

7. **Legislative Report**

Keith Coolidge reported that Senator Ruben Ayala's bill to change the Board of Metropolitan Water District to 15 members appointed by the Governor had been withdrawn. He noted that instead Senator Ayala would introduce a new "spot" bill and continue to work with Metropolitan to develop a new bill that would make changes in the District's governing structure. Keith also discussed Assemblyman Batten's bill to authorize a \$100 million bond measure to find the state's position of a state revolving fund for water projects noting that several Orange County cities and districts had applied for funding under this program.

8. **Adjourn**

Meeting was adjourned at 8:25 A.M.

Dated January 6, 1998

Respectfully submitted,

By: 

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

ISDOC

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

BALANCE ON HAND AS OF DECEMBER 1, 1997: \$ 3,032.83

RECEIPTS:

Membership Dues:

| | |
|-----------------------------------|----------------|
| Coastal Municipal Water District | \$50.00 |
| East Orange County Water District | \$50.00 |
| Rutan & Tucker (Associate Member) | <u>\$50.00</u> |

TOTAL RECEIPTS FOR PERIOD 12/1/97 - 1/6/98 150.00

EXPENSES:

None

BALANCE ON HAND AS OF JANUARY 6, 1998: \$ 3,182.83

Respectfully submitted,

Joan C. Finnegan
Joan C. Finnegan
ISDOC Treasurer


QUARTERLY LUNCHEON MEETING
PLANNED FOR
FEBRUARY 26, 1998 AT 11:30 A.M.

You will be advised of the Agenda
in a future mailing



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: California Library Literacy Services 2nd Quarter Report for Fiscal Year 1997-1998, as submitted to the State Library of California

DATE: February 17, 1998

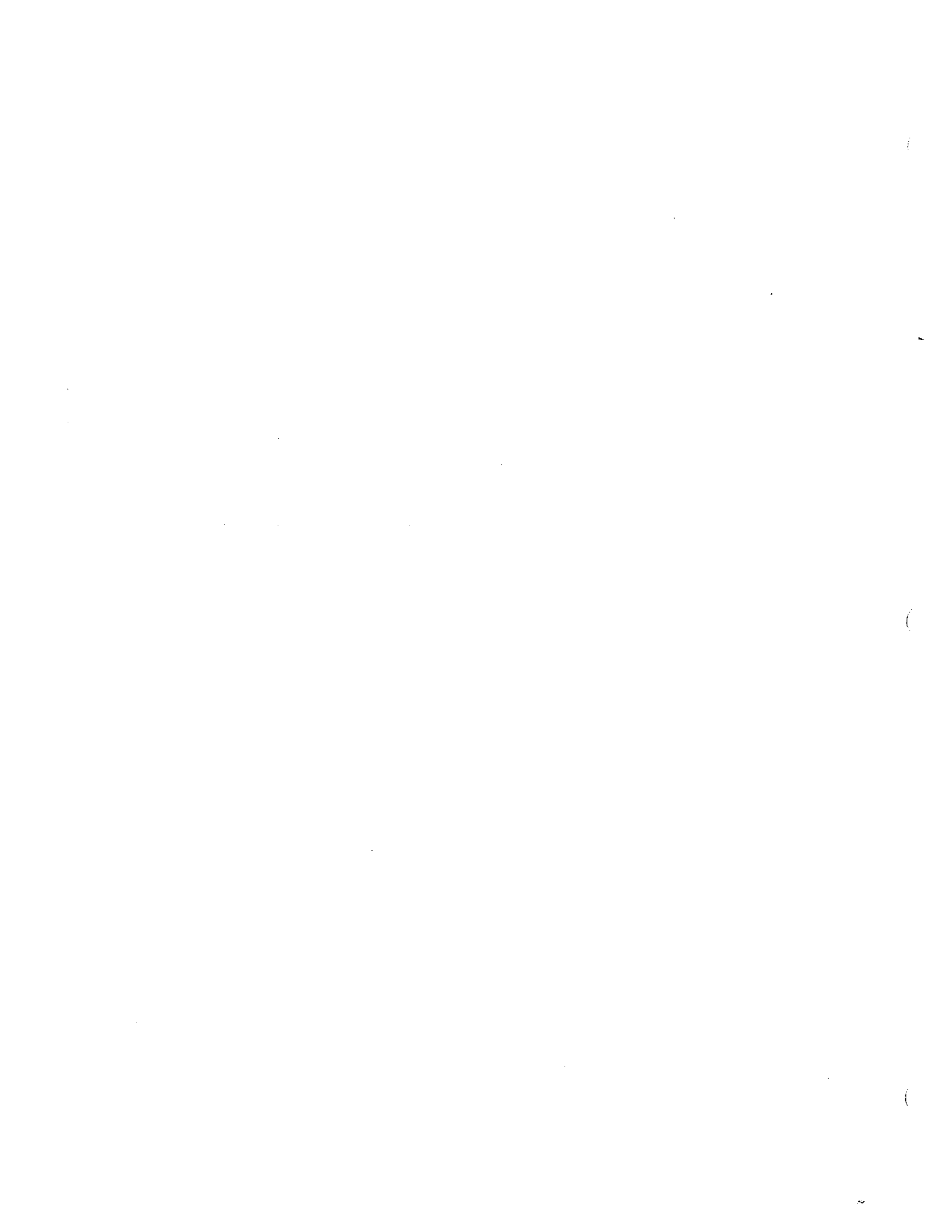
BACKGROUND:

Attached is a copy of the District's 2nd Quarter Report to the State Library of California for the California Literacy Campaign Matching Funds Grant for Fiscal Year 1997-1998.

