

REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES

August 9, 1993
7:30 P.M.
Library Meeting Room

1. Roll Call: Administrative Assistant
2. Adoption of Agenda.
Presentation: Library Director *stark/rogers*
Recommendation: Adopt by Motion
3. Minutes of the July 19, 1993, Regular Meeting and July 31, 1993, Special Meeting. *w.r./stark*
Presentation: Library Director *stark/rogers*
Recommendation: Approve by Motion *w.r./stark*
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.

5. Board President's Report.
Presentation: Library Board President

Retirement event for Assistant Library Director Sal Addotta.

*→ Mary Tanaka:
→ Riley/Computer →*

CLAIMS (Items 6 - 8)

Presentation: Library Director
Recommendation: Approve by Motion

W.D.S. / R. K. K. K.
Items 6 - 8 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.

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

There are no Non-Standard Claims for this report period.

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

There were no Claims forwarded by the Library Director this report period.

8. Current Claims and Payroll. (Approve)

Current Claims of \$29,962.25. Payrolls 3052, and 3053, for a cumulative payroll total of \$32,400.00. Combined total of Current Claims and Payroll of \$62,362.25.

GENERAL CONSENT CALENDAR (Items 9 - 12)

Presentation: Library Director
Recommendation: Approve by Motion

S. K. K. / W. D. S.
Items 9 - 12 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.

9. Vending Machine Report for July, 1993. (Receive & File)
10. Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority. (Receive & File)
11. Personnel Report for July, 1993. (Receive, File, and Ratify Appointments)
12. Travel Authorizations. (Approve)

CONTINUING BUSINESS

13. FY1993-1994 Budget

Presentation:	Library Director
Recommendation:	Staff presentation on days of service, hours of service and levels of service; public hearing; establish Library service schedule and levels to be effective September 3, 1993; and determine direction for August/September Activities.

STAFF REPORTS

- 14. Program Report for the Month of July, 1993. (Program Committee)
- 15. Children's Services Report for the Month of July, 1993. (Schneider)
- 16. Publicity Materials produced for the Month of June, 1993. (Byrne)

ADJOURNMENT

- 17. Agenda Preparation for August, 1993, Regular Meeting. } *Fornbacher*
- 18. Adjourn.

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

I, Charlene Dumitru, Administrative Assistant for the Placentia Library District, hereby certify that the Agenda for the August 9, 1993, Regular Meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, August 5, 1993.

Charlene A. Dumitru

MINUTES
PLACENTIA LIBRARY DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
JULY 19, 1993

CALL TO ORDER The Regular Meeting of the Placentia Library District Board of Trustees was called to order on July 19, 1993, at 7:37 P.M. by President Peggy Dinsmore.

ROLL CALL **Members Present:** President Peggy Dinsmore; Trustees Al Shkoler and Fred West; and Library Director Elizabeth Minter.

Members Absent: Secretary Sandra Stark; and Trustee Ray Evans.

Others Present: Assistant Library Director Sal Addotta, Administrative Assistant Charlene Dumitru; and Placentia Resident Frank Callaghan.

ADOPTION OF AGENDA Library Director Minter requested that the Agenda be modified for the addition of Agenda Item 32a, Travel Authorizations as the information regarding the Meeting of the Independent Special Districts of Orange County was received after the preparation of the Agenda.

It was moved by Trustee West, seconded by Trustee Shkoler to adopt the Agenda as modified.

AYES: Dinsmore, Stark, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

MINUTES It was moved by Trustee Shkoler, seconded by Trustee West to approve the Minutes of the Regular Meeting of June 21, 1993 as presented.

AYES: Dinsmore, Stark, West
NOES: None
ABSTAIN: None
ABSENT: Stark, Evans

ORAL
COMMUNICATIONS

Placentia Resident Frank Callaghan addressed the Board regarding his concerns about the effect of budget cuts on Library services. He presented an option for fund raising that may be possible through an agreement with The Placentia Auto Spa.

BOARD
PRESIDENT'S
REPORT

President Dinsmore waived the President's report in the interest of time.

LITERACY
VOLUNTEERS OF
AMERICA REPORT

President Dinsmore reported that the picnic sponsored by LVA Placentia at Tri-City Park on July 18, 1993 was successful. Attendance by the community was good and Mayor Maria Moreno also was present at the picnic.

FOUNDATION
REPORT

Library Director Minter reported that she had discussed the Foundation with Dixie Shaw. Ms. Shaw will not be able to be a member of the Foundation at this time due to other commitments. The Library Director recommended soliciting the support of an attorney to help with the establishment of the Foundation. Attorney David Hiskey was discussed as a possibility.

FINANCIAL
CLAIMS

It was moved by Trustee Shkoler, seconded by Trustee West to approve Agenda Items 8 through 10: Nonstandard Claims in the amount of \$62,437.00; Claims forwarded by the Library Director in the amount of \$5,819.61; and Current Claims and Payroll in the amount of \$83,151.63 as presented.

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

GENERAL
CONSENT
CALENDAR

It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 15 through 23: Report from Trustees Shkoler and West on their meeting with Dennis Moss of Blanning and Baker of July 7, 1993; Statement from Trustee Stark regarding her concerns about the retirement incentive program approved by the Board at its June 21, 1993 Regular Meeting; Circulation Report for June, 1993; Volunteer Report for June, 1993; Review of Shared Maintenance Costs with the City of Placentia under the Joint Powers Authority; Building Maintenance Report for June, 1993; Personnel Report for June, 1993; Travel Authorizations; and Electronic Notification System for Reserves and Overdues Report.

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

INTERIOR
MAINTENANCE
SERVICES
CONTRACT FOR
1993-94

It was moved by Trustee West, seconded by Trustee Shkoler to award the contract in the amount of \$950.00 a month for 5 days a week service to Hector Vargas Cleaning Service, 318 Capistrano Street, Placentia, providing they submit proof of bond and certificate of insurance, and to authorize signature of the Contract by the Library Director.

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

COMPUTER
EQUIPMENT
MAINTENANCE
CONTRACT FOR
1993-94

It was moved by Trustee Shkoler, seconded by Trustee West to award the contract in the amount of \$3,065.65 to Automated Office Products, 573 Mercury Lane, Suite A, Brea and to authorize signature of the contract by the Library Director.

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

The Board recessed for a break at 8:22 P.M.
and reconvened at 8:35 P.M.

**FY1993-1994
BUDGET**

It was moved by Trustee West, seconded by
Trustee Shkoler to read Resolution 93-4 by
title only.

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

It was moved by Trustee West, seconded by
Trustee Shkoler to adopt Resolution 93-4:
A Resolution of the Board of Trustees of the
Placentia Library District of Orange County
to establish the appropriations limitation
for the Fiscal Year 1993-1994. The motion
was approved by roll call vote:

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

It was moved by Trustee Shkoler, seconded by
Trustee West to ratify actions taken at the
Special Meeting of June 10, 1993, reducing
staff positions; and to adopt the Placentia
Library District Organization Chart for
Fiscal Year 1993-1994.

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

It was moved by Trustee West, seconded by Trustee Shkoler to read Resolution 93-5 by title only.

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

It was moved by Trustee West, seconded by Trustee Shkoler to adopt Resolution 93-5: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Adopting the Amendments to the Memorandum of Understanding between the Placentia Library District of Orange County and the Placentia Library District Employees Association, a Chapter of the Orange County Employees Association. The motion was approved by roll call vote:

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

**PURCHASE OF
VENDING SYSTEM
FOR PRINTERS
ATTACHED TO
DATABASES ON
REFERENCE
COMPUTERS**

It was moved by Trustee West, seconded by Trustee Shkoler to approve purchase of vending equipment for one high speed laser printer serving three computers, a vending card dispenser and base, 500 vending cards, and a high speed laser printer with switch control box and cables at a cost not to exceed \$8,350 to be paid from Fund 5021 with the proceeds from the vending system to be used to replace the funds in Fund 5021 until it is repaid in full.

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

PLACENTIA
LIBRARY
DISTRICT'S
75TH
ANNIVERSARY
CELEBRATION

The Board directed that the donation candles be priced at \$75.00, \$250.00, and \$500.00 without specifying the quantity of candles to be sold at each level.

It was moved by Trustee Shkoler, seconded by Trustee West to adopt the program committee proposal for the 75th Anniversary Celebration as modified.

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

RETIREMENT
EVENT FOR SAL
ADDOTTA

It was moved by Trustee Shkoler, seconded by Trustee West that the retirement party for Assistant Library Director Sal Addotta would be held on August 12, 1993 at 6:30 P.M. at Il Ghiotto Restaurant, Fullerton.

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

It was moved by Trustee Shkoler, seconded by Trustee West that a budget of \$75.00 be set for the purchase of a gift for Sal Addotta from the Library Board of Trustees.

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

DENTAL RENEWAL
FOR 1993-1994

It was moved by Trustee Shkoler, seconded by President Dinsmore to select Principal, Option 1 as the dental insurance plan for FY1993-1994.

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

DATE FOR
AUGUST BOARD
MEETING

It was moved by President Dinsmore, seconded by Trustee West to select Tuesday, August 17, 1993 as the date for the August Regular Meeting of the Board of Trustees.

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

APPOINTMENT OF
DISTRICT'S
REPRESENTATIVE
TO THE SPECIAL
DISTRICTS
WORKER'S
COMPENSATION
AUTHORITY
BOARD OF
DIRECTORS

It was moved by Trustee West, seconded by Trustee Shkoler to appoint Sal Addotta as the District's representative to the Special Districts Workers Compensation Authority Board of Directors as an unpaid consultant of the District effective July 23, 1993, on condition that he file with the District Office a written report of each meeting attended and a copy of the minutes and all other documents distributed for each meeting.

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

TRAVEL
AUTHORIZATIONS

It was moved by Trustee West, seconded by Trustee Shkoler to approve travel authorizations for Library Director Minter and Trustee Shkoler to attend the Independent Special Districts Meeting and Dinner on July 29, 1993 at a cost of \$25.00 per person.

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

STAFF REPORTS It was moved by Trustee West, seconded by Trustee Shkoler to receive and file Agenda Items 33 through 38: Program Report for June 1993; Placentia Library Literacy Services Report; Children's Services Report; Publicity Materials produced for the month of June, 1993; Americans With Disabilities Act Compliance Report; Family Literacy Project Report.

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

ADJOURNMENT The Regular Meeting of the Placentia Library District Board of Trustees was adjourned at 9:34 P.M.

Margaret V. Dinsmore, President

**FY1993-94
BUDGET**

It was moved by Trustee West, seconded by Trustee Shkoler to authorize the issuance of layoff notices to reduce the staff as follows:

Library Assistant	2.03 FTE
Library Clerk II	.63 FTE
Library Clerk I	1.80 FTE
Library Aide	.60 FTE
Page	1.00 FTE

and to set for public hearing on Monday, August 9, 1993, at 7:45 P.M. the issue of Library days of operation and hours of public service and hours of telephone service; and to change the date of the Regular Meeting of the Board of Trustees from August 17, 1993 to August 9, 1993.

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

ADJOURNMENT

The Special Meeting of the Board of Trustees was adjourned at 4:22 P.M.

Sandra M. Stark, Secretary

PLACENTIA LIBRARY DISTRICT
Current Claims and Payroll Dated August 9, 1993.
August 09, 1993

<u>TYPE</u>	<u>REPORT NUMBER</u>	<u>AMOUNT</u>
Immediately	1	\$6,051.87
	2	<u>\$429.92</u>
Subtotal for Immediately		\$6,481.79
Regular	1	\$16,524.70
	2	\$2,491.96
	3	\$689.14
	4	\$2,874.90
	5	<u>\$899.76</u>
Subtotal for Payments		\$29,962.25
Payroll	3052	\$16,200.00
	3053	<u>\$16,200.00</u>
Subtotal for Payroll		\$32,400.00
	Total	<u>\$62,362.25</u>

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE Aug 09, 1993
REPORT NO 3045

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 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	SC
							Number	
CARE AMERICA 20500 Nordhoff St. Chatsworth, CA 91311-6104	Jul 22, 1993 August		0300-	00		3,796.55		
VISION SERVICE PLAN - (CA) ATTN: Scott L. Whitwell P.O. Box 45210 San Francisco, CA 94145-5210	Jun 26, 1993 July		0300-	00		323.45		
	Jul 22, 1993 August		0300-	00		<u>352.26</u> 675.71		
PACIFIC BELL Payment Center Van Nuys, CA 91388	Jul 07, 1993 251-5376					87.72		
	Jul 07, 1993 251-5377		0700-	05		<u>87.72</u> 175.44		
	Jul 17, 1993 528-8236					23.13		
	Jul 17, 1993 528-1906					214.24		
	Jul 19, 1993 996-2865		0700-	00		<u>34.07</u> <u>271.44</u> 446.88		
			Total					
S & M OFFICE CLEANING 3422 W. MacArthur Blvd., Ste. D Santa Ana, CA 92704	Jul 30, 1993 7222		1400-	00		1,091.52		
CASCADE DRINKING WATER 1080 So. Cypress Unit D La Habra, CA 90631	Jul 20, 1993 August		1800-	00		24.95		
STAPLES INC. Dept. 91-2504992996 P.O. Box 182378 Columbus, OH 43218-2378	Jul 14, 1993 014167		1800-	00		6.56		
KINKO'S NATIONAL A/R P.O. Box 8033 Ventura, CA 93002-8033	Jul 14, 1993 400262222		1800-	00		9.70		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 6,051.87) 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 Aug 09, 1993
REPORT NO 3046

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 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
SOUTHERN CALIFORNIA GAS CO P.O. Box C Monterey Park, CA 91756	Jul 20, 1993 Jun 15, 1993- Jul 15, 1993		2800-	00		282.46		
SOUTHERN CALIFORNIA WATER P.O. Box 9016 San Dimas, CA 91773-9016	Jul 28, 1993 Jun 22, 1993- Jul 22, 1993		2800-	00		147.46		

PLEASE PAY IMMEDIATELY!

