

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

February 21, 1995
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.*

1. Roll Call. Administrative Assistant
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

Evans / Nestor

3. Minutes of the February 13, 1995, Special Meeting.

Presentation: Library Director
Recommendation: Approve by Motion

Evans / Nestor

4. Oral Communications.

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

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

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

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

5. Board President's Report.

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

Presentation: Library Board President

6. Friends of the Library Board of Directors Report.

Presentation: Library Board President

7. Literacy Volunteers of America, Placentia Chapter Board of Directors Report.

Presentation: Library Board President

CLAIMS (Items 8 -10)

Presentation: Library Director
Recommendation: Approve by Motion

Items 8 - 10 may be considered together as one motion to approve the Claims. Items may be removed for individual consideration before the Claims are adopted. Items removed must then each have a separate motion.

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

There are no Nonstandard Claims for this period.

9. Claims forwarded by the Library Director. (Approve)

There are no Claims forwarded by the Library Director for this period.

10. Current Claims and Payroll. (Approve)

Current Claims of \$97,482.33; Payrolls 3248, and 3249, for a cumulative payroll total of \$38,069.36. Combined total of Current Claims and Payroll of \$135,551.69.

FINANCIAL REPORT (Items 11 - 15)

ml / pmf

Presentation: Library Director
Recommendation: Approve by Motion

Items 11 - 15 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.

11. Office General Ledger & Check Registers for January, 1995. (Receive & File)
12. Overdue Collection Report for January, 1995. (Receive & File)
13. Debit Card System Reimbursement Report for January, 1995. (Receive & File)
14. Gifts Report for January, 1995. (Receive & File)
15. County of Orange Investment Pool Portfolio Summary, January, 1995. (Receive & File)

GENERAL CONSENT CALENDAR (Items 16 - 24)

Presentation: Library Director
Recommendation: Approve by Motion

Items 16 - 24 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.

16. Building Maintenance Report for January, 1995. (Receive & File)
17. Personnel Report for January, 1995. (Receive, File, and Ratify Appointments)
18. Volunteer Report for January, 1995. (Receive & File)
19. Circulation Report for January, 1995. (Receive & File)
20. Review of Status of the LSCA Title II Handicapped Remodeling Project. (Receive & File)
21. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
22. Submission of Placentia Library Literacy Services' Report for the Second Quarter of 1994-1995 to the State Library of California. (Receive & File)

23. Submission of the Semi-Annual Family Literacy Grant Report for 1994-1995 to the State Library of California. (Receive & File) *Tell Spanner*
24. Distribution of Statement of Economic Interest Forms for 1994-1995. (Receive)

CONTINUING BUSINESS

25. FY94-95 Budget

Presentation: Library Director
Recommendation: Ratify actions taken by Library Director and give direction for future activities.

Review of status of the Orange County Investment Pool Bankruptcy process and the information received from Orange County Offices and Officials.

Pursuant to California Government Code Section 54956.9 a closed session will be held to discuss whether the District, based on existing facts and circumstances, needs to initiate litigation as a result of the Orange County Investment Pool Bankruptcy filing.

NEW BUSINESS

26. Travel Authorizations

Presentation: Library Director
Recommendation: Approve registration and travel for the California Association of Library Trustees and Commissioners 1995 Workshop in Library Leadership for Trustees and Staff, March 11, 1995; and travel, car rental, meals and lodging for Secretary Stark and Library Director Minter to attend a meeting in Sacramento with California Advocates, March 12-13, 1995.

27. Review Health Insurance Proposals for 1995-1996.

Presentation: Library Director
Recommendation: Determine Level of Benefit and Select Vendor.

STAFF REPORTS

28. Acquisitions Report for January, 1995. (Shook)
29. Program Report for the Month of January, 1995. (Program Committee)

30. Children's Services Report for the Month of January, 1995. (Schneider)
31. Publicity Materials produced for the Month of January, 1995. (Willauer)
32. Placentia Library Literacy Services Report for the Month of January, 1995. (Matas)
33. Families for Literacy Project Report for the Month of January, 1995. (Walters)
34. Placentia Pride Committee Report for January, 1995. (Ammar)

ADJOURNMENT

35. Agenda Preparation for March 20, 1995, Regular Meeting.
36. Review of Action Items.

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

37. Adjourn

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the February 21, 1995, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Wednesday, February 15, 1995.

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CALENDAR FOR LIBRARY BOARD OF TRUSTEES

Feb 27 (Mon)	LVA Placentia Board Meeting, 6:30 P.M. (Dinsmore)
Mar 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Mar 11 (Sat)	Trustee Workshop, Newport Beach Public Library, 9:00 A.M. - 4:00 P.M.
Mar 20 (Mon)	Library Board Meeting, 7:30 P.M.
Mar 23-25	Public Library Association Annual Seminars, Chicago.
Apr 3 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Apr 9-15	National Library Week: Libraries Change Lives.
Apr 17 (Mon)	Library Board Meeting, 7:30 P.M.
May 1 (Mon)	California Special Districts Association Legislative Day, Sacramento
May 1 (Mon)	CALTAC Board of Directors Meeting, Sacramento (Dinsmore)
May 1 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
May 2 (Tues)	California Library Association Legislative Day, Sacramento (Dinsmore)
May 4 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
May 15 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 5 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Evans)
Jun 19 (Mon)	Library Board Meeting, 7:30 P.M.
Jun 22-29	American Library Association Annual Conference, Chicago
Jul 17 (Mon)	Library Board Meeting, 7:30 P.M.
Aug 21 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 5 (Tues)	Friends of the Library Board Meeting, 7:00 P.M. (Masters)
Sep 7 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Sep 18 (Mon)	Library Board Meeting, 7:30 P.M.
Sep 19-22	California Special Districts Association Annual Conference, Huntington Beach
Oct 2 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Shkoler)
Oct 16 (Mon)	Library Board Meeting, 7:30 P.M.
Nov 2 (Thur)	Placentia Library Foundation Meeting, 11:30 A.M.
Nov 6 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Stark)
Nov 20 (Mon)	Library Board Meeting, 7:30 P.M.
Dec 4 (Mon)	Friends of the Library Board Meeting, 7:00 P.M. (Dinsmore)
Dec 18 (Mon)	Library Board Meeting, 7:30 P.M.

**MINUTES
PLACENTIA LIBRARY DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 13, 1995**

CALL TO ORDER

The Special Meeting of the Placentia Library District Board of Trustees was called to order on February 13, 1995 at 4:27 P.M. by President Margaret Dinsmore.

ROLL CALL

Members Present: President Margaret Dinsmore; Secretary Sandra Stark; Trustees Ray Evans, and Robin Masters; and Library Director Elizabeth Minter.

Member Absent: Trustee Al Shkoler

Others Present: Principal Librarian Suad Ammar; Circulation Supervisor Peggy Burkich, and Administrative Assistant Charlene Dumitru.

**ADOPTION OF
AGENDA**

It was moved by Trustee Evans, seconded by Trustee Masters to adopt the Agenda as presented.

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

MINUTES

A correction was made to the Minutes of January 16, 1995 on page 2, Claims, "West" is deleted and "Masters" added to the Aye vote for the motion.

It was moved by Secretary Stark , seconded by Trustee Evans that the Minutes of the Regular Meeting of the Board of Trustees of January 16, 1995, be approved as corrected.

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

**ORAL
COMMUNICATIONS**

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

CLAIMS

It was moved by Trustee Evans, seconded by Secretary Stark to approve Agenda Item 8: Current Claims in the amount of \$6,460.13

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

Trustee Shkoler arrived at 4:36 P.M.

**FINANCIAL
REPORT**

It was moved by Trustee Evans, seconded by Secretary Stark to receive and file Agenda Item 8: Financial Reports for January, 1995.

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

FY94-95 BUDGET

It was moved by Trustee Shkoler, seconded by Trustee Evans to read Resolution 95-1, a Resolution of the Board of Trustees of the Placentia Library District of Orange County Requesting the Orange County Supervisors to Ensure a Return of 100% of the Monies in the Orange County Investment Pool (OCIP), by title only.

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

It was moved by Trustee Shkoler, seconded by Trustee Evans to approve adoption of Resolution 95-1 requesting that the Orange County Board of Supervisors develops a plan that ensures the immediate availability of the Districts remaining cash in the Orange County Investment Pool (77% of its adjusted and corrected fund balance as of December 6, 1994 plus any interest due), and a repayment plan that ensures, with a secured status, the availability of the remaining 23%, with accrued interest, at a reasonable future date. Motion was approved by roll call vote:

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

**COLLECTION
AGENCY
CONTRACT
RENEWAL**

It was moved by Trustee Masters, seconded by Trustee Evans to purchase 500 collection service accounts from Weldon and Associates at \$3,710 to be paid over a three month period; and authorize payment of first installment of \$1,510.00 to be paid from the General Fund Petty Cash checking account.

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

**REVISION OF
FINES AND FEES
SCHEDULE**

It was moved by Trustee Shkoler, seconded by Trustee Evans to amend the Fines and fees Policy to include a charge of \$15.00 per account for accounts reported to the collection agency.

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

It was moved by Secretary Stark, seconded by Trustee Evans retain the returned check charge at \$10.00 per check if paid within 30 days from the date of notification of the check issuer by the District, and to add an additional \$100.00 or 3 times the amount of the check, whichever is greater, at the end of 30 days if the check is unreturned and the account reported to the collection agency.

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

It was moved by Trustee Masters, seconded by Trustee Evans to delete fax sending and receiving from list of Special Services. Motion was approved by roll call vote:

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

Minutes, Special Meeting of February 13, 1995, Page 4.

ADJOURNMENT

The Special Meeting of the Board of Trustees of the Placentia Library District adjourned at 5:19 P.M.

Sandra M. Stark, Secretary

RESTRUCTURING CALIFORNIA PUBLIC LIBRARIES

JOINT TASK FORCE

California Library Association • League of California Cities • California State Association of Counties • California Association of Library Trustees & Commissioners

2608 Diamond Street • San Francisco, CA 94131 • (415) 585-6458 • Fax: (415) 585-9509

Beverley J. Simmons
PROJECT DIRECTOR

February 16, 1995

Dear Colleague,

Enclosed is the Draft Report and Recommendations of the Restructuring California Public Libraries Joint Task Force. The Task Force is a joint effort of the California Library Association, the League of California Cities, the California State Association of Counties, and the California Association of Library Trustees and Commissioners. Representatives from the four groups, with the State Librarian serving ex-officio, have developed the Draft Report and Recommendations for review by interested individuals.

The Task Force was charged to study the issues involved in the financing and governance of California public libraries, and to relate these issues to the larger studies on restructuring state and local government relationships currently underway in California. The primary audience for this report is local government officials, the Governor, the Legislature and the State Constitutional Revision Commission. The Draft Report and Recommendations reflects the Task Force's basic philosophy of public library service and outlines the changes needed both to stabilize funding for libraries and to transform library services for the 21st century.

Your comments on the Draft are requested and will be considered by the full Task Force. **The deadline for receipt of comments is Friday, March 17, 1995.** Please address your comments in writing to me by mail or fax:

Beverley Simmons, Project Director
Restructuring California Public Libraries
2608 Diamond Street
San Francisco, CA 94131

FAX: 415/ 585-9509

Thank you for your review of this most important document. I look forward to hearing from you.

Sincerely,



Beverley J. Simmons
Project Director



RESTRUCTURING CALIFORNIA PUBLIC LIBRARIES

JOINT TASK FORCE

DRAFT

Report and Recommendations

February, 1995

SEND COMMENTS BY MARCH 17, 1995, TO:

Beverley J. Simmons

Project Director

Restructuring California Public Libraries

2608 Diamond Street

San Francisco, CA 94131

FAX 415/585-9509

Restructuring California Public Libraries
A Joint Task Force of:

California Library Association
League of California Cities
California State Association of Counties
California Association of Library Trustees and Commissioners

Members of the Task Force:

Dixie Adeniran
Pat Baur
Janet K. Beautz
Frank Benest
Bea Chute
Billie Dancy
Ramon Diaz
Edmund D. Edelman
Linda Elliott
Margaret Finlay
Kenni Friedman
Anne Marie Gold
Martin Gomez
Michael R. Graves
Ann Klinger
Tom Lando
Clifford E. Lange
Alison Lewis
John McCamman
Judy McCarty
Judy Nadler
Dallas Shaffer
Steve Szalay
Barbara B. Whorton

Ex Officio: Dr. Kevin Starr, State Librarian

Project Director: Beverley J. Simmons

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- B. California's Public Libraries: History, Organization and Funding
- C. Status of California Public Libraries 1993
- D. Bibliography



EXECUTIVE SUMMARY

Public libraries in our state are caught in a trap of inadequate public funding, an exploding universe of information and increased demand for service. This is the conclusion of a Joint Task Force composed of four statewide organizations strongly committed to public library services in California. The group is convinced that the downward spiral of budget cuts and service reductions will continue unless strong action is taken.

The Joint Task Force includes the California Library Association, the California State Association of Counties, the League of California Cities, and the California Association of Library Trustees and Commissioners. Funding for the project was provided by a federal Library Services and Construction Act grant administered by the California State Library.

The Joint Task Force examined a variety of data on the current state of public libraries. It found a system which is highly popular with the public, but one which has been underfunded for years, and now threatens to crumble.

It also found that the response of public libraries to this syndrome of problems (declining funding, more information, and increased demand) has been remarkably creative. Library staffs have used the new technology to increase access to their collections, even as the number of staff in libraries has declined. Cooperative organizations have developed new protocols for handling reference queries, and the State library has helped local libraries to adapt to the ethnic and cultural diversity of their communities.

The Joint Task Force concluded, however, that the public libraries of California are nearly bankrupt. They lack the basic resources required to do their job--meeting the information needs of the people. As a result, the people of California are rapidly being divided into information haves and information have-nots.

The Joint Task Force also examined a variety of proposals for change--both for restructuring public library governance, and for funding. The Joint Task Force makes fifteen recommendations, which include the following:

- A Constitutional amendment is required to enable local governments to restructure the governance and financing of existing libraries of all types (public, school, law, community college) to enhance the efficiency and cost effectiveness of local library service delivery.
- Cooperative and collaborative service efforts among different types of libraries are crucial in today's information-based society, and should be encouraged.
- Public libraries should be governed at the local and regional level. The State government should focus its efforts on supporting interjurisdictional projects, statewide information networking and resource sharing.

- Basic public library service should be free and available to all, regardless of the residence of the user. But local public libraries should have the authority and ability to charge fees for added-value service beyond the basic level.
- Local governments should be able to raise revenues for library services by a simple majority vote of the people.
- A statewide dedicated funding source for public library services should be established.
- Local libraries should maximize the use of technology to provide information services to their users, so that all Californians may participate in our information-based society.

INTRODUCTION

In 1994, as public library services across the state continued a downward spiral of budget cuts and service reductions, the California Library Association invited other statewide organizations whose members administer public libraries to join in taking a serious look at how public libraries are organized and funded. The California State Association of Counties, the League of California Cities, and the California Association of Library Trustees and Commissioners all agreed to join in this examination, which was financed with federal Library Services and Construction Act funds granted by the California State Library. Joint Task Force membership and other information is included in other parts of this report.

The mission of the Restructuring California Public Libraries Joint Task Force was to study the issues involved in the financing and governance of California public libraries, and to relate these issues to the larger studies on restructuring state and local government underway in California. The Joint Task Force objective was to present recommendations to the Governor, the Legislature, and local governments, as well as the State Constitutional Revision Commission. This document is the result of that process.