Filing this report is required in order for the District to remain eligible for future California Literacy Campaign Matching Grants.

RECOMMENDATION:

Receive and File



CALIFORNIA LIBRARY LITERACY SERVICE
In-kind Resource Development (Fiscal Year 1997/98)

Placentia Library District Name of Library _____ 1st Quarter July-September _____ 2nd Quarter October-December _____ 3rd Quarter January-March _____ 4th Quarter April-June _____

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office-Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001

| 1. IN-KIND SERVICES (In Dollar Equivalents) | Church/ Service Groups | Business | Education | County/ Municipal | Foundation | Other | This Qtr's Total Resources | TOTAL YEAR-TO- DATE | This Year's Goals |
|--|------------------------------|----------|-----------|----------------------|------------|-------|----------------------------------|---------------------------|-------------------------|
| a) Space | \$0 | \$0 | \$0 | \$150 | \$0 | \$0 | \$150 | \$360 | \$2,000 |
| b) Materials | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,000 |
| c) Equipment | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$500 |
| d) Printing | \$0 | \$0 | \$0 | \$100 | \$0 | \$0 | \$100 | \$215 | \$1,000 |
| e) Professional Services | \$0 | \$0 | \$375 | \$0 | \$0 | \$0 | \$375 | \$750 | \$2,000 |
| f) Other | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$500 |
| COLUMN TOTALS FOR QTR | \$0 | \$0 | \$375 | \$250 | \$0 | \$0 | \$625 | | |
| COLUMN TOTALS FOR YTD | \$0 | \$0 | \$750 | \$575 | \$0 | \$0 | | \$1,325 | |

COMMENTS:

DOUBLE CHECK: THE SUM OF LINE 'QTR' AND 'YTD' GRAND TOTALS MUST EQUAL THE SUM OF COLUMN 'QTR' AND 'YTD' TOTALS.

| 2. VOLUNTEER HOURS | THIS QTR | YTD | GOALS |
|----------------------------|-------------|-------|-------|
| a) Literacy Instruction | 774 | 1,699 | 4,000 |
| b) Talent/Support Services | 365 | 768 | 2,000 |

Katie Matias
Contact Person
Literacy Coordinator
Title
(714) 524-8408 ext. 213
Telephone Number
K. Matias
Signature of Person Submitting Report
Literacy Coordinator
1/22/98
Date

CALIFORNIA LIBRARY LITERACY SERVICE
Adult Learner Activity Report (Fiscal Year 1997/98)

Placentia Library District _____ 1st Quarter X 2nd Quarter
Name of Library July-September October-December

_____ 3rd Quarter _____ 4th Quarter
January-March April-June

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001

| QUARTERLY SUMMARY | | | TOTAL |
|---|-----|----|-------|
| 1. Adult Learners receiving instruction at beginning of quarter (Same as #8 from last quarter's AL report) | | | 1. 65 |
| 2. Adult Learners who began during quarter | | | 2. 10 |
| 3. Adult Learners who left during quarter | | | |
| a. Learners who met goal | 3a. | 2 | |
| b. Learners who became physically inaccessible this quarter | 3b. | 0 | |
| c. Learners who left program for other reasons | 3c. | 19 | |
| d. Learners who left program WITHOUT notification * | 3d. | 0 | |
| e. TOTAL (Sum of items #3a thru #3d) | 3e. | 21 | |
| 4. Adult Learners who received instruction during the quarter (#1 plus #2 minus #3d) | | | 4. 75 |
| 5. Adult Learners referred to other programs (never instructed) this quarter | | | 5. 4 |

| CUMULATIVE SUMMARY | | | TOTAL |
|---|--|--|--------|
| 6. Cumulative total adult learners who received instruction this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #6 from previous quarter) | | | 6. 106 |
| 7. Cumulative total adult learners referred to other programs this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #7 from previous quarter) | | | 7. 7 |

| END OF QUARTER STATUS | | | TOTAL |
|--|--|--|-------|
| 8. Adult Learners receiving instruction at the end of quarter (#1 plus #2 minus #3e) | | | 8. 54 |
| 9. Prospective Adult Learners awaiting instruction at end of quarter | | | 9. 27 |

* Reminder: BE SURE you use 3d to calculate line 4!

Adult Learner Activity Report (continued)...

Characteristics of Adult Learners receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #8 on previous page.***

| 10. Ethnicity | Asian | Black | Hispanic | Native American | Pacific Islander | White | Other | Unknown | TOTAL |
|------------------|-------|-------|----------|--------------------|---------------------|-------|-------|---------|-------|
| | 19 | 0 | 26 | 0 | 0 | 7 | 1 | 1 | 54 |

| 11. Age Distribution | 16-19 | 20-29 | 30-39 | 40-49 | 50-59 | 60-69 | 70+ | Unknown | TOTAL |
|----------------------------|-------|-------|-------|-------|-------|-------|-----|---------|-------|
| | 0 | 11 | 19 | 12 | 9 | 0 | 2 | 1 | 54 |

| 12. Gender | Male | Female | Not Specified | TOTAL |
|---------------|------|--------|------------------|-------|
| | 15 | 39 | 0 | 54 |

Double Check:

Do Items #10, #11, & #12 = #8 on previous page?

