of Los Angeles County's 87 branch libraries, afternoon homework centers work with latchkey children. "We have 1,000 children daily with nowhere else to go," Markey said.

At Los Angeles city libraries, a special program trains volunteer grandparents to read to children who are alone. Similar programs exist across the nation.

The New York Public Library, for example, offers 30,000 programs for children each year, said Caroline Oyama, manager of public relations.

"We have a lot of unattended children," Oyama said. "Every librarian has a story of a young kid left when the library closes. But we want children in our libraries."

In New York's East Harlem, as many as 200 unattended children a day head to the Aguilar branch of the library, where there is seating for fewer than half of them, according to staff. It is a branch surrounded by 46 public schools

and numerous housing projects.

"Thousands of kids go to the library after school because cut-backs have meant there [are very few] programs for youths," Oyama said.

Many latchkey children are not readily identifiable until something happens to draw attention to them, Los Angeles library coordinator Markey said. Still, staffers know them by sight if not by name. At some libraries, whole families of latchkey children are regulars, young siblings in the care of older brothers or sisters who are barely teenagers themselves.

"We had one situation with four children, where the oldest one was 8 and the youngest 4, who would come regularly. We finally had to get the police to get the parents to understand," said Linda Wilson, Monterey Park city librarian. "An 8-year-old is not old enough to care for other children."

Wilson's library is so busy that the city is building another floor.

Many libraries cope by expanding. A smaller number—roughly estimated at 25%—are imposing new age rules. Many others, fearing potential liabilities, adopt a kind of "don't ask, don't tell" policy. They avoid introducing programs or policies even acknowledging the unsupervised children.

"If you adopt a policy, you're saying you are going to do something and you've got to keep that promise, and I am reluctant to promise any sort of service," said

Please see LIBRARY, A27

Continued from A26

Arcadia Librarian Kent Ross. He said librarians are not trained care providers and have no legal control over children. Arcadia's large, spacious library plays host to hundreds of children daily. In some cubbyholes, youngsters finish up homework assignments while others nap or talk. Parents are few and far between.

Teenage boys in the computer room are on the Internet. Outside, young girls run around the parking lot.

Amy complains that she is bored but has to stay until 5:30 p.m. when her mother gets home.

Children, of course, have for

decades gone to the library after school. But an increasing number of those without supervision are far from model students prepared to abide by the rules.

Silence no longer prevails.

In San Marino, children from the neighboring middle and elementary schools make up the vast majority of users. More than 100 a day flock to the library, a circular 1951 piece of architecture with the acoustics of an aircraft hangar.

Irene McDermott, San Marino's reference librarian, knows the latchkey children by sight. There are some days, she said, particularly when the weather is bad, when it can be hard to find a seat. The noise level is high. "We don't shush kids anymore," said McDermott. "Some of our older users are quite shocked to find children talking."

As McDermott speaks, a few feet away a boy and girl giggle over a book. A teenage girl flips open a cellular phone and begins a conversation. Others read. They chat. They eat.

Small groups sit outside waiting for parents.

Far from all the controversy, up in the second-floor stacks, there is evidence of at least one clear benefit arising out of this mess.

At least now, Max said, he gets his homework done.

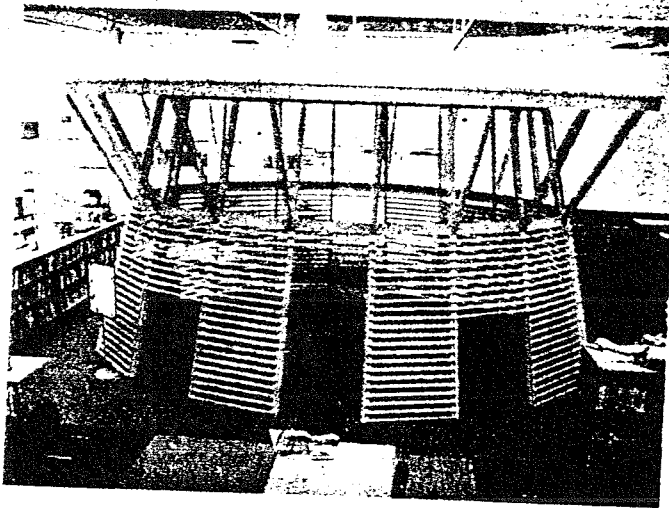
pacific clippings

post office box 11789
santa ana, calif. 92711

FEB 6 - 1999

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INSIDE



H. LORREN AU JR./The Orange County Register

JUST FOR KIDS

The city of Orange's main library, which reopens to the public Saturday, has undergone a \$1.7 million renovation that included the addition of this story-time structure in the children's section and a technology center with 10 Internet stations. The library is considering having a contest in which children can submit names for the story-time structure. Officials also say expansion of the facility, currently the county's smallest, might be on the horizon. Land across the street from the library that now serves as storage and parking space might be used for the expansion.

pacific clippings

post office box 11789
santa ana, calif. 92711

Buena Park/Anaheim
Independent
Bi-Weekly FEB - 5 1999

Food For Fines Set At Library

332

BUENA PARK — Food for Fines — Clear your library fines and help those in need.

Buena Park Library District, 7150 La Palma Ave., will accept canned goods as payment for overdue fines/fees on all materials Feb. 8-13.

Donations will be given to the Second Harvest Food Bank of Orange County.

The Food Bank distributes food to more than 299 local charities including shelters, senior centers, rehabilitation centers, homes for abused children and many other emergency assistance organizations.

Each month the Food Bank's member charities feed more than 180,000 people in Orange County.

Food for Fines Guidelines include:

- Canned goods used as payment for overdue fines need to be given to staff at the circulation desk.

- Donated value of each canned good will be \$1.

- No refunds or change will be given.

- No IRS receipts will be given.

- No credit toward future fines or fees.

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: March 17, 1999
SUBJECT: **Placentia Library Literacy Services Report for the month of February**

Program Statistics

Active tutors: 43
Active students: 44
Students waiting to be matched: 15
Percentage of tutors reporting (February hours): 84%
Tutoring hours reported: 205
Other volunteer hours reported: 299
Total volunteer hours: 504

Tutor Training. A 15-hour tutor training workshop concluded Tuesday, February 23, 1999. Ten new tutors were matched with waiting adult learners.

Conversation Groups. Twice-weekly conversation groups for adults who wish to improve their English conversation skills will begin again March 16, 1999. The groups will meet Sunday afternoons and Tuesday evenings. Interns from California State University, Fullerton will coordinate and facilitate the sessions.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network.

SAFETY COMMITTEE MEETING
FEBRUARY 28, 1999
MINUTES

- I. Call to Order: 12:30 P.M.
- II. Members Attending: Wendy Goodson
Katie Matas
Cindy McClain
Cyrise Smith
- Members Absent: Esther Guzman

III. Old Business

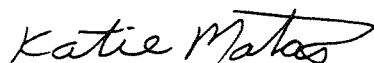
1. A list of replacement emergency supplies will be compiled and the items purchased.