The claims listed above (totaling \$ 429.92) 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

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 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	SC
							Number	
WAXIE SANITARY SUPPLY P.O. Box 81006 San Diego, CA 92138-1006	Jul 15, 1993 14829758		1000-	00		877.52		
AUTOMATED OFFICE PRODUCTS 573 Mercury Ln., Ste. A Brea, CA 92621	Jul 26, 1993 1724		1300-	00		3,227.00		
BEAR STATE 13321 Alondra Blvd., #N Santa Fe Springs, CA 90670	Aug 03, 1993 34049		1400-	00		117.42		
CITY OF PLACENTIA 401 E. Chapman Ave. Placentia, CA 92670	Jul 28, 1993 23037		1400-	00		2,008.19		
	Jul 28, 1993 23036		2800-	00		5,952.07		
	Jul 28, 1993 23036		1800-	00		1,985.00		
	Jul 28, 1993 23030		1800-	08		1,985.00		
	Jul 28, 1993 23030		1800-	08		11.66		
			1800-08 subtotal			1,996.66		
			Total			11,941.92		
THE LIBRARY STORE INC. P.O. Box 964 Tremont, IL 61568	Jul 22, 1993 184326		1800-	00		167.40		
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	Jul 23, 1993 376091		1800-	00		138.68		
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	Jul 21, 1993 36540		1800-	00		14.70		
	Jul 21, 1993 36539		1800-	08		7.35		
			Total			22.05		
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	Jul 30, 1993 July		1900-	00		32.71		

The claims listed above (totaling \$ 16,524.70) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____

COUNTERSIGNED BY _____

ATTESTED AND/OR COUNTERSIGNED BY _____

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

REPORT NO 3048

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 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
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	Jun 11, 1993 0493002					78.68		
	Jun 25, 1993 561002					135.00		
	Jun 18, 1993 538001					364.58		
	Jul 16, 1993 715001					49.05		
	Jul 16, 1993 709001		2400-	01		<u>134.82</u> 762.13		
	Jul 01, 1993 5897174		2400-	01		619.56		
STANDARD & POOR'S CORP. P.O. Box 75045 Chicago, IL 60675-5045	Jun 16, 1993 J284160					100.82		
	Jun 17, 1993 J288061					167.70		
	Jul 12, 1993 J351756					104.06		
	Jul 28, 1993 J402702		2400-	01		<u>25.86</u> 398.44		
	Jun 29, 1993 112057		2400-	01		318.28		
	Jun 29, 1993 F29 8610					214.24		
GROLIER EDUCATIONAL CORP. P.O. Box 1716 Danbury, CT 06816	Jul 06, 1993 G06 7649					35.77		
	Jul 13, 1993 G13 8574					57.38		
	Jul 20, 1993 G20 7424		2400-	01		<u>86.16</u> 393.55		

The claims listed above (totaling \$ 2,491.96) 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 Aug 09, 1993
REPORT NO 3049

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 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
INGRAM P.O. Box 845361 Dallas, TX 75284-5361	Jul 08, 1993 25858450					15.03		
	Jul 08, 1993 25858449					28.58		
	Jul 09, 1993 25873164					30.18		
	Jul 09, 1993 25873165					15.08		
	Jul 09, 1993 25873162					33.34		
	Jul 09, 1993 25873163					2.62		
	Jul 14, 1993 25901006					9.32		
	Jul 19, 1993 25934909					2.32		
	Jul 19, 1993 25934908					12.24		
	Jul 19, 1993 25934910					12.23		
	Jul 19, 1993 25934911					54.99		
	Jul 19, 1993 25934912					27.95		
	Jul 22, 1993 25966890					33.77		
	Jul 23, 1993 25976436					14.45		
	Jul 23, 1993 25976435					14.45		
	Jul 27, 1993 25999411					25.77		
	Jul 28, 1993 26011423					65.72		
	Jul 28, 1993 26011424					18.02		
	Jul 30, 1993 26028711			2400-	01	<u>273.08</u> 689.14		

The claims listed above (totaling \$ 689.14) 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 Aug 09, 1993
REPORT NO 3050

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 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	SC
							Number	
NEWSBANK 58 Pine St. New Canaan, CT 06840	Jul 14, 1993 78545		2400-	04		1,700.00		
RECORDED BOOKS 270 Skipjack Rd. Prince Frederick, MD 20678	Jul 07, 1993 88250					1,074.60		
	Jul 14, 1993 111448		2400-	05		<u>83.30</u> 1,157.90		
CHARLENE DUMITRU c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Jul 30, 1993 travel reimb.		2700-	00		17.00		

The claims listed above (totaling \$ 2,874.90) 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

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 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
ELIZABETH D. MINTER c/o Placentia Library District 411 E. Chapman Ave. Placentia, CA 92670	Aug 09, 1993 petty cash		1800-	00		338.78		
			1800-	08		76.29		
			1803	00		276.69		
			1803	08		58.00		
			1900-	00		100.00		
			2700-	00		50.00		
			TOTAL					899.76

The claims listed above (totaling \$ 899.76) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY

COUNTERSIGNED BY

ATTESTED AND/OR COUNTERSIGNED BY

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
 HIS CHECK FROM FUND 5071 AGENCY 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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Aug 09, 1993 Pay #31 Sep 03, 1993- Sep 16, 1993		0100-	00		15,000.00		
	FICA		0200-	00		1,200.00		
				TOTAL			16,200.00	
PLEASE WIRE ON THURSDAY, SEPTEMBER 16, 1993!								

The claims listed above (totaling \$ 16,200.00) 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 Aug 09, 1993
REPORT NO 3053

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

THE COUNTY AUDITOR IS AUTHORIZED TO DRAW
HIS CHECK FROM FUND 5071 AGENCY 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
BANK OF AMERICA Placentia Branch 760 for the Placentia Library Account # 07605-80156 Route # 121000358	Aug 09, 1993 Pay #32 Sep 17, 1993- Sep 30, 1993		0100-	00		15,000.00		
	FICA		0200-	00		<u>1,200.00</u>		
				TOTAL			16,200.00	
PLEASE WIRE ON THURSDAY, SEPTEMBER 30, 1993!								

The claims listed above (totaling \$ 16,200.00) 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 _____

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director
 DATE: August 9, 1993
 SUBJECT: JULY, 1993, VENDING MACHINE REPORT

SUMMARY OF ACCOUNTS JULY 1-31, 1993

Beginning Balance 06/01/93			(\$1,178.53)
	<u>Income</u>	<u>Expend.</u>	
Total Deposits	\$ 776.11		
Total Materials & Supplies		\$ 0.00	
Total Repairs		0.00	
Vend Machine Loan Payback	<u> </u>	<u>0.00</u>	
	\$ 776.11	\$ 0.00	
Ending Balance 07/31/93			<u>(\$402.42)</u>

Prepared by: Charlene Dumitru



CITY OF PLACENTIA INVOICES

PERIOD COVERED FY1990-1991	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1990	Aug 14, 1990	5,436.25	914.76	917.82				7,268.83
Aug 1990	Oct 11, 1990	5,294.42	914.76	866.82				7,076.00
Sep 1990	Nov 8, 1990	5,663.72	914.76	917.82				7,496.30
Oct 1990	Dec 20, 1990	4,268.56	914.76	1,429.96				6,613.28
	Jan 15, 1991						106.43	106.43
Nov 1990	Feb 1, 1991	4,034.99	914.76	528.47				5,478.22
Dec 1990	Mar 20, 1991	3,740.98	914.76	770.81				5,426.55
Jan 1991	Mar 20, 1991	4,098.71	914.76	935.93				5,949.40
Feb 1991	Apr 5, 1991	4,432.62	914.76	1,060.01				6,407.39
	Apr 8, 1991				76.00			76.00
Mar 1991	May 10, 1991	3,995.65	914.76	834.30				5,744.71
Apr 1, 1991-92	May 10, 1991					1,694.10		1,694.10
Apr 1991	Jun 17, 1991	6,608.64	914.76	809.08				8,332.48
May 1991	Jun 17, 1991	11.59	914.76	1,187.01				2,113.36
	Jun 17, 1991						1,099.66	1,099.66
Jun 1991	Aug 2, 1991	5,515.40	914.76	1,148.91				7,579.07
TOTAL		53,101.53	10,977.12	11,406.94	76.00	1,694.10	1,206.09	78,461.78
AVG		4,425.13	914.76	950.58	6.33	141.18	100.51	6,538.48

PERIOD COVERED FY1991-1992	DATE INVOICE	S. CA EDISON	TURF	GROUNDS	MAINT/ REPAIRS	CIV CTR FIRE INS	CIV CTR BONDS	TOTAL
Jul 1991	Oct 21, 1991	5,436.27	914.76	1,614.54				7,965.57
Aug 1991	Nov 25, 1991	6,086.00	914.76	2,317.99				9,318.75
Sep 1991	Dec 6, 1991	5,737.54	971.48	1,371.04				8,080.06
Oct 1991	Jan 16 1992	4,668.80	971.48	1,089.79				6,730.07
Nov 1991	Feb 7, 1992	4,396.07	971.48	1,076.31				6,443.86
Dec 1991	Feb 26, 1992	3,857.87	971.48	2,055.94				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				6,773.16
Mar 1992	Apr 22, 1992	4,068.44	971.48	687.48				5,727.40
Apr 1992	May 22, 1992	4,817.50	2,163.29	586.63				7,567.42
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	698.15	381.50			8,229.21
TOTAL		58,285.45	12,736.13	14,806.68	761.37	0.00	0.00	86,589.63
AVG		4,857.12	1,061.34	1,233.89	63.45	0.00	0.00	7,215.80

PERIOD COVERED FY1992-1993	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				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				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	288.92			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			3,614.72	9,606.45
May 1993	Jun 21, 1993	4,707.57	971.48	1,072.18				6,751.23
Jun 1993	Jul 29, 1993	5,952.07	971.48	1,036.71				7,960.26
TOTAL		56,413.72	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

FY1990-1991	TOTAL DOLLARS SPENT				TOTAL 50% LIBRARY
	LABOR	EQUIPMENT	MATERIAL		
Jul 1990	1,396.82	428.00	10.81	1,835.63	917.82
Aug 1990	1,396.82	326.00	10.81	1,733.63	866.82
Sep 1990	1,396.82	428.00	10.81	1,835.63	917.82
Oct 1990	2,295.08	556.00	8.84	2,859.92	1,429.96
Nov 1990	756.09	292.00	8.84	1,056.93	528.47
Dec 1990	1,189.78	292.00	59.84	1,541.62	770.81
Jan 1991	1,443.60	394.00	34.26	1,871.86	935.93
Feb 1991	1,409.03	664.00	46.98	2,120.01	1,060.01
Mar 1991	1,291.34	343.00	34.26	1,668.60	834.30
Apr 1991	1,245.00	343.00	30.16	1,618.16	809.08
May 1991	1,920.00	394.00	60.02	2,374.02	1,187.01
Jun 1991	1,522.40	741.00	34.42	2,297.82	1,148.91
TOTAL	17,262.78	5,201.00	350.05	22,813.83	11,406.92
AVG	1,438.57	433.42	29.17	1,901.15	950.58

FY1991-1992	TOTAL DOLLARS SPENT				TOTAL 50% LIBRARY
	LABOR	EQUIPMENT	MATERIAL		
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	TOTAL DOLLARS SPENT				TOTAL 50% LIBRARY
	LABOR	EQUIPMENT	MATERIAL		
Jul 1992	1,180.60	275.00	19.41	1,475.01	737.51
Aug 1992	1,415.02	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	386.30	20,279.19	10,139.60
AVG	1,298.57	359.17	32.19	1,689.93	844.97

743-27

FY1990-1991	SUPERVISOR	DOLLARS BY TYPE OF WORKER				TOTAL
		CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Aug 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Sep 1990	210.00	251.28	40.82	0.00	894.72	1,396.82
Oct 1990	276.10	695.10	44.36	87.92	1,191.60	2,295.08
Nov 1990	82.83	231.70	44.36	0.00	397.20	756.09
Dec 1990	165.66	185.36	44.36	0.00	794.40	1,189.78
Jan 1991	220.88	463.40	44.36	0.00	714.96	1,443.60
Feb 1991	165.66	231.17	44.36	173.44	794.40	1,409.03
Mar 1991	220.88	231.70	44.36	0.00	794.40	1,291.34
Apr 1991	220.88	185.36	44.36	0.00	794.40	1,245.00
May 1991	220.88	463.40	44.36	0.00	1,191.40	1,920.04
Jun 1991	276.10	231.70	44.36	175.84	794.40	1,522.40
TOTAL	2,479.87	3,672.73	521.70	437.20	10,151.32	17,262.82
AVG	206.66	306.06	43.48	36.43	845.94	1,438.57

FY1991-1992	SUPERVISOR	DOLLARS BY TYPE OF WORKER				TOTAL
		CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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	250.64	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	159.00	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

FY1992-1993	SUPERVISOR	DOLLARS BY TYPE OF WORKER				TOTAL
		CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
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	1,058.78
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		1,056.96	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

FY1990-1991	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	TRIMMER	MAINT WORK	
Jul 1990	8.00	12.00	2.00	0.00	48.00	70.00
Aug 1990	8.00	12.00	2.00	0.00	48.00	70.00
Sep 1990	8.00	12.00	2.00	0.00	48.00	70.00
Oct 1990	10.00	30.00	2.00	4.00	60.00	106.00
Nov 1990	3.00	10.00	2.00	0.00	20.00	35.00
Dec 1990	6.00	8.00	2.00	0.00	40.00	56.00
Jan 1991	8.00	20.00	2.00	0.00	36.00	66.00
Feb 1991	6.00	10.00	2.00	8.00	40.00	66.00
Mar 1991	8.00	10.00	2.00	0.00	40.00	60.00
Apr 1991	8.00	8.00	2.00	0.00	40.00	58.00
May 1991	8.00	20.00	2.00	0.00	60.00	90.00
Jun 1991	10.00	10.00	2.00	8.00	40.00	70.00
TOTAL	91.00	162.00	24.00	20.00	520.00	817.00
AVG	7.58	13.50	2.00	1.67	43.33	68.08

FY1991-1992	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT TRIMMER	MAINT WORK	
Jul 1991	12.00	15.00	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	56.00	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

FY1992-1993	TIME BY TYPE OF WORKER					TOTAL
	SUPERVISOR	CREWLEAD	SWEEPER	BLDG MAINT 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

TO: Library Board of Trustees
FROM: Elizabeth Minter, Library Director
DATE: August 9, 1993
SUBJECT: Personnel Report for July, 1993.