Placentia Library District
Name of Library

K. Matas
Signature of person submitting this report

Literacy Coordinator
Title

1/22/98
Date

Katie Matas
Contact Person

Literacy Coordinator
Title

(714) 524-8408 ext. 213
Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Tutor Activity Report (Fiscal Year 1997/98)

Placentia Library District _____
Name of Library

___ 1st Quarter X 2nd Quarter
July-September October-December

___ 3rd Quarter ___ 4th Quarter
January-March April-June

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento, CA 94237-0001

| QUARTERLY SUMMARY | | | TOTAL |
|--|-----|----|-------|
| 1. Tutors instructing at beginning of quarter (Same as #9 from last quarter's Tutor report) | 1. | 58 | |
| 2. Tutors who began instructing during quarter | 2. | 8 | |
| 3. Tutors who left during quarter | | | |
| a. Tutors who left with notification | 3a. | 18 | |
| b. Tutors who left WITHOUT notification | 3b. | 0 | |
| c. TOTAL tutors who left (Sum of items #3a and #3b) | 3c. | | 18 |
| 4. Total tutors who instructed during quarter (#1 plus #2 minus #3b (without notification only)) * | 4. | 66 | |
| 5. Number of tutors trained during quarter | 5. | 9 | |
| 6. Number of pre-service tutor workshops offered during quarter | 6. | 1 | |

| CUMULATIVE SUMMARY | | | TOTAL |
|---|----|----|-------|
| 7. Cumulative total tutors who instructed this fiscal year-to-date (1st quarter = #4 above) (2nd, 3rd, & 4th quarters = #2 above plus #7 from previous quarter) | 7. | 85 | |
| 8. Cumulative total tutors trained this fiscal year-to-date (1st quarter = #5 above) (2nd, 3rd, & 4th quarters = #5 above plus #8 from previous quarter) | 8. | 31 | |

| END OF QUARTER STATUS | | | TOTAL |
|---|-----|----|-------|
| 9. Tutors instructing at end of quarter (#1 plus #2 minus #3c) | 9. | 48 | |
| 10. Prospective tutors awaiting training/matching at end of quarter | 10. | 10 | |

* Reminder: BE SURE you use 3b to calculate line 4!

Tutor Activity Report (continued)...

Characteristics of tutors receiving instruction at end of quarter.

*** BE SURE that TOTALS for ethnicity, age, and gender EACH equal item #9 on previous page.***

| 11. Ethnicity | Asian | Black | Hispanic | Native American | Pacific Islander | White | Other | Unknown | TOTAL |
|---------------|-------|-------|----------|-----------------|------------------|-------|-------|---------|-------|
| | 5 | 0 | 3 | 0 | 0 | 40 | 0 | 0 | 48 |

| 12. Age Distribution | 16-19 | 20-29 | 30-39 | 40-49 | 50-59 | 60-69 | 70+ | Unknown | TOTAL |
|----------------------|-------|-------|-------|-------|-------|-------|-----|---------|-------|
| | 0 | 7 | 6 | 12 | 10 | 9 | 4 | 0 | 48 |

| 13. Gender | Male | Female | Not Specified | TOTAL |
|------------|------|--------|---------------|-------|
| | 3 | 45 | | 48 |

Double Check:

Do Items #11, #12 & #13 = #9 on previous page?

| | |
|--|----|
| 14a. Number of library branches used for literacy instruction during quarter | 3 |
| 14b. Number of additional sites used for literacy instruction during quarter | 14 |

| | |
|--|--------|
| Legislative districts in which instruction occurred during quarter | |
| a: State Assembly District #(s): | 72 |
| b: State Senate District #(s): | 33 |
| c: U.S. Congressional District #(s): | 39, 41 |

Placentia Library District

Name of Library

Katie Matas

Signature of person submitting this report

Literacy Coordinator _____ 1/22/98

Title _____ Date

Katie Matas _____

Contact Person

Literacy Coordinator _____ (714) 524-8408 ext. 213

Title _____ Phone

CALIFORNIA LIBRARY LITERACY SERVICE
Quarterly Narrative Report

Fiscal Year: 1997/98

Placentia Library District
Name of Library

 1st Quarter (July-September)
 3rd Quarter (January-March)

 X 2nd Quarter (October-December)
 4th Quarter (April-June)

Instructions:

1. Prepare one original and one copy of this report.
2. Send to: Budget Office-Literacy, California State Library, PO Box 942837, Sacramento CA 94237-0001

The State Library is interested in the areas of your program that you find most significant. This includes both successful and unsuccessful events, methods, materials and other components.

In approximately one page, please provide a narrative that addresses the following:

Describe the significant successes you have had in your literacy services this quarter. Examples are public communications activities; new instructional approaches/materials/techniques; tutor training or other staff development activities; new reader involvement in literacy activities; and other activities that you want to share. In addition, let us know any problems, challenges and unresolved issues that have developed or continue this quarter, and how you will address them.

(Attach additional pages as needed, but please be brief)

The focus this quarter was on tutor training and public communication. A 15-hour tutor training workshop was offered. The attendance was disappointing after last quarter's high response. This quarter's response was the lowest for a regular tutor training workshop in more than four years.

Public communication activities included continued participation in the Placentia Community Network and participation in the Placentia Library Foundation's Donor Reception. Reception attendees were encouraged to visit the literacy center and learn more about the literacy program. The literacy coordinator was on hand to answer questions and literacy materials were displayed for review.