IV. New Business

1. A letter will be sent to the Special Districts Workers Compensation Authority updating the names of the Safety Officer and Designated Person to Cyrise Smith and Wendy Goodson.
2. Evidence of rats was observed by staff. An exterminator was called and is working on the problem.

The next meeting will be March 31, 1999 at 11:30 A.M.

Respectfully submitted,



Katie Matas



TO: Library Board of Trustees
FROM: Julie Shook and Wendy Goodson, Staff
DATE: March 17, 1999
SUBJECT: Report on Y2K Preparations for FEBRUARY, 1999

The Placentia Library District is aware of the potential breakdown of computer-controlled operations in the year 2000.

Currently Julie Shook is continuing to handle computer system compliance including Advanced Inter Systems, XCP, and various database suppliers of newspapers, indexes, and periodicals. She is examining office machines and public terminals which will need repair or replacement of software and/or hardware. Julie is in correspondence with the Anaheim Library dealing with the Dynix Circulation system and is confident that Placentia Library will be compliant.

Our efforts currently include monthly follow-up with Systems Administrators of all operating systems and continue monitoring responses received from vendors ensuring compliance.

Prepared by: Wendy Goodson



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

5. Report on actions taken since the February 24, 1999 meeting. (Minter)
6. Report from Coffee Service Task Force. (Minter, Smith & Shkoler)
7. Report from Entry Way Task Force. (Ammar, Burkich, Masters & Wood)
8. Report from Signage Task Force. (Smith, Stark, Willauer)
9. Report from Window Treatment Task Force. (Minter, Shkoler, Wood)
6. Develop recommendations for the Library Board.
7. Set date, time and agenda topics for next Ad Hoc Committee meeting (April 28 is the 4th Wednesday).

ADJOURNMENT

8. Review of Action Items.

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

9. Adjourn

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

I, Wendy Goodson, Administrative Assistant for Placentia Library District, hereby certify that the Agenda for the March 24, 1999, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, March 11, 1999.



10/14

MINUTES
PLACENTIA LIBRARY DISTRICT
AD HOC COMMITTEE ON INCREASING LIBRARY USAGE
February 24, 1999

ROLL CALL

The Regular Meeting of the Placentia Library District Ad Hoc Committee on Increasing Library Usage was called to order on February 24, 1999 at 7:03 P. M. by Chair Al Shkoler.

Members Present: Suad Ammar, Al Shkoler, Robin Masters, Elizabeth Minter, Cyrise Smith, Estella Wnek, and Gaeten Wood.

Others Present: Library Administrative Assistant Wendy Goodson

Members Absent: Peggy Dinsmore and Sandra Stark

AGENDA

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

ORAL COMMUNICATIONS

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

Margaret (Peggy) Dinsmore arrived at 7:07 P.M.

Sandra Stark arrived at 7:10 P.M.

DISCUSSION OBSERVATIONS

Al Shkoler reported he visited the renovated City of Orange Public Library that opened on February 6, 1999. He was very impressed with the renovation and the technological advances the Orange Library has made.

Members of this committee were requested to tour the Placentia Library and report their observations at this Ad Hoc meeting. The following observations were made.

Dark – poor lighting
Adequate seating – especially Children's Dept
Lack of ambience
Circulation desk – pamphlets, storage
Friend's corridor (booksale area)
 Replace tables with shelving
Scotch tape and masking tape (windows display area)
Signage coordination (in house)
Plastic plants need refreshing
Remove and clean banners
Repaint internally
Separate children's dept.
 Noise
Preschool furniture replacement
No flow to the material in the entry way
Meeting Room – walls and window treatment

PLACENTIA LIBRARY DISTRICT Ad Hoc COMMITTEE ON INCREASING LIBRARY USAGE
January 27, 1999, Page 2

**SUBCOMMITTEE
FORMATION**

Hang pictures
Art displays

Coffee House Committee:
Al Shkoler, Elizabeth D. Minter, and Cyrise Smith

Entry Way Committee:
Gaeten Wood, Robin Masters, Suad Ammar, and Peggy Burkich

Signage Committee:
Saundra Stark, Cyrise Smith, and Cheryl Willauer

Window Treatment Committee:
Al Shkoler, Gaeten Wood, and Elizabeth D. Minter

ADJOURNMENT

The next Ad Hoc meeting is scheduled for March 24, 1999 at 7:00 P.M.

The Regular Meeting of the Placentia Library District Ad Hoc Committee
for February 24, 1999 was adjourned at 8:27 P.M.

Wendy Goodson
Administrative Assistant

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
March 17, 1999

TYPE	REPORT NUMBER	AMOUNT
	TOTAL	0.00

Prepared by: Wendy Goodson

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
March 17, 1999

DATE	REPORT NUMBER	AMOUNT
March 3, 1999	3707	4,134.70
March 3, 1999	3708	1,582.11
March 3, 1999	3709	1,064.71
March 11, 1999	3717	1,750.28
March 11, 1999	3718	532.50
	TOTAL	\$9,064.30

Prepared by : Wendy Goodson

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
N03646 Vision Service Plan PO Box 45210 San Francisco, CA 94145-5210	March 1999 12 099603 0001		0300	00		196.13		
N19932 Ameritas Life Insurance PO Box 81889 Lincoln, NE 68501-1889	March 1999 010-19000-05435		0300	00		462.50		
Blue Shield of California Cash Receiving File 55331 Los Angeles, CA 90074-5331	March 1999 VH1181		0300	00		2,895.88		
N05030A AT&T PO Box 10192 Van Nuys, CA 91410-0192	Feb 16, 1999 528-8236		0700	00		38.25		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388-0001	Feb 17, 1999 528-1906		0700	00		91.45		
	Feb 17, 1999 528-8236		0700	01		27.59		
	Feb 19, 1999 996-4983		0700	02		0.25		
	Feb 7, 1999 335 253 0470		0700	05		131.67		
	Feb 4, 1999 524-8408		0700	08		32.96		
	TOTAL					283.92		
N09163 Manwill Plumbing Co. PO Box 1597 Brea, CA 92822-1597	2/13/99 26749		1400	00		155.59		
	2/13/99 26724		1400	00		102.43		
	TOTAL					258.02		

The claims listed above (totaling \$4,134.70) 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

4,134.70

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
N03659F Southern California Water 500 Cameron Street Placentia , CA 92870	2/22/99 312083-9		1400	00		112.13		
N01833 Christenson Electric Unit 75 PO Box 4800 Portland, OR 97208-4800	2/10/99 123267		1400	00		285.00		
N06686D Office Depot Dept 56-6183976509 PO Box 30292 Salt Lake City, UT 84130-0292	2/21/99 6011 5661 8397 6509		1800	00		201.78		
N06557 Care Resources, Inc 9550 Warner Ave Ste #228 Fountain Valley, CA 92708	3/1/99 March 99		1900	00		35.00		
N06965 Paychex 200 E. Sandpointe Suite 100 PO Box 25159 Santa Ana, CA 92799-5159	2/25/99 19990225		1900	00		79.95		
N01074 Southern California Gas PO Box C Monterey Park, CA 91756	2/23/99 053 911 8800 9		2800	00		868.25		