RESIGNATIONS:

None

APPOINTMENTS:

None

TERMINATIONS DUE TO LAYOFF:

None

RETIREMENTS:

None

OPEN POSITIONS:

None

Prepared by: Charlene Dumitru

TO: Library Board of Trustees

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

DATE: August 9, 1993

SUBJECT: **Travel Authorizations**

BACKGROUND:

As a result of the realignment of duty assignments several staff members need specialized computer software training as follows:

Library Assistant Cheryl Willauer will be assuming the duties of public information coordinator for all Library activities including literacy. She needs training in both Wordperfect and Ventura, both to be funded through the Literacy Grant from the State Library, General Fund sub account 008.

Librarian II Cindy McClain has assumed the duties of Literacy Coordinator. She needs training in Wordperfect to be funded through the Literacy Grant from the State Library, General Fund sub account 008.

Library Assistant Peggy Burkich will be assuming the responsibilities of analyzing the circulation statistics and preparing the circulation and acquisitions reports. She needs training in LOTUS 123 to be funded through the General Fund.

RECOMMENDATION

Approve training expenses for staff :

Library Assistant Cheryl Willauer: Wordperfect, CSUF Computer Learning Center, \$120; and Ventura, Rancho Santiago College, \$168.00, both paid from the State Literacy Grant.

Librarian II Cindy McClain Wordperfect, CSUF Class, \$160.00 to be paid from the State Literacy Grant.

Library Assistant Peggy Burkich, LOTUS 123, CSUF Class, \$160.00. to be paid from the General Fund.

8) Betty Mead - publicity / fund raising (more fun than toys)

9) Ted Jackson -

* Sat / Sun / Evening - adults.

* aft + Evenj. students

* No child or person in need denied access.

* Children's + references most important to market.

10) Leslie Moresco, LVA Pleasanton, Pleasanton. -
Should we vote to have SBS66 / →

11) Marlene Montross, Pleasanton. (Police Dept)

12) Howard Gaylon → SBS66 ok if he knows where it is going.

13) Heidi Jonckheere - Pleasanton - tutors at risk students

14) Dixie Shaws - Pleasanton - plastic box for donations /
volunteer fair.

14) Meri Moreno - Pleasanton - concerned resident - (not as Mayor)
disappointed that there aren't more people doing literacy program
funding through universities; FFL not cut; Foundation; use 'School
Bulletin'

*** 15) Mary Tanaka - setting up a foundation.

16) Susan Stein - publicist - even non-users need
to be informed.

17) Ted Jackson - letter writing - need for entitlement process
for libraries - money just isn't there.

18) Edie O'Neil / \$6.00 voluntary charge for water bill

19) Carl Westwood - Qualified Foundation for donations -
let the U.S. government pay for it.

20) Dean Cassidy - didn't know how many services would
be affected / donation needed for staffing

21) level of service

Fund: Foundation \$20 million

Placentia Library District



411 East Chapman Avenue • Placentia, California 92670 • (714) 528-1925

August 2, 1993

Dear Library User

Last week Placentia Library District was notified that it will be losing 50.41% of its property tax as a result of the State Budget adopted in June.

The State has permanently transferred these funds to other State activities. This action returns the Library back to its property tax level immediately after the passage of Proposition 13 in 1978.

The amount of this reduction is approximately \$770,000. Since during the past four years the Orange County Supervisors have been diverting \$401,000 of the District's funds to other County activities the actual dollar loss to Placentia Library District for this year's Library Budget will be approximately \$369,000.

Earlier this week the Library Board of Trustees had the sad duty of notifying staff that an additional 6 positions will be eliminated in early September. This makes a total of 14 positions eliminated since January, 1993. Only 13 positions remain.

The Library's budget for books, magazines and research materials has been reduced from \$150,000 to \$35,000. All of the remaining funds are needed for continuing reference subscriptions. Thus the effect is that there are no operating budget dollars for new books.

The Library Board has scheduled a public hearing for Monday, August 9, 1993, at 7:45 P.M. in the Library Meeting Room. The purpose of this hearing is to receive public testimony on which hours of public service should be maintained; which days of the week for public service should be kept; the level of services to be offered when the Library is open to the public; and the possible use of mandatory or voluntary fees for basic services. Please plan to attend or send us a note with your preferences.

A survey is being conducted in the Library this week in order to measure general public opinion on the hours and days for public services. Please take a moment to complete your copy and return it to the Circulation Desk before 5:00 P.M. on Monday, August 9th.

At its June Meeting the Library Board approved a public campaign for contributions to the book and magazine budget. This campaign will be initiated at the end of August and managed by the Friends of the Library. I hope that you will be willing to sponsor several titles for the Library's 1993-1994 book and magazine collections.

The California Assembly is still considering passage of Senate Bill 566 which creates the authority for the establishment of benefit assessment districts for public library services. This bill would give the residents of Placentia Library District the opportunity to elect to add a per household assessment for public library services. This is money that could not be diverted by the State to other activities. SB566 is due for a vote the week of August 15th. Thus far Assemblyman Ross Johnson and the other members of the Orange County Assembly delegation have not been willing to support this Bill. If you support its passage please let Assemblyman Johnson's Office know right away.

We deeply appreciate your support and concern during these troubling times for public library services. Please give me a call at 714-528-7618 if I may answer any questions for you.

Sincerely,

A handwritten signature in cursive script that reads "Peggy Dinsmore".

Peggy Dinsmore, President
Board of Trustees
Placentia Library District

TO: Library Board of Trustees

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

DATE: August 9, 1993

SUBJECT: **FY1993-1994 Budget**

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BACKGROUND:

Based upon the FY1992-1993 property tax revenue projections provided informally by Neal Gruber of the Orange County Auditor's Office based upon his interpretation of the provisions of the State Budget, Placentia Library District has approved a personnel complement of 13.25 full time equivalents.

This represents a reduction of 6.06 full time equivalent positions from the number estimated for the 1993-1994 budget.

- ✓ Included in the 13.25 full time equivalents are several positions that do not work at the public service desks:

Administrative Staff	2.25
Literacy Staff	1.50
Technical Services Staff	.50
Library Aides/Shelvers	<u>2.50</u>
TOTAL	6.75

- ✓ This leaves ⁹⁵~~6.30~~ full time equivalent staff to work at the public service desks when the Library is open. Since these staff are also responsible for operational routines that cannot be completed when they are on public service desks 10% to 15% of each work week needs to be reserved for other activities.

- ✓ Thus the service recommendation for this staffing level is for a 5-day per week single shift schedule so that everyone works the same shift and has the same days off.

There are no easy recommendations, no easy solutions to the determination of which days and hours of service to preserve and which to eliminate.

- ✓ During the past week a survey has been conducted in the Library and during the staff presentation at the Board meeting I will present the results to you. However, my reading of the first 120 responses is that there is no clear advice to be found. Library users feel strongly

*Foundation Board -
Main Floor
Main Tunnels
Julian's study
Dean Cassidy*

FY1993-1994 Budget, August 9, 1993, Page 2.

*Foundation
Book Drive
Legislation Drive
Literary*

about each and every day of the week, both in saving and in closing.

✓ The challenge to the Library Board is to strike a balance the best meeting the needs of the various categories of Library users: students; adults; families; senior citizens; preschoolers; business people; unemployed job hunters; etc..

It is my recommendation that the Library offer full, although certainly reduced in quantity, full reference, children's and circulation services during all the hours that the library is open to the public. The Library closed 2 of its public services desks in 1992-1993: audio visual and check-in. The staff savings from these actions were incorporated into the 1992-1993 budget.


The Library can expand its use of volunteers to assist the staff on duty, especially during peak service hours. However, the public safety and liability issues for the Board make it important to have adequate responsible staff on duty at all times when the Library is open for public service.

Since staff reductions will begin to be implemented September 3, 1993, it is important that the hours of service be established at this meeting so that notice can be given to the public and posters made for all of the classrooms for the beginning of the school year.

RECOMMENDATION:

1. Motion to open a Public Hearing on days of service, hours of service and levels of service. *Schedule: 5:00 - 7:00*
2. Motion to close the Public Hearing.
3. Motion to adopt a specific schedule.

- 1) → Keeping services up; cut legislative salary; time to microwave, prepare letters to sign; not charging fees; priorities for State / Federal spending. Ramon Olaya
- 2) Carl Westberg, Plaintiff → How many hours.
- 3) Dean Cassidy, Plaintiff - SB566 - John Lewis letter
- 4) Howard Gagnon - Plaintiff - daughter and wife; taken money from the City.
- 5) Edie O'Neil, Santa Ana, nothing is for free; astronomy club; hotel taxes; pipes must be paid; encourage people to be positive;
- 6) April Ottaviano: "Mark + Brain Room" / People need to know what to do to keep.
- 7) Susan Adams - Sandra Valverde + colleagues / many plans closed on field - prepare statements. Wilson workshop.

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
DATE: August 9, 1993
SUBJECT: **Conducting a Public Hearing**

The purpose of a public hearing is to receive oral communications on the issues identified for the hearing.

Tonight's hearing has been set to receive testimony on:

1. Which hours of public service should be maintained.
2. Which days of the week for public service should be kept.
3. The level of services to be offered when the Library is open to the public.
4. The possible use of mandatory or voluntary fees for basic services.

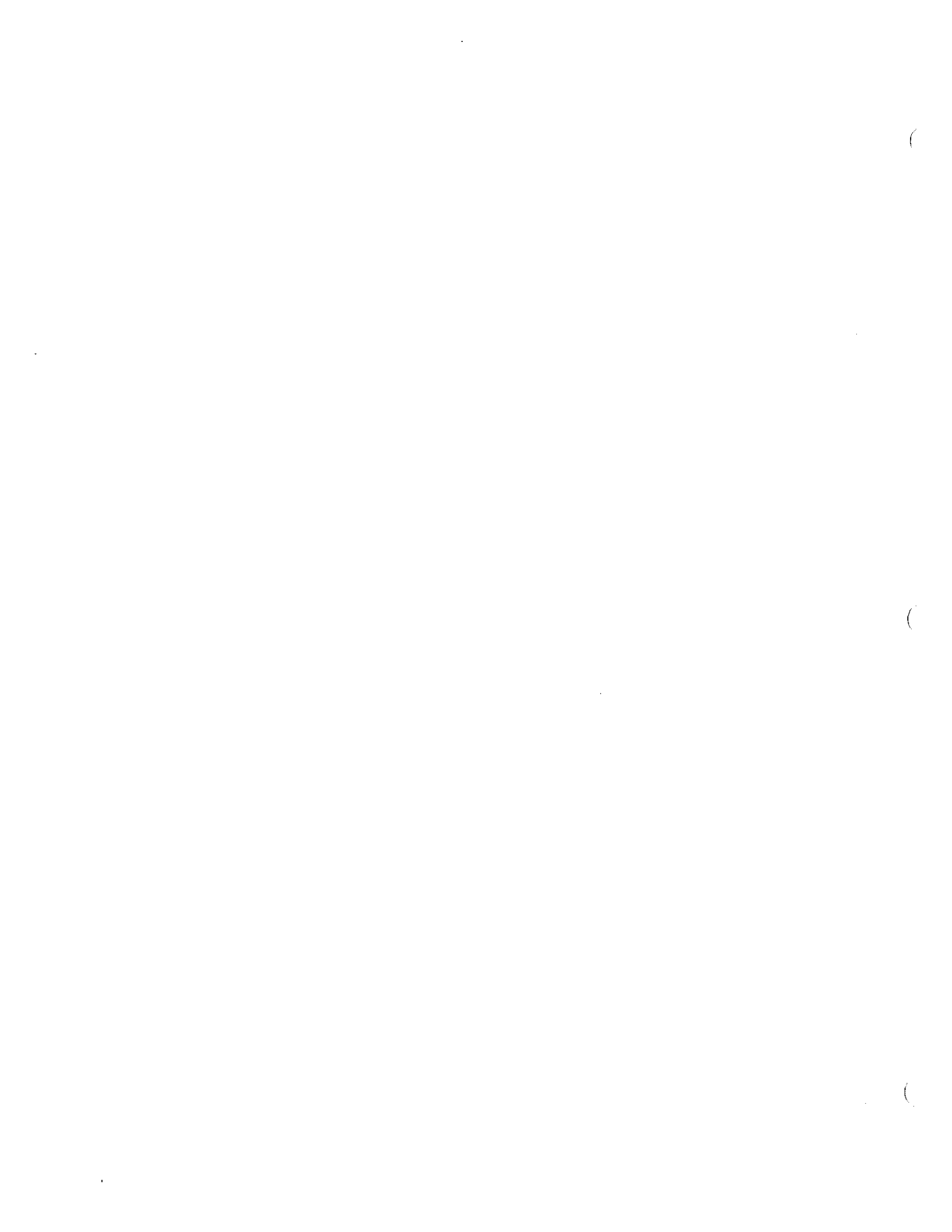
The normal public hearing process is:

1. Have a motion to open a public hearing to receive testimony on specific issues.
2. During the public hearing it is not necessary for the Trustees to enter into dialogue or debate with presenters.

*Staff can be asked to respond to requests for factual information. Otherwise, in the best interest of the most efficient use of time, it is a good idea to hold Trustee comments/responses until the public hearing has been closed and the discussion returned to the Board.
3. After the last person has been heard there should be a motion to close the public hearing.