The biggest challenge continues to be recruiting tutors for the ever-growing list of students. The city newsletter and the college class schedule continue to be the most effective recruitment tools.

Katie Matas
Signature of person who prepared this report

 Check here if you would like this
information shared with others

Katie Matas
Printed name

(714) 524-8408 ext. 213 / placentialit@otan.dni.us
Telephone / email

CALIFORNIA LIBRA LITERACY SERVICE


Quarterly Financial Report (Fiscal Year _____)

Placentia Library District _____ 1st Quarter July-September _____ 2nd Quarter October-December _____ 3rd Quarter January-March _____ 4th Quarter April-June _____

Instructions:

1. Submit one original plus one copy of this report with other reports required.
2. Send to: Budget Office - Literacy, California State Library, PO BOX 942837, Sacramento, CA 94237-0001

| BUDGET CATEGORIES | BUDGET | | | EXPEND. THIS QTR. | | EXPENDITURES YEAR-TO-DATE | | |
|----------------------|-------------------------|---------------|--------------------------------|-------------------|--------------|---------------------------|--------------|------------------------------------|
| | (a) Approved CLSA | (b) Other* | (c) Total for Year (a+b) | (d) CLSA | (e) Other | (f) CLSA | (g) Other | (h) TOTAL EXPENDITURES (f+g) |
| 1. Personnel | 1,250 | 23,039 | 24,289 | -0- | 10,200 | -0- | 16,660 | 16,660 |
| 2. Library Materials | -0- | 1,000 | 1,000 | -0- | 593 | -0- | 593 | 593 |
| 3. Operations | 5,044 | 6,325 | 11,369 | 1,861 | 143 | 1,861 | 460 | 2,321 |
| 4. Equipment | -0- | 500 | 500 | -0- | -0- | -0- | -0- | -0- |
| 5. Indirect | 300 | -0- | 300 | -0- | -0- | -0- | -0- | -0- |
| 6. Total | 6,594 | 30,864 | 37,458 | 1,861 | 10,936 | 1,861 | 17,713 | 19,574 |