The claims listed above (totaling \$1,582.11) 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

1,582.11

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/03/99
REPORT NO 3709

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
N03655C Spicers Paper 1298 N. Bluegum Anaheim, CA 92805	2/18/99 159101		1800	00		220.29		
	2/22/99 162187		1800	00		110.41		
	TOTAL							
N03650B Kinkos PO Box 672085 Dallas, TX 75267-2085	2/25/99 030200087801		1800	07		31.15		
N05608D Fedex PO Box 1140 Memphis, TN 38101-1140	2/15/99 4-772-71432		1803	00		15.50		
N13188 Evelyn Renner & Associates PO Box 4938 Anaheim, CA 92803-4938	2/3/99 34161		2400	07		375.00		
N00230B Fry's Electronics 600 East Brokaw Road San Jose, CA 95112	2/10/99 2894574		4000	00		192.41		
			4000	08		119.95		
	TOTAL						312.36	

The claims listed above (totaling \$1,064.71) 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

1,064.71

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
N06671 MD Medical Clinics 1300 N. Kraemer Blvd. PO Box 66012 Anaheim, CA 92816	2/28/99 297		1900	00		52.50		
	2/25/99 Feb 99 (AM & PM)		1900	00		360.00		02
	2/25/99 Feb 99 (AM)		1900	00		120.00		
	TOTAL					532.50		

The claims listed above (totaling \$532.50) 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
 Current Claims and Payroll
 March 17, 1999

TYPE	REPORT NUMBER	AMOUNT
Regular	3712	10,677.43
	3713	7,059.39
	3714	4,404.39
	3715	612.68
	3716	1,007.76
Subtotal for Regular		23,761.65
Payroll	3710	20,325.00
	3711	20,325.00
Subtotal for Payroll		40,650.00
TOTAL CURRENT CLAIMS		64,411.65

Prepared by: Wendy Goodson

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	
The POS Group 761 W. Kimberly Placentia, CA 92870	2/28/99 5728		1300	00		49.00			
N01035 City of Placentia 401 E. Chapman Ave Placentia, CA 92870	3/8/99 52841		1800	00		1,712.55			
	3/8/99 52841		1800	08		570.55			
	3/8/99 52840		1400	00		1,669.19			
	3/8/99 52840		2800	00		2,921.46			
	3/8/99 52840		1400	00		3,357.52			
	TOTAL						10,231.27		
	N01222A Literacy Volunteers of America 635 James St. Syracuse, NY 13203-2241	2/26/99 73328		1600	07		125.00		
N03940 Gaylord PO Box 4901 Syracuse, NY 13221-4901	2/19/99 OF3284200		1800	00		57.21			
N03654 The Library Store Inc 112 E. South St PO Box 964 Tremont, IL 61568	2/24/99 161686		1800	00		185.70			
N09284 JEFFCO Inc. 1671 S. Research Loop Tucson, AZ 85710-6708	2/17/99 309803		1800	00		29.25			

The claims listed above (totaling \$10,677.43) 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

10,677.43

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/17/99
REPORT NO 3713

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
N03656 Pacific Clippings Box 11789 Santa Ana, CA 92711	February 99 332		1900	00		69.42		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave. Ste 220 Fullerton, CA 92831	2/28/99 9001		1900	00		751.00		
Business Reference Solutions PO Box 75918 Chicago, IL 60675-5918	2/25/99 0156044-99		2400	01		944.21		
N03928 Prentice Hall Remittance Processing Center PO Box 11073 Des Moines, IA 50336-1074	2/5/99 24011383928132 7		2400	01		50.25		
N09111A EBSCO PO Box 92901 Los Angeles, CA 90009-2901	2/13/99 S-42267		2400	01		22.00		
N06821 Database Publishing Co PO Box 70024 Anaheim, CA 92825-0024	2/23/99 117160		2400	01		327.86		
N03642 NewsBank Inc. 397 Main St. PO Box 1130 Chester, VT 05143	8/23/88 28157		2400	01		4,362.00		
Bernan 4611-F Assembly Drive Lanham, MD 20706-4391	2/5/99 1943877		2400	01		532.65		

The claims listed above (totaling \$7,059.39) 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

7,059.39

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/17/99
REPORT NO 3714

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/	Sub	Rept	AMOUNT	A C's Use Only	
			Rev/ BS Acct	Objt/ Rev			Doc Number	SC
N03833 Brodart Co 500 Arch Street Williamsport, PA 17705	2/23/99		0700	05		423.82		
	A29415							
	1/29/99		2400	01		1,450.72		
	U508393							
	2/8/99		2400	01		17.70		
	U528299							
	2/8/99		2400	01		57.56		
	U528302							
	2/8/99		2400	01		18.35		
	U528301							
	2/8/99		2400	01		13.27		
	U528304							
	2/9/99		2400	01		462.31		
	U530406							
	2/9/99		2400	01		998.67		
	U530407							
	2/9/99		2400	01		231.31		
	U530408							
	2/9/99		2400	01		547.93		
	U530410							
	2/9/99		2400	01		12.02		
	U530411							
	2/9/99		2400	01		52.22		
U530412								
2/9/99		2400	01		27.85			
U530413								
2/9/99		2400	01		20.81			
U530414								
2/9/99		2400	01		10.72			
U530416								
2/9/99		2400	01		25.07			
U530417								
2/9/99		2400	01		32.24			
U530418								
2/10/99		2400	01		13.26			
U533073								
2/10/99		2400	01		20.80			
U533075								
	<u>TOTAL</u>					4,404.39		

The claims listed above (totaling \$4,404.39) 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

4,404.39

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/17/99
REPORT NO 3715

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only		
							Doc Number	SC	
N03833 Brodart Co. 500 Arch Street Williamsport, PA 17705	2/11/99 U536208		2400	01		18.11			
	2/11/99 U536209		2400	01		30.49			
	2/11/99 U536210		2400	01		22.96			
	2/11/99 U536212		2400	01		25.87			
	2/11/99 U536213		2400	01		18.11			
	2/11/99 U536214		2400	01		19.54			
	2/11/99 U536215		2400	01		25.87			
	2/17/99 U547206		2400	01		46.66			
	2/17/99 U547207		2400	01		61.83			
	2/17/99 U547208		2400	01		26.84			
	2/17/99 U547209		2400	01		56.36			
	2/17/99 U547210		2400	01		37.28			
	2/17/99 U547211		2400	01		79.48			
	2/17/99 U547213		2400	01		40.11			
	2/17/99 U547215		2400	01		15.24			
	2/17/99 U547216		2400	01		11.99			
	2/17/99 U547217		2400	01		34.33			
	2/17/99 U547218		2400	01		41.61			
		<u>TOTAL</u>					612.68		