Once the public hearing has been closed each trustee should present his/her comments and/or responses.

The public should not participate during the Board's time for discussion.



TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: August 9, 1993
 SUBJECT: Survey Results for Placentia Residents

Placentia Only Sample: 198 responses

1. Select up to 3 times during the week that you feel it is most important to have the Library open for public service:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday afternoon	97	49%
Sunday afternoon	87	44%
Saturday morning	71	36%
Monday evening	50	25%
Wednesday evening	37	19%
Thursday evening	37	19%
Friday afternoon	33	17%
<u>Monday afternoon</u>	21	11%
<u>Tuesday afternoon</u>	<u>19</u>	10%
<u>Wednesday afternoon</u>	<u>19</u>	10%
Tuesday evening	18	9%
Thursday afternoon	16	8%
Friday morning	11	6%
Monday morning	9	5%
Wednesday morning	9	5%
Tuesday morning	6	3%
Thursday morning	4	2%

2. Which 3 days of the week are the most important for the Library to be kept open?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday	122	61%
Sunday	94	48%
Monday	92	47%
Wednesday	80	40%
Thursday	71	36%
Friday	59	30%
Tuesday	50	25%

3. Which 2 days of the week are the best days to close the Library?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Sunday	82	41%
Friday	77	39%
Monday	61	31%
Tuesday	56	28%
Thursday	42	21%
Wednesday	27	14%
Saturday	21	11%

4. Borrowing Library materials, attending children's programs and helping library visitors learn how to find and use the items in the collection are services that should be provided without charge to all residents of the District. Please check the box that most closely reflects your opinion:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Everyone should pay	33	17%
Payment should be voluntary	60	30%
No payment	99	50%

Survey Results for Placentia Residents, August 9, 1993, Page 3.

5. What do you think is a reasonable contribution to request? Check all appropriate responses.

<u>Category</u>	<u>Number</u>	<u>Percent</u>
\$1.00 per visit	7	4%
\$.25 per item borrowed	30	15%
\$10 per card per year	75	38%
No charges for basic services	89	45%

6. Resident of

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Placentia	198	73%
Yorba Linda	13	5%
Anaheim	12	4%
Fullerton	26	10%
Brea	4	2%
Other	20	7%

7. Student

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Full time	29	15%
Part time	10	5%

Survey Results for Placentia Residents, August 9, 1993, Page 4.

8. Age

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Under 12 years	6	3%
12 - 20 years	22	11%
21 - 64 years	147	74%
Over 64 years	20	10%

9. Frequency of Library Use

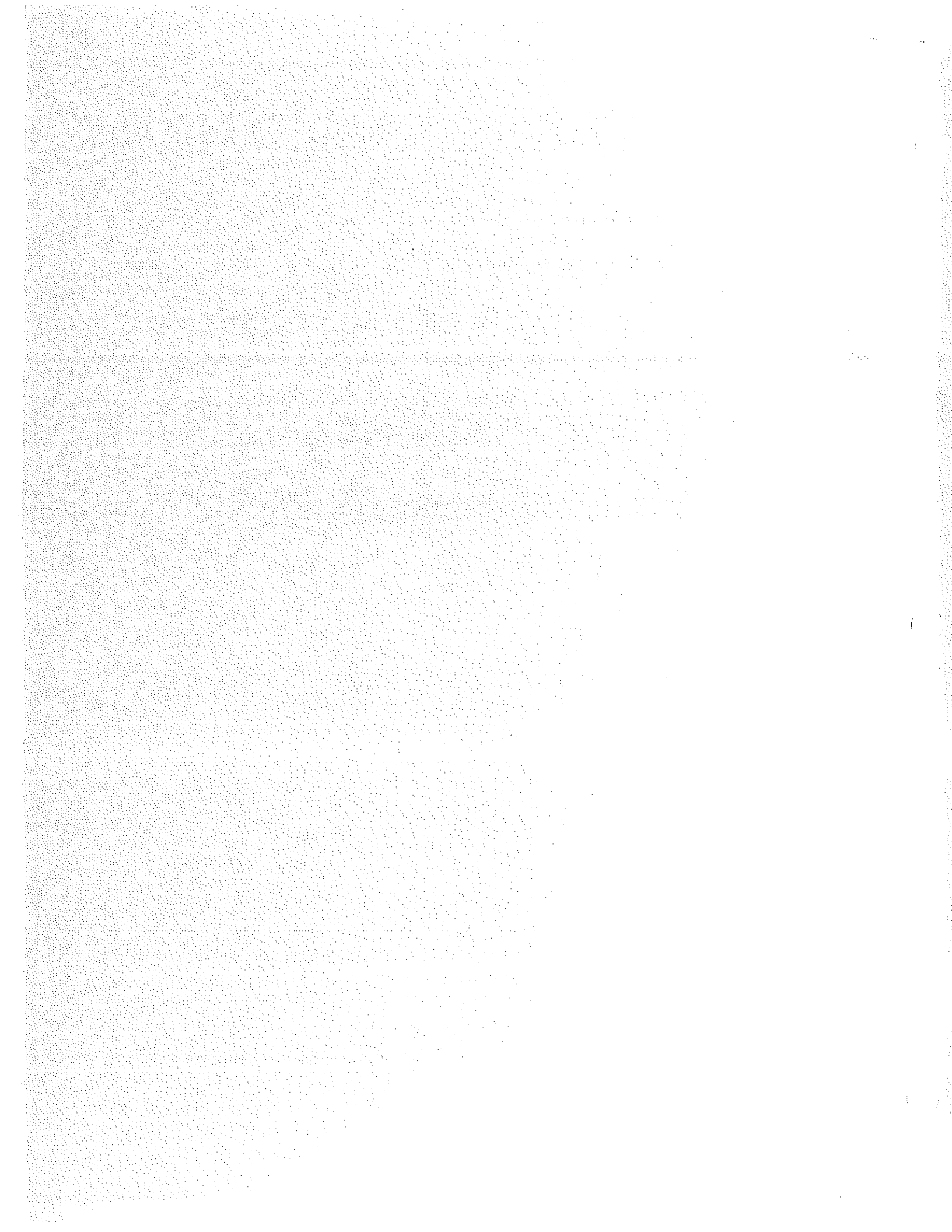
<u>Category</u>	<u>Number</u>	<u>Percent</u>
More than once a week	65	33%
Weekly	74	37%
Monthly	40	20%
Less than monthly	13	7%

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *EDM*
 DATE: August 9, 1993
 SUBJECT: Survey Results for Total Sample

Total Sample: 273 responses

1. Select up to 3 times during the week that you feel it is most important to have the Library open for public service:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday afternoon	137	48%
Sunday afternoon	120	42%
Saturday morning	94	33%
Monday evening	60	21%
Wednesday evening	52	18%
Thursday evening	46	16%
Friday afternoon	44	15%
Monday afternoon	28	10%
Tuesday evening	26	9%
Wednesday afternoon	25	9%
Tuesday afternoon	22	8%
Thursday afternoon	20	7%
Monday morning	15	5%
Wednesday morning	14	5%
Friday morning	11	4%
Tuesday morning	10	4%
Thursday morning	8	3%



2. Which 3 days of the week are the most important for the Library to be kept open?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Saturday	170	59%
Sunday	127	44%
Monday	119	42%
Wednesday	103	36%
Thursday	92	32%
Friday	78	27%
Tuesday	65	23%

3. Which 2 days of the week are the best days to close the Library?

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Sunday	108	38%
Friday	96	34%
Monday	84	29%
Tuesday	75	26%
Thursday	60	21%
Wednesday	34	12%
Saturday	27	9%

4. Borrowing Library materials, attending children's programs and helping library visitors learn how to find and use the items in the collection are services that should be provided without charge to all residents of the District. Please check the box that most closely reflects your opinion:

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Everyone should pay	46	16%
Payment should be voluntary	79	28%
No payment	126	44%

5. What do you think is a reasonable contribution to request? Check all appropriate responses.

<u>Category</u>	<u>Number</u>	<u>Percent</u>
\$1.00 per visit	9	3%
\$.25 per item borrowed	40	14%
\$10 per card per year	100	35%
No charges for basic services	116	41%

7. Student

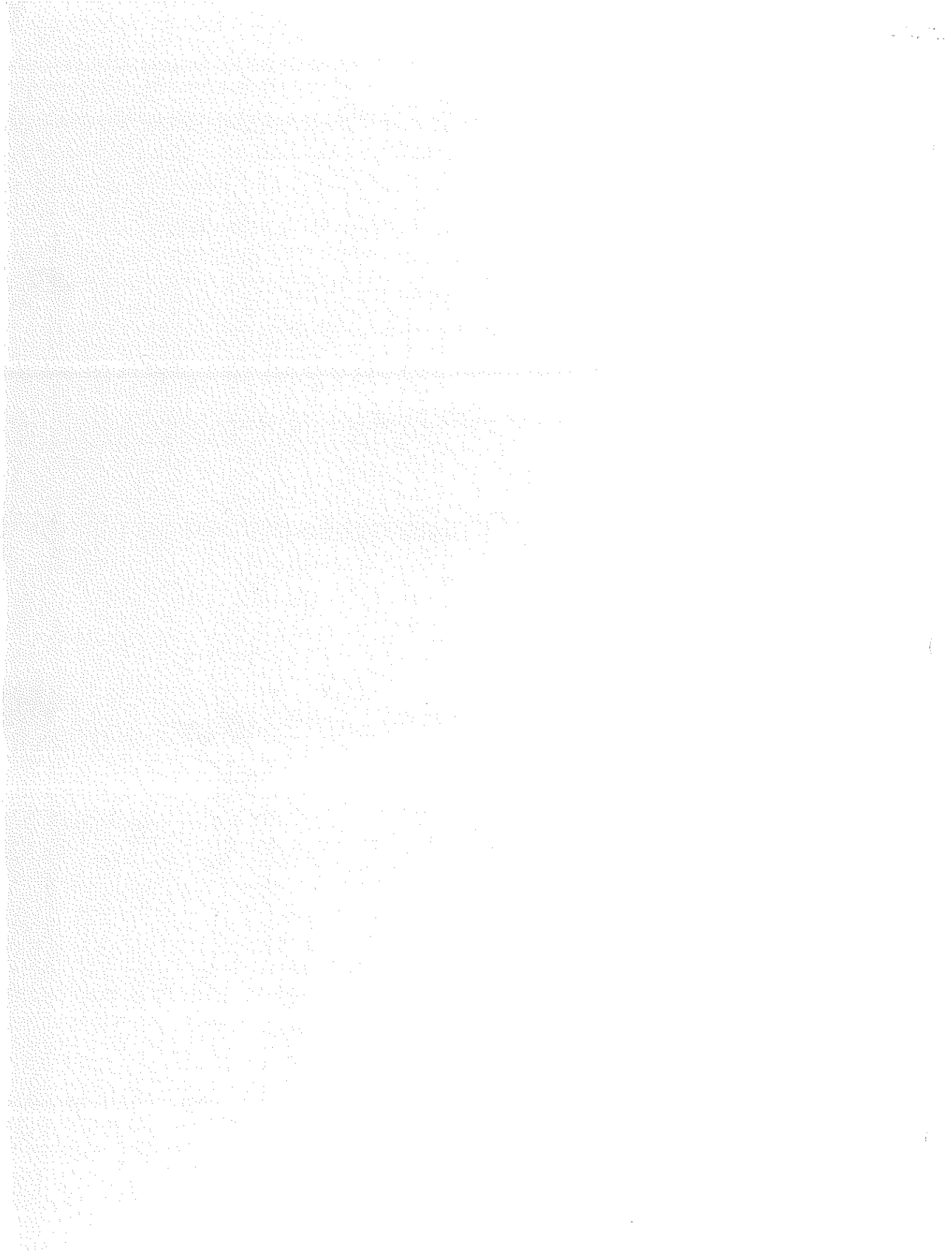
<u>Category</u>	<u>Number</u>	<u>Percent</u>
Full time	37	13%
Part time	17	6%

8. Age

<u>Category</u>	<u>Number</u>	<u>Percent</u>
Under 12 years	6	2%
12 - 20 years	26	9%
21 - 64 years	195	68%
Over 64 years	28	10%

9. Frequency of Library Use

<u>Category</u>	<u>Number</u>	<u>Percent</u>
More than once a week	76	27%
Weekly	107	37%
Monthly	53	19%
Less than monthly	17	6%



Staff Recommendations for Days and Hours of Service, August 3, 1993, Page 2.

have no access to any public library services in the immediate area.

2. The Library's statistics show that the Adult Reference Staff answers twice as many questions per hour (20) on Sundays than any other day of the week (10), especially during the school year. This indicates that Sundays have been a convenient time for patrons of all ages to use the Library. The summary of the Reference Questions Answered by the Adult Services Department by Day of the Week is Attachment C.
3. Because the Placentia Library is the only public library open on Sundays in North Orange County, it has become heavily used by patrons from other public library jurisdictions. In 1992-1993 this has generated over \$50,000 in Direct Loan Service payments from the State Library. This income will be reduced if Sunday hours are eliminated.

Arguments Against

1. If the Library is closed on the weekends more staff time could be spent serving school children during the week.

CLOSING ON SATURDAYS

Arguments in Support

1. All public libraries in North Orange County are open on Saturdays. Though it is an inconvenience to our patrons not to be able to come to Placentia Library, they will have access to other public libraries in the immediate area.
2. Library statistics show that staff answers just as many questions per hour on Saturday as they do on the other weekdays, not more. Closing on Friday and Saturday will not inconvenience the school children since these are not school preparation nights. In contrast, closing Sundays and Mondays, will have a greater impact on school preparation.

Arguments Against

1. Saturdays are popular days to many family for Library visits.

Staff Recommendations for Days and Hours of Service, August 3, 1993, Page 3.

CLOSING AT 8:00 P.M. INSTEAD OF 9:00 P.M.