CALIFORNIA PUBLIC LIBRARIES IN CRISIS

FACT: California public libraries lost \$70 million in funding in FY 1993-94 alone. Book budgets, open hours and services to children were the principal victims of the cuts.

Colusa, Mono, Lincoln, and Imperial libraries all reported having **no money at all** for new materials.

Three other public libraries had **90% less money** for new materials than they had in 1992-93.

Nine libraries had **only half** the budget for materials they had the previous year.

While the State population continued to increase, 28 public library branches were **closed** in 1993-94.

More than 25 of the state's 170 library directors reported that they had **cut children's programming**--story times, class visits, summer reading programs, and library staff outreach to daycare centers.

FACT: California public libraries now rank 50th in the nation in the number of open hours per capita.

In FY 1993/94 alone, open hours in public libraries declined 14% from the previous year.

FACT: The cuts of FY 1993-94 were all the more devastating because they followed more than a decade of reductions in public library funding.

Library staff available to meet the information needs of Californians has decreased by 17% per capita since 1980.

The number of public library outlets has decreased by 45% in the same thirteen year period.

FACT: Demand for public library services by Californians has increased dramatically since 1980.

Total materials checkouts have increased by 26%

The number of reference queries handled by library staffs have gone up 28%

Public library services to school children and their teachers have skyrocketed as school media centers have been cut.

The universe of information now available--which public libraries must have to do their job--has expanded exponentially.

FACT: By FY 1994-95, ongoing operating expenditures for California public libraries were only \$16.71 per capita. The same fiscal year, the average cost of a hardcover book acquired by a Library was \$22.00.

BACKGROUND

California used to have a public library system of which we could all be proud. Local counties and cities used property tax revenues and other funds to support a network of libraries which many regarded as a model for the nation.

Regional library cooperatives, supported by the State, helped libraries share resources, and ensured that most Californians had access to the highest levels of reference information regardless of the size of their local community library. The state also ensured access to information for all Californians by compensating local jurisdictions for lending materials to the residents of other geographic areas.

Propositions 13, 4 and 98 changed the whole structure of public finance in California. Local public agencies now have extremely limited options for raising new revenues as both costs and demands for service continue to increase. This dilemma has been compounded by State actions. Since 1990-91, the State has sought to balance its own budget by imposing billions of dollars of new fiscal pressures on local public entities through direct revenue raids and by program transfers. Local agencies have been forced to curtail discretionary service programs such as libraries. One example of this sort of damaging state action was the 1993 capture of the special district augmentation funds upon which many district library systems were heavily dependent.

County governments, as subdivisions of the State, have been particularly impacted. Increases in their revenues have been only for non-discretionary programs. The proportion of county revenue available for non-mandated spending has dropped dramatically. For example, three years ago 32 cents of every property tax dollar collected in Santa Cruz County was available for County priorities; today, only 14 cents of every dollar is available for County use.

Although the situation in cities has been marginally better, their economic bases also have suffered from the recession, rapidly rising demand and costs for services, and state take-aways.

Public libraries, not a mandated service of local government, have been among the services hardest hit by these financial changes. And the severe budget cuts have been compounded by rapid rises in the cost of library materials (the average hardcover book costs a public library 82% more than it did a decade ago), staff costs, and other operational expenses.

At the same time that public library resources have declined, the universe of information available has exploded. We are now truly an information-based society, and a public library which cannot offer its patrons access to electronic sources of information today is not providing adequate services. These new electronic resources, only partially replace items in more traditional formats, and they are very expensive.

Demand for public library services has also risen dramatically. In hard times, people turn to their public libraries--for job related information, support for their education needs, and for inexpensive leisure activities. Also, within a single generation, California has become the most ethnically diverse and complex society in the United States. This dramatic change has challenged California public libraries to develop new services and to buy and process costly materials in a variety of languages.

Most Californians are quick to agree that public libraries are important. A variety of proposals have been made for how to solve the funding problems. These have ranged from charging fees for services, to operating libraries with volunteers, to consolidating public libraries with K-12 schools. Others believe that a much more basic solution is required. In the United States, public libraries have functioned as the people's university for over one hundred years and are still necessary to maintain the health of our society.

The Joint Task Force, confronting a bleak picture of public libraries in decline, decided to take a fresh approach. It reviewed the large body of technical and other information about public library operations and services, paying special attention to the experiences of other states. Working both as a large group and in caucuses of the constituent organizations, it considered the proposals for change and restructuring which have been offered. From this work flowed the findings and recommendations which are the body of this report.

THE JOINT TASK FORCE FINDINGS

The Joint Task Force review of the research and other literature about public library services led it to a series of **Findings** which inform its Recommendations. The Appendices of this report include a Bibliography of all sources consulted by the Joint Task Force; the references in the Findings below refer to items in the Bibliography.

1. **Definition of a Public Library.**

The Joint Task Force began its work by finding agreement on the definition of a public library, which it concluded was more than books, buildings, and bodies.

A public library is an entity, supported by public funding, that provides access to an organized collection of print, non-print, and electronic information; which employs professional staff to interpret and facilitate use of such information and materials as required to meet the informational, cultural, recreational, and educational needs of the public; with an established schedule of open hours meeting the needs of the public, and the facilities and technology necessary to support such collections, staff, and schedule.

2. **The people of California strongly support libraries.**

[Appendix D, Item 7]

In a 1994 survey of California voters, 91% said that libraries are essential to the quality of life. In an era in which anti-government feelings apparently run rampant among the people, public libraries received strong positive ratings for their programs and services.

3. **Libraries are a public good because they have an important economic impact on their communities. They increase business productivity, support education and lifelong learning, and improve the quality of individual and community life.**

[Appendix D, Items 21, 22, 31, 42]

The reference and business materials held by public libraries are crucial to small business entrepreneurs, as well as local corporations seeking expansion opportunities.

- Half the reference questions asked at Sunnyvale's main library are business and job related, a pattern which is observed across the State.

The cost of *private* services comparable to those provided by public libraries is far higher.

- The current total cost of public library services nationwide is \$4.2

billion annually. Obtaining the same services without libraries would cost \$22 billion annually.

- Studies show that the typical public library user spends 54 minutes each time he or she visits the library. The average cost of a visit is \$4.20. Without public libraries, 50% of library users would spend 1.4 hours and \$35 to get what they need. The other 50% would simply abandon the search.

Public libraries also play a crucial role in the development and maintenance of the educated population which is required for a well-functioning economy.

4. Public libraries are integral to the democratic process.

Public libraries are a primary means by which our society ensures that the people have the information they need to participate as informed citizens in their communities.

5. A basic public library service is one which meets the specific demographic needs of the community it serves, and that provides--at some level--both adult and children's services. While the characteristics of library services may change over time, basic levels of service are provided in the following ways:

- The public library acquires materials to support the service program.
- There is a location out of which public library services are offered.
- The public library uses technology to provide access to information that exists outside the library building.
- The library has an established schedule of open hours to meet the needs of the majority of the community it serves.
- The library employs staff, including at least one professional librarian.
- The library has a multi-year plan of service that is updated annually and evaluated; the plan is adopted by the library's administrative jurisdiction or policy-making body.

6. Basic public library services should be free.

[Appendix D, Items 1, 2, 3]

Based upon Finding #3 and Finding #4, the Joint Task Force concludes that publicly supported institutions providing library and information services should not charge fees for basic services as defined above.

7. **There is no evidence to suggest that state standards for public library service result in increased funding or improved libraries.**
[Appendix D, Items 9, 30, 32]

The usefulness of standards is an issue which has perplexed librarians and their sponsoring governments for many years. On one hand, a formula for the number of books or square feet or trained staff members provides an easy way to measure and evaluate public library services. On the other hand, how effectively a library meets **local** needs must be the primary criteria for measuring success. Any standards or mandates from a state agency which are not coupled with financial support are useless. The literature suggests that state standards are not helpful in enabling libraries to meet the challenges of a rapidly changing information environment.

8. **Current funding levels for public library services in California are inadequate and inequitable.**
[Appendix C]

Disparities in services, based upon funding resources, has created a State with serious divisions between the information haves and have-nots. The cutbacks referred to earlier in this report describe a system which has been under-funded for years, and now threatens to crumble. Public libraries need a stable mix of funding support so that their futures are not dependent upon the fluctuations of local and state economies.

9. **Neither fees nor special sales taxes on information services or entertainment alone will solve the crisis in library funding.**
[Appendix D, Items 4, 16, 20, 25, 36, 39, 41]

The amount of revenue which can be generated by charging for typical library services (borrowing nonprint media, reserving books, or using a meeting room) is minuscule compared to libraries' overall funding need. On the other hand, charges for certain value-added services above the basic level may enable local libraries to usefully expand and subsidize some categories of basic services.

The Joint Task Force agrees that "designer" sales taxes related to the mission of public libraries have been considered a potential source of revenue. However, it concludes that based upon preliminary estimates, the potential amount of revenue raised from such sources will not satisfy the libraries' need for a stable source of funding.

10. **Cooperation and resource sharing across jurisdictional lines and among various types of libraries expands and improves services.**
[Appendix B]

No local library of any type can expect to meet all the needs of its user constituency. Only by cooperative efforts can libraries provide maximum

access to the world of information now available. Mechanisms for sharing resources and for developing cooperative projects and collaborative efforts are currently in place, but have suffered the same funding problems as local libraries.

11. **Cooperative services provided by school and public libraries are a worthy goal, but must be supported by adequate funding and a shared mission.**
[Appendix D, Items 28, 38, 43]

The most successful school/public library cooperative projects have promoted cost savings and other efficiencies by focusing on shared technical services (cataloging, acquisitions, joint access to databases, etc.). The opportunities for effective partnerships are great, but they must be based upon clarity of shared mission and equity in funding.

12. **Effective statewide and local use of information technology and electronic networking are crucial to resource sharing.**
[Appendix D, Item 10]

Networking--the linking together of libraries--enhances the efficiency of libraries by providing greater access to resources and eliminating geographic barriers. The development of information resources in electronic formats, and the supporting technology, is expanding at an almost unimaginable pace. Means must be found to ensure that public libraries are a part of this process, giving their users access to the statewide infrastructure of information technology.

RECOMMENDATIONS

With the above background and findings in mind, it is clear that there is a strong need for change in California's public libraries. Libraries and their local government supporters must restructure how they provide services, their alliances, and their governance. They must also have the ability to successfully raise the additional funds needed to position libraries as primary players in the evolving information age.

ISSUE: RESTRUCTURING AND GOVERNANCE

- 1. The State Constitution should allow local governments to restructure the governance and financing of existing libraries to enhance efficiency of local library service delivery.**

Currently, there are both real and perceived barriers to creating new models for local library service. The options for consolidation and collaboration among the various types of publicly funded libraries--city, county, and special district public libraries, K-12 school libraries, community college libraries, and county law libraries--ought to be explored to improve efficiency and save costs. New legislation is required which would permit fiscal restructuring so that the resources and functions of existing library jurisdictions could be assembled into new forms.

- 2. Existing local governance structures of public libraries should be evaluated for efficiency and cost-effectiveness by those who provide and those who receive the services.**

A cost-benefit analysis should evaluate local library governance in the context of optimizing cost savings and services. Issues such as size of population served, appropriateness of jurisdiction, and duplication of activities should be evaluated.

- 3. Public libraries should join with other agencies to provide services when the respective missions of each participant will be enhanced or cost savings can be achieved. Creative and cost-effective collaboration for library services across jurisdictional lines should be encouraged.**

Local and state funding incentives should be provided for demonstrations of cooperation and collaboration between publicly funded libraries and K-14 schools. Examples include contracting for acquisition and processing services, shared automation projects, or joint facilities.

- 4. Libraries should be governed at the local or regional level, not by the state government.**

Public libraries are essentially a local service. Policy-making should be as close to service delivery as possible. "Local" means at the city, county, or regional level.

However, local governance should not interfere with opportunities to collaborate on service provision where economies of scale can result. The state government's role in the provision of public library services should be that of an enabler or catalyst. It should neither govern nor regulate local public libraries.

- 5. State government library support efforts should focus upon statewide issues of cooperation and resource sharing.**

The state should do those things which local jurisdictions cannot: facilitate regional and inter-jurisdictional collaborative services, coordinate the creation of access and contributions to larger information databases, support resource sharing across all types of libraries, and provide leadership in the development of a statewide information infrastructure.

- 6. Local jurisdictions which contribute funds to another local jurisdiction for library services should have representation in the governance of that library.**

Currently, many jurisdictions contract with other levels of government to provide library services beyond that which they can individually afford. Believing that there is an intrinsic link between funding and governance, the Joint Task Force recommends that any jurisdiction which participates in the funding of library services for its citizens also participate in the governance of that library.

- 7. The statewide system of locally-based, publicly-funded library resources should be available to all library users regardless of location.**

Local governance of publicly-funded libraries should emphasize that the widest array of library services be available to all people. Policies such as fees for non-resident use defeat the concept of a seamless system of service required by California's highly mobile population.

- 8. Local governments should address libraries in their overall community planning process.**

Since public libraries are at the very heart of a community, and are more heavily used than any other voluntary community service, the impact of community decisions on public library service should be considered. Further, public libraries have a key role in the delivery of information services, and as information technology comes to dominate community interactions, the public library is a crucial link between community members and the technology.

ISSUE: FUNDING

- 9. There should be no further erosion of local government revenue for funding libraries as a result of state action.**

The loss of revenues as a result of state budget balancing actions has caused the immediate crisis in the provision of public library service throughout the California. In order to prevent further degradation in library services, the state must find ways other than shifting local revenues to solve its budget problems.

- 10. Basic public library service should be free and available to all.**

There is an intrinsic social and economic value to free, basic public library services in every community.

- 11. Local libraries should have the authority and ability to charge for services above the basic level.**

Beyond basic library services, local governments should be able to charge for entrepreneurial and value-added services. Any legislative barriers to the imposition of fees for enhanced services should be removed.

However, the Joint Task Force is convinced that fees can provide only a small percentage of a library's total revenue. They cannot be viewed as a replacement for all the reductions in other revenues libraries have suffered in recent years.

- 12. The state should adequately fund a statewide system of interlibrary cooperation and resource sharing.**

In order to maximize the investment made in library resources available statewide, the state must fully fund and implement a functional system of interlibrary cooperation. This system would employ a variety of techniques to encourage resource sharing among libraries by creating incentives for participation and eliminating state funding for those not participating.

Specifically, state funding should provide:

- a. Full funding for the costs of local services to residents of other library jurisdictions. This will help achieve universal access to library resources and promote cooperation among libraries. Creating a universal library card should be explored as one means for offering universal access.
- b. Technological support for public libraries to contribute to and use the state's vast information resources.

- c. Full funding for the State's single local library support program, the Public Library Fund (PLF). Established in 1982, this program provides per capita grants to local libraries. It is currently funded at only 17% of the authorized level. While the flexibility of funding use allowed by the current program is highly desirable, the Task Force concludes that a portion of the grants should be reallocated to encourage projects which demonstrate interjurisdictional cooperation.
13. **The State Constitution should enable local governments to raise revenues for library services by a simple majority vote of the people.**
 14. **A statewide dedicated funding source for public library services should be established.**

The statewide dedicated funding sources should be used on a dollar match basis to leverage local funding for basic library services. This dedicated funding source should have a simple distribution formula (per capita, for example), and it should require a minimal amount of state oversight.