The claims listed above (totaling \$612.68) 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
N03842A Ingram Library Services PO Box 502779 St Louis, MO 63150-2779	2/4/99		2400	01		61.25		
	28408164							
	2/4/99		2400	01		52.47		
	28412110							
	2/15/99		2400	01		13.11		
	28599786							
	TOTAL					126.83		
Quality Time Education Inc. 10 S. New Jersey St. Ste 100 Indianapolis, IN 46204	2/11/99		2400	01		252.00		
	2658							
Wendy Goodson 411 E. Chapman Ave. Placentia, CA 92870	Feb-Mar 99		2700	01		20.15		
	Mileage Reimb							
	Feb 25, 1999		2700	00		40.00		
	Travel Reimb							
	TOTAL					60.15		
N03660 Elizabeth D. Minter 539 Gardenia Placentia, CA 92670	Feb 99		2700	01		19.58		
	Mileage Reimb							
	Feb 99		2700	00		64.80		
	Travel Reimb							
	TOTAL					84.38		
N03660 Elizabeth D. Minter 411 E. Chapman Ave. Placentia, CA 92870	Feb 99 - Mar 99		1400	00		80.00		
	Petty Cash Reimb		1803	00		287.40		
			2700	00		27.00		
			2700	01		20.00		
			2700	03		20.00		
			2700	08		50.00		
		TOTAL					484.40	

The claims listed above (totaling \$1,007.76) 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

1,007.76

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 03/17/99
REPORT NO 3710

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

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	March 17, 1999 Pay period # 7 March 26, 1999 April 8, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, APRIL 8, 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
411 E. Chapman Ave.
Placentia, CA 92670

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

APPROVED CLAIMS

Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acct	Sub Objt/ Rev	Rept Cat	AMOUNT	A C's Use Only	
							Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route #12100358	March 17, 1999 Pay period # 8 April 9, 1999 April 22, 1999		0100	00		18,880.00		
	FICA		0200	00		1,445.00		
PLEASE WIRE ON THURSDAY, APRIL 22, 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: March 17, 1999

BACKGROUND:

General Fund

The Cash Flow Analysis is Attachment A.

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 March 17, 1999

Placentia Library District
 FY1998-1999 General Fund Cash Flow

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

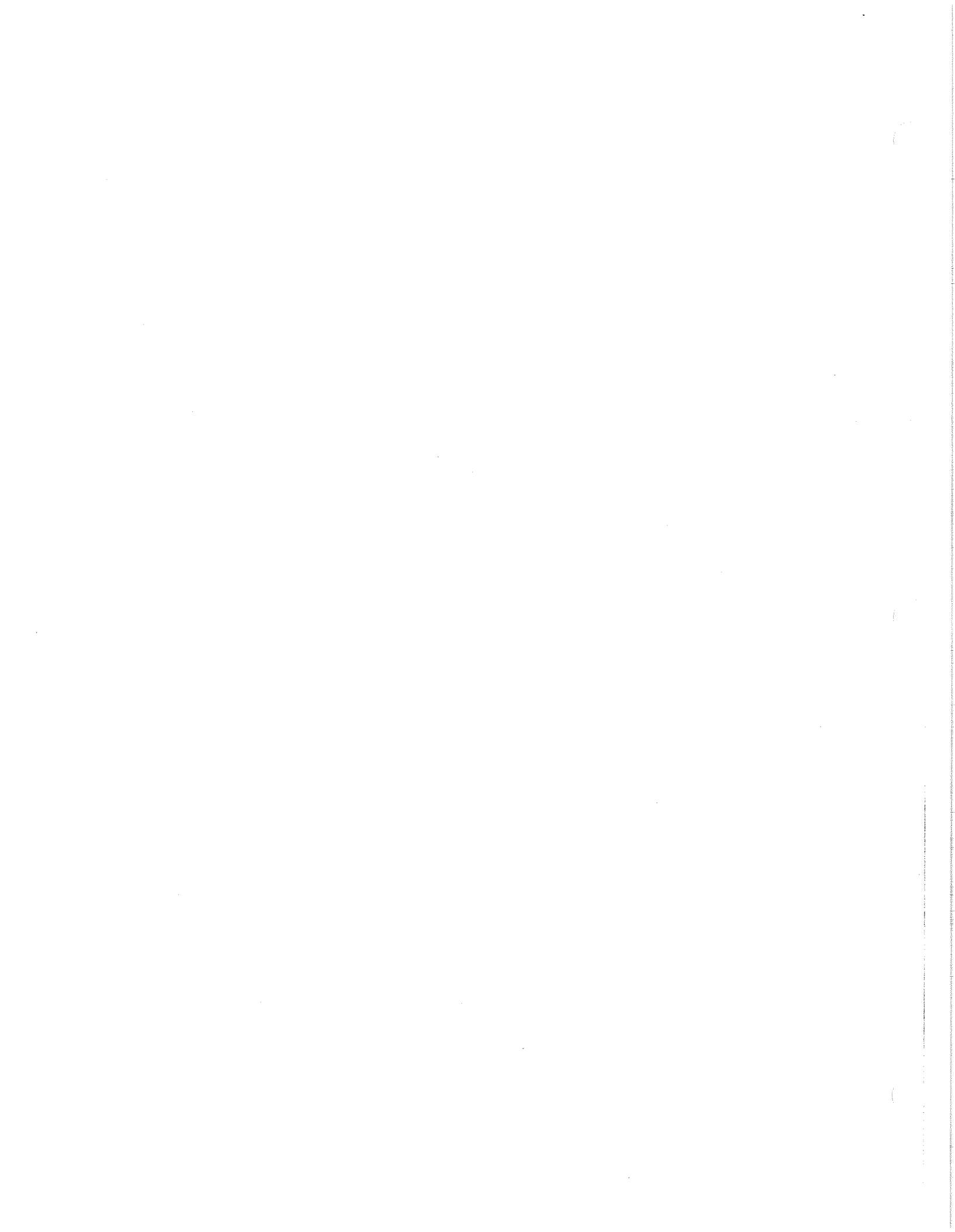
DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
10/20/98		Transfer from Fund 706	15,000.00		10,608.52
11/02/98		Library Revenue for October	1,550.41		12,158.93
11/02/98		State Interlibrary Loan & Direct Loan	819.21		12,978.14
11/04/98		Interest for 8/98	341.69	9.04	13,310.79
11/09/98	3660	PPI by Library 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		Library Revenue, Nov	3,195.25		26,782.00
12/04/98	3671	General by Library Director		105.45	26,676.55
12/04/98	3672	General by Library Director		1,187.03	25,489.52
12/04/98	3673	General by Library Director		266.35	25,223.17
12/10/98		Secured 2nd Actual	98,191.49	245.48	123,169.18
12/10/98		Homeowners Subvention 1st	2,336.75		125,505.93
12/15/98	3674	General - PPI		6,954.97	118,550.96
12/15/98	3675	General		3,631.44	114,919.52
12/15/98	3676	General		11,359.49	103,560.03
12/15/98	3677	General		1,933.02	101,627.01
12/15/98	3678	Payroll to wire 12/30/98		20,325.00	81,302.01
12/15/98	3679	Payroll to wire 1/14/99		20,325.00	60,977.01
12/17/98		Secured 3rd Actual	185,803.37	464.51	246,315.87
12/17/98		State ILL	1,869.60		248,185.47
12/17/98		Library Revenue, Dec	1,308.50		249,493.97
12/17/98		State 321 Grant	1,241.00		250,734.97
12/17/98	3680	General by Library Director		791.57	249,943.40
12/21/98		Supplemental 3rd Actual	3,504.75		253,448.15
12/23/98	3681	General by Library Director		4,173.24	249,274.91
12/28/98		Interest for 9/98	222.05	5.82	249,491.14
12/30/98	3682	General by Library Director		795.79	248,695.35
01/07/99	3683	General by Library Director		1,291.73	247,403.62
01/20/99	3684	General		10,428.12	236,975.50
01/20/99	3685	General		1,603.42	235,372.08
01/20/99	3686	General		1,630.86	233,741.22
01/20/99	3687	General		3,797.69	229,943.53
01/20/99	3688	General		2,478.75	227,464.78
01/20/99	3689	Payroll to wire 1/28/99		20,325.00	207,139.78
01/20/99	3690	Payroll to wire 2/11/99		20,325.00	186,814.78
01/20/99	3691	Payroll to wire 2/25/99		20,325.00	166,489.78
01/12/99		Interest for 10/98	192.51	5.18	166,677.11
01/29/99		Interest for 11/98	294.94	8.09	166,963.96
01/14/99		Unsecured 2nd Actual	6,047.57	15.12	172,996.41
01/21/99		Secured 3rd Actual	65,358.40	163.40	238,191.41