Arguments in Support

1. Usage of the Library drops off drastically between 8:00 and 9:00 P.M.. Most of the traffic between 8:00 and 9:00 P.M. is from older students who have already selected their materials and are only using the tables for study.
2. Being open until 8:00 P.M. instead of 9:00 P.M. on Mondays, Tuesdays and Wednesdays allows for opening at NOON rather than 1:00 P.M. which maintains service for the lunch time users.

STAYING OPEN AT LEAST 1 MORNING A WEEK

Arguments in Support

1. Mornings are the times when the vast majority of school visits are scheduled. If the Library wishes to continue serving the schools the it must stay open at least one weekday morning.
2. A morning preschool program can be scheduled.
3. Many of the business and retired people use the Library during morning hours. They reflect a different population than the afternoon and evening patrons.
4. Patrons often arrive early in the morning to use the classified sections of the newspapers

Arguments Against

1. One morning may not be enough for schools, retirees and business people who are the largest morning users. It might be better to stay open both Wednesday and Thursday mornings. This creates a better balance to serve all members of the community equally.

STAYING OPEN 4 AFTERNOONS PER WEEK

Arguments in Support

1. The highest "in person" reference questions at both reference desks occur between 2:00 P.M.- 6:00 P.M. This is a significant increase over other time periods.

Staff Recommendations for Days and Hours of Service, August 3, 1993, Page 4.

2. It is important that students have access to the materials they need for successful completion of their school work. Most elementary and junior high age students use the Library between 3:00 P.M. and 6:00 P.M.
3. Eliminating telephone reference between 12 NOON and 6:00 P.M. will allow staff to concentrate on serving the patrons in the Library when there is inadequate staff on duty to handle both telephone and in-person transactions.

WHY THE LIBRARY NEEDS 2 REFERENCE, 1 CHILDREN'S, AND 2 CIRCULATION STAFF ON DUTY FOR EACH 4 HOUR PUBLIC SERVICE PERIOD

Public Safety

The Library is frequently filled to capacity with students after school and in the evening. If there is only one person trying to help patrons, there is very little time to maintain order. Discipline and vandalism are constant problems and one person cannot act as reference librarian and room monitor simultaneously.

Adult Reference Desk

Students doing their homework often need help in determining what they need for completing their assignments, in locating the materials needed, and in locating the various types of materials available. They need help with the magazine indexes, the online catalog, and the rest of the equipment. At the same time the general public have comparable needs with the addition of the legal and business resources.

In order to give minimum service during after school hours, evenings and weekends, it is essential to have two staff members on duty at the Adult Reference Desk in order to handle the established volume of traffic and still have time to maintain an appropriate decorum in the area.

One person alone can not do constant reference work for four hours without relief and maintain adequate accuracy and the necessary energy for interaction with the public.

Locating Material at the Children's Reference Desk

Most children and many parents are unable to determine and locate the materials they need without assistance. As they come into the Library looking for materials to complete their school work, they come to the Children's Reference Desk seeking help. In most instances the child will need someone to actually take them to the shelves and locate the books they need. Also, many times they do not even

Staff Recommendations for Days and Hours of Service, August 3, 1993, Page 5.

know how to use an index to look subjects up within a book and must be shown how to use the reference materials. It is very important that the Children's department not be a self-service department. If this were to happen, most children would never get the books they need and would go away frustrated without returning. After school and during school visits it takes two people to answer all the questions. It is very important to have one person helping in the stacks while another person is available at the desk to provide assistance.

Latchkey children have become an added responsibility to Children's Librarians. They require special time and attention.

Children's Programming

Story Hours have long been an integral and very popular part of service to children in the Placentia Library. If we are to continue with at least a morning and an afternoon story time, then someone has to prepare and present them. This takes time away from the children's reference desk and another staff person must be there to help.

Circulation Desk

Long lines are the norm for the check out desk. If there were only one person working that desk during peak service hours, the wait in line would frequently be more than 15 minutes, especially as the circulation clerk needs to stop to complete registrations for new borrowers and resolve payment disputes.

The circulation clerk is checking out books, checking in overdue materials, taking in fine monies, renewing books (for both in person and on the telephone), pulling reserves, entering telephone reserves, selling money cards for printing, supervising the typing room and issuing new Library cards. It is not possible for one person to be able to do this task alone when the Library is busy. Indeed, it is difficult for 2 people to keep up at busy times.

The circulation clerk interacts with people who may not be happy about fines and often deals with disgruntled patrons both in person and on the phone. It is very difficult to deal with these types of situations when there is a long line waiting for service.



First Recommendation - 36 Hours, 5 Days

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	9	9	9	9	9	9
10	10	10	10	10	10	10
11	11	11	11	11	11	11
12	12	12	12	12	12	12
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8

First Recommendation

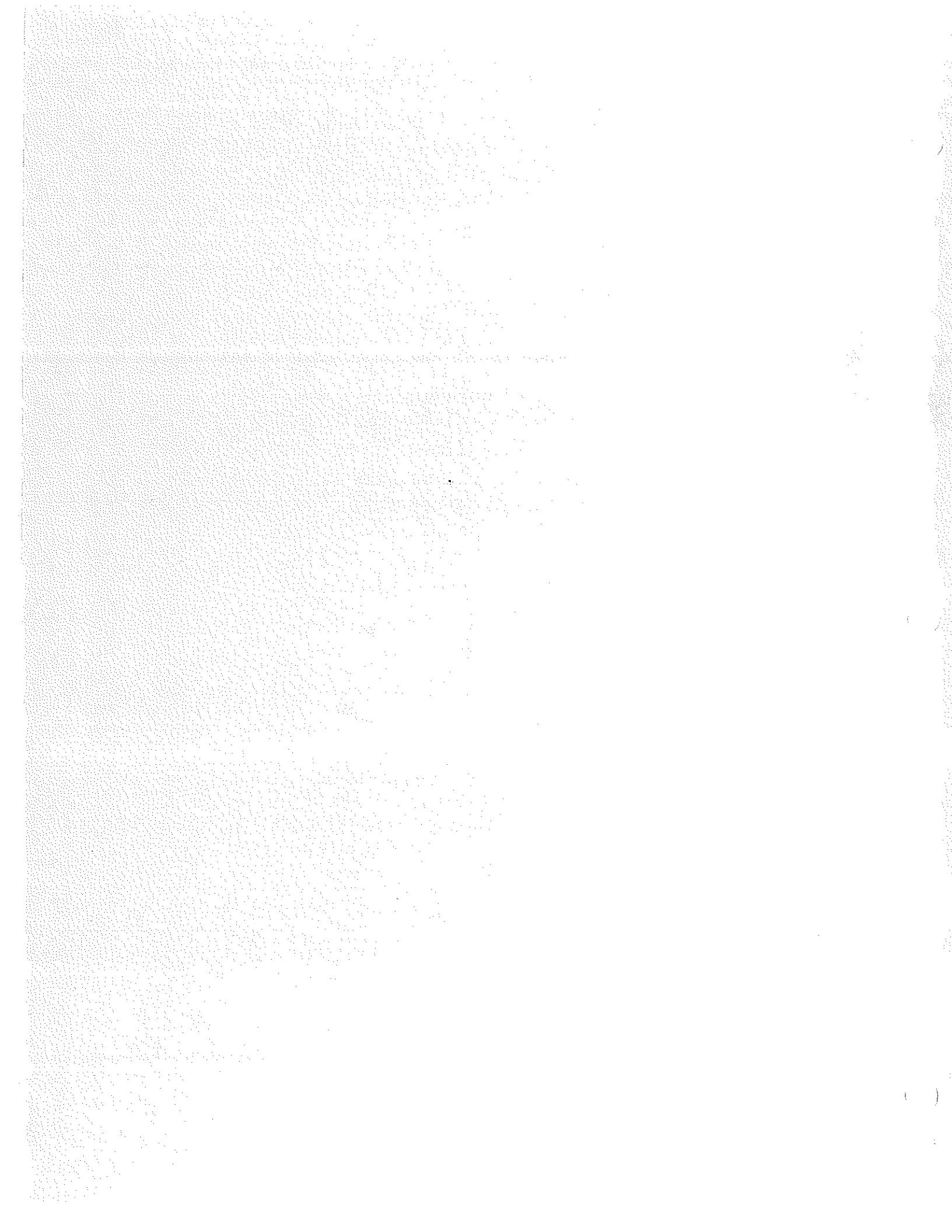
Sunday 1:00 P.M.- 5:00 P.M.
 Monday 12:00 P.M.- 8:00 P.M.
 Tuesday 12:00 P.M.- 8:00 P.M.
 Wednesday 12:00 P.M.- 8:00 P.M.
 Thursday 10:00 A.M.- 6:00 P.M.
 Friday CLOSED
 Saturday CLOSED

Alternative Recommendation - 36 Hours, 5 Days

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	9	9	9	9	9	9
10	10	10	10	10	10	10
11	11	11	11	11	11	11
12	12	12	12	12	12	12
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8

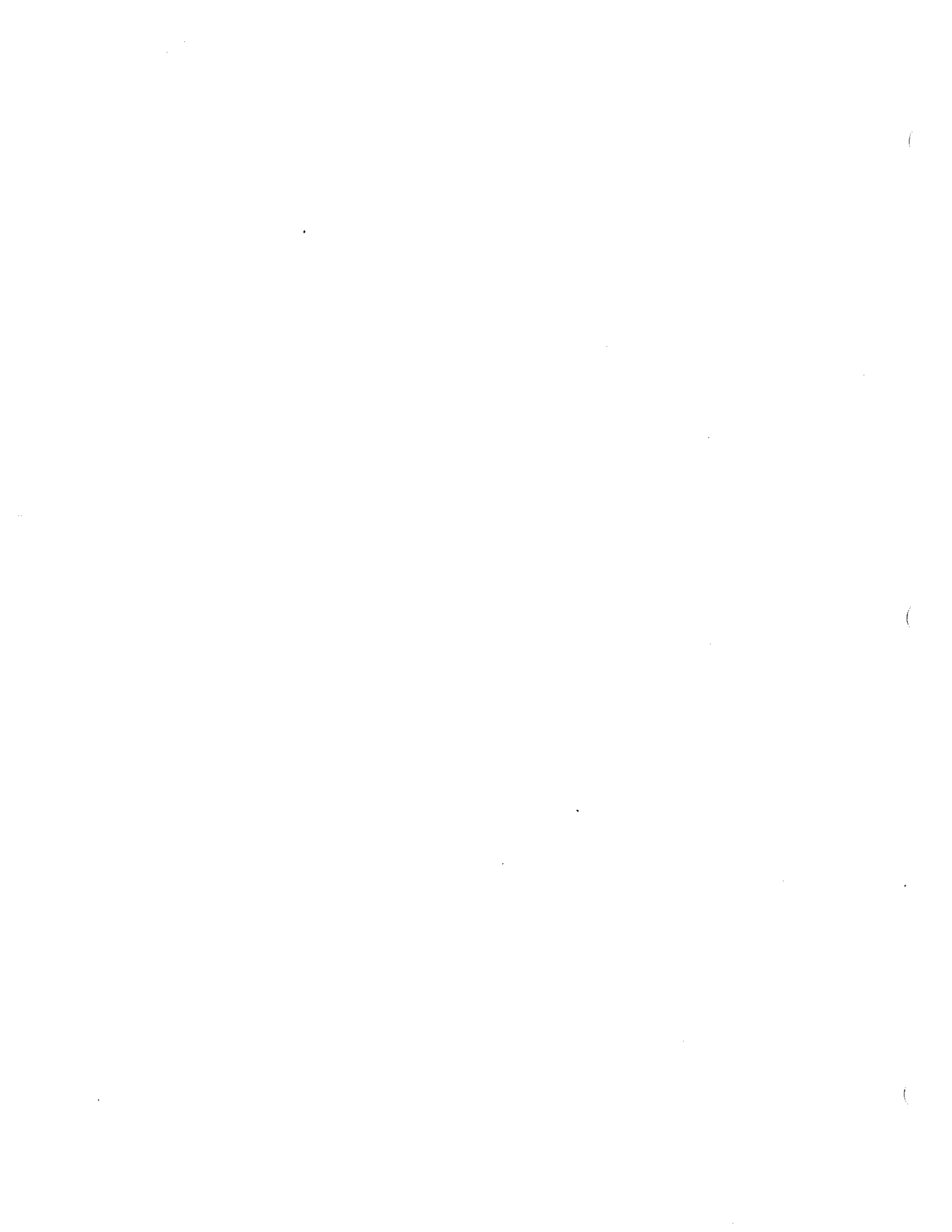
Alternative Recommendation

Sunday 1:00 P.M.- 5:00 P.M.
 Monday 12:00 P.M.- 8:00 P.M.
 Tuesday 12:00 P.M.- 8:00 P.M.
 Wednesday 10:00 A.M.- 6:00 P.M.
 Thursday 10:00 A.M.- 6:00 P.M.
 Friday CLOSED
 Saturday CLOSED



Placentia Library District
 Reference Questions Answered by the Adult Services Department by Day of the Week
 January-June, 1993

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January	9	9	15	5	4	5	12
	43	14	7	7	6	5	8
	19	8	8	10	8	8	5
	9	10	9	5	4	5	12
							10
February		7	8	5	8	6	7
	28	8	7	7	8	5	7
	closed	closed	13	9	10	10	23
	41	9	8	11	10	2	14
	9						
March		9	10	7	15	5	14
	31	10	10	11	12	12	11
	14	5	7	9	4	3	4
	11	7	11	9	6	6	6
	22	12	9	9			
April					10	4	9
	11	7	12	9	8	5	4
	Closed	16	7	6	11	7	5
	48	19	8	11	7	7	11
	14	8	7	4	11	7	
May							16
	11	6	6	9	10	4	11
	18	14	8	12	12	9	12
	20	15	12	13	12	11	15
	33	14	14	14	10	7	13
June			15	12	9	closed	12
	20	11	15	9	8	closed	9
	11	12	8	12	8	closed	9
	8	11	7	11	9	closed	10
	6	9	6	9			
TOTAL	20	10	10	9	9	6	10



VOLUNTEER HELP

Volunteers can help in the Library by performing various tasks. Their background training, experience, and expertise determine the nature of these tasks.