ISSUE: TECHNOLOGY

15. **Libraries should maximize the use of technology to provide information services to their users, and to enable all Californians to participate in our information-based economy.**

Local, state, and federal investments in information technology will best leverage existing library funding. Effective use of such technology is required for most cooperative efforts. Local libraries must take maximum advantage of this developing technology to ensure effective service delivery to the local user, and to promote seamless service delivery and maximize resource sharing.

In addition, public libraries must play an important role in preventing further divisions among Californians based upon access to information. Public libraries must work with other community information agencies to ensure that all people, regardless of their economic status, have access to the information which is crucial to survival and participation in our society.

CONCLUSION

The members of the Joint Task Force on Restructuring California Public Libraries represent diverse interests and priorities, but they are united on a single important conviction: our public libraries are important to California, and we must act to save them before it is too late. To do this, the Task Force recommends action at all levels of government:

- It recommends that the Constitutional Revision Commission propose a Constitutional amendment which enables local governments to restructure the governance and financing of existing libraries of all types (public, school, law and community college) to enhance the efficiency and cost effectiveness of local library service delivery. Task Force members are also convinced that local governments should be able to raise revenues for library services by a simple majority vote of the people.
- It recommends that the State government focus its efforts on supporting interjurisdictional projects, statewide information networking, and resource sharing. It believes that cooperative and collaborative service efforts among different types of libraries are crucial in today's information-based society, and should be encouraged.
- It recommends that basic public library services continue to be free and available to all, regardless of the residence of the user. But local public libraries should have the authority and ability to charge fees for value-added service beyond the basic level. A statewide dedicated funding source for public library services should be established.

Our California public libraries are a tradition which we cannot let die. They were born of the aspirations of a people seeking to build a new society, and they continue as a crucial element of a culture of diversity and unmatched vitality.



APPENDIX A

RESTRUCTURING CALIFORNIA PUBLIC LIBRARIES

JOINT TASK FORCE

MISSION

The Restructuring California Public Libraries Joint Task Force is charged with studying all issues involved in the financing and governance of California public libraries and relating these issues to the larger studies on the restructuring state and local government relationships which are underway today in California. The Joint Task Force is composed of representatives of the California Library Association, the League of California Cities, the California State Association of Counties, and the California Association of Library Trustees and Commissioners. The State Librarian shall serve on the Joint Task Force in an ex officio capacity.

RESPONSIBILITIES:

Commission specific data gathering and research needed to provide background information for its work.

Identify and discuss public policy issues involved in the financing and governance of California public libraries.

Establish liaisons with other relevant officials, individuals, and groups such as the Governor, the Legislature, the Constitutional Review Commission, the California Special Districts Association and the California School Boards Association.

Disseminate information to and seek input from interested members of the four sponsoring associations through their publications and appropriate meetings.

Develop and publish a report with policy recommendations for the Governor, the Legislature, and the Constitutional Review Commission on the appropriate level or levels of government to provide public library services, appropriate methods of financing the service, and any necessary revisions to current law, and any necessary new legislation.

Promote and facilitate the discussion of the report and its recommendations with members of the participating associations.

Rethink public library services in the 21st century.

Advocate the recommendations of the Joint Task Force.

APPENDIX B
CALIFORNIA'S PUBLIC LIBRARIES:
HISTORY, ORGANIZATION, AND FUNDING
by Anne M. Turner

History

California has since its founding been associated with providing superior public services to each of its residents. Historian Kevin Starr (now California State Librarian) points out that since European contact, we have never been without libraries. Books, both ecclesiastical and profane, lined the shelves of mission study rooms. Richard Henry Dana read and wrote as his ship plied coastal waters trading for tallow, and many an adventuring gold seeker had a book or two stuffed in his duffle. The California State Library was established in 1850 by the first Legislature.

Most of our public libraries began as privately sponsored reading rooms, but by 1909 the State had passed its first County Library Law, creating the structure for universal access to reading and information for all Californians. Today, only 660 of our 32 million state residents do not have direct access to a public library. In the mid-1960's the Legislature established our network of regional cooperative library systems, and since 1988 the California State Library has been leading an effort to refine and expand this network for resource sharing.

Organization and Governance

How a public library is funded depends on which level of government sponsors and supports it. In that context, there are five options: being a County Free Library, being a Municipal Library, contracting with another library for services, operating as a Joint Powers Agency comprised of several jurisdictions, or being a Library District independent of city and county government. There are additional variations, which involve combinations of these forms.

County Free Libraries serve approximately three quarters of the cities and most of the unincorporated areas in California. They are established by the County Board of Supervisors to serve everywhere not already served by another library. They have two funding options. Many receive a dedicated portion of the property tax, but only if the tax rate was established prior to Proposition 13. Revenues from this source are limited by the strictures of Proposition 13 (can't increase more than 2% per year). "Dedicated" means that a specified portion of the property tax goes to library services; the tax money can't be used by the County for anything else, which is not to say that the Legislature can't shift it in a budget crisis. If a county library didn't have a dedicated tax base before Proposition 13, it gets its money from the county's general fund. See the next section for a description of each type of tax. County Free Libraries are governed by the Board of Supervisors, who may or may not appoint a citizen committee to advise them.

Municipal Libraries, organized by cities, are library departments, governed by boards of trustees or by the city council, depending on whether the municipality is a Charter or a General Law city. As departments of the city government, they get their money from the city's general fund, which is based on revenue from sales taxes, utilities taxes, and the like.

Contracts for Services: Counties and cities may decide to establish a library but choose not to operate it; they "contract," via a joint powers agreement, with another jurisdiction to provide library service, paying the cost of the contract with whatever means they have to support their budget share. The administrative operator can be either a city or a county. The joint powers agreement specifies the form of **advisory** governance, usually some combination of citizens and elected officials from the signatory jurisdictions. The governance of the library (the control of the budget, personnel, etc.) is by one contracting government jurisdiction, with the advice and consent of the other. There are currently four City-County libraries organized this way.

Separate Joint Powers Agency: A group of jurisdictions (several cities and a county, for example) create an agency to provide library services. The **administrative** governance is specified in a joint powers agreement, probably a separate Board of Directors appointed by the signatory jurisdictions under a negotiated formula for representation. The agreement provides for the funding contributions of each participant: the county contributes the dedicated property tax (see above); the cities' contributions come from whatever taxes they have available (also see above). And special assessments or taxes can be levied to raise additional revenue. The Santa Clara County Library recently reorganized as a Joint Powers Agency made up of the County plus nine constituent cities.

The final form of library organization is the **Independent Library District**, which is a separate jurisdiction created with whatever boundaries seem appropriate. An Independent Library District can include cities and/or unincorporated areas. Voters directly elect the governing board of trustees. An Independent Library District is funded by dedicated property taxes, these constituting the library's baseline income. There are eleven Independent Library Districts in California, most of them in rural counties, and all of them relatively small libraries.

Revenue Sources (Taxes or Service Charges)

Ad Valorem Property Tax:

A tax on the assessed value of real property. Increases are limited to changes in the assessed value when a property is sold, or to no more than 2% per year. Property taxes are also subject to the Gann Limit, which is a cap on the amount any jurisdiction may raise by taxes each year.

A two-thirds vote of the electorate is required to increase property taxes beyond the 2% limit or override the Gann Limit.

Most County Libraries had dedicated property tax rates prior to Proposition 13, and retain their prorata share of that tax rate.

Municipal or County General Funds:

The sources of discretionary municipal income (revenue which goes to the City's General Fund) are excise taxes, utilities taxes, property tax (see above), and miscellaneous other sources.

Municipalities may use any of these funds to pay for city libraries, or for the city's contribution toward support of a larger library. Certain of these taxes can be raised by vote of the City Council, and others (property, for example) are controlled by State law.

Counties also have general funds, from which they can support public libraries.

Special Taxes (Constitution Article XIII A)

The parent jurisdiction of a library can put before the voters a "special tax" election for the operation of the library, so long as the tax is not an ad valorem property tax. A two-thirds vote is required. Typical bases for such taxes are parcels, dwelling units, or square footage of different types of property. Various classes of taxpayers (seniors, for example) can be excluded from the tax. However, the new tax falls within the jurisdiction's Gann Limit.

The City of Berkeley finances its public library with a permanent parcel tax on residential and commercial square footage, which can be inflated based on the Regional Consumer Price Index. Low income households are exempt. The tax for a typical 3-bedroom house in Year 1 (1988) was \$94.00. Berkeley adopted the tax in 1980, and amended it in 1988.

County Service Area: (Government Code Sections 25210.1-25216)

A County Service Area (CSA) can be created, within which a *service charge* (i.e. for libraries) is levied for extensions of services. The charge is based upon Benefit Units determined by land use categories. For example, the assessment formula recommended by the residents of Santa Clara County in November, 1994, is:

<u>Land Use Category</u>	<u>BU [Benefit Unit]</u>
Single Family Residence	1.0 BU
Retail, per .2 acres	0.5 BU
Non-retail, per .2 acres	0.75 BU
Vacant, per acre	0.2 BU
Transportation/utility, per acre	0.5 BU

Initially, each Santa Clara County Benefit Unit will be valued at \$33.00. CSA revenues can be in addition to or in lieu of existing tax revenues; in the Santa Clara case they will be added to designated property tax money.

CSAs are established by vote of the Board of Supervisors, but an advisory vote of the electorate is often held, and is **required** if there is sufficient protest to the formation of the CSA. Majority approval is required. If there are cities within the CSA, each must agree to participate.

Mello-Roos Community Facilities Act (Government Code Sections 53311-53365.7)

The County Board of Supervisors, or some other jurisdiction, forms a Mello-Roos District, within which a special assessment is charged. The typical bases for such taxes are parcels, but the tax cannot be an ad valorem property tax.

A two-thirds vote of the electorate is required to establish the tax to be levied within the Mello-Roos district, as well as the new Gann Limit for the district.

Transactions and Use [AKA Sales] Taxes (Revenue and Taxation Code 7285.5)

These taxes can be enacted only by a county. The cities within a county must agree to the collection of the tax, and to the allocation of it. Sales taxes may be either a quarter cent or a half cent.

If the sales tax is to go to the County's General Fund, where its use is subject to the budget process, a **majority vote** is required for passage. The sponsors may " earmark " the money in advance for a particular use, such as libraries, but the voters may lack confidence that the Board of Supervisors will in fact stick with their promise.

If the sales tax is **dedicated** for a specific use, a **two-thirds vote** is required for passage.

California Regional Cooperative Library Systems

Californians are served by 15 regional cooperative library systems, which are funded by the State and local member library fees. Their function is to provide the structure for resource sharing among public and other types of libraries, via interlibrary loan, second level reference assistance, training for staff, and other cooperative ventures (for example, union catalogs). Several of the regional systems include academic libraries, hospital libraries, school districts, and the like in their membership.

In the late 1980's, California public librarians, lead by the State Library, began the process of developing a multi-type library network for resource sharing. But existing state law favors public library-based systems. Increased demand for service, as well as advances in technology, place a premium on resource sharing across all types of libraries. A plan which creates consolidated regions for service has been created, and various projects undertaken. The larger plan is awaiting legislative presentation and consideration.

The California State Library

The State Library is California's public research library helping people meet their knowledge and information needs directly, by helping libraries that serve people, and by advocating a public policy that encourages access to information and library materials. The State Library provides service to the Legislature and state agencies, it administers state and federal financial aid to public libraries, provides technical assistance to local libraries, and coordinates the regional cooperative library system described above.

**STATUS
OF
CALIFORNIA PUBLIC LIBRARIES**

1993

Summary Report

**Gary E. Strong
California State Librarian**

**by
Liz Gibson**

**California State Library
Sacramento
November 1993**

**A STATEMENT OF THE
CALIFORNIA STATE LEGISLATURE**

The Legislature finds and declares that it is in the interest of the people and of the state that there be a general diffusion of information and knowledge through the continued operation of free public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the state to provide encouragement to the voluntary lifelong learning of the people of the state,

The Legislature further declares that the public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels.

*California Education Code, Title 1, Division 1,
Part 11, Chapter 1.5, Section 18010.*

STATUS OF CALIFORNIA PUBLIC LIBRARIES 1993

BACKGROUND

In late 1992 California public libraries were surveyed by the California State Library to assess the impact of 1992/93 budget cuts on library funding and services. The results of that study were documented in *The Impact of 1992/93 Budget Cuts on California Public Library Services*, released in January 1993. That report was supplemented by the *1993 Library Legislation Survey*, October 1993.

To update the initial 1992/93 report, the State Librarian surveyed California public libraries in the fall of 1993 (Exhibit 1) to determine current status of services and funding levels. Reports were received from 162 of the state's 169 libraries by the date of compilation of this summary. This report summarizes the initial findings of those returns. The seven libraries not included in this summary report are: Brawley, population 21,450; Carmel, 4,440; Commerce, 12,250; Dixon, 17,220; Downey, 93,500; National City, 56,600; and Vernon, 150. These seven have a total population of 205,610, less than 1% of the state's total population.

An expanded version of this report, to include long term trends analysis and library perceptions and predictions, will be issued in December 1993.

SUMMARY OF FINDINGS

California public library services continue to deteriorate as local jurisdictions withdraw increasing amounts of funding from libraries to bolster police, fire, and other safety services. Facing escalating costs, a California population increase of 2%, library staff reductions of 11%, and a 25% reduction in book budgets, public libraries have reluctantly reduced public service hours by 14% and have had to close 25 public service facilities. The 25% book budget reduction translates into more than a million fewer new materials for library patrons in 1993/94. Summer reading programs for children are being reduced, after-school tutoring and work study eliminated in many areas, and Californians' access to library service without jurisdictional boundaries is threatened.

These are the preliminary results from the recent survey of California's 169 public library jurisdictions, which provide service to Californians from 1267 facilities statewide. The results show a 47 million dollar decrease in local support to public libraries in 1993/94, resulting in a 15 million dollar decrease in book budgets and more than a 24 million dollar decrease for the staff to provide library services. This year's \$15,727,021 decrease in library book budgets, added to the 10 million dollar

reduction between 1991/92 and 1992/93 combine to a 35% reduction in just two years, in hard dollars, for purchasing library materials (books, magazines, reference data bases, audio materials, videotapes, newspapers, scientific journals, etc.).

With the increases in the prices being charged for library materials, libraries will actually be able to acquire only about half the number of new materials for Californians that they could just two years ago, and this comes at a time when the numbers and formats of materials Californians need are dramatically increasing, not decreasing.

Every indicator surveyed this year showed a reduction from the previous year, with the single exception of Library Income from Fines and Fees, which increased by 24% but still makes up only 3.6% of total library funding.

The 25 county libraries, which have a dedicated property tax income and serve about 40% of the state's population, were hardest hit this year, facing staffing reductions of 23%, local income reductions of 26%, and a materials budget reduction of 48% this year. Survey results indicate that many of these libraries had received large proportions of their budgets from Special District Augmentation Funds (SDAF) in the past, and the transfer of these funds to support local schools became a real problem for many of those library budgets. Principal among these is the massive County of Los Angeles public library which by itself serves 10% of the state's population and had received about 50% of its budget from SDAF. That library's patrons are faced with potential closure of half of their branches (43) by February 1994, and the library has been forced to eliminate the purchase of any new materials at all.