 Signature of Representative of Fiscal Agent or of

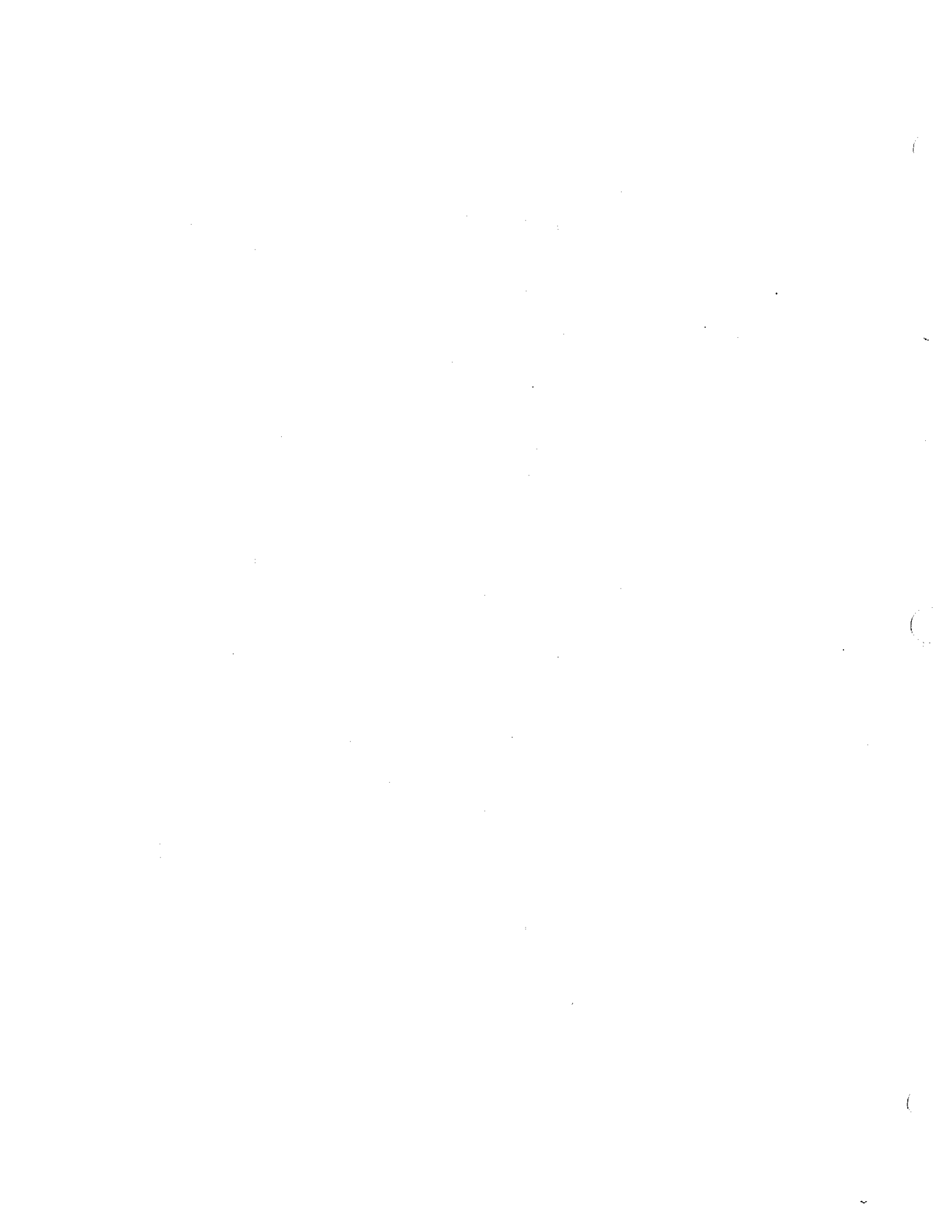
Library Director 01/31/98
 Title Date

Charlene Dumitru
 Contact Person

Admin. Assistant (714) 528-1906, 202
 Title Phone

| "OPERATIONS" DETAIL | BUDGET | | | EXPEND. THIS QTR. | | EXPENDITURES YEAR-TO-DATE | | |
|-----------------------|-------------------------|--------------|--------------------------------|-------------------|--------------|---------------------------|--------------|---------------------------------------|
| | (a) Approved CLSA | (b) Other | (c) TOTAL For Year (a+b) | (d) CLSA | (e) Other | (f) CLSA | (g) Other | (h) TOTAL Expenditures (f+g) |
| 3a. Contract Services | -0- | 1,625 | 1,625 | -0- | -0- | -0- | -0- | -0- |
| 3b. Travel | -0- | 1,450 | 1,450 | -0- | -0- | -0- | 95 | 95 |
| 3c. Office Supplies | 900 | 650 | 1,550 | 368 | -0- | 368 | 201 | 569 |
| 3d. Printing | 1,890 | 1,200 | 3,090 | 570 | -0- | 570 | 21 | 591 |
| 3e. Instr. Resources | 800 | 200 | 1,000 | 800 | 143 | 800 | 143 | 943 |
| 3r. Communications | 1,250 | 950 | 2,200 | 123 | -0- | 123 | -0- | 123 |
| 3g. Other | 204 | 250 | 454 | -0- | -0- | -0- | -0- | -0- |
| TOTAL | 5,044 | 6,325 | 11,369 | 1,861 | 143 | 1,861 | 460 | 2,321 |

*Sources of "other" funds of \$200 or more attached.
 CLSA FORM-52(Rev. 8/96)



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *elm*
SUBJECT: Continue Discussion of the proposal by Pat Irot to establish a Study Committee to review the impact on the community of the library's service reductions
DATE: February 17, 1998

BACKGROUND

At the December 16, 1997 Board Meeting President Dinsmore read a memo from Pat Irot in which she suggested the establishment of a study committee that would review the District's financial condition and subsequent service cuts. Mrs. Irot stated that she made this proposal in the spirit of providing a number of community opinion leaders who will become more articulate about the Library's needs for increased funding.

The Board requested that discussion of this item be included on the February 17 Agenda.

RECOMMENDATION

1. Determine whether to establish a Study Committee
2. Give direction for future action.



February 12, 1998

TO: BOARD OF TRUSTEES
PLACENTIA LIBRARY DISTRICT

FROM: PAT IRO *Pat*

RE: COMMUNITY INVOLVEMENT

Each of you, as I, must have gone home following the January Board meeting with the interactions echoing in your head. Because I feel very concerned on an intellectual level and on an emotional level, extremely sad, I make another effort to lobby for involvement of community members in the affairs of the library.

In doing so, I must try to overcome mind-sets which express ideas such as "we have public hearings, but no one comes," "what other decision could anyone come to than what we have decided?", "do we need a study committee?", "we've had town meetings", "we were elected to make the decisions", "we have a professional and her decision should guide us". All of these comments miss the point of dialogue with the community served, trust in the wisdom of others, and the responsiveness expected of elected officials.

To make my point clearer, I must go back to the Measure W Campaign period. During those months, the campaign workers found that the real job lay in educating the taxpayers about the library in its every ramification. Not only were the funding problems not known, nothing was understood of the funding sources. We had to inform concerning the organizational structure of this library and its relationship to other libraries and other governmental agencies. Among many other things, we had to learn the citizens' view of the library and its services. Beyond that, we had to develop campaign strategies. During the entire process of convincing voters to support Measure W, we were confronted with the primary need to explain and educate. Not only did we need to provide information, we had to deal with attitudes. An alarm bell rang when we heard comments such as: 'why should I care about the Placentia Library, I can always go to Yorba Linda". Or, "who needs books, everything is on computers". Or, "why doesn't the city give the library the money it needs - they extended that utility tax."

When the Campaign Committee met the day after the election in November 1996, four of whom were present (Marion Harloe, Jean Pappas, Peggy Dinsmore and I) it was agreed that the next revenue campaign had to begin NOW. We said as one voice that it was time to begin the education process and maintain it until such time as the Trustees decided that another attempt to raise money at the ballot box was necessary. The conclusion was that the next initiative campaign would have its major thrust the securing of votes NOT the provision of background information. The month following the defeat the Board of Directors decided to cut hours

and staff.

A year went by and during that time there was no apparent effort to build from the defeat, to carry on our message to the community, to involve and inform. No organized plans were made to continue the education of the electorate.

In order to begin the education process, some months ago, I made a suggestion to the Board of Trustees that a citizens committee be formed to study the consequences of the new hours and the state of the collection. The reason for suggesting this logical topic was that it is fairly straight-forward, and at the consumer level - it deals with patron experience, it hits home. And the cutback in hours had been operating for a sufficient period, a year, for its impact to be fully felt.