I - VOLUNTEER HELP AT THE PUBLIC SERVICE DESKS.

1. As "Reference Support" volunteers can be trained to:
 - a - help patrons with the use of the catalog.
 - b - help patrons use the magazine & newspaper indexes.
 - c - help patrons use the microform reader/printer.
 - d - locating materials on the shelves.
 - e - giving library tours to students and other groups.
2. As "Circulation Support" they can be trained to:
 - a - process card applications
 - b - Help patrons with the copiers
 - c - Register typewriter users.
 - d - register computer users.
 - e - Sensitize and check-in materials
3. As "Children's Desk Support" they can be trained to:
 - a - Help parents and children with the use of the catalog.
 - b - Help parents and children in locating books on the shelves.
 - c - Help with preparation of flannel boards, crafts, nametags and other materials for children's programs
 - d - Assist children with their book logs during the Summer Reading Program.
 - e - Assist in shelving Picture Books and Easy Readers.
 - f - Help in keeping the Room and shelves straightened during after school hours.
 - g - Assist in planning and preparation of bulletin board.
 - h - Read aloud to children as part of the "Grandparents and Books" program.
 - i - Teen volunteers can help children understand and complete their homework.
4. As "Literacy Support" they can be trained to:
 - a - Perform various office duties in addition to being tutors, e.g. student testers, telephone callers etc....

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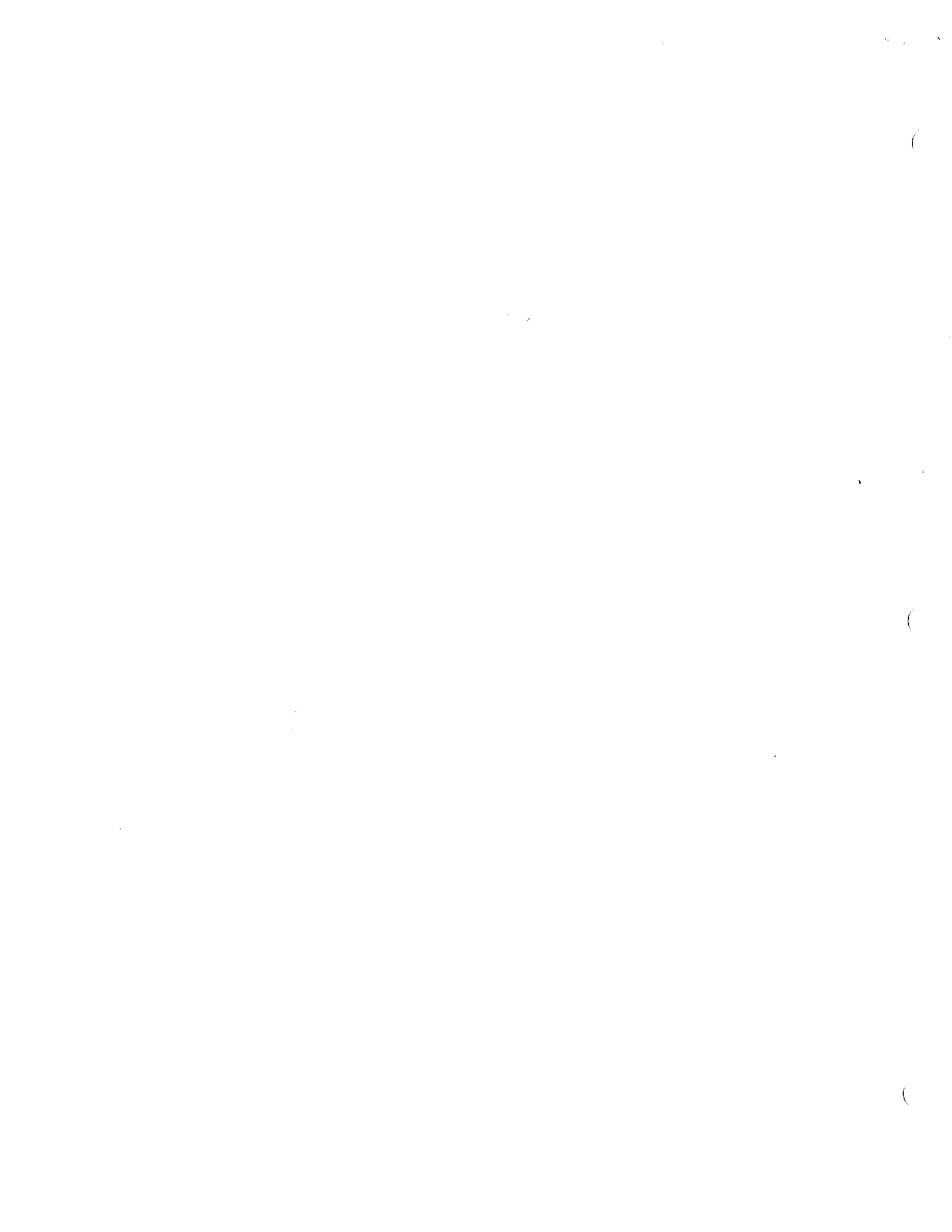
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II - VOLUNTEER HELP IN TECHNICAL SERVICES

Volunteers can be trained to help in:

1. Shelf reading:
 - a - Video browsers
 - b - Video cassettes
 - c - Phono records
 - d - Audio cassettes
 - e - Adult paperbacks
 - f - Adult classics
 - g - Regular collection

2. Processing:
 - a - discarded materials
 - b - Video cassettes (new)
 - c - Audio cassettes (new)
 - d - paperbacks
 - e - Magazines
 - f - Telephone books.



TO: Elizabeth Minter
FROM: Kay Schneider *KS*
DATE: August 3, 1993
SUBJECT: Children's Services Report

Summer Reading Program This summer's program is moving along very smoothly. There are 1,112 presently enrolled and 147 children have already completed and have received a certificate of recognition from the Library and a free meal from the Whole Enchilada restaurant. Children who continue their reading after completion of the program are eligible to participate in weekly drawings for prizes donated by local businesses. We have had many positive comments from parents stating that the prizes and programs the Library has provided have really been great incentives for their children to keep reading this summer.

Way Out Wednesdays Special programs in July included *Paper Magic: The World of Origami*, the Disney movie, *Festival of Folk Heroes*, *The Magic of Stories* with storyteller Jim Lewis, and a visit from an *Orange County Park Ranger*. These programs were enjoyed by 423 children. The Friends of the Library sponsored all but one of these events. Lasley Insurance Services sponsored the Disney movie with a \$60.00 donation that paid for the rental of the movie. The Wednesday programs have been very well received and we have all had a very good time. The Storyteller, Jim Lewis, did an especially good job. The only complaints we have had is that we run out of free passes each week and not everyone gets a chance to attend.

Summer Story Hours These twice weekly programs for children ages 3 - 6 continue to be a very visible and popular part of our service to children. Stories, songs, special activities and movies are part of the fun each week. We average about 30 children per session, although attendance usually declines a little in August as families are on holiday.

Group Visits Tynes summer school, one class from Wagner summer school and the Placentia Day Camp continued making visits to the children's department during the month of July. There were 31 group visits for a total of 821 children. These groups came for a variety of services including stories, tours, participation in the reading program, and book selection and check out. Many of the children in summer school had not previously been to the Library. Hopefully, their exposure this summer will encourage them to become regular users. Many of them also stopped by the Library as they were walking home after school to look for books and videos and to read magazines.

Volunteers Our young volunteers are continuing to do an excellent job for us this summer. The task of operating the Summer Reading Program would be overwhelming without them. I am going to ask them all if they could donate just a few hours a week to the Library after school reopens. They have all learned valuable skills and provide another pair of hands when needed.

Donations - Ron Joseph, the Children's Press representative lives in Placentia and we have long purchased many books from him for the children's department. He repaid us this month with the donation of 181 children's and young adult non-fiction books. These had been his samples of materials available for purchase and were all excellent titles and in great shape. This is especially important to us this year with almost no book budget.

TO: Library Board of Trustees
FROM: Mary Byrne
DATE: August 4, 1993
SUBJECT: Publicity materials produced for July 1993

Information added this month to Channel 69, our Placentia Library cable station, includes the August quotes, dates and birthdays, and the information on the 50.41% loss in revenue and invitations to the Public Hearing.

Publicity materials attached are: news articles on the Library's reduced hours; the Summer Reading Program; the schools vs. the libraries; Sal Addotta's retirement; three seminars held at the Library;; the Library's new hours; Placentia demographics; a listing of Library Hours for all Orange County Libraries.

Also attached is a copy of the Press Release regarding the 50.41% revenue loss.

Public Clippings
post o box 11789
santa ana, calif. 92711

Placentia News

Weekly JUL 2 2 1993

CUTBACKS

Library reduces hours to meet budget

Move angers some residents, while frustrating others

By Joe Bel Bruno
North County News

David Dold trotted up to the sliding glass doors at the Placentia Library as he prepared to pick up a few books for his school's read-aloud.

With his mother trying to catch up to the eager 7-year-old, Dold stopped short at the front door. The automatic door wasn't sliding open, no matter how many times he stepped on the mat that triggers it.

A sign in the window explained why the library wasn't open on Friday.

Budget cuts.

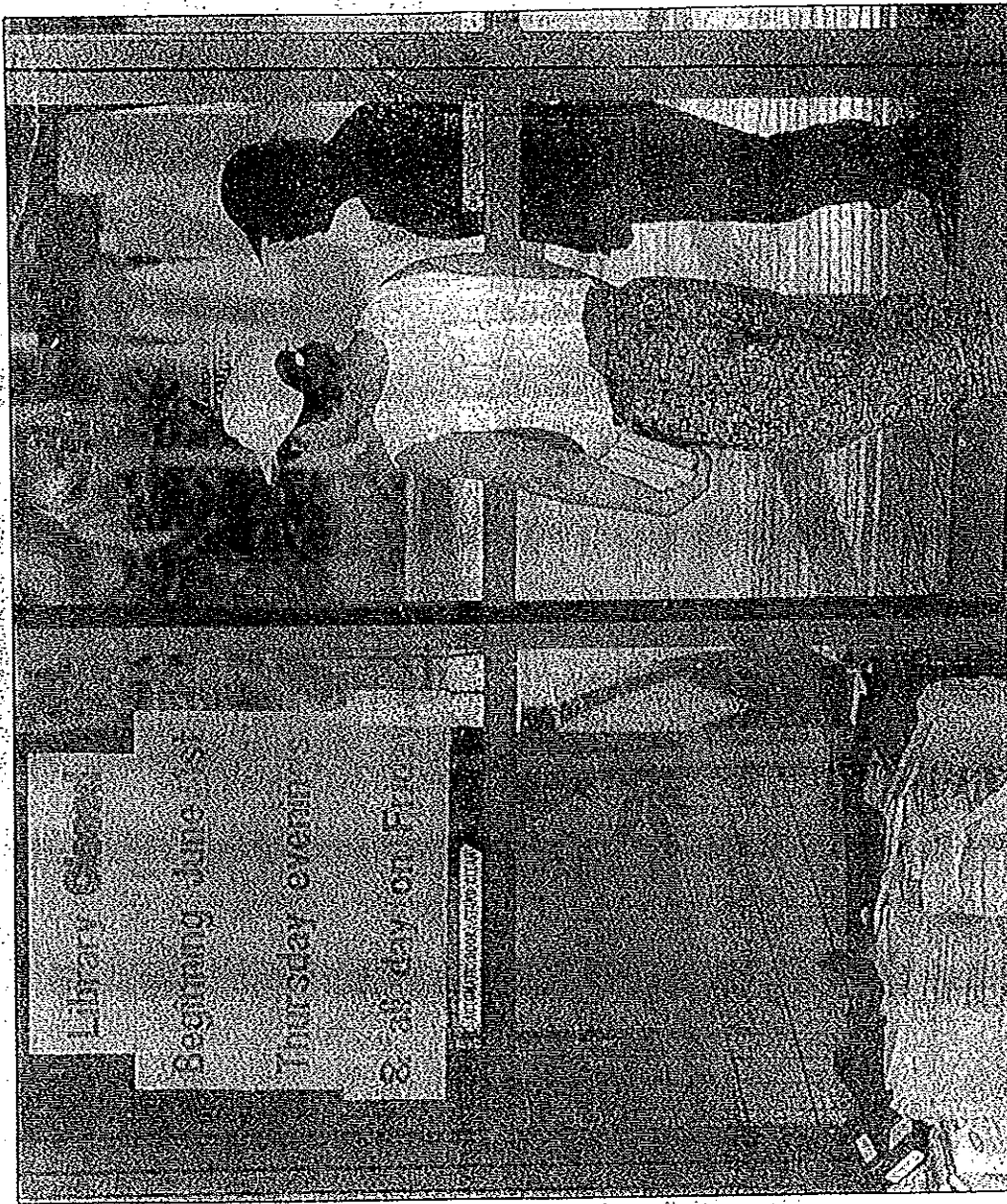
"I wanted books for my reading," Dold said, holding up a pledge sheet to raise money based on the number of books he reads. "Now I have to go home to play with my friends."

Faced with budget cuts, the library reduced hours during the week and doesn't open on Fridays.

The move comes in response to the loss of property tax revenue to the state, which siphoned off 11 percent of the library's budget or \$128,000.

Library Director Elizabeth Minter acknowledges the move is drastic, but said it's the only thing that

please see LIBRARY/9



M. Loren Hernandez/North County News
Leo Narciso reads the closed sign, under which people have left their book returns, Friday at the Placentia Library. The library is closing Fridays because of budget cuts.

LIBRARY: Reduced hours are now in effect

FROM 3

could be done without cutting into valuable services.

"This is devastating that we can't provide the kind of service to Placentia that we have in the past," Minter said. "This sends a clear message to the community."

It sent more than a clear message to residents who showed up on Friday to find the library dark. Many said they were pressed for time and had planned on using the library all week.