While library funding is decreasing, Californians are making even heavier use of public library services. In the last two years library attendance has increased from 85,743,615 to almost 90 million, reference questions from 38 million to 45 million, and while circulation of library materials has remained about the same, interlibrary loans have increased by 20%, from 822,592 to 970,929 annually. Clearly Californians want and need their public library services.

As was evident in 1992/93, the status of libraries in 1993/94 varies widely. While no California library can be said to be doing well, several report significant gains, as much as 38% in tiny Irwindale in the Los Angeles basin and 30% for Redondo Beach and Napa County. On the other hand, several libraries are on the brink of closure because of lack of local funding available: Lincoln and San Juan Bautista report no local income and no operational funding at all, and San Benito County has suffered an 83% funding decrease.

Table A on the next page provides a statistical summary of survey findings.

Impact of 1993/94 Budget Decisions of California Public Libraries

A. GRAND TOTALS

INCLUDES 162 REPORTING LIBRARIES November 7, 1993

SURVEY ITEM	1992-93 TOTAL	1993-94 TOTAL	94 - 93 DIFFERENCE	PERCENT CHANGE
A1. Library Outlets	1,126	1,104	(22)	(2)%
A2. Bookmobiles	63	60	(3)	(5)%
A3. Hours per week main library is open	8,138	7,805	(333)	(4)%
A4. Total Public Service Hours annual	2,033,993	1,743,426	(290,567)	(14)%
A5. Total Staff (FTE)	10,009.58	8,901.34	(1,108.24)	(11)%
A5a. Total Staff Salary Budget	369,164,832	344,502,701	(24,662,131)	(7)%
A6. Local Govt. Income	526,331,702	479,442,073	(46,889,629)	(9)%
A7. Ongoing Operating Funds (no Capital Outlay)	545,492,491	499,347,663	(46,144,828)	(8)%
A8. Total Library Materials Budget.	62,048,959	46,321,938	(15,727,021)	(25)%
A9. Library Income from Fines & Fees	14,546,167	17,972,638	3,426,471	24%

POPULATION OF REPORTING LIBRARIES

2%

POPULATION OF ENTIRE STATE

2%

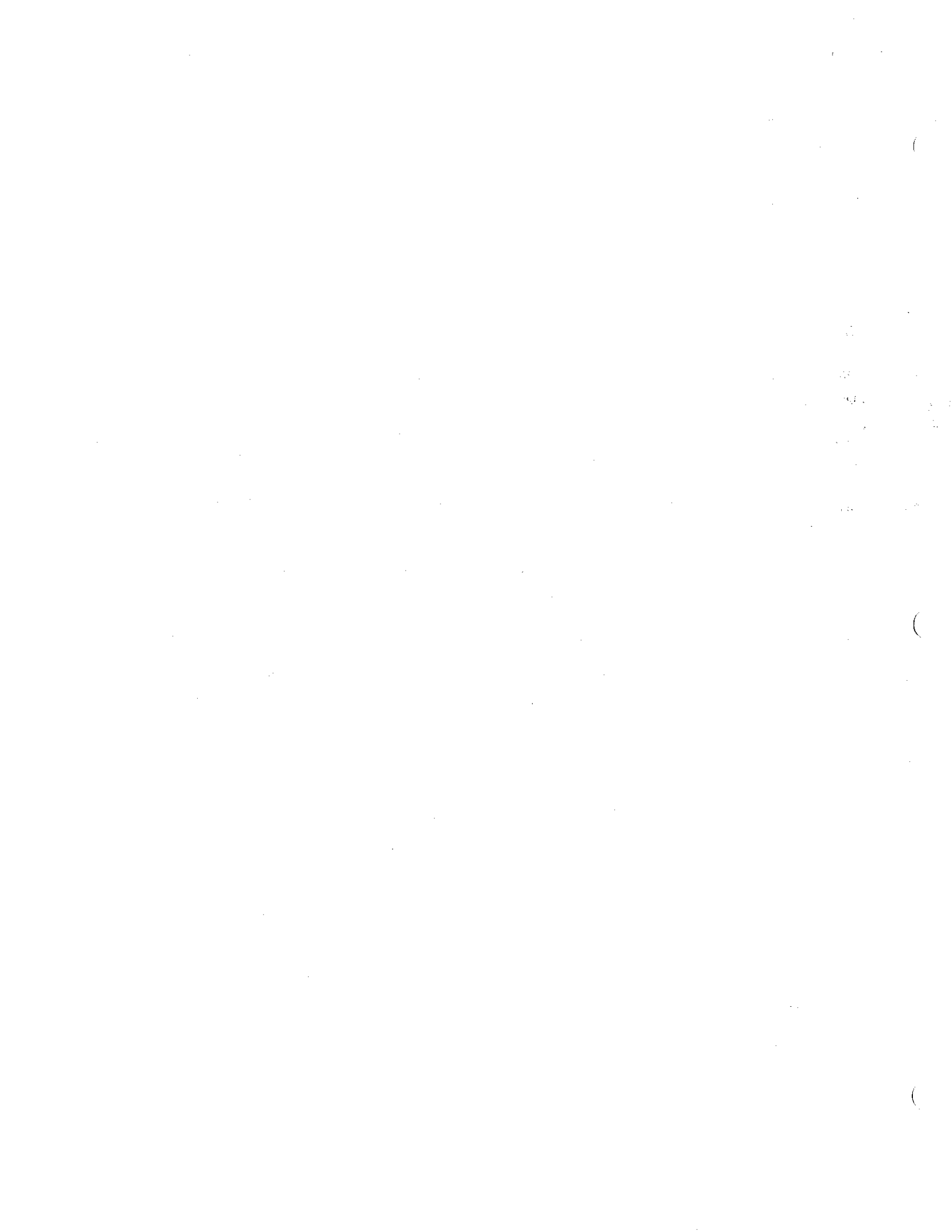


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34. Silver, Cy. "California Public Libraries: An Overview." Sacramento: California State Library, December, 1993.
35. Silver, Cy. "Options for Organizing and Financing Countywide Public Library Service." Sacramento: California State Library, December, 1993.
36. Smith, Wendy. "Fee-Based Services: Are They Worth It?" *Library Journal*, June 15, 1993. pp. 40-43.
37. Strong, Gary E. Excerpt from "State Policy in California." *Politics and the Support of Libraries*, E.J. Josey and Kenneth D. Shearer, eds. New York City: Neal-Schuman Publishers, Inc., 1990. pp.53-69.
38. Sunseri, Leandra. "The Best of Both Worlds." *Wilson Library Bulletin*, June, 1994. pp. 72-74.
39. Turner, Anne M. "They Just Don't Get It." *California Libraries*, October, 1993. pp. 1-2.
40. White, Herbert S. "The Double-Edged Sword of Library Volunteerism." *Library Journal*, April 15, 1993. pp. 66-67.
41. Whitson, William L. "Free, Fee or Subsidy? The future role of libraries." *C&RL News*, July/August, 1994.
42. Wisconsin Department of Public Instruction. *Combined School and Public Libraries: Guidelines for Decision Making*. Milwaukee, WI: Wisconsin Department of Public Instruction, 1994.
43. Young, Peter R. "Changing Information Access Economics: New Roles for Libraries and Librarians." *Information Technology and Libraries*, June, 1994. pp. 103-114.



TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edj*
DATE: February 21, 1995
SUBJECT: **Friends of the Library Report**

The Board of Directors of the Friends of the Library met on Monday, February 6, 1995. Library Director Elizabeth Minter and Trustee Robin Masters attended the Meeting.

Treasurer Marj Dailey presented a summary of Friends of the Library contributions to the Placentia Library from calendar year 1981 through calendar year 1994. Mrs. Dailey's report plus the Library's records of Adopt-a-Book contributions and Author's Luncheon net proceeds are Attachment A.

Officers were re-elected to serve an additional term as follows: President, Pat Irot; Vice-President, Bob Olson; Secretary, Barbara Hemmerling; and Treasurer Marj Dailey.

President Irot presented a budget plan that was developed by herself and Treasurer Dailey. The Board agreed to keep a \$2,500 reserve fund on an ongoing basis.

The Board discussed the requirements for providing members of an audience for a videotaping of the talk-show, Leeza. The Board asked Treasurer Dailey to continue planning this event.

The next meeting is scheduled for Monday, March 6, 1995. Trustee Al Shkoler is scheduled to attend as the representative of the Library Board and Principal Librarian Suad Ammar will attend to represent Library Director Minter.

Friends of the Placentia Library
Contributions to Library Programs
February 1, 1995

YEAR	GENERAL CONTRIBUTIONS	ADOPT-A-BOOK CAMPAIGN	AUTHOR'S LUNCHEON NET PROCEEDS	TOTAL CONTRIBUTION
1981	312.18	0.00	0.00	312.18
1982	1,395.62	0.00	0.00	1,395.62
1983	1,604.00	0.00	0.00	1,604.00
1984	2,620.00	0.00	0.00	2,620.00
1985	1,672.95	0.00	0.00	1,672.95
1986	2,560.05	0.00	0.00	2,560.05
1987	4,421.23	0.00	0.00	4,421.23
1988	5,552.49	0.00	0.00	5,552.49
1989	2,293.58	0.00	0.00	2,293.58
1990	5,232.94	0.00	0.00	5,232.94
1991	4,700.00	0.00	0.00	4,700.00
1992	7,205.00	0.00	0.00	7,205.00
1993	8,757.43	4,156.00	4,769.32	17,682.75
1994	10,546.10	4,273.00	4,242.90	19,062.00
TOTAL	58,873.57	8,429.00	9,012.22	76,314.79

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KM*
DATE: February 21, 1995
SUBJECT: **Literacy Volunteers of America Board Report for the month of January**

The Board of Directors of Literacy Volunteers of America-Placentia met on January 30, 1995. Literacy Coordinator Matas attended the meeting.

The position of Student Representative has become vacant due to the resignation of Jess Ramirez. The possibility of that position being filled by either another student or a tutor was discussed.

One student from the California State University, Fullerton Marketing Department contacted the Literacy Office to investigate the possibility of doing an internship with LVA. It was decided that the student should be contacted and interviewed.

The meeting was adjourned at 6:00 P.M. so the Board Members could attend the LVA Holiday Potluck in the meeting room.

The next meeting is scheduled for February 27, 1995 at 6:30 P.M.

PLACENTIA LIBRARY DISTRICT
Summary of Nonstandard Claims
February 21, 1995

DATE	REPORT NUMBER	AMOUNT
TOTAL		\$0.00

PLACENTIA LIBRARY DISTRICT
Summary of Claims Forwarded by the Library Director
February 21, 1995

DATE	REPORT NO.	AMOUNT
		\$0.00
	TOTAL	\$0.00

PLACENTIA LIBRARY DISTRICT
 Current Claims and Payroll
 February 21, 1995

TYPE	REPORT NUMBER	AMOUNT
Immediately	3239	35,641.94
	3240	35,900.00
Subtotal for Immediately		71,541.94
Regular	3236	162.39
	3241	8,456.97
	3242	4,962.26
	3243	906.45
	3244	3,078.68
	3245	3,933.07
	3246	2,416.31
	3247	2,024.26
Subtotal for Regular		25,940.39
TOTAL CURRENT CLAIMS		97,482.33
Payroll	3248	19,034.68
	3249	19,034.68
Subtotal for Payroll		38,069.36
TOTAL		135,551.69

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3239

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03645 CareAmerica 6300 Canoga Avenue Woodland Hills, CA 91367	March 1995		0300	00		1,730.38		
N03650 Kinko's A/R Program P.O. Box 8033 Ventura, CA 93002-8033	Feb. 14, 1995		1800	00		60.76		
N03752 Pacific Bell Payment Center Van Nuys, CA 91388	Feb 4, 1995 524-9784		0700	01		16.69		
	Feb. 7, 1995 253-0470		0700	01		139.45		
	Feb 4, 1995 524-8408		0700	08		28.80		
						184.94		
N06573 First American Trust 421 N. Main Street Santa Ana, CA 92702	Year Ending June, 1994		0200	00		33,665.86		

PLEASE PAY IMMEDIATELY

The claims listed above (totaling \$ 35,641.94) 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

35,641.94

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3240

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objl/ Rev/	Sub Objl/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc				Number	
N01640 First Interstate Bank of CA ABA # 122000218 AMTS # 250098989 A/C: 6500968-007 ISSUE: Placentia Civic Center - A Attn: Teresa Fructuoso, Ext. 2311	Feb. 8, 1995		2200	00		35,900.00		

PLEASE WIRE BY MARCH 8, 1995

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

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3236

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 702

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
XCP Inc. 40 Elm Street Dryden, NY 13053-9624	Jan 20, 1995		1300	00		82.63		
	52670							
	January 11, 1995					79.76		
	52430					162.39		

The claims listed above (totaling \$ 162.39) 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 of affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

162.39

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3241

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objl/ Rev/	Sub Objl/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Acc				Number	
N01035 City of Placentia 401 E. Chapman Avenue Placentia, CA 92670	Feb. 15, 1995		2700	00		3,408.78		
	53010		1400	00		2,457.11		
	53011		1400	00		107.50		
	53012		1400	00		254.71		
						6,228.10		
N01856 Munson, Cronick & Associates 2501 E. Chapman Ave., STE 280 Fullerton, CA 92631	Dec. 31, 1995		1900	00		250.00		
	950							
N01889 Connect File No. 12169 P.O. Box 60000 San Francisco, CA 94260-2169	Jan 27, 1995		0700	07		16.19		
N03652 Automated Office Products 573 Mercury Lane, STE A Brea, CA 92621	Feb. 1, 1995		4000	00		948.19		
	2508							
N03653 Bear State 13321 Alondra Blvd, #N Santa Fe Springs, CA 90670	Feb. 7, 1995		1400	00		701.25		
	36639		1400	00		280.53		
	37313					981.78		
N03656 Pacific Clippings P.O. Box 11789 Santa Ana, CA 92711	Jan 31, 1995		1900	00		32.71		

The claims listed above (totaling \$ 8,456.97) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

Page Total

8,456.97

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3242

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03660 Elizabeth D. Minter c/o Placentia Library District 411 E. Chapman Avenue Placentia, CA 92670	Feb. 13, 1995		0900	09		15.37		
			1600	00		50.00		
			1800	00		164.71		
			1800	09		3.12		
			1803	00		137.73		
			1803	08		48.00		
			1900	00		1,500.00		
			2700	01		205.00		
			2700	07		445.00		
			2700	08		20.00		
			3700	00		1,103.00		
						3,691.93		
			N03833A BroDart Automaton P.O. Box 3488 Willamsport, PA 17705	Dec. 29, 1994				
A18911								
N03833 BroDart Co. 1609 Memorial Avenue Willamsport, PA 17705	Jan 26, 1995					423.82		
	A19073					847.64		
N03847 OCLC, Inc. Dept 630 Columbus, OH 43265-0630	Jan 13, 1995		1800	00		202.96		
	502517							
N06556 Continental Casualty Co. Spec. Risks - Kansas City P.O. Box 95033 Chicago, IL 60694	Jan 31, 1995		0700	02		12.06		
	505207							
	Feb 13, 1995		0300	00		207.67		