The trustees reacted with puzzlement for they saw their many attempts at information gathering. A major reaction was: What if the committee is formed on current library hours, collection and services and it can reach no other decision than the Trustees have reached? what has been gained? First, I would say that nothing has been lost; you have been reinforced in your decision making. The gain is that you now have an educated group - a group which understands the constraints involved in the decision, understands the variables which could be changed or negotiated and the consequences thereof. If the committee had a creative, acceptable alternative, it would be presented to you for your consideration. This would not impune the Trustee decision making process, but, instead would recognize that being close to a problem sometimes makes a wide range of solutions difficult to see.

Consider that if this were a committee of five, these five know at least eight or ten others in the community who can be educated about this particular aspect of the library's problems, who then can answer questions as to why the library is not open every day or why books are not on the shelves or why magazines are available on computer.

The community involvement process should not stop there with one situation but should move on to other difficult questions facing the Trustees. Ultimately, you have a core of citizens conversant with the library's funding, the library's political organization, the library's attempt to provide a balance of print and technology, etc. On this foundation of informed participants, the next initiative campaign committee can be built.

Education is the key. The Trustees must first, though, examine their own attitudes to determine whether they can work in a collaborative atmosphere, with an open and honest dialogue. The Trustees must be open to suggestions, strengthened by their constituents' input, but, with everyone fully aware that the Board of Trustees has the legal responsibility for decision making.

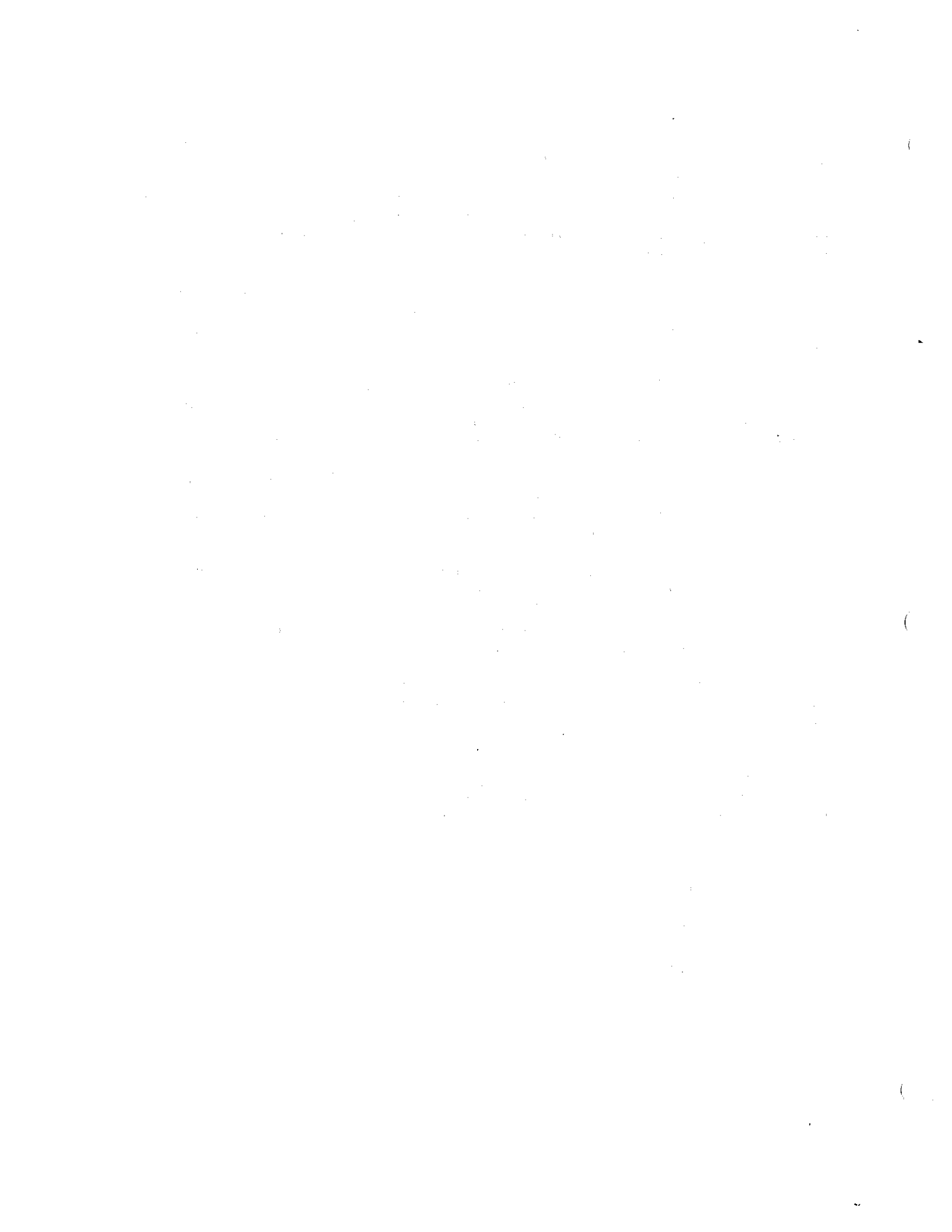
Of those present at the January meeting, there were eight of us who can legally vote on a library revenue issue. If we represented the total electorate, the issue would probably pass with a vote of eight to zero. Why would this be so? The reason is that each of us is knowledgeable about the library's extreme need. Ask yourself how many more citizens you could count on at this moment to vote a firm YES.