Placentia Library District
 FY1998-1999 General Fund Cash Flow

DATE	CLAIM #	DESCRIPTION	CREDIT	DEBIT	BALANCE
01/20/99		Supplemental 4th Actual	7,458.86		245,650.27
01/07/99		Homeowners Subvention 2nd	5,452.39		251,102.66
01/07/99		State Database	65.00		251,167.66
01/21/99		State ILL	342.95		251,510.61
01/07/99		State Literacy Grant	8,872.00		260,382.61
01/07/99		State 321 Grant	948.00		261,330.61
01/07/99		Library Revenue, Dec	881.95		262,212.56
01/22/99		Library Revenue, Jan	1,550.85		263,763.41
01/07/99		Library Passport Revenue, Dec	461.05		264,224.46
01/22/99		Library Passport Revenue, Jan	1,102.07		265,326.53
01/21/99		Canceled out of date checks	220.47		265,547.00
01/25/99	3692	General by Library Director		2,259.18	263,287.82
02/01/99	3693	General by Library Director		1,658.32	261,629.50
02/04/99		Public Utility Tax, #1	11,735.95	29.34	273,336.11
02/04/99		Library Passport Revenue, Jan	1,057.80		274,393.91
02/04/99		Library Revenue, Jan	800.78		275,194.69
02/10/99	3696	General by Library Director		1,736.98	273,457.71
02/10/99	3697	General by Library Director		1,048.81	272,408.90
02/17/99	3694	Payroll to wire 3/11/99		20,325.00	252,083.90
02/17/99	3695	Payroll to wire 3/25/99		20,325.00	231,758.90
02/17/99	3698	General - PPI		35,900.00	195,858.90
02/17/99	3699	General		16,774.77	179,084.13
02/17/99	3700	General		2,111.73	176,972.40
02/17/99	3701	General		409.53	176,562.87
02/17/99	3702	General		2,520.28	174,042.59
02/17/99	3703	General		5,846.67	168,195.92
02/17/99	3704	General		544.15	167,651.77
02/17/99	3705	General		994.58	166,657.19
02/17/99	3706	General		2,718.72	163,938.47
02/18/99		Supplemental 5th Actual	822.76		164,761.23
02/22/99		Library Passport Revenue, Feb	1,584.00		166,345.23
02/22/99		Library Revenue, Feb	1,169.93		167,515.16
02/25/99		SDATF Apportionment	4,431.24		171,946.40
02/26/99		Interest for 12/98	1,074.80	29.85	172,991.35
03/03/99	3707	General by Library Director		4,134.70	168,856.65
03/03/99	3708	General by Library Director		1,582.11	167,274.54
03/03/99	3709	General by Library Director		1,064.71	166,209.83
03/11/99	3717	General by Library Director		1,750.28	164,459.55
03/11/99	3718	General by Library Director		532.50	163,927.05
03/17/99	3710	Payroll to wire 4/8/99		20,325.00	143,602.05
03/17/99	3711	Payroll to wire 4/22/99		20,325.00	123,277.05
03/17/99	3712	General		10,677.43	112,599.62
03/17/99	3713	General		7,059.39	105,540.23
03/17/99	3714	General		4,404.39	101,135.84
03/17/99	3715	General		612.68	100,523.16
03/17/99	3716	General		1,007.76	99,515.40

Placentia Library District
 Property Tax Apportionments
 Fiscal Year 1997-1998

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	

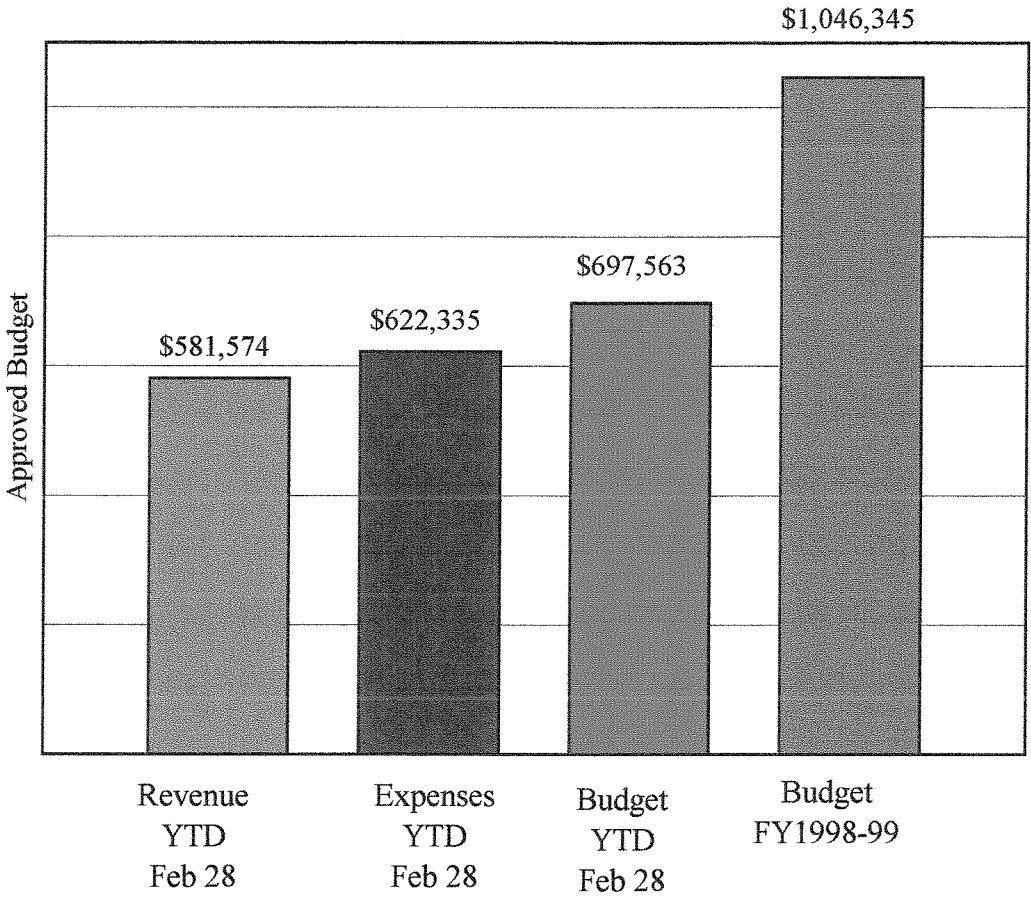


Fund Balance Report
Post-Petition Balances (B/S Account 8010 - Cash)
March 17, 1999