The claims listed above (totaling \$ 4,962.26) 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							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
			BS Accf				Number	
N06557 Care Resources, Inc. 9550 Warner Avenue, STE 228 Fountain Valley, CA 92708	Feb, 1995		1900	00		35.00		
N06569 Demco P.O. Box 7488 Madison, WI 53707	Jan 11, 1995 D166989		1800	00		14.98		
	Feb. 2, 1995 D183643		1800	00		27.71		
	Feb 3, 1995 D184359		1800	00		29.42		
	Feb 2, 1995 D183062		1800	00		34.74		
	Jan 31, 1995 D181324		1800	00		67.44		
						174.29		
N06573 First American Trust Company 421 N. Main Street Santa Ana, CA 92702	Jan 6, 1995		1900	00		573.23		
N06671 MD Medical P.O. Box 66012 Anaheim, CA 92816-0612	Feb. 2, 1995		1900	00		95.00		
N06786 Katherine Matas 411 E. Chapman Placentia, CA 92670	January, 1995		2700	01		6.00		
N06901 Peggy Dinsmore 2108 Rosemont Placentia, CA 92670	February, 1995		2700	03		22.93		

The claims listed above (totaling \$ 906.45) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3244

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			N06928 MCLS 2235 North Lake Ave., STE 106 Altadena, CA 91001	Feb. 2, 1995 2492 Feb. 10, 1995 2546				0700 0700
N09110 Special Districts Workers Compensation 1030 - 15th Street, STE 300 Sacramento, CA 95814	Apr - June, 1995		0350	00		966.00		
Dun & Bradstreet Department 4003 Los Angeles, CA 90096-4003	Jan 19, 1995		1900	00		100.00		
Amsterdam Printing & Litho P.O. box 701 Amsterdam, NY 12010	Jan 23, 1995 744549		1800	00		78.90		
Weldon & Associates 26 Palmento Way Irvine, CA 92715	Jan 25, 1995 PLD-1006/01		1900	00		1,100.00		
Data Perfect Images 2960 Saturn Street, Unit H Brea, CA 92621	Feb. 10, 1995 2981 Feb 14, 1995 2987		1900 1900 1900	00 00 08		352.34 296.32 <u>59.26</u> 707.92		

The claims listed above (totaling \$ 3,078.68) 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 _____

Page Total

3,078.68

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3245

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acct	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
N03657 Standard & Poor's P.O.Box 80-2542 Chicago, IL 60680-2542	Jan 1, 1995							
	6243775		2400	01		1740.16		
N03833 BroDart 500 Arch Street Williamsport, PA 17705	Dec. 14, 1994							
	U664582		2400	01		65.83		
	Dec. 20, 1994							
	U672942					35.57		
	U672943					33.79		
	Jan 10, 1995							
	U692849					32.37		
	U692850					59.49		
	U692851					17.70		
	U692852					16.48		
	U692854					32.94		
	U692855					18.11		
	U692856					17.70		
	U692857					14.02		
	U692858					31.75		
Jan. 20, 1995								
U711346						34.18		
U711345						16.51		
Jan. 24, 1995								
U716526						17.09		
Jan. 26, 1995								
U720706						35.47		
						479.00		
N03828 Baker & Taylor P.O. Box 7247-8049 Philadelphia, PA 19170-8049	Jan 4, 1995							
	AO4 6054					304.80		
	Jan 12, 1995							
	A11 6045					39.95		
	A12 6041					399.50		
	Jan 20, 1995							
	A20 6043					55.07		
Feb 1, 1995								
B02 6033						560.75		
B03 6048						353.84		
						914.59		

The claims listed above (totaling \$ 3,933.07) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

Page Total

3,933.07

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3246

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
N03836 Childrens Press 5440 N. Cumberland Ave. Chicago, IL 60656	March 23, 1994		2400	01		94.37		
N03845 Marshall Cavendish P.O. box 587 North Bellmore, NY 11710	Dec. 12, 1994 R 278291		2400	01		114.65		
	Dec. 19, 1994 R 280112					22.50		
						22.50		
	Dec. 21, 1994 R 280982					19.11		
						178.76		
N09122 National Reglster Publishing P.O. Box 7247-8077 Philadelphia, PA 19170-8077	Jan. 17, 1995 9429267831		2400	01		961.93		
N03851 Reed Reference Publishing P.O. Box 7247-0466 Philadelphia, PA 19170-0466	Jan 16, 1995 323534		2400	01		163.46		
N06902 New Readers Press 1320 Jamesville Ave., Box 888 Syracuse, NY 13210	Jan 17, 1995 651986		2400	01		400.60		
N09111 Ebsco P.O. Box 92901 Los Angeles, CA 90009-2901	Jan 18, 1995 0098063		2400	04		395.00		
	Jan 26, 1995 0098443					222.19		
						617.19		

The claims listed above (totaling \$ 2,416.31) 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

2,416.31

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3247

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc	SC
							Number	
Rourke Publishing Group P.O. Box 3328 Vero Beach, FL 32964	Dec. 20, 1994 60801		2400	01		1,493.12		
Lectorum Publications 111 - 8th Avenue, STE 804 New York, NY 10011-5201	Dec. 7, 1994 66800		2400	01		107.34		
Salem Press P.O. Box 50062 Pasadena, CA 91115-0062	Dec. 21, 1994 209101-00 Feb. 3, 1995 209754-00		2400	01		79.77 <u>344.03</u> 423.80		

The claims listed above (totaling \$ 2,024.26) 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

2,024.26

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3248

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

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

APPROVED CLAIMS							A/C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Feb. 21, 1995 Pay # 5 Feb. 17, 1995 Mar. 2, 1995		0100-	00		17,682.00		
	FICA		0200-	00		1,352.67		
				TOTAL		19,034.68		
PLEASE WIRE ON THURSDAY, MARCH 2, 1995								

The claims listed above (totaling \$ 19,034.67) 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

19,034.67

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE 02/21/95
REPORT NO 3249

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

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

APPROVED CLAIMS							A.C.'s Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Obj/ Rev/ BS Acc	Sub Obj/ Rev	Rept Cat	AMOUNT	Doc Number	SC
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Feb. 21, 1995 Pay # 6		0100-	00		17,682.00		
	Mar 3, 1995 Mar. 16, 1995							
	FICA		0200-	00		1,352.67		
			TOTAL			19,034.68		
PLEASE WIRE ON THURSDAY, MARCH 16, 1995								

The claims listed above (totaling \$ 19,034.67) 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 19,034.67

Placentia Library District
Balance Sheet

January 31, 1995

Assets

General Fund	20,150.42	
Literacy Fund	7,622.25	
County Exempt	11,164.83	
Payroll Account	25,817.81	
Savings (P/R Support)	2,803.31	}
Savings (P/R Fees)	1,912.02	
Certificates of Deposit	25,000.00	
Total Assets		94,470.64
		=====

Liabilities

Manual Payroll Checks	12,123.34	
Payroll Taxes Payable	35.34	
Deferred Comp Payable	436.45	
Insurance Payable	(238.25)	
Credit Union Payable	(746.36)	
Union Dues Payable	289.72	
Other Employee Deductions	656.41	
Total Liabilities		12,556.65

Capital

Fund Balance	81,913.99	
Total Capital		81,913.99

Total Liabilities and Capital		94,470.64
		=====

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

January 1995

Prepared 2/11/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				21,313.79
Checks Out				
	4040	45.00		
	4043	1,103.00		
	4044	15.37		
TOTALS		1,163.37	0.00	
CHECKBOOK BAL				20,150.42

Sanwa Bank
2/11/95

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending January 31, 1995

	Total	01/31/95
Income		
Cash Register-Audio Visual	0.00	0.00
Cash Register-Mis.	27.60	27.60
Cash Register-Fines	2,560.50	2,560.50
Cash Register-Damaged Items-Not in	0.00	0.00
Cash Register-Lost Items	138.38	138.38
Cash Register-Copy Cards	0.00	0.00
Cash Register-Fax/Laminator	0.00	0.00
Cash Register-Childrens	0.00	0.00
Cash Register-Publications	0.00	0.00
Cash Register-Reserves	140.00	140.00
Cash Register-Computer Rental	78.75	78.75
Typewriter Income	16.18	16.18
Telephone Income	0.00	0.00
Copy Machine Income	0.00	0.00
State Library Reimbursements	1,487.42	1,487.42
State Library Grants	9,185.00	9,185.00
State of California Foundation Fund	0.00	0.00
Other Grants	0.00	0.00
County Reimbursements	896.09	896.09
Interest Income	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	14,529.92	14,529.92
Cost of Sales		
	-----	-----
Gross Profit (Loss)	14,529.92	14,529.92
Expenses		
Transfers to County	0.00	0.00
Employee Insurance (030)	0.00	0.00
Food (0900)	15.37	15.37
Household Expenses (100)	0.00	0.00
Maintenance-Equip (130)	0.00	0.00
Maintenance-Bldg (140)	0.00	0.00
Memberships (160)	50.00	50.00
Office Expense (180)	57.09	57.09
Postage (183)	155.02	155.02
Prof. & Spec. Services (190)	0.00	0.00
Special Departmental Expense (240)	(91.16)	(91.16)
Transportation & Travel (270)	0.00	0.00
Equipment (400)	0.00	0.00
Taxes and Fees (370)	1,106.50	1,106.50
	-----	-----
Total Expenses	1,292.82	1,292.82
	-----	-----

01/31/95

Page 2
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 01
Period Spread Sheet
1 Period(s) Ending January 31, 1995

	Total	01/31/95
Operating Income (Loss)	13,237.10	13,237.10
Other Income		
Other Expenses		
Net Income (Loss)	----- 13,237.10 =====	----- 13,237.10 =====

01/31/95

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending January 31, 1995

	01/31/95
Income	
Cash Register-Audio Visual	0.00
Cash Register-Mis.	124.77
Cash Register-Fines	13,421.28
Cash Register-Damaged Items-Not in Us	0.00
Cash Register-Lost Items	1,025.02
Cash Register-Copy Cards	0.00
Cash Register-Fax/Laminator	123.66
Cash Register-Childrens	161.00
Cash Register-Publications	0.00
Cash Register-Reserves	1,051.05
Cash Register-Computer Rental	529.25
Typewriter Income	56.68
Telephone Income	158.36
Copy Machine Income	461.74
State Library Reimbursements	10,965.64
State Library Grants	20,685.00
State of California Foundation Funds	0.00
Other Grants	3,294.00
County Reimbursements	11,812.48
Interest Income	0.00
Miscellaneous Income	0.00

Total Income	63,869.93
Cost of Sales	

Gross Profit (Loss)	63,869.93
Expenses	
Transfers to County	35,939.47
Employee Insurance (030)	(269.34)
Food (0900)	192.23
Household Expenses (100)	0.00
Maintenance-Equip (130)	0.00
Maintenance-Bldg (140)	0.00
Memberships (160)	90.00
Office Expense (180)	814.54
Postage (183)	1,191.13
Prof. & Spec. Services (190)	620.60
Special Departmental Expense (240)	(946.76)
Transportation & Travel (270)	4,166.78
Equipment (400)	0.00
Taxes and Fees (370)	36.93

Total Expenses	41,835.58

01/31/95

Placentia Library District
Income Statement For Department 01
YTD Actual Spread Sheet
1 Period(s) Ending January 31, 1995

Page 1
Part 1 of 1 Parts

Operating Income (Loss)	01/31/95 22,034.35
Other Income	
Other Expenses	
Net Income (Loss)	----- 22,034.35 =====

01/31/95

Placentia Library District
 Cash Disbursements
 Checkbook 1 Fiscal Year 95 Period 7
 General Account

Page

Check	Date	Payee	Amount
4034	01/17/95	Egghead Software 0-5114-01 Office Expense (180)	48.47
4035	01/17/95	Bolins Mail Service 0-5116-01 Postage (183)	14.51
4036	01/17/95	PLEASC 0-5112-01 Memberships (160)	5.00
4037	01/20/95	U.S. Postmaster 0-5116-01 Postage (183)	146.00
4038	01/24/95	Tall Mouse 0-5114-01 Office Expense (180)	8.62
4039	01/24/95	VOID void	0.00
4040	01/25/95	Caltac 0-5112-01 Memberships (160)	45.00
4041	01/25/95	U.S. Postmaster 0-5116-01 Postage (183)	10.75
4042	01/25/95	Placentia Chamber of 0-5204-02 Travel Expense	30.00
4043	01/25/95	St. Board of Equaliz 0-5126-01 Taxes and Fees (370)	1,103.00
4044	01/30/95	Smart & Final 0-5105-01 Food (0900)	15.37
Checkbook 1 Total			1,426.72

01/31/95

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

Page (

For Fiscal Year 95, Period 7 through Fiscal Year 95, Period 7

Account Name	Total
0-5105-01 Food (0900)	15.37
0-5112-01 Memberships (160)	50.00
0-5114-01 Office Expense (180)	57.09
0-5116-01 Postage (183)	171.26
0-5126-01 Taxes and Fees (370)	1,103.00
0-5204-02 Travel Expense	30.00

	1,426.72
	=====

PLACENTIA LIBRARY DISTRICT
Bank Reconciliation for Sanwa Bank Account 0938-15439
Literacy Account

January 1995

Prepared 2/11/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				7,622.25
Checks Out				
TOTALS		0.00	0.00	
CHECKBOOK BAL				7,622.25

*Sanwa
2/11/95*

01/31/95

Placentia Library District
Income Statement For Department 02
Period Spread Sheet
1 Period(s) Ending January 31, 1995

	Total	01/31/95
Income		
Gifts Income	0.00	0.00
Tutor Training Income	60.00	60.00
Workshops Income	0.00	0.00
Book/Materials Income	0.00	0.00
Interest Income	6.46	6.46
Miscellaneous Income	0.00	0.00
Donations to Literacy	0.00	0.00
	-----	-----
Total Income	66.46	66.46
Cost of Sales		
	-----	-----
Gross Profit (Loss)	66.46	66.46
Expenses		
Refunds (not in use)	0.00	0.00
Travel Expense	0.00	0.00
Equipment Expense	0.00	0.00
Refreshments	0.00	0.00
Printing	0.00	0.00
LVA Expenses	0.00	0.00
Miscellaneous	0.00	0.00
Tutor Training Materials	0.00	0.00
	-----	-----
Total Expenses	0.00	0.00
Operating Income (Loss)	66.46	66.46
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	66.46	66.46
	=====	=====

1/31/95

Page 1

Placentia Library District Part 1 of 1 Parts
Income Statement For Department 02
YTD Actual Spread Sheet
1 Period(s) Ending January 31, 1995

	01/31/95
Income	
Gifts Income	1,000.00
Tutor Training Income	150.00
Workshops Income	0.00
Book/Materials Income	80.00
Interest Income	42.10
Miscellaneous Income	0.00
Donations to Literacy	0.00

Total Income	1,272.10
Cost of Sales	

Gross Profit (Loss)	1,272.10
Expenses	
Refunds (not in use)	0.00
Travel Expense	0.00
Equipment Expense	0.00
Refreshments	0.00
Printing	0.00
LVA Expenses	0.00
Miscellaneous	0.00
Tutor Training Materials	0.00

Total Expenses	0.00

Operating Income (Loss)	1,272.10
Other Income	
Other Expenses	

Net Income (Loss)	1,272.10
	=====

01/31/95

Placentia Library District
Cash Disbursements

Page (

S U M M A R Y

For Fiscal Year 95, Period 7 through Fiscal Year 95, Period 7

Account Name	Total
* * N O A C T I V I T Y * *	

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

January 1995

Prepared 2/11/95

	DATE/NO.	DEBITS	CREDITS	BALANCE
Statement Balance				13,064.83
Checks Out				
	931	50.00		
	933	1,850.00		
TOTALS		1,900.00	0.00	
CHECKBOOK BAL				11,164.83