Yes, a revenue bond issue should be on the ballot - if it appears that it would be successful. But where are the informed voters? With patronage down in this library, are they at home with the computer - or at Yorba Linda Library?


It is appalling that every day this library falls further and further behind in its ability to serve this community. The patrons look elsewhere. In the best of worlds, with its income restored to the pre 1993-94 level, how long will it take to reach the level of a first-class library? Financial reports seem to indicate that without Adopt A Book and other donations, very little would be added to the collection. Hard questions need to be asked about the way available funds are allocated. Did the reduction of hours result in more funds to add books to the collection? Are reference materials more needed over recreational materials? Certainly reference materials need to be current and perhaps represent items our patrons are less able to own - whereas a mystery book, for instance, might be within their budget. Is it necessary to buy six copies of one title, a popular best seller, for instance, when in a few months patrons will no longer be interested? Staff service for technology users is labor-intensive. Is there a better way of managing that situation? These questions come to mind. They, among others, cannot be new to you as Trustees. Perhaps you say no one has mentioned them to you, no one has come to the public hearing to find the answers. Therefore, is it your conclusion that these questions do not exist for patrons? Questions such as these can be posed to a citizens committee and in its quest for answers, the committee will become informed, will understand the dilemma.

My letter attempts to suggest to you that a town meeting on an issue, or public hearing time, does not equate to a situation where citizens are asked to problem-solve a current problem. The first is circumscribed and the second is open-ended, collegial.

Thomas Jefferson said that a democracy must have an educated electorate. So must a library.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Review Library Revenue Issues, including whether to renew the services contract with California Advocates for legislative information services; and continue the discussion of the feasibility of Library Parcel Tax ballot issue reductions.
DATE: February 17, 1998

BACKGROUND:

Library Revenue Issues

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

1. Property Tax

Trustee Pappas and Library Director Minter met with California Advocates Representative Mike Belote in Irvine on January 21, 1998.

Mr. Belote alerted the District on February 13 that the Senate Local Government Committee has passed a bill that would exempt single county transit districts from the ERAF shift. Assemblyman Ackerman and a number of other Orange County legislators are co-sponsors of this bill. Library Director Minter has an appointment to discuss this bill with Assemblyman Ackerman's staff in Sacramento this week.

2. State Funds

No activity to report.

3. Local Revenues

Staff is continuing to investigate a new vendor for delinquent accounts collection services. Anaheim Library is currently negotiating a solution to the software-related issues for the new service with Ameritech, the consortium's library software provider.

Parcel Tax Election Considerations

No activity to report.

RECOMMENDATION:

1. Determine whether to renew contract with California Advocates
2. Give direction for future action.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Trustee Handbook Revision
DATE: February 17, 1998

BACKGROUND:

Attachment A contains the text for the entire Trustee Handbook for Placentia Library District, incorporating the changes made at the December and January Board Meetings.

This document should now be ready for final review, revision and adoption.

RECOMMENDATION:

Review, Revise and Adopt

1 PLACENTIA LIBRARY DISTRICT
2 MISSION STATEMENT
3 Adopted by the Library Board of Trustees
4 June 15, 1992
5

6 To provide library services and materials that are responsive to the informational,
7 recreational, educational, and cultural needs of all member of the community.
8

9 THE PURPOSE OF THE PLACENTIA LIBRARY DISTRICT IS TO:
10

- 11 • Acquire, organize and maintain a collection of print and non print materials to meet
12 the informational, recreational, educational, and cultural reading, listening and
13 viewing needs of the residents of the District and other eligible users.
14
- 15 • Provide qualified staff to assist the public with the use of the collection and the
16 information contained therein.
17
- 18 • Provide and operate a library facility that is free of physical barriers, to house the
19 collection and services, to provide reading and study space for users, and to provide
20 space for library and community programs.
21
- 22 • Collect, preserve and maintain a collection of published and unpublished material
23 about the City of Placentia and contiguous communities, about current and prior
24 residents of Placentia, and published materials by authors who reside or have resided
25 in Placentia.
26

1 PLACENTIA LIBRARY DISTRICT
2 BOARD OF TRUSTEES
3 HANDBOOK
4

5
6 I. DEFINITION AND HISTORY
7

8 A. Definition of an Independent Special District
9

10 Independent special districts are the most local form of government in the State of
11 California. There are over 2,000 independent special districts in California. They
12 provide many essential services to areas embracing both incorporated and unincorporated
13 territories, sometimes within and sometimes across county boundaries.
14

15 In most cases independent special districts were organized by local citizens seeking
16 solutions to their many service and utility problems. The independent special districts
17 thus established created service areas not necessarily limited to, or encompassed by, the
18 other political boundaries of existing cities and counties. In the case of the Placentia
19 Library District there was neither a county library nor an incorporated city with which to
20 affiliate when the District was established on September 2, 1919.
21

22 Today in the State of California there are five independent special library districts with
23 exclusively elected boards, and five more special district libraries that use school board
24 members as their governing body.
25

26 B. History
27

28 The Placentia Library District was formed in September 1919, pursuant to the Library
29 District Act of 1909 (California State Education Code, Chapter Four (4), Sections 27501
30 through 27707).

1 In 1926, the board started their first non-storefront library located on the northwest corner
2 of Bradford and Center. In 1927, they moved into the 4,500 square foot library. This
3 building was designed by Carlton Monroe Winslow of Los Angeles. At that time, the
4 population of the District was approximately 800 people.