	Fiscal Year 1998-1999						TOTAL	TOTAL
	Fund 702 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-98	80,922.00	3,000.25	113,501.01	148,379.49	7,208.63	353,011.38	204,631.89	
31-Jul-98	80,922.00	3,000.25	113,501.01	85,097.19	7,208.63	289,729.08	204,631.89	
31-Aug-98	81,298.47	3,014.21	113,559.16	47,662.34	7,242.17	252,776.35	205,114.01	
30-Sep-98	46,669.15	3,027.95	113,940.28	31,823.69	7,275.19	202,736.26	170,912.57	
31-Oct-98	47,048.97	3,042.03	19,473.02	69,815.14	7,309.02	146,688.18	76,873.04	
30-Nov-98	47,429.54	3,056.14	20,005.39	105,523.50	7,342.92	183,357.49	77,833.99	
31-Dec-98	47,680.58	3,070.01	20,527.00	288,559.41	7,376.22	367,213.22	78,653.81	
31-Jan-99	48,104.49	3,097.37	21,025.34	329,877.61	7,441.97	409,546.78	79,669.17	
28-Feb-99	48,317.16	3,111.06	21,116.89	240,267.04	7,474.87	320,287.02	80,019.98	
31-Mar-99						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 Maj Equip/Struc	Fund 703 Auto Replac	Fund 706 Bond Redempt	Fund 707 General Fund	Fund 708 Sick Lv Payoff	TOTAL ALL FUNDS	EXCL GEN FUND	
30-Jun-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



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

March 17, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 FEB 1999	FY 1997-98 FEB 1998	FY 1998-99 % REV BUD
6210-00	Prop. Taxes - current secured	761,261	438,508.87	407,756.32	0.00	0.00	57.60%
6210-01	Public Utility	33,000	11,735.95	12,571.79	11,735.95	12,571.79	35.56%
6210-04	Tecier Plan - current delinquent	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - CURRENT SECURED	794,261	450,244.82	420,328.11	11,735.95	12,571.79	56.69%
6220	PROP. TAXES - CURRENT UNSECURED	47,000	45,141.86	40,966.34	0.00	0.00	96.05%
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	Tecier Plan buyout - FY 1993-1994 only	0	0.00	0.00	0.00	0.00	
6230-10	Release of impounds	0	0.00	0.00	0.00	0.00	
6230-11	(1994 ERAF Refund)	0	0.00	0.00	0.00	0.00	
	TOTAL PROP. TAXES - PRIOR SECURED	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	4,431.24	0.00	4,431.24	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	15,529.68	8,423.62	822.76	684.96	86.28%
6280-01	Final supplemental for prior years	0	778.40	370.60	0.00	0.00	
	TOTAL PROP. TAXES SUPPLEMENTAL - CURREN	18,000	16,308.08	8,794.22	822.76	684.96	90.60%
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	3,371.58	0.00	3,062.01	
	TOTAL TAXES	882,461	536,842.25	492,702.08	16,989.95	16,318.76	60.83%

REVENUE REPORT FOR FUND 707
(Prepared from the Orange County Auditor's Report)
March 17, 1999

OBJECT CODE	DESCRIPTION	FY 1998-99 BUDGETED	FY 1998-99 YTD	FY 1997-98 YTD	FY 1998-99 FEB 1999	FY 1997-98 FEB 1998	FY 1998-99 % REV BUD
6610-00	Interest	10,500	2,741.71	4,872.49	1,074.80	1,520.08	26.11%
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	176.98	0.00	0.00	
	TOTAL INTEREST	10,500	2,741.71	5,049.47	1,074.80	1,520.08	26.11%
6690	STATE - HOMEOWNER PROP TAX RELIEF	15,484	7,789.14	7,590.20	0.00	0.00	50.30%
6970-00	State - ILL & Direct Loan Reimbursement	6,500	4,957.41	4,130.81	0.00	0.00	76.27%
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	8,872.00	(2,383.00)	0.00	0.00	126.74%
6970-03	State - Family Literacy	0	0.00	0.00	0.00	0.00	
6970-04	State - Dept of Educatoin 321 Grant	3,500	2,189.00	4,948.00	0.00	0.00	62.54%
6970-05	State - Project Grants	0	0.00	9,361.00	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	16,018.41	16,056.81	0.00	0.00	14.00%
7130-00	BANKRUPTCY RECOVERY DISTRIBUTIONS	0	0.00	0.00	0.00	0.00	
7670-00	Local Revenue	23,500	13,483.59	11,119.74	1,970.71	1,365.74	57.38%
7670-01	Local Revenue -- Passport	0	4,474.92	0.00	2,641.80	0.00	
	TOTAL LOCAL REVENUE	23,500	17,958.51	11,119.74	4,612.51	1,365.74	0.57
7680	6-MONTH EXPIRED (OUTLAWED) CHECKS	0	223.93	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	581,573.95	532,524.50	22,677.26	19,204.58	2.09