2/11/95
2/11/95

01/31/95

Page ()
Part 1 of 1 Parts

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending January 31, 1995

	Total	01/31/95
Income		
Cash Register-Copy Cards-Exempt Fun	15.00	15.00
Microfilm/Microfich Income	0.00	0.00
Meeting Room Income	240.00	240.00
Test Proctoring Income	0.00	0.00
Vending Machine Income	0.00	0.00
Debit Card Income	91.00	91.00
Friends Contributions	0.00	0.00
Gifts Income	350.00	350.00
Special Gifts (Non Library)	0.00	0.00
Children's Dept Income	0.00	0.00
Lobbyist Income	907.46	907.46
Interest Income	0.00	0.00
Miscellaneous Income	10.50	10.50
Gulf Arab Grant Income	0.00	0.00
Community Grant Income	0.00	0.00
	-----	-----
Total Income	1,613.96	1,613.96
Cost of Sales		
	-----	-----
Gross Profit (Loss)	1,613.96	1,613.96
Expenses		
Copy Cards Purchase	1,850.00	1,850.00
Vend. Mach.-Repay Capital Equip.	0.00	0.00
Vending Machine Supplies	0.00	0.00
Vending Machine Repairs	0.00	0.00
Bank Fees & Services Charges	0.00	0.00
Children's Summer Reading Program	0.00	0.00
Children's Camp Library	0.00	0.00
Children's-Other	0.00	0.00
Debit Card - Repay Capital Equip.	0.00	0.00
Friend's-Director's Fund	0.00	0.00
Friend's-Other Activities	0.00	0.00
Library Board Expenses	63.03	63.03
Meeting Room Upkeep Expenses	0.00	0.00
Gulf Arab Grant	0.00	0.00
Community Grant Expense	0.00	0.00
Miscellaneous	0.00	0.00
Lobbyist Expense	0.00	0.00
	-----	-----
Total Expenses	1,913.03	1,913.03
	-----	-----
Operating Income (Loss)	(299.07)	(299.07)
Other Income		

01/31/95

Placentia Library District
Income Statement For Department 03
Period Spread Sheet
1 Period(s) Ending January 31, 1995

Page 2
Part 1 of 1 Parts

	Total	01/31/95
Other Expenses		
Net Income (Loss)	<u>(299.07)</u>	<u>(299.07)</u>

01/31/95

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending January 31, 1995

Page ()
Part 1 of 1 Parts

	01/31/95
Income	
Cash Register-Copy Cards-Exempt Fund	179.50
Microfilm/Microfich Income	0.00
Meeting Room Income	2,270.00
Test Proctoring Income	180.00
Vending Machine Income	2,093.25
Debit Card Income	791.00
Friends Contributions	3,350.00
Gifts Income	525.00
Special Gifts (Non Library)	0.00
Children's Dept Income	0.00
Lobbyist Income	5,504.48
Interest Income	59.32
Miscellaneous Income	10.50
Gulf Arab Grant Income	0.00
Community Grant Income	0.00

Total Income	14,963.05
Cost of Sales	

Gross Profit (Loss)	14,963.05
Expenses	
Copy Cards Purchase	1,850.00
Vend. Mach.-Repay Capital Equip.	0.00
Vending Machine Supplies	1,370.43
Vending Machine Repairs	0.00
Bank Fees & Services Charges	0.00
Children's Summer Reading Program	907.12
Children's Camp Library	222.63
Children's-Other	333.73
Debit Card - Repay Capital Equip.	350.00
Friend's-Director's Fund	1,142.61
Friend's-Other Activities	10.50
Library Board Expenses	1,734.97
Meeting Room Upkeep Expenses	65.00
Gulf Arab Grant	0.00
Community Grant Expense	0.00
Miscellaneous	28.50
Lobbyist Expense	5,456.16

Total Expenses	13,471.65

Operating Income (Loss)	1,491.40
Other Income	

(01/31/95

Placentia Library District
Income Statement For Department 03
YTD Actual Spread Sheet
1 Period(s) Ending January 31, 1995

Page 2
Part 1 of 1 Parts

01/31/95

Other Expenses

Net Income (Loss)

1,491.40
=====

01/31/95

Placentia Library District
Cash Disbursements
Checkbook 3 Fiscal Year 95 Period 7
County Exempt

Page

Check	Date	Payee	Amount
932	01/05/95	VOID void	0.00
933	01/16/95	EZ Copy 0-5301-03 Copy Cards Purchase	1,850.00 1,850.00
934	01/16/95	VOID void	0.00
935	01/25/95	Drussell Art & Frami 0-5318-03 Library Board Expenses	63.03 63.03
Checkbook 3 Total			1,913.03

01/31/95

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

Page

For Fiscal Year 95, Period 7 through Fiscal Year 95, Period 7

Account Name	Total
0-5301-03 Copy Cards Purchase	1,850.00
0-5318-03 Library Board Expenses	63.03
	<hr/>
	1,913.03
	<hr/> <hr/>

PLACENTIA LIBRARY DISTRICT
Reconciliation for Bank of America Account 07605-80156
Payroll Account

Prepared February 6, 1995

	NUMBER	DEBITS	CREDITS	BALANCE
Statement Balance				26,897.48
	1039	51.09		
	1064	125.72		
	1096	100.10		
	1103	51.09		
	1110	28.86		
	1112	186.14		
	1116	149.35		
	1119	57.18		
	1120	74.81		
	1127	129.31		
	1128	46.07		
	1134	51.09		
	1143	28.86		
	TOTALS	1,079.67		
Checkbook balance				25,817.81

Placentia Library District
Income Statement For Department 04
Period Spread Sheet
1 Period(s) Ending January 31, 1995

01/31/95

	Total	01/31/95
Income		
Transfers from County	38,069.34	38,069.34
Interest Income-CD's	0.00	0.00
Interest Income-Savings	0.00	0.00
Miscellaneous Income	0.00	0.00
	-----	-----
Total Income	38,069.34	38,069.34
Cost of Sales		
	-----	-----
Gross Profit (Loss)	38,069.34	38,069.34
Expenses		
Salaries	37,094.63	37,094.63
Prepaid Salaries	0.00	0.00
Employee Benefits	0.00	0.00
Employer Payroll Taxes	2,786.49	2,786.49
Payroll Processing Fees	0.00	0.00
Bank Fees and Service Charges	0.00	0.00
Miscellaneous - Unknown	0.00	0.00
	-----	-----
Total Expenses	39,881.12	39,881.12
	-----	-----
Operating Income (Loss)	(1,811.78)	(1,811.78)
Other Income		
Other Expenses		
	-----	-----
Net Income (Loss)	(1,811.78)	(1,811.78)
	=====	=====

01/31/95

Placentia Library District Page
Income Statement For Department 04 Part 1 of 1 Part
YTD Actual Spread Sheet
1 Period(s) Ending January 31, 1995

	01/31/95
Income	
Transfers from County	326,248.28
Interest Income-CD's	0.00
Interest Income-Savings	12.46
Miscellaneous Income	0.00

Total Income	326,260.74
Cost of Sales	-----
Gross Profit (Loss)	326,260.74
Expenses	
Salaries	291,813.06
Prepaid Salaries	0.00
Employee Benefits	0.00
Employer Payroll Taxes	21,160.90
Payroll Processing Fees	0.00
Bank Fees and Service Charges	0.00
Miscellaneous - Unknown	227.18

Total Expenses	313,201.14
Operating Income (Loss)	13,059.60
Other Income	
Other Expenses	
Net Income (Loss)	----- 13,059.60 =====

01/31/95

Placentia Library District
Cash Disbursements

Page

S U M M A R Y

For Fiscal Year 95, Period 7 through Fiscal Year 95, Period 7

Account Name

Total

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

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TO: Elizabeth D. Minter, Library Director
 FROM: Peggy Burkich, Circulation Supervisor *EB*
 DATE: February 21, 1995
 SUBJECT: ACS: Overdue Collection Report for Month of January

The report received from ACS Collection Agency on February 13, 1995, is Attachment A.

A summary of the current status is as follows:

FY 1994-95	# New Accounts Submitted	Total # Active Accounts	# Paid In Full Curr. Month	Amount Received Curr. Month	# Written Off Suspended Curr. Month
July	25	35	3	219.80	6
August	6	29	10	420.17	2
September	6	38	2	794.20	3
October	18	30	4	303.05	19
November	5	21	0	0.00	12
December	7	25	2	262.69	0
January	12	8	0	13.84	19
February					
March					
April					
May					
June					
TOTAL YTD	79	186	21	2,013.75	61

ADVANCED COLLECTION SYSTEMS, INC

2158 W 190th St
Torrance, CA 90509-2829

CLIENT PROGRESS REPORT TO 02 Feb 1995

PLACENTIA PUBLIC LIBRARY
411 E CHAPMAN
411 E CHAPMAN AVE
PLACENTIA, CA 92670
ATTN: PEGGY BURKICH

Your consultant is:
WELDON AND ASSOCIATES
(714) 733-3558 Ext

PLA400 Representative is:
OVERDUES DESK
(714) 528-1906 Ext

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	0	0.00	0	0.00	966	60,811.0
LESS: Mail Return*, Dispute, Bankrpt	5	377.14	5	377.14	184	12,477.0
NET ASSIGNMENTS	-5	(377.14)	-5	(377.14)	782	48,334.0
COLLECTED						
Paid in Full	0	0.00	0	0.00	258	12,566.0
Settled in Full	0	0.00	0	0.00	71	3,728.0
Partial Payment	1	13.84	1	13.84	141	7,119.0
Resolved	0	0.00	0	0.00	22	847.0
TOTAL RECOVERED	1	13.84	1	13.84	492	24,261.0

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	247	46	163	132	378
	\$15,870	\$3,130	\$7,632	\$8,303	\$23,452

* Percentage of Mail Returns - 18.9 %

STATUS CODE LEGEND

- active (demands being sent)
 - paid in full (MATS and/or CASH)
 SF - settled in full (MATS and/or CASH)
 CC - cycle completed
 P - partial payment (MATS and/or CASH)
 H - account thanked
 ST - action stopped
 SU - action suspended (60 day limit)
 N - new account
 D - disputed
 MR - mail returned
 BK - bankruptcy

ACCOUNT INVENTORY AND STATUS

PATIENT / DEBTOR	ACS #	DATE LAST PMT / CHG	DATE ASSIGNED	BALANCE OF ACCOUNT	STAT CODE	DEMAND #
	547087	02/28/94	09/29/94	93.09	CC	5
	26019004396750		AMT: 93.09			
	546605	12/09/93	10/06/94	77.23	CC	5
	26018053095958		AMT: 77.23			
	546608	05/09/94	10/06/94	61.74	CC	5
	26018053217255		AMT: 61.74			
	548102	01/09/94	11/02/94	59.40	D	6
	26018052610583		AMT: 59.40			
	550157	06/18/92	12/01/94	101.32	MR	2
	26018053046050		AMT: 101.32			
	546610	05/03/94	10/06/94	53.60	CC	5
	26018053220226		AMT: 53.60			
	550158	03/12/93	12/01/94	48.17	MR	2
	26019003273885		AMT: 48.17			
	553120	01/19/94	01/01/95	126.56	N	0
	26018053239390		AMT: 126.56			
	553121	08/15/94	01/01/95	206.92	N	0
	26018053243673		AMT: 206.92			
	547085	02/15/94	09/29/94	88.30	CC	5
	26018053093052		AMT: 88.30			
	551699	10/22/94	12/29/94	97.40	MR	1
	26018053242485		AMT: 97.40			
	548103	05/01/94	11/02/94	55.90	CC	5
	26018053220325		AMT: 55.90			
	548100	02/10/94	11/02/94	75.87	CC	5
	26019004384012		AMT: 75.87			
	553179	09/24/94	02/01/95	107.75	N	0
	26019005020128		AMT: 107.75			
	550170	09/01/94	12/05/94	77.05	A	3
	26019004714358		AMT: 77.05			
	553187	08/05/94	02/01/95	70.85	N	0
	26018053241743		AMT: 70.85			
	546612	05/02/94	10/06/94	90.06	CC	5
	26018053220085		AMT: 90.06			
	550159	08/13/92	12/01/94	63.40	A	4
	26019004310819		AMT: 63.40			
	551698	10/24/94	12/29/94	103.49	A	2
	26018053231801		AMT: 103.49			
	548098	08/24/94	11/02/94	124.65	CC	5
	26018053182996		AMT: 124.65			

553189	09/03/94	02/01/95	46.80	N	0
26019005034913		AMT: 46.80			
546607	03/21/94	10/06/94	66.05	CC	5
26018053206639		AMT: 66.05			
553123	08/03/94	01/01/95	154.70	N	0
26018053228807		AMT: 154.70			
547086	02/15/94	09/29/94	62.08	CC	5
26018053209476		AMT: 62.08			
547083	01/31/94	09/29/94	108.35	CC	5
26018052997758		AMT: 108.35			
553118	06/19/94	01/01/95	165.39	N	0
26019004395950		AMT: 165.39			
553119	05/05/93	01/01/95	55.90	N	0
26019003970381		AMT: 55.90			
551702	07/21/93	12/29/94	135.90	A	2
26019004384293		AMT: 135.90			
551700	10/24/94	12/29/94	81.95	A	2
26018053235844		AMT: 81.95			
553193	11/05/94	02/01/95	83.75	N	0
26018053250835		AMT: 83.75			
553122	08/29/94	01/01/95	236.35	N	0
2601805251875		AMT: 236.35			
550156	06/21/94	12/01/94	170.67	A	4
26018052571637		AMT: 170.67			
547084	02/09/94	09/29/94	160.76	CC	5
26018053198265		AMT: 160.76			
553191	06/02/94	02/01/95	69.45	N	0
26018053224509		AMT: 69.45			
553195	11/06/94	02/01/95	59.74	N	0
26018053240661		AMT: 59.74			
551703	09/01/94	12/29/94	86.26	A	2
26019004783536		AMT: 86.26			
551701	10/22/94	12/29/94	138.75	A	2
26018053245710		AMT: 138.75			
548101	01/08/94	11/02/94	58.90	CC	5
26018052701572		AMT: 58.90			
550155	05/17/94	12/01/94	70.85	MR	3
26018053216091		AMT: 70.85			

TOTAL STILL ON SYSTEM :

3,795.35

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 DATE: February 21, 1995
 SUBJECT: DEBIT CARD SYSTEM REIMBURSEMENT REPORT FOR JANUARY, 1995

SUMMARY OF ACCOUNTS JANUARY 1-31, 1994

Beginning Balance 12/01/94			\$366.00
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 91.00		
Total Materials & Supplies		0.00	
Total Repairs		0.00	
Debit Card System Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 91.00	\$0.00	
Ending Balance 1/31/95			<u>\$ 457.00</u>

SUMMARY OF LOAN PAYBACK

Original Loan Amount (07/01/94)	\$ 11,008.20
Payback Balance 12/31/94	10,658.20
January Payment	<u>0.00</u>
Balance 01/31/95	<u>\$ 10,658.20</u>

Prepared by: Charlene Dumitru



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edz*
 DATE: February 21, 1995
 SUBJECT: Gift Fund Report

The following cash gifts to Placentia Library District were received through February 15, 1995.