Others were frustrated.

"I've been coming here for years

June An, 16, and Paul Kim, 18, planned on going to the library all week to get work done for school.

Both said they would head to the Yorba Linda Public Library just miles away.

Kim explained the library being closed on Friday not only affects the public's ability to check out

books, but hurts students who use the building to study.

"I think this is so unfair because a lot of kids use the library as a place you can come and study... get away from the distractions of home," Kim said. "It's cutting our education."

pacific clippings

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Placentia News

Weekly JUL 16 1993

COMMUNITY

Library offers reading program during summer

332
A summer reading program, offering pre-schoolers through eighth graders opportunities to earn prizes by reading books

throughout the summer, has begun at Placentia Library.

A certificate and special prize will be awarded to students who complete 25 books in five weeks of reading. The first 500 students who reach the 25-book goal will receive a coupon for a free meal to The Whole Enchilada Restaurant.

Each Wednesday, the children's department will present a "Top Hat and Tales" show. Included will be a magic show, origami story-

telling and lessons, a musical puppet performance from the Orange County Performing Arts Center and crafts. The events are free but tickets are limited. Tickets are available at the library on

Thursday before each event.

Children of all ages are invited to come and listen to "grandparent" volunteers read their favorite stories every Monday from 10:30 a.m.

to noon. Registration is under way for the "Under the Big Top" stories and activities for children ages 3 to 6. The summer story hours are 1:15 to 1:45 p.m. Mondays or 10:30 to 11:15 a.m. Tuesdays.

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Los Angeles Times OC Edition
Daily

JUL 2 6 1983

Pitting Libraries Against Schools Is Not Education

PERSONAL PERSPECTIVE

BY PAUL ROCKWELL

LIBRARIES, CALIF.
very year when school lets out, thousands of children play the summer reading game. But not this summer. California's new budget, which became law June 30, is already changing the way public libraries function—for the worse.

I am a librarian at the Albany Library, a branch of the Alameda County Library system in the East Bay. Like our bookmobile, toddler lap-sit programs, storytimes, science shows and "booklegger" outreach to schools, the summer reading game is one of many successful library services that is being sacrificed so Sacramento can get its share of local property taxes.

Our county's library annual budget is dropping from \$17 million to \$9.5 million. Our book/video/periodical budget is

Paul Rockwell is a children's librarian in Alameda County.

already 50% less than it was a year ago. The new bookmobile, a library on wheels reaching adults and children in distant neighborhoods, has been grounded. Many other California libraries, even those in newly constructed buildings, are being closed or reduced to part-time hours.

Not that long ago, we heard a lot about the crisis in public education. In his official budget summary, Gov. Pete Wilson aimed "to establish K-12 education as the state's first priority." But the budget he helped to broker pits public schools against public libraries. How is closing public libraries educational? I don't pretend to understand all the details of finance. But the new budget is anti-education because it destroys the social harmony in which education thrives and savages the profound role public libraries play in educating children.

Our preschool storytimes, for example, provide small children with their first public learning experience. They prepare kids for the traumatic moment—the first day of school. Child psychologists are unanimous in their view that pre-school

Please see LIBRARIES, M6

Libraries

Continued from M3
experience is formative, even decisive, in child development.

Storytimes in Alameda County are culturally diverse. In my twilight storytime series, in Albany, when "stars begin to peep," I see Asian, Latino, Anglo, Jewish, and African-American kids laughing, singing and clapping together. All my kids love to hear about Tikki Tikki Tembo from China, Fin McCool from Iceland, Abiyoyo from South Africa and Coyote from Native American lore. I often conclude my storytime with a song from Raffi: "One world home for everyone."

In a world fractured by adult cynicism and racial fear, we should think twice before we devalue small examples of racial harmony and hope at the library.

This month, along with clerks, pages, drivers, other librarians and managers, I received my layoff letter. My storytime series is closed until further notice. □

Book is closed on Sal Addotta's day as assistant library director

By Barbara Giasone
North County News

BG

Today, Placentia Assistant Library Director Sal Addotta's job was shelved.

With the same analytical skills he contributed to the system for 18½ years, Addotta can pinpoint the precise time he checked into the position — at 9 a.m. on Friday, Jan. 17, 1975.

He estimates there were 53,000 volumes in 1975, and a little more than 113,000 this year.

And he can still stump patrons with enough sports trivia to fill volumes.

But what Addotta didn't figure on until the June library budget meetings were mandatory cuts that eliminated four positions and reduced funding by a proposed \$225,000.

"I didn't sense this was coming the day it was voted," said Addotta, working up to the last minute in his small office.

He stopped to answer a call from a bidder offering to update the computer maintenance program, and to sign a progress report for a student intern.

"Not being employed here doesn't mean I won't be a part of the library," said Addotta in his familiar soft voice.

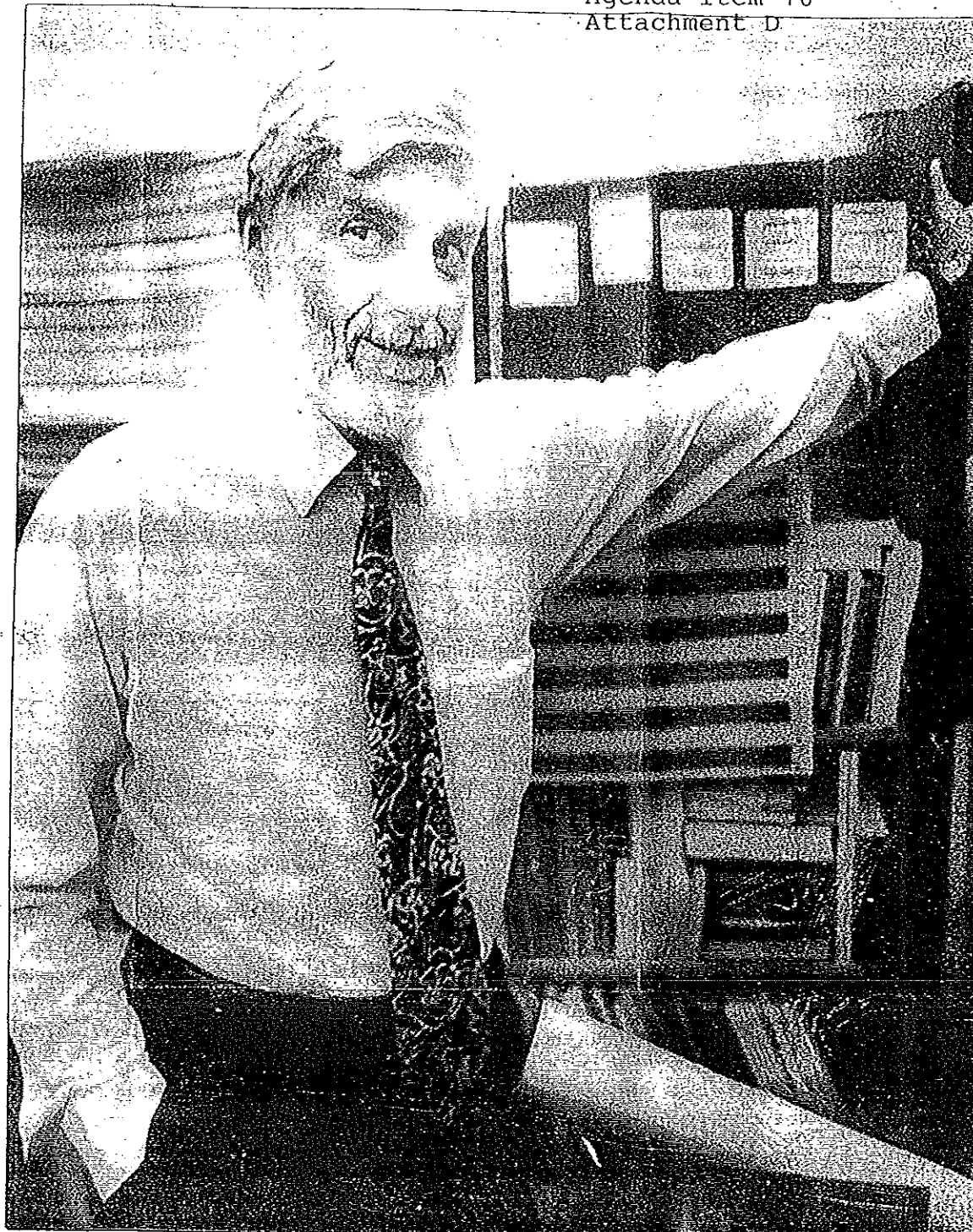
With less than a month to ponder his future, he's contemplated upgrading his marketing skills, starting a research service, generating information for outside companies or starting a mail order firm.

"My time is up here, and I'm accepting of that," he said. "But at the same time it's scary and exciting. I know there's something out there and I know God will provide. But I also know you have to open your own doors to walk through and be flexible."

Addotta's wife, Terry, who has been a part-time teacher for six years at Whittier Christian Junior School, is also trying to be flexible. Due to her husband's job situation, she has been forced to look for full-time work.

"As a '90s husband, I can no longer be autocratic," Addotta mused.

Placentia's principal librarian, Suad Ammar, has worked with Addotta for the past 15 years. She



Assistant Library Director Sal Addotta, a budget-cut statistic after 18 years of service with Placentia Library, gets ready to pack up his materials and plan a new career. Four positions were eliminated, according to Library Director Elizabeth Minter.

Stan Bird/North County News

working with the Americans With Disabilities Act that makes libraries more accessible.

"He will definitely be missed," Ammar added.

Library Director Elizabeth Minter views Addotta's retirement as a personal loss at the reference desk. "He has always had a strong general knowledge of the library and administrative skills."

Raised in Queens, N.Y., Addotta first checked out books at a storefront library five blocks

could take home books without paying," said Addotta, stretched back in his office chair. "I loved libraries; you were always welcome as a kid."

Military service, which included a Navy search for A-bombs lost off the coast of Spain, interrupted his career plans in the mid-'60s.

But when Addotta was discharged, he found immediate employment as a page at the Queensbury Community College library where the li

"I was studying electronics at the time," Addotta remembered. "Her comment opened up a dream I really didn't know I had."

He earned a master's degree in library science and worked as a freelance bibliographer for a professor at the American Association of Informational Science.

"After Terry and I were married, we found our roots eroding on the East Coast while jobs were opening up out West," he re-

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Placentia News
Weekly

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AROUND TOWN

Seminars for seniors scheduled at library

332
A free seminar, "Make Your Golden Years Golden" and "What Other Living Trust Seminars Haven't Told You," will be presented by Guy W. Churchouse at 11 a.m. to 2 p.m. Saturday, July 31 at the Placentia Public Library, 411 E. Chapin Ave.

Churchouse, a member of the National Academy of Elder Law Attorneys, will discuss "How to Avoid Probate," and "How to Reduce and Eliminate Taxes," and other topics.

For information, call 1-800-698-6759.

ADDOTTA: Closes book on career

FROM 12

daughters, Alice and Lisa, took up residence in Fullerton in 1974.

Within six months, Addotta was hired at the Placentia Library where supervisors quickly recognized his operational skills. Through the years, he has helped change the audio-visual room into a literacy center, overseen an increase in the purchase of video cassettes and CDs and developed more programs for children.

"We eliminated video rental fees to increase access," Addotta added. "But we didn't censor the videos; it's up to the parents to control what their children are watching."

Scanning an office filled with memories, Addotta, 54, conceded he will miss the patrons and being part of change.

"I'll miss every bit of this place because this is home. But as in anything else, you have to wear yourself away from the situation. I probably never would have left this job. My goal was to retire at 60."

pacific clippings

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Los Angeles Times OC Edition
Daily

JUL 26 1993

■ Make Your Golden Years Golden

Sponsor/Group: Attorney Guy W. Churchouse

Where: Placentia Public Library, 411 E. Chapin Ave.

Time: 7:15 p.m.

Admission: Free

Information/Reservations: (800) 698-6759

santa ana, calif. 92711

O.C. Business Journal
Monthly

JUL 19 1993

Placentia

City Hall contact number: 993-8124332

Population: 43,096.

Location: Bordered by the cities of Brea, Yorba Linda, Anaheim and Fullerton. Size — 6.67 square miles.

Demographics: 76% white, 2% black, 8% Asian, 14% other; Hispanics comprise 24% of total population; averages 3.14 people per household (2.91 countywide); 25.7% under age 18; 35% single; median income \$50,945; 13,944 housing units with 2.4% vacancy; median home value \$252,800; median rent \$799 (1992 figures).

Economic development: Personalized assistance through the entitlement process. Individual project manager assigned at initial contact; manager guides project from preliminary review to final construction and occupancy. Includes liaison with the business community and outside permitting agencies. Commercial rehabilitation loans available in selected area. Redevelopment project area encompassing commercial and industrial land exclusively.

Taxable sales: \$240.1 million in 1991; \$182.2 million through three quarters of 1992.

Business licenses: About 3,800.

Major employers (non-government): A-1 Carbide Corp., Knott's Berry Farm Foods, L.W. LeForte Co., Hartwell Corp., Best Foods Baking Group.

Utilities: Telephone — Pacific Bell, (800) 491-2355. Electricity — Southern California Edison, 835-5200. Gas — Southern California Gas Co., 634-0251. Water — Southern California Water Co. 528-1462; Yorba Linda Water District, 777-3018. Trash — Placentia Disposal Co., 630-8610.

Business fees: Business license fee for wholesale retail and services is a flat \$33 the first year; in following years it is based on gross receipts.

Major business areas: Town Centers I, II, III, IV at intersection of Kraemer and Yorba Linda; Imperial Plaza at Imperial and Rose; new 15-acre shopping center proposed for Alta Vista and Rose; industrial parks along Richfield and Miraloma. The Placita Santa Fe at Bradford and Chapman Avenues features a refurbished old

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Los Angeles Times OC Edition
Daily

JUL 22 1993

LIBRARIES

PLACENTIA 332

■ Placentia Library (411 E. Chapman Ave., Placentia, [714] 528-1906). Open 10 a.m. to 8:45 p.m. Monday through Thursday; 10 a.m. to 5:45 p.m. Friday and Saturday; 1 to 4:45 Sunday.