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 FEB 1999	FY1997-98 FEB 1998	FY1998-99 % REV BUD
0100	Salaries & Wages	494,410	338,842.00	333,180.00	37,760.00	37,020.00	68.53%
0200	Retirement	70,123	26,009.00	55,482.34	2,890.00	32,826.34	37.09%
	Health Insurance/Blue Shield CA	28,585	11,246.14	11,871.88	(685.90)	(563.04)	39.34%
	Long Term Disability/CNA	2,862	1,560.75	1,370.00	173.17	171.25	54.53%
	Vision Service Plan/VSP	1,974	1,230.33	619.60	196.13	87.80	62.33%
	Dental/Ameritas	4,402	3,302.79	2,949.73	0.00	381.89	75.03%
0300	Total Employee Insurance	37,823	17,340.01	16,811.21	(316.60)	77.90	45.85%
0310	Unemployment Insurance	0	0.00	0.00	0.00	0.00	
0350	Workers Compensation - General	5,800	2,568.00	3,142.00	0.00	0.00	44.28%
	TOTAL SALARIES & EMPLOYEE BENEFITS	608,156	384,759.01	408,615.55	40,333.40	69,924.24	63.27%
0700-00	Communications - Telephone	2,600	1,268.88	1,551.32	138.43	204.04	48.80%
0700-01	Communications - Modem/Fax	2,384	1,830.14	1,708.48	26.53	317.56	76.77%
0700-02	Communications - Internet/Database	3,240	3,177.72	2,831.03	381.34	534.90	98.08%
0700-05	Communications - Cataloging & Acquisitions Vendor	5,160	3,531.40	2,966.74	423.82	423.82	68.44%
0700-07	Communications - 321 Grant	570	379.96	424.59	19.95	42.17	66.66%
0700-08	Communications - Adult Literacy	330	241.69	127.14	0.00	38.02	73.24%
	Total Communications	14,284	10,429.79	9,609.30	990.07	1,560.51	73.02%
0900-00	Food - General Fund	50	0.00	18.17	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	0.00%
	Total Food	150	0.00	18.17	0.00	0.00	0.00%
1000-00	Household Expense	3,500	3,467.79	2,642.96	1,397.66	899.39	99.08%
1100-00	Insurance	10,200	10,124.25	10,183.10	0.00	0.00	99.26%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 FEB 1999	FY1997-98 FEB 1998	FY1998-99 % REV BUD
1300-00	Maintenance of Equipment - General Fund	20,000	8,602.53	15,358.43	6,500.00	158.17	43.01%
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	8,602.53	15,358.43	6,500.00	158.17	43.01%
	HVAC	5,500	1,925.53	3,320.24	294.84	234.84	35.01%
	Carpet Cleaning	500	0.00	0.00	0.00	0.00	0.00%
	Groundskeeping, City of Placentia	25,000	18,224.49	16,033.20	6,206.08	3,613.89	72.90%
	Plumbing	1,200	62.00	942.55	0.00	0.00	5.17%
	Electrical	4,000	2,565.00	2,580.96	285.00	1,069.00	64.13%
	Cleaning Service	11,700	7,600.00	7,600.00	950.00	950.00	64.96%
	Locksmith	200	73.72	93.95	0.00	0.00	36.86%
	Other	2,000	1,000.66	1,095.19	90.00	678.00	50.03%
1400-00	Total Maintenance of Building & Grounds	50,100	31,451.40	31,666.09	7,825.92	6,545.73	62.78%
1600-00	Memberships - General Fund	2,900	2,375.00	2,659.00	417.00	990.00	81.90%
1600-07	Memberships - 321 Grant	200	100.00	75.00	0.00	75.00	
1600-08	Memberships - Adult Literacy	150	240.00	95.00	0.00	0.00	160.00%
1600-09	Memberships - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Memberships	3,250	2,715.00	2,829.00	417.00	1,065.00	83.54%
1700-00	Miscellaneous Expense - General Fund	0	0.00	0.00	0.00	0.00	
1700-07	Miscellaneous Expense - 321 Grant	0	0.00	0.00	0.00	0.00	
1700-08	Miscellaneous Expense - Adult Literacy	0	0.00	0.00	0.00	0.00	
1700-09	Miscellaneous Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Miscellaneous Expense	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 FEB 1999	FY1997-98 FEB 1998	FY1998-99 % REV BUD
1800-00	Library Supplies	4,500	4,435.02	2,083.72	364.30	0.00	98.56%
	Printing	9,000	4,845.86	5,003.17	2,367.07	41.15	53.84%
	EZ Copy - copy cards for sale to patrons	0	0.00	0.00	0.00	0.00	
	Publications	1,500	729.86	1,486.84	0.00	335.29	48.66%
	Paper	1,200	562.90	1,025.59	289.15	0.00	46.91%
	Drinking Water Service	300	199.60	174.65	24.95	24.95	66.53%
	Other Office Supplies	3,000	2,979.25	1,650.65	287.48	254.09	99.31%
	Total Office Supply Expense - General Fund	19,500	13,752.49	11,424.62	3,332.95	655.48	70.53%
1800-07	Literacy Dept Educ 321 Grant Supply Expense	1,150	1,858.76	571.00	0.00	0.00	
	Printing	1,475	1,044.96	903.04	0.00	0.00	70.84%
	Publications	2,375	0.00	1,086.41	0.00	59.85	0.00%
	Paper	50	0.00	0.00	0.00	0.00	0.00%
	Other Office Supplies	400	514.31	358.35	0.00	137.77	128.58%
	Total Adult Literacy Office Supply Expense	4,300	1,559.27	2,347.80	0.00	197.62	36.26%
1800-09	LSCA Grant Supply Expense	0	0.00	5,181.20	0.00	0.00	
	Total Office Expense	24,950	17,170.52	19,524.62	3,332.95	853.10	68.82%
1803-00	Postage Expense - General Fund	800	997.41	432.90	488.75	(20.00)	124.68%
1803-04	Postage Expense - LSCA II Grant	0	0.00	0.00	0.00	0.00	
1803-08	Postage Expense - Adult Literacy	200	64.00	32.00	0.00	0.00	32.00%
1803-09	Postage Expense - LSCA Grant	0	0.00	1,063.44	0.00	0.00	
	Total Postage Expense	1,000	1,061.41	1,528.34	488.75	(20.00)	106.14%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 FEB 1999	FY1997-98 FEB 1998	FY1998-99 % REV BUD
	Care Resources (Employee Assistance)	420	245.00	210.00	35.00	0.00	58.33%
	Pension Contribution & Operating Expenses	6,000	1,750.00	4,593.85	0.00	1,074.22	29.17%
	Anaheim Library Automated System	40,000	0.00	175.00	0.00	175.00	0.00%
	Clipping Service	420	277.68	275.68	69.42	69.42	66.11%
	Interest Allocation & Tax Collection Charges	450	124.94	122.76	29.85	(12.40)	27.76%
	Advertising	0	733.74	0.00	0.00	0.00	
	Medical Exams	500	367.50	367.50	0.00	0.00	73.50%
	Collection Services - Accounts Receivable	3,000	86.62	1,113.27	0.00	0.00	2.89%
	Audit & Accounting Services	3,750	4,060.00	3,360.00	180.00	550.00	108.27%
	Payroll Preparation	2,500	1,609.95	1,557.59	341.95	250.60	64.40%
	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	1,666.16	3,800.03	315.00	0.00	
1900-00	Total Specialized Services - General Fund	58,040	10,921.59	15,575.68	971.22	2,106.84	18.82%
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	80.00	245.00	0.00	245.00	11.03%
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	1,238.48	1,153.24	29.34	31.43	58.98%
	Total Specialized Services	63,215	12,240.07	21,148.91	1,000.56	2,383.27	19.36%
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	0.00%
	Total Legal Notices	500	0.00	0.00	0.00	0.00	0.00%
2100-00	Rents/Leases-Equipment	0	0.00	0.00	0.00	0.00	