Donations through Adopt-a-Book program:

<u>Name</u>	<u>Amount</u>
Jennifer Cattelino (for baby Gregory James Cattelino)	\$ 15.00
Carolyn Garanian	120.00
Profit from Author's Luncheon	4,242.90
Total of Adopt-a-Book Donations	\$ 4,377.90

Donations to Placentia Library Foundation

Ann Marvin	26.00
Luncheon Donations specified for Foundation	150.00
Total Foundation Donations:	\$ 176.00

TOTAL CASH DONATIONS
Through February 15, 1995 **\$ 4,553.90**

Prepared by: Charlene Dumitru

Addendum to Gift Report

Although many of the individuals who contributed donations at the Author's luncheon did so in cash and did not complete a donor card with their names, the following are among those who made identifiable donations beyond the cost of tickets:

Marla Anderson	\$ 5.00	Peter Irot	50.00
Charlotte & Dave Baughman	20.00	Eileen Jimenez	25.00
Jim & Norma Bradwell	100.00	Jennifer Johnson	15.00
Gayle K. Brunelle	10.00	Helen Kaufmann	40.00
Ken Cantwell	50.00	Charlene Keppler-Clark	10.00
Deane Cassidy	30.00	John Koziel	50.00
Mary Castner	50.00	Rose Kyger	10.00
Maggie Cooper	140.00	Ja Ran Lee	20.00
Pat Cosentino	5.00	Patrick & Barbara McHugh	50.00
Janice Crawford	5.00	Patricia Martinez	10.00
Carolyn Croom	5.00	Suzanne Mills	20.00
Marge Dailey	5.00	Fred Minter	50.00
Bob & Sue D'Amato	20.00	Marian Oehlman	10.00
Jim Dinsmore	25.00	Lorinda Pavlik	25.00
Carol Downey	20.00	Russell Rice	100.00
Bess Farkas	10.00	Shirley Schlichter	25.00
Theodore & Anita Farkas	25.00	Jan Schwartzkopf	10.00
P. Fogarty	10.00	Gordon Shaw	10.00
Nancy H. Fortlage	5.00	Ralph & Patricia Shook	100.00
Alan Freeman	20.00	Joyce Shore	5.00
Kori Lee Garner	20.00	Sharlene Steadman	5.00
J.V. Gaudio	50.00	Robert Tunstall	100.00
Shirley Gilbert	1.00	Virginia Walker	20.00
Juanita Godwin	10.00	Laura Webb	35.00
Carol Graff	5.00	Renee Webster	10.00
Ruth Greiner	10.00	Suzanne E. Weidler	50.00
Mike Hince	100.00	Harriet Werk	5.00
Audrey Hirst	5.00	Michael Youngsma	20.00

Salomon Brothers
Asset Management Inc
Seven World Trade Center
New York, New York 10048
212-783-7000

February 1, 1995

Salomon Brothers

Dear Pool Participant:

January was another month devoted to waiting for the federal reserve to again raise interest rates. Weak economic figures at the start of the month sparked a rally in short term rates, with 3-month treasury bill rates dropping from 5.95% on the 1st to 5.70% on the 13th. As market participants concluded later in the month that the federal reserve is still likely to need to boost rates to slow economic growth, 3-month bill rates retraced these steps ending the month at 6%.

We are enclosing an updated portfolio summary as of January 31, 1995. As you can see, we continued to maintain a very conservative stance in both maturity (average maturity 7 days) and in credit exposure (Treasury and government agency securities only).

Please feel free to call with any questions. We look forward to continuing working with you.

Sincerely,



Steve Guterman



Nancy Noyes

County Of Orange Investment Pool Portfolio Summary January 31, 1995

- All investments are in Treasury or Agency securities
- Maturities range from February 1, 1995 through February 21, 1995
- 7 day average maturity
- 5.38% average investment yield
- \$5.5 billion in new portfolio investments

Maturity Schedule (in million dollars)

<u>Date</u>	<u>Amount</u>
B of A comp. balances	\$50
2/1	898
2/2	475
2/3	446
2/6	395
2/7	649
2/8	638
2/9	763
2/10	243
2/13	653
2/15	34
2/16	6
2/17	200
2/21	<u>74</u>
	\$5,524

Issuer Breakdown (in million dollars)

<u>Issuer</u>	<u>Amount</u>
B of A comp. balances	\$50
TVA	100
Treasury Bills	200
Treasury collateralized O/N	263
FFCB	340
FNMA	766
FHLMC	1,482
FHLB	<u>2,323</u>
	\$5,524

TO: Elizabeth D. Minter, Library Director
FROM: Charlene Dumitru, Administrative Assistant *CD*
DATE: February 21, 1995
SUBJECT: BUILDING MAINTENANCE REPORT FOR FEBRUARY 21, 1995

1. Fire Alarms - Semi-annual testing of Fire Alarm System was completed.
2. Air Conditioning - Regular Air Conditioning Maintenance for month. Disabled pump replaced on chiller unit.
3. Lighting - Regular inspection, cleaning and replacement of overhead lighting.

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director *EM*
DATE: February 21, 1995
SUBJECT: PERSONNEL REPORT FOR JANUARY, 1995.

RESIGNATIONS:

None

TERMINATIONS:

None

APPOINTMENTS:

None

OPEN POSITIONS:


.23 FTE (9 hours) Clerk II, Volunteer Coordinator
.475 FTE (19 hours) Clerk I, Circulation

OTHER:

Estella Wnek, Clerk I, returned to work on February 6, 1995 after 4 months maternity leave.

Prepared by: Charlene Dumitru



TO: Elizabeth Minter, Library Director
 FROM: Gloria Clark, Volunteer Coordinator 
 DATE: February 1, 1995
 SUBJECT: Volunteer Report for the Month of January, 1995

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR	FY94-95 January	FY94-95 YTD	Starting Dates	Cumulative Totals
Bohlman, Mary	0.00	6.50	6/94	17.75
Cain, Karen	0.00	24.00	6/94	24.00
Courtney, Joseph	6.25	33.75		33.75
Deputy, Paul	60.50	284.50	7/82	5,119.00
Farris, John	0.00	3.00	1/94	125.80
Fitzgerald, Joan	27.00	155.00	10/93	322.25
Goldbaum, Mae	5.25	35.50	7/88	269.75
Hodson, Daulphine	0.00	8.25	10/94	8.25
Housewright, Linnea	4.00	23.00		48.00
Markl, Theresa	4.50	14.75	1/94	45.75
Nakamoto, Blanca	0.00	30.75	10/94	30.75
Nguyen, Dieu	0.00	52.75	8/94	52.75
Rane, Sarita	1.75	23.25	10/94	23.25
Redinbo, Sandy	11.25	34.75	10/94	34.75
Reesman, Colleen	0.00	6.50	10/93	81.50
Rucker, Alison	14.00	29.00	10/94	29.00
Rucker, Ashley	10.00	25.00	10/94	25.00
Rucker, Kathrine	14.00	32.50	10/94	32.50
Ryan, Kristin	0.00	2.00	7/93	107.00
Schick, Mark	10.25	34.25		34.25
Schlichter, Allan	8.25	53.25	10/93	151.35
Shaw, Dixie	2.50	11.00	5/94	16.25
Shkoler, Al	0.00	21.00		53.50
Simmermacher, Margie	0.00	4.75	1/94	60.00
Stark, Sandra	0.00	2.75		2.75
Trainor, Joe	0.00	1.00	9/93	102.20
Westberg, Carl	15.75	87.50	9/93	227.95
J.T.P.A.	0.00	0.00		
S.T.E.P.	125.00	609.00		
TOTALS	320.25	1,649.25		7,079.05

J.T.P.A. / Job Training Partnership Act.
 S.T.E.P. / Senior Training & Employment Program

TEMPORARY VOLUNTEERS

	FY94-95 January	FY94-95 YTD			
Baker, David	0.00	60.00	Magart, Gale	2.50	2.50
Belwood, Kevin	0.00	114.75	Marshack, Marsha	0.00	27.00
Brown, Jill	0.00	37.00	Mendez, Juan	0.00	20.00
Brown, Lizette	0.00	10.50	Molina, Enid	7.50	7.50
Burke, Marsha	10.00	55.00	Moore, Matthew	12.50	12.50
Chang, Yoo-Shun	0.00	1.00	O'Hara, Peggy	0.00	35.00
Choi, Eugene	0.00	1.00	Rea, Tim	0.00	41.00
Chotalia, Ameer	0.00	2.25	Roche, Gina	0.00	5.50
Driskel, Valerie	10.00	52.50	Rodriguez, Adriana	0.00	39.25
Fragaio, Maile	0.00	1.00	Sanford, Matt	0.00	4.00
House, Christine	0.00	6.50	Seto, Cheryl	0.00	13.50
Hovey, Michael	0.00	192.50	Summerfield, Becky	0.00	13.25
Hwang, Yuan	0.00	1.00	Vu, Mailisia	0.00	1.00
Jones, Chris	0.00	96.50	Vuu, Hai	0.00	1.00
Krupica, Bob	0.00	12.00	Yu, James	0.00	2.25
Li, Ho Man	0.00	16.00	Yu, Janet	0.00	1.00
Liao, James	0.00	2.25			
TOTAL	20.00	661.75	TOTALS	22.50	226.25

LVA VOLUNTEERS

Literacy Volunteer Hours	523.00
TOTAL VOLUNTEER HOURS	362.75

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

	Regular/Temp.Volunteers		Literacy Volunteers	
	1994	1995	1994	1995
January	609.75	362.75	481.00	523.00
February	455.00		680.50	
March	654.00		654.00	
April	352.00		603.50	
May	362.50		530.50	
June	383.50		479.00	
July	572.25		698.50	
August	506.25		488.50	
September	148.75		568.50	
October	264.75		708.50	
November	248.75		563.00	
December	216.00		329.00	

Placentia Library District
Circulation Report
February 21, 1995

	FY 94-95 YTD	FY93-94 YTD	% CHANGE FY94 TO FY95	FY94-95 JAN 95	FY93-94 JAN 94
1st Time Checkouts	121,831	134,620	-9.50%	19,001	19,208
Phone Renewals	7,659	10,052	-23.81%	972	1,541
In-Building Renewals	15,834	14,820	6.84%	2,568	2,052
Total Renewals	23,493	24,872	-5.54%	3,540	3,593
TOTAL CHECKOUTS	145,324	159,492	-8.88%	22,541	22,801
On-Time Checkins	115,956	132,880	-12.74%	15,369	16,110
Late Checkins	23,203	26,471	-12.35%	3,423	3,484
TOTAL CHECKINS	139,159	159,351	-12.67%	18,792	19,594
Hold Placed	2,735	2,846	-3.90%	474	447
Hold Cancelled	521	446	16.82%	87	53
Hold Filled	2,388	2,304	3.65%	376	341
Hold Expired	71	122	-41.80%	8	12
Overdue Items	7,478	9,070	-17.55%	1,056	916
Overdue Notices	3,411	3,594	-5.09%	477	448
Billing Notices	4,186	3,580	16.93%	621	745
Patrons Registered	2,420	1,696	42.69%	354	458
Titles Added	1,434	1,844	-22.23%	1,225	5
Volumes Added	2,617	12,081	-78.34%	1,631	1,886
CIRCULATION BY TYPE OF MATERIAL					
Adult Print	68,717	63,483	8.24%	10,614	11,499
Juvenile Print	59,137	53,151	11.26%	9,102	9,358
Total Print	127,854	116,634	9.62%	19,716	20,857
Audio	7,052	8,124	-13.20%	1,047	1,322
Visual	12,833	11,927	7.60%	1,778	1,790
Equipment	0	5		0	0
Total Audio Visual	19,885	20,056	-0.85%	2,825	3,112
TOTAL CIRCULATION	147,739	136,690	8.08%	22,541	23,969
Placentia Circulation	86,020	76,374	12.63%	12,870	13,198
% Placentia Circulation	58.22%	55.87%	4.21%	57.10%	55.06%
Anaheim/Yorba Linda Circulation	29,619	30,893	-4.12%	4,835	5,502
% Anaheim/Yorba Linda Circulation	20.05%	22.60%	-11.29%	21.45%	22.95%
TYPES OF BORROWERS					
Adult	110,310	106,158	3.91%	16,685	18,789
Young Adult	1,108	733	51.16%	201	200
Juvenile	32,739	28,175	16.20%	4,744	4,638
New Borrower	3,535	1,562	126.31%	911	344
Non Resident	0	0	0.00%	0	0
Other	47	61	-22.95%	0	0
TOTAL BORROWERS	147,739	136,689	8.08%	22,541	23,971
ATTENDANCE	132,775	154,152	-13.87%	33,392	40,025
Adult Reference - In Building	12,337	8,655	42.54%	N.A.	1,365
Adult Reference - Telephone	2,277	1,650	38.00%	N.A.	100
Children's Reference - In Building	8,166	3,294	147.91%	1,365	805
Children's Reference - Telephone	395	0	N.A.	100	0
Total Adult Reference	14,614	10,305	41.81%	0	1,465
Total Children's Reference	8,561	4,099	108.86%	1,465	805
Total In Building Reference	20,503	11,949	71.59%	1,365	2,170
Total Telephone Reference	2,672	1,650	61.94%	100	100
TOTAL REFERENCE	23,175	13,599	70.42%	1,465	2,270



TO: Library Board of Trustees

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

DATE: February 21, 1995

SUBJECT: Status Report for Library Services and Construction Act Title II Grant from the State Library of California for the District's Disabled Access Remodeling Project.

BACKGROUND:

At the Board's January meeting Secretary Stark requested information on behalf of the Placentia Library Foundation about the feasibility of using floor tiles with names in them. Architect Alan Hibbs has researched this option and his comments will be available for distribution at the Board meeting.

Basically, in addition to the cost factor, the lead time to sell the tiles and have them manufactured is undoubtedly greater than the time the District has for the project since it is possible, if there is a distribution of the remaining funds in the Orange County Investment Pool by the end of May, that the remodeling project will take place this summer.

Plans for the project remain on hold pending the distribution of the remaining funds in the Orange County Investment Pool.

RECOMMENDATION:

Receive and file.