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Los Angeles Times OC Edition
Daily

JUL 22 1993

Health Care & Living Trust Seminar. Guy W. Churchouse, attorney who specializes in elder law, 7:15 p.m., Placentia Library, 411 E. Chapman Ave., Placentia. Topics include Medicare and Medicaid, avoiding probate and reducing taxes. Free. Information: (800) 698-6759.

LIBRARY HOURS

Libraries will have to cut hours and/or personnel to live within new budget restrictions and some children's programs. Here is a list of current library hours and some special

Attachment G

COUNTY LIBRARY BRANCHES

► BREA

Brea Branch: One Civic Center Circle: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► COSTA MESA

Costa Mesa Branch: 1855 Park Ave.: Mon., noon-8 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri.-Sat., closed.
Costa Mesa/Mesa Verde Branch: 2969 E. Mesa Verde Dr.: Mon.-Tue., noon-8 p.m.; Wed.-Thu., noon-6 p.m.; Fri.-Sat., closed.

► CYPRESS

Cypress Branch: 5331 Orange Ave.: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► DANA POINT

Dana Niguel Branch: 33841 Niguel Road: Mon., noon-6 p.m.; Tue., noon-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri.-Sat., closed.

► FOUNTAIN VALLEY

Fountain Valley Branch: 17635 Los Alamos St.: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► GARDEN GROVE

Garden Grove/Chapman Branch: 9182 Chapman Ave.: Mon., closed; Tue., noon-8 p.m.; Wed.-Thu., noon-6 p.m.; Fri.-Sat., closed.

Garden Grove Regional Branch: 11200 Stanford Ave.: Mon.-Tue., 10 a.m.-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

Garden Grove/West Garden Grove Regional Branch: 11962 Bailey St.: Mon., noon-6 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri.-Sat., closed.

Special services: Chapman Branch has centralized sheet music collection.

► IRVINE

Heritage Park Regional Branch: 14361 Yale Ave.: Mon.-Tue., 10 a.m.-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

University Park Branch: 4512 Sandburg Way: Mon., noon-8 p.m.; Tue., 10 a.m.-6 p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

Special services: Heritage Park branch has county's most extensive business collection.

► LA HABRA

La Habra Branch: 221 E. La Habra Blvd.: Mon., noon-8 p.m.; Tue., noon-6 p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► LA PALMA

La Palma Branch: 7842 Walker St.: Mon., closed; Tue., noon-6 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri.-Sat., closed.

► LAGUNA BEACH

Laguna Beach Branch: 363 Glenneyre St.: Mon., closed; Tue.-Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► LAGUNA NIGUEL

Crown Valley Branch: 30341 Crown Valley Parkway: Mon., noon-8 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► LAKE FOREST

El Toro Branch: 24672 Raymond Way: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► MISSION VIEJO

Mission Viejo Branch: 24851 Chrisanta Drive: Mon., noon-8 p.m.; Tue., 10 a.m.-6

p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► SAN CLEMENTE

San Clemente Branch: 242 Avenida del Mar: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► SAN JUAN CAPISTRANO

San Juan Capistrano Branch: 31495 El Camino Real: Mon.-Tue., 10 a.m.-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► SANTA ANA

County Archives: 211 W. Santa Ana Blvd., Suite 108: Mon.-Fri., 9 a.m.-noon and 1-4 p.m.

► SEAL BEACH

Leisure World Branch: 2300 Beverly Manor Road: Mon., closed; Tue.-Thu., 10 a.m.-4 p.m.; Fri.-Sat., closed.

Los Alamitos/Rossmoor Branch: 12700 Montecito Road: Mon.-Tue., noon-8 p.m.; Wed., noon-6 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► SILVERADO

Silverado Branch: 28192 Silverado Canyon Road: Mon., closed; Tue.-Wed., 2-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► STANTON

Stanton Branch: 7850 Katella Ave.: Mon., noon-8 p.m.; Tue., closed; Wed.-Thu., noon-6 p.m.; Fri.-Sat., closed.

► TUSTIN

Tustin Branch: 345 E. Main St.: Mon., noon-8 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

Special services: Tustin Branch has a black history collection.

► VILLA PARK

Villa Park Branch: 17865 Santiago Blvd.: Mon., 1-8 p.m.; Tue., closed; Wed., 1-8 p.m.; Thu., 1-5 p.m.; Fri.-Sat., closed.

► WESTMINSTER

Westminster Branch: 8180 13th St.: Mon., noon-8 p.m.; Tue., 10 a.m.-6 p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

COUNTY LIBRARY BUDGET AT A GLANCE

The Orange County Public Library system faces a \$6.5 million cut — 24 percent of its current budget — because of the Legislature's decision to shift more property taxes to schools. County Librarian John M. Adams said the majority of the cut will fall in two accounts that make up almost three-quarters of the budget: salaries, and new books, periodicals and other library materials. "Unfortunately, that is the guts of our operation and that is where they are hitting us," Adams said. Here is a breakdown of how the 27 county libraries spent the money they received in the 92-93 budget year:

- Salaries and benefits: \$12,693,108
- Books and library materials: \$6,029,172
- Other services and supplies: \$8,210,494
- Furnishings and equipment: \$161,370
- Total: \$27,094,144

Source: Orange County Public Library Division, General Services Agency

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hours and/or personnel to live within new budget restrictions. Most will offer a reduced selection of books, magazines, videos and programs. Here is a list of current library hours and some special services still available. If day isn't listed, library is closed.

CITY LIBRARIES

p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► **SAN CLEMENTE**

San Clemente Branch: 242 Avenida del Mar: Mon.-Tue., noon-8 p.m.; Wed., closed; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► **SAN JUAN CAPISTRANO**

San Juan Capistrano Branch: 31495 El Camino Real: Mon.-Tue., 10 a.m.-8 p.m.; Wed., noon-8 p.m.; Thu., noon-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

► **SANTA ANA**

County Archives: 211 W. Santa Ana Blvd., Suite 108: Mon.-Fri., 9 a.m.-noon and 1-4 p.m.

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Leisure World Branch: 2300 Beverly Manor Road: Mon., closed; Tue.-Thu., 10 a.m.-4 p.m.; Fri.-Sat., closed.

Los Alamitos/Rossmoor Branch: 12700 Montecito Road, Mon.-Tue., noon-8 p.m.; Wed., noon-6 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► **SILVERADO**

Silverado Branch: 28192 Silverado Canyon Road: Mon., closed; Tue.-Wed., 2-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► **STANTON**

Stanton Branch: 7850 Katella Ave.: Mon., noon-8 p.m.; Tue., closed; Wed.-Thu., noon-6 p.m.; Fri.-Sat., closed.

► **TUSTIN**

Tustin Branch: 345 E. Main St.: Mon., noon-8 p.m.; Tue., closed; Wed., noon-8 p.m.; Thu., 10 a.m.-6 p.m.; Fri., closed; Sat., 10 a.m.-5 p.m.

Special services: Tustin Branch has a black history collection.

► **VILLA PARK**

Villa Park Branch: 17865 Santiago Blvd.: Mon., 1-8 p.m.; Tue., closed; Wed., 1-8 p.m.; Thu., 1-5 p.m.; Fri.-Sat., closed.

► **WESTMINSTER**

Westminster Branch: 8180 13th St.: Mon., noon-8 p.m.; Tue., 10 a.m.-6 p.m.; Wed., noon-8 p.m.; Thu.-Fri., closed; Sat., 10 a.m.-5 p.m.

► **ANAHEIM**

Main library: 500 W. Broadway: Mon.-Fri., 9 a.m.-9 p.m.; Sat., 9 a.m.-6 p.m.

Haskett Reading Center: 2650 W. Broadway: Tue.-Fri., noon-9 p.m.; Sat., 9 a.m.-6 p.m.

Euclid Branch: 1340 S. Euclid St.: Tue.-Fri., noon-9 p.m.; Sat., 9 a.m.-6 p.m.

Sunkist Branch: 901 S. Sunkist St.: Tue.-Fri., noon-9 p.m.; Sat., 9 a.m.-6 p.m.

Canyon Hills Branch: 400 Scout Trail: Tue.-Fri., 10 a.m.-9 p.m.; Sat., 9 a.m.-6 p.m.

Special services: Bookmobile. Offers Help Wanted USA — help-wanted ads on microfiche from 60 major Sunday newspapers across country. Special collection on employment. Section for new immigrants to help them learn English, and U.S. law and customs. Large print collection.

► **BUENA PARK**

Main library: 7150 La Palma Ave.: Mon.-Thu., 9 a.m.-9 p.m.; Fri.-Sat., 9 a.m.-6 p.m.

Special services: Large adult literacy program run by volunteers. Large collection of books on tape.

► **FULLERTON**

Main library: 353 W. Commonwealth Ave.: Mon.-Thu., 10 a.m.-9 p.m.; Fri.-Sat., 10 a.m.-6 p.m.

Hunt Branch: 201 S. Basque Ave.: Mon.-Wed., 10 a.m.-8 p.m.; Thu., 10 a.m.-6 p.m.

Special services: Special collections in Spanish, Korean, Vietnamese, Chinese. Bookmobile. Home-bound delivery service run by volunteers. Adult literacy program.

► **HUNTINGTON BEACH**

Main library: 7111 Talbert Ave.: Mon., noon-8 p.m.; Tues.-Thu., 9 a.m.-8 p.m.; Fri.-Sat., 9 a.m.-5 p.m.

Main Street Library: 525 Main St.: Mon.-Thu., 10 a.m.-7 p.m.; Sat., 9 a.m.-5 p.m.; Fri. and Sun., closed.

Graham Branch: 15882 Graham St. Mon.-Thu., noon-9 p.m.; Sat., 9 a.m.-5 p.m.; Fri. and Sun., closed.

Library Annex: 9281 Banning Ave.: Mon.-Thu., noon-9 p.m.; Sat., 9 a.m.-5 p.m.; Fri. and Sun., closed.

Special services: Large multimedia collection. History, travel videos. Large, eclectic collection of music on compact disc. Houses Orange County Genealogical Society collection, one of three largest genealogical collections in Southern California. Significant collection on business, international business.

► **NEWPORT BEACH**

Main library: Newport Center, 856 San Clemente Drive: Mon.-Thu., 9 a.m.-9 p.m.; Fri.-Sat., 9 a.m.-6 p.m.; Sun., noon-5 p.m.

Mariners Branch: 2005 Dover Dr.: Mon., Wed., noon-9 p.m.; Tues., Thu.-Sat., 9 a.m.-6 p.m.

Balboa Branch: 100 E. Balboa Blvd: Mon., Wed., noon-9 p.m.; Tues., Thu.-Sat., 9 a.m.-6 p.m.

Corona del Mar Branch: 420 Marigold Ave.: Mon., Wed., noon-9 p.m.; Tues., Thu.-Sat., 9 a.m.-6 p.m.

► **ORANGE**

Main library: 101 N. Center St.: Mon. and Wed., 10 a.m.-9 p.m.; Tues., noon-9 p.m.; Thu. and Sat., 10 a.m.-6 p.m.

Santiago Hills Branch: Closed.

Taft Branch: 740 E. Taft Ave.: Mon.-Tues., noon-9 p.m.; Wed., 1 p.m.-6 p.m.; Sat., 1 p.m.-5 p.m.

El Modena Branch: 380 S. Hewes St.: Mon. and Tues., noon-9 p.m.; Wed., 1 p.m.-6 p.m.; Sat., 1 p.m.-5 p.m.

Special services: Volunteer-run book-delivery service for home-bound. The Friendly Stop, satellite library geared toward Hispanic youth offering tutors and bilingual assistance in variety of subjects. Programs aimed at keeping students in school.

► **PLACENTIA**

Main library: 411 E. Chapman Ave.: Mon.-Wed., 9 a.m.-8:45 p.m.; Thu. and Sat., 9 a.m.-5:45 p.m.; Sun., 1 p.m.-4:45 p.m.

Special services: Outlet for Braille Institute carrying all Braille books on tape.

► **SANTA ANA**

Main library: 26 Civic Center Plaza: Mon.-Wed., 10 a.m.-8 p.m.; Thu.-Sat., 10 a.m.-6 p.m.

Newhope Branch: 122 N. Newhope St.: Mon.-Thu., 10 a.m.-8 p.m.; Fri.-Sat., 10 a.m.-5 p.m.

McFadden Branch: 2627 W. McFadden Ave.: Mon. and Wed., 1-8 p.m.; Tues., 10 a.m.-8 p.m.; Fri. 1-6 p.m.; Sat., 10 a.m.-5 p.m.

Special services: Santa Ana History Room in main branch.

► **YORBA LINDA**

Main library: 18181 Imperial Highway: Mon.-Thu., 9 a.m.-9 p.m.; Fri.-Sat., 9 a.m.-5 p.m.

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PRESS RELEASE

Placentia Library District
411 East Chapman Avenue
Placentia, California 92670

FOR MORE INFORMATION CALL: Elizabeth Minter
Library Director
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FOR IMMEDIATE RELEASE

Last week Placentia Library District was notified that it will be losing 50.41% of its property tax revenue as a result of the State Budget adopted in June.

The State has permanently transferred these funds to other State activities. This action returns the Library back to its property tax level immediately after the passage of Proposition 13 in 1978.

The amount of this reduction is approximately \$770,000. Since during the past four years the Orange County Supervisors have been diverting \$401,000 of the District's funds to other County activities, the actual dollar loss to Placentia Library District for this year's Library Budget will be approximately \$369,000.

The Library Board has scheduled a public hearing for Monday, August 9, 1993, at 7:45 P.M. in the Library Meeting Room. The

(More)

purpose of this hearing is to receive public testimony on which hours of public service should be maintained; which days of the week for public service should be kept; the level of service to be offered when the Library is open; and the possible use of mandatory or voluntary fees for basic services.

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