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 FEB 1999	FY1997-98 FEB 1998	FY1998-99 % REV BUD
2200-00	Semi-Annual Bond Payment	66,090	69,850.61	66,259.01	35,900.00	33,244.01	105.69%
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	14,690.36	4,274.53	10,112.72	983.59	23.32%
2400-02	Special Department Expense - Video	1,500	0.00	592.80	0.00	22.95	0.00%
2400-03	Special Department Expense - Electronic	14,358	5,230.00	12,226.50	0.00	0.00	36.43%
2400-04	Special Department Expense - Periodicals	16,642	4,164.52	3,971.03	0.00	0.00	25.02%
2400-05	Special Department Expense - Audio	2,500	287.80	197.46	0.00	39.00	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	1,367.02	606.57	0.00	0.00	91.13%
2400-09	Special Department Expense - LSCA Grant	0	0.00	0.00	0.00	0.00	
	Total Special Department Expense	99,500	25,739.70	21,868.89	10,112.72	1,045.54	25.87%
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	798.34	367.88	449.42	0.00	
2700-01	Transportation/Travel - Meetings, Staff Local	2,000	1,356.77	2,661.97	1,041.04	1,282.75	67.84%
2700-02	Transportation/Travel - Meetings, Board Out of Town	750	279.55	76.42	129.55	76.42	37.27%
2700-03	Transportation/Travel - Meetings, Board Local	500	492.00	275.00	336.00	0.00	98.40%
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	914.79	716.40	8.13	56.00	65.34%
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	3,841.45	4,097.67	1,964.14	1,415.17	62.46%

PLACENTIA LIBRARY DISTRICT
EXPENDITURE REPORT FOR FUND 5071
(Prepared from the Orange County Auditor's Report)
March 17, 1999

OBJECT CODE	DESCRIPTION	FY1998-99 BUDGETED	FY1998-99 YTD	FY1997-98 YTD	FY1998-99 FEB 1999	FY1997-98 FEB 1998	FY1998-99 % REV BUD
2800-00	Electricity	45,000	28,492.90	31,738.22	0.00	6,159.65	63.32%
	Gas	5,500	3,127.53	2,036.99	898.65	926.75	56.86%
	Water	3,000	1,455.52	1,992.07	84.43	165.21	48.52%
	Total Utilities	53,500	33,075.95	35,767.28	983.08	7,251.61	61.82%
	TOTAL SUPPLIES & SERVICES	416,389	229,770.47	242,501.77	70,912.85	56,401.50	55.18%
3700-00	Taxes, Assessments (Sales Tax)	800	352.00	0.00	352.00	0.00	44.00%
4000-00	Equipment - General Fund	20,000	7,453.10	0.00	689.58	0.00	37.27%
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	7,453.10	0.00	689.58	0.00	35.49%
4200-00	Structures/Improvements	0	0.00	0.00	0.00	0.00	
	TOTAL EQUIPMENT EXPENSE	21,000	7,453.10	0.00	689.58	0.00	35.49%
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	0.00
	TOTAL EXPENSES	1,046,345	622,334.58	651,117.32	112,287.83	126,325.74	59.48%

TO: Elizabeth D. Minter, Library Director

FROM: Wendy Goodson, Administrative Assistant *WJG*

DATE: March 11, 1999

SUBJECT: Office General Ledgers and Check Registers for February 1999

I have detected technical inconsistencies in the Quickbooks Balance Sheet for the Placentia Library District. I have scheduled an appointment with Milana of Munson, Cronick & Associates to evaluate and resolve these inconsistencies. I will provide a current Office General Ledger and Check Register by Wednesday, March 17, 1999 for review by the Library Director and Board of Trustees.

Placentia Library District
Balance Sheet
 As of February 28, 1999

	Feb 28, '99
ASSETS	
Current Assets	
Checking/Savings	
County Exempt - Checking	5,265.74
County Exempt - Savings	4,358.19
General Fund - Checking	4,769.31
General Fund - Savings	4,451.44
Literacy Fund - Savings	5,981.15
Payroll Checking	28,159.48
Payroll Checking (CDs)	
174445017	5,000.00
174445018	5,000.00
174445019	5,000.00
174445020	5,000.00
174445021	2,500.00
174445022	2,500.00
174445055	2,500.00
Total Payroll Checking (CDs)	27,500.00
Payroll Savings (Fees)	2,320.04
Payroll Savings (Int CDs)	6,864.60
Total Checking/Savings	89,669.93
Total Current Assets	89,669.93
TOTAL ASSETS	89,669.93
LIABILITIES & EQUITY	
Equity	
Net Income	9,322.33
Total Capital	80,347.60
Total Equity	89,669.93
TOTAL LIABILITIES & EQUITY	89,669.93



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

February 1999

	<u>County Exempt Fund</u>	<u>General Fund</u>	<u>Literacy Fund</u>	<u>Payroll Fund</u>	<u>TOTAL</u>
Income					
Cash Register - Fines	0.00	1,957.12	0.00	0.00	1,957.12
Cash Register - Lost Items	0.00	218.08	0.00	0.00	218.08
Cash Register - Misc.	0.00	20.17	0.00	0.00	20.17
Cash Register - Reserves	0.00	89.20	0.00	0.00	89.20
Children's Dept Income	1,400.00	0.00	0.00	0.00	1,400.00
Copy Machine Income	653.55	0.00	0.00	0.00	653.55
Directors Fund (Friends)	-41.25	0.00	0.00	0.00	-41.25
Interest Inc - Checking	0.00	8.24	0.00	0.00	8.24
Interest Inc - Savings	7.71	10.27	0.00	0.00	17.98
Meeting Room Income	190.10	0.00	0.00	0.00	190.10
Miscellaneous Income	0.00	90.00	0.00	0.00	90.00
Passport Revenue	0.00	3,079.80	0.00	0.00	3,079.80
Transfers from County	0.00	0.00	0.00	40,650.00	40,650.00
Tutor Training Income	0.00	0.00	30.00	0.00	30.00
Total Income	2,210.11	5,472.88	30.00	40,650.00	48,362.99
Expense					
Bank Fees	0.00	84.00	0.00	0.00	84.00
Children's Other	-277.75	0.00	0.00	0.00	-277.75
Copier Lease Payments	446.34	0.00	0.00	0.00	446.34
Copier Maintenance Contract	229.65	0.00	0.00	0.00	229.65
Debit Card - Repay Cap Equip	0.00	19.75	0.00	0.00	19.75
Employee Benefits	0.00	0.00	0.00	2,505.12	2,505.12
Employee Insurance	0.00	0.00	0.00	685.90	685.90
Memberships	0.00	54.00	0.00	0.00	54.00
Miscellaneous	0.00	-45.00	0.00	0.00	-45.00
Office Expense	0.00	5.38	0.00	0.00	5.38
Payroll Processing Fees	0.00	0.00	0.00	11,205.46	11,205.46
Postage	0.00	149.10	0.00	0.00	149.10
Salaries	0.00	0.00	0.00	25,854.13	25,854.13
Transfers to County	0.00	4,592.76	0.00	0.00	4,592.76
Transportation & Travel	0.00	564.00	0.00	0.00	564.00
Total Expense	398.24	5,423.99	0.00	40,250.61	46,072.84
Net Income	1,811.87	48.89	30.00	399.39	2,290.15