CITY OF PLACENTIA INVOICES

PERIOD COVERED FY 1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,438.27	914.76	1,614.54	0.00			7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99	0.00			9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04	0.00			8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79	0.00			6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31	0.00			6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,056.94	0.00			6,885.29
Jan 1992	Mar 2, 1992	4,012.65	971.48	1,041.07	210.73			6,235.93
Feb 1992	Mar 25, 1992	4,144.69	971.48	1,656.99	0.00			6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48	0.00			5,727.40
Apr 1992	May 22, 1992	4,817.50		586.63	0.00			5,404.13
May 1992	Jul 29, 1992	4,881.54	971.48	610.75	169.14			6,632.91
Jun 1992	Jul 29, 1992	6,178.08	971.48	698.16	381.50			8,229.21
TOTAL		58,285.45	10,572.84	14,806.68	761.37	0.00	0.00	84,426.34
AVG		4,857.12	881.07	1,233.89	63.45	0.00	0.00	7,035.53

PERIOD COVERED FY 1992-1993	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1992	Aug 27, 1992	6,272.41	971.48	737.51	0.00			7,981.40
Aug 1992	Oct 22, 1992	6,524.22	971.48	935.65	116.60			8,547.95
Sep 1992	Oct 22, 1992	6,171.20	971.48	764.06	660.13			8,566.87
Oct 1992	Nov 24, 1992	4,992.07	971.48	696.64	307.17			6,967.36
Nov 1992	Dec 18, 1992	4,232.76	971.48	957.68	0.00			6,161.92
Dec 1992	Feb 24, 1993	2,965.93	971.48	743.27	84.42			4,765.10
Jan 1993	Feb 24, 1993	2,953.86	971.48	768.77	173.14			4,867.25
Feb 1993	Apr 21, 1993	3,525.55	971.48	969.05	268.92			5,755.00
Mar 1993	Apr 21, 1993	3,790.10	971.48	785.83	337.01			5,884.42
Apr 1993	Jun 10, 1993	4,325.98	971.48	694.27	0.00		3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18	0.00			6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71	0.00			7,960.26
TOTAL		58,413.72	11,657.76	10,161.62	1,967.39	0.00	3,614.72	83,815.21
AVG		4,701.14	971.48	846.80	163.95			6,984.60

PERIOD COVERED FY 1993-1994	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1993	Sep 2, 1993	5,529.93	971.48	727.93	0.00			7,229.34
Aug 1993	Oct 11, 1993	5,715.29	971.48	734.39	0.00	1,796.25		9,217.41
Sep 1993	Dec 15, 1993	4,803.98	971.48	1,063.29	0.00			6,838.75
Oct 1993	Dec 15, 1993	3,885.50	971.48	619.84	0.00			5,476.82
Nov 1993	Dec 15, 1993	3,688.52	971.48	908.50	0.00		234.50	5,803.00
Dec 1993	Feb 10, 1994	3,664.30	971.48	982.15	335.31			5,953.24
Jan 1994	Mar 14, 1994	3,349.29	971.48		0.00			4,320.77
Feb 1994	Mar 24, 1994	3,715.12	971.48	1,658.34	391.69			6,736.63
Mar 1994	Jun 10, 1994	3,801.89	971.48	748.54	0.00			5,521.91
Apr 1994	Jun 10, 1994	3,952.49	971.48	755.39	2,264.69		1,605.50	9,549.55
May 1994	Jun 14, 1994	4,332.79	971.48	785.36	387.88			6,477.51
Jun 1994	Jul 22, 1994	5,636.36	971.48	725.34	0.00	0.00	0.00	7,333.18
TOTAL		52,075.46	11,657.76	9,709.07	3,379.57	1,796.25	1,840.00	80,458.11
AVG		4,339.62	971.48	809.09	281.63			6,704.84

PERIOD COVERED FY 1994-1995	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1994	Aug 19, 1994	5,482.30	609.68	1,036.62	443.32	0.00	0.00	7,571.92
Aug 1994	Sep 19, 1994	5,954.67	900.00	711.90	0.00	0.00	0.00	7,566.57
Sep 1994	Oct 20, 1994	6,588.85	900.00	688.04	107.50	0.00	0.00	7,284.39
Oct 1994	Nov 16, 1994	4,312.18	900.00	691.73	107.50	0.00	0.00	6,011.41
Nov 1994	Jan, 1995	3,091.73	900.00	720.39	0.00	0.00	0.00	4,712.12
Dec 1994	Jan 11, 1995	3,837.58	0.00	710.90	107.50	0.00	0.00	4,655.98
Jan 1995	Feb 15, 1995	3,403.78	1,530.00	927.11	107.50	0.00	0.00	5,973.39
Feb 1995								0.00
Mar 1995								0.00
Apr 1995								0.00
May 1995								0.00
Jun 1995								0.00
TOTAL		31,676.09	5,739.68	5,486.69	873.32	0.00	0.00	43,775.78
AVG		4,525.16	819.95	783.81	124.76			6,253.68

TOTAL DOLLARS SPENT					
FY1991-1992	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1991	2,510.63	615.00	103.45	3,229.08	1,614.54
Aug 1991	2,868.06	1,227.00	540.92	4,635.98	2,317.99
Sep 1991	2,143.26	564.00	34.82	2,742.08	1,371.04
Oct 1991	1,647.90	471.00	60.68	2,179.58	1,089.79
Nov 1991	1,689.80	428.00	34.82	2,152.62	1,076.31
Dec 1991	2,674.89	1,432.50	4.48	4,111.87	2,055.94
Jan 1992	1,689.80	360.00	32.34	2,082.14	1,041.07
Feb 1992	2,648.68	564.00	101.30	3,313.98	1,656.99
Mar 1992	969.68	360.00	45.27	1,374.95	687.48
Apr 1992	914.93	224.00	34.33	1,173.26	586.63
May 1992	916.24	258.00	47.26	1,221.50	610.75
Jun 1992	1,069.97	292.00	34.33	1,396.30	698.15
TOTAL	21,743.84	6,795.50	1,074.00	29,613.34	14,806.67
AVG	1,811.99	566.29	89.50	2,467.78	1,233.89

FY1992-1993	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,416.02	411.00	45.27	1,871.29	935.65
Sep 1992	1,058.78	437.00	32.34	1,528.12	764.06
Oct 1992	1,092.90	258.00	42.37	1,393.27	696.64
Nov 1992	1,403.88	505.00	6.48	1,915.36	957.68
Dec 1992	1,118.20	292.00	32.34	1,442.54	721.27
Jan 1993	1,213.20	292.00	32.34	1,537.54	768.77
Feb 1993	1,458.68	462.00	17.41	1,938.09	969.05
Mar 1993	1,213.32	326.00	32.34	1,571.66	785.83
Apr 1993	1,081.20	275.00	32.34	1,388.54	694.27
May 1993	1,723.03	360.00	61.32	2,144.35	1,072.18
Jun 1993	1,624.08	417.00	32.34	2,073.42	1,036.71
TOTAL	15,582.89	4,310.00	388.30	20,279.19	10,139.60
AVG	1,298.67	359.17	32.19	1,689.93	844.97

FY1993-1994	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1993	1,212.44	224.00	19.41	1,455.85	727.93
Aug 1993	1,212.44	224.00	32.34	1,468.78	734.39
Sep 1993	1,403.88	687.00	35.69	2,126.57	1,063.29
Oct 1993	992.92	224.00	22.76	1,239.68	619.84
Nov 1993	1,433.62	309.00	74.48	1,817.00	908.50
Dec 1993	1,466.11	440.00	58.20	1,964.31	982.16
Jan 1994	1,407.67	343.00	25.87	1,776.54	888.27
Feb 1994	1,213.32	292.00	34.82	1,540.14	770.07
Mar 1994	1,162.20	292.00	42.87	1,497.07	748.54
Apr 1994	1,125.36	366.00	19.41	1,510.77	755.39
May 1994	1,213.32	309.00	48.39	1,570.71	785.36
Jun 1994	1,213.32	207.00	30.35	1,450.67	725.34
TOTAL	15,058.60	3,917.00	444.59	19,418.09	9,709.04
AVG	1,254.71	328.42	37.05	1,618.17	809.09

FY1994-1995	LABOR	EQUIPMENT	MATERIAL	TOTAL 50% LIBRARY	
Jul 1994	1,660.80	360.00	52.44	2,073.24	1,036.62
Aug 1994	1,213.32	204.00	6.48	1,423.80	711.90
Sep 1994	1,151.10	204.00	20.97	1,376.07	688.04
Oct 1994	1,151.10	204.00	28.36	1,383.46	691.73
Nov 1994	1,213.32	204.00	23.46	1,440.78	720.39
Dec 1994	1,213.32	204.00	4.48	1,421.80	710.90
Jan 1995	1,495.74	354.00	4.48	1,854.22	927.11
Feb 1995				0.00	0.00
Mar 1995				0.00	0.00
Apr 1995				0.00	0.00
May 1995				0.00	0.00
Jun 1995				0.00	0.00
TOTAL	9,098.70	1,734.00	140.67	10,973.37	5,486.69
AVG	1,299.81	247.71	20.10	1,567.62	763.81

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DOLLARS BY TYPE OF WORKER

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FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1991	331.32	347.55	44.36	0.00	1,787.40	2,510.63
Aug 1991	276.10	1,390.20	44.36	561.60	595.80	2,868.06
Sep 1991	276.10	695.10	44.36	234.00	893.70	2,143.26
Oct 1991	250.84	398.56	47.02	92.88	858.80	1,647.90
Nov 1991	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Dec 1991	469.95	498.20	47.02	371.52	1,288.20	2,674.89
Jan 1992	313.30	298.92	47.02	0.00	1,030.56	1,689.80
Feb 1992	626.60	348.74	47.02	424.00	1,202.32	2,648.68
Mar 1992	187.98	199.28	47.02	106.00	429.40	969.68
Apr 1992	93.99	99.64	47.02	169.00	515.28	914.93
May 1992	125.48	99.64	47.02	0.00	644.10	916.24
Jun 1992	125.48	124.55	47.02	0.00	772.92	1,069.97
TOTAL	3,390.24	4,799.30	556.26	1,949.00	11,049.04	21,743.84
AVG	282.52	399.94	46.36	162.42	920.75	1,811.99

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DOLLARS BY TYPE OF WORKER

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FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1992	125.32	149.46	47.02		858.80	1,180.60
Aug 1992	187.98	149.46	47.02		1,030.56	1,415.02
Sep 1992	125.32	149.46	47.02	92.88	644.10	1,058.76
Oct 1992	186.66	153.36	48.24		704.64	1,092.90
Nov 1992	248.88	255.60	48.24	190.56	660.60	1,403.88
Dec 1992	248.88	204.48	48.24		660.60	1,162.20
Jan 1993	248.88	255.60	48.12		660.60	1,213.20
Feb 1993	311.00	306.72	48.24		792.72	1,458.68
Mar 1993	248.88	255.60	48.24		660.60	1,213.32
Apr 1993	248.88	255.60	48.24		528.48	1,081.20
May 1993	311.11	306.72	48.24		1,058.96	1,723.03
Jun 1993	248.88	255.60	48.24	190.56	880.80	1,624.08
TOTAL	2,740.67	2,697.66	575.10	474.00	9,139.46	15,626.89
AVG	228.39	224.81	47.93	39.50	761.62	1,302.24

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DOLLARS BY TYPE OF WORKER

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FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1993	248.00	255.60	48.24		660.60	1,212.44
Aug 1993	248.00	255.60	48.24		660.60	1,212.44
Sep 1993	248.88	255.60	48.24	190.56	660.60	1,403.88
Oct 1993	248.88	255.60	48.24		440.20	992.92
Nov 1993	248.88	255.60	48.24		880.80	1,433.52
Dec 1993	311.11	255.60	48.24	190.56	660.60	1,466.11
Jan 1994	311.11	255.60	48.24		792.72	1,407.67
Feb 1994	248.88	255.60	48.24		660.60	1,213.32
Mar 1994	248.88	204.48	48.24		660.60	1,162.20
Apr 1994	248.88	204.48	48.24	95.28	528.48	1,126.36
May 1994	248.88	255.60	48.24		660.60	1,213.32
Jun 1994	248.88	255.60	48.24		660.60	1,213.32
TOTAL	3,109.26	2,964.96	578.88	476.40	7,927.00	15,066.50
AVG	259.11	247.08	48.24	39.70	660.58	1,254.71

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DOLLARS BY TYPE OF WORKER

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FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	TOTAL
Jul 1994	248.88	306.72	48.24	0.00	1,056.96	1,660.80
Aug 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Sep 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Oct 1994	186.66	255.60	48.24	0.00	660.60	1,151.10
Nov 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Dec 1994	248.88	255.60	48.24	0.00	660.60	1,213.32
Jan 1995	311.10	255.60	48.24	0.00	880.80	1,495.74
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	1,679.94	1,840.32	337.68	0.00	5,240.76	9,093.70
AVG	239.99	262.90	48.24	0.00	748.68	1,299.81

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TIME BY TYPE OF WORKER

FY1991-1992	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1991	12.00	16.00	2.00	0.00	90.00	119.00
Aug 1991	10.00	60.00	2.00	24.00	30.00	126.00
Sep 1991	10.00	30.00	2.00	10.00	60.00	112.00
Oct 1991	8.00	16.00	2.00	4.00	40.00	70.00
Nov 1991	10.00	12.00	2.00	0.00	48.00	15.00
Dec 1991	15.00	20.00	2.00	16.00	60.00	113.00
Jan 1992	10.00	12.00	2.00	0.00	48.00	72.00
Feb 1992	20.00	14.00	2.00	16.00	66.00	108.00
Mar 1992	6.00	8.00	2.00	4.00	20.00	40.00
Apr 1992	3.00	4.00	2.00	6.00	24.00	39.00
May 1992	4.00	4.00	2.00	0.00	30.00	40.00
Jun 1992	4.00	5.00	2.00	0.00	36.00	47.00
TOTAL	112.00	200.00	24.00	80.00	542.00	901.00
AVG	9.33	16.67	2.00	6.67	45.17	75.08

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TIME BY TYPE OF WORKER

FY1992-1993	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1992	4.00	6.00	2.00	0.00	40.00	52.00
Aug 1992	6.00	6.00	2.00	0.00	48.00	62.00
Sep 1992	4.00	6.00	2.00	4.00	30.00	46.00
Oct 1992	6.00	6.00	2.00		32.00	46.00
Nov 1992	8.00	10.00	2.00	8.00	30.00	58.00
Dec 1992	8.00	8.00	2.00		30.00	48.00
Jan 1993	8.00	10.00	2.00		30.00	50.00
Feb 1993	10.00	12.00	2.00		36.00	60.00
Mar 1993	8.00	10.00	2.00		30.00	50.00
Apr 1993	8.00	10.00	2.00		24.00	44.00
May 1993	10.00	12.00	2.00		48.00	72.00
Jun 1993	8.00	10.00	2.00	8.00	40.00	68.00
TOTAL	88.00	106.00	24.00	20.00	418.00	656.00
AVG	7.33	8.83	2.00	1.67	34.83	54.67

TIME BY TYPE OF WORKER

FY1993-1994	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1993	8.00	10.00	2.00		30.00	50.00
Aug 1993	8.00	10.00	2.00		30.00	50.00
Sep 1993	8.00	10.00	2.00	8.00	30.00	58.00
Oct 1993	8.00	10.00	2.00		20.00	40.00
Nov 1993	8.00	10.00	2.00		40.00	60.00
Dec 1993	10.00	10.00	2.00	8.00	30.00	60.00
Jan 1994	10.00	10.00	2.00		36.00	58.00
Feb 1994	8.00	10.00	2.00		30.00	50.00
Mar 1994	8.00	8.00	2.00		30.00	48.00
Apr 1994	8.00	8.00	8.00	4.00	24.00	52.00
May 1994	8.00	10.00	2.00		30.00	50.00
Jun 1994	8.00	10.00	2.00		30.00	50.00
TOTAL	100.00	116.00	30.00	20.00	360.00	626.00
AVG	8.33	9.67	2.50	1.67	30.00	52.17

TIME BY TYPE OF WORKER

FY1994-1995	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT		TOTAL
				TRIMMER	MAINT WORK	
Jul 1994	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1994	8.00	10.00	2.00	0.00	30.00	50.00
Sep 1994	6.00	10.00	2.00	0.00	30.00	48.00
Oct 1994	6.00	10.00	2.00	0.00	30.00	48.00
Nov 1994	8.00	10.00	2.00	0.00	30.00	50.00
Dec 1994	8.00	10.00	2.00	0.00	30.00	50.00
Jan 1995	10.00	10.00	2.00		40.00	62.00
Feb 1995						0.00
Mar 1995						0.00
Apr 1995						0.00
May 1995						0.00
Jun 1995						0.00
TOTAL	54.00	72.00	14.00	0.00	238.00	378.00
AVG	7.71	10.29	2.00	0.00	34.00	54.00