5 September of 1974 saw the doors open to the present library at 411 East Chapman in the
6 Civic Center. The District joined the City in a joint-powers authority to construct the
7 28,800 square foot structure to serve a growing population of 31,000 people.

8 In 1966, the Placentia Library District worked in conjunction with the Yorba Linda
9 Library District and the Orange County Public Library to form the Santiago Library
10 System.

11 In 1974, Santiago Library System, in conjunction with local universities and colleges,
12 formed a network called Libraries of Orange County Network (LOCNET).

13 Membership in the System and Network provides an expanded source of books reference
14 services, audiovisual and technical processing for all patrons. Autonomy is still
15 maintained by each member library of the System.

16 Placentia Library District was the first public library in Orange County to sponsor and
17 operate a literacy program for adults.

18 C. Administration

19 The Placentia Library District is governed by a five member elected Board of Trustees.
20 The governing board promulgates policies and regulations for the District, as well as
21 establishing the budget for tax rate.

22 Memberships are maintained for the District in the California Special Districts
23 Association (CSDA) and the Orange County Volunteer Center. Staff memberships
24 include the American Library Association (ALA), California Library Association (CLA),
25 Public Library Executives Association of Southern California (PLEASC), Southern
26 California Library Literacy Network (SCLLN), and the National Society of Fundraising
27 Executives (NSFRE).

1 II. BOARD MEMBERS ARE TRUSTEES

2 A. Qualification of Library Trustees

3

4 Serving on a Board of Library Trustees constitutes a public trust. It carries with it the
5 responsibility of rendering faithful service, and of providing enlightened leadership to
6 promote the best library service the community can afford.

7

8 The Board of Library Trustees should be composed of men and women representing the
9 highest standards of the community. An ideal board member is an able and dedicated
10 person with integrity, imagination, and enthusiasm, a sense of humor, and love and
11 respect of books. Additional qualities which will ensure the value of an individual as a
12 board member are:

13

14 1. Understanding of cultural, social and economic conditions in the
15 community

16

17 2. Appreciation of the role of the library as an educational center for the
18 whole community.

19

20 3. Ability to help make the library appreciated and respected in the
21 community.

22

23 4. Availability to give the time and effort required for board and committee
24 meetings.

25

26 5. Willingness to keep informed on library trends, developments, and
27 progress so that the program will constantly grow according to modern
28 requirements.

29

30 6. Willingness to present the library fiscal, building, and program needs to
31 appropriating bodies and community.

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B. Authority

Libraries in unincorporated towns and villages may be established and operated under the Unincorporated Towns Library Act. This is found in the California Education Code, Sections 27501-27665. Upon the establishment of the library district, the Board of Trustees consisting of five members, is constituted and continued in the manner prescribed in the Education code.

C. Selection and Appointment

1. Election-Section 27601 of the Education Code in part, is amended to read: (8-20-74)
 - a. Elections shall be held biennially, in the odd numbered years, at the General Election.
 - b. The Trustees shall hold office for a term of four years beginning on the first Friday in December after their election, or in the case of names not appearing on the ballot, appointment by the Orange County Board of Supervisors
2. Vacancies of Unexpired Term-Notice of Vacancy is announced to the local newspapers and posted in three (3) conspicuous locations. Applications are available at the library director's office. The Library Board will screen all applications and make an appointment. The Orange County Board of Supervisors will be informed of the appointment. (Govt. Code 1780.)

D. Duties and Responsibilities

The duties and powers of boards of library trustees are set forth in the following section of the Education Code of California, libraries in unincorporated towns and villages, Sections 27501-27665.

1
2 Generally, the board of library trustees is responsible for maintaining the total
3 effectiveness of the library service, and for keeping the public informed of the library's
4 policies services, and needs. The board has a public relations responsibility to interpret
5 the library to the community it serves.

6
7 The following duties and responsibilities are prescribed by law:

- 8
- 9 1. The board manages the affairs of the library district. (In practice, the board
10 determines policy, and delegates administration to the director.
11
 - 12 2. The board meets at least once each month, with special meetings subject to
13 call by request of a majority of the board's membership, or by the president of
14 the board.
15
 - 16 3. The board keeps a record of its proceedings.
17
 - 18 4. The board makes and enforces rules and regulations necessary for the
19 administration and protection of libraries and library properties.
20
 - 21 5. The board administers trusts, gifts and property received by the library, and
22 may, in some cases, dispose of property for the benefit of the library. It also
23 purchases, builds, or rents, and equips such real property as its necessary for
24 library operations.
25
 - 26 6. The Board prescribes the duties and powers of the director and other
27 employees of the library, determines the number of and appoints all officers
28 and employees, and fixes their compensation. The officers and employees
29 hold their offices or positions at the pleasure of the board.
30

- 1 7. The board purchases necessary library materials and other personal property.
2 The board may borrow, lend and exchange books by arrangement with other
3 libraries, and may allow non-residents to borrow books upon such conditions
4 as may be prescribed.
5
- 6 8. The board delegates to the director the rendering of an annual report to the
7 State Librarian on the condition of the library for the period ending June 30 of
8 each year.
9
- 10 9. The board adopts a yearly budget with the advice and assistance of the
11 director, presents the budget requirements to the appropriating body, and is
12 prepared to explain and justify the allocation of amounts to be spent for the
13 various items in the budget.
14
- 15 10. The board has the power to make a contract with a city or county for library
16 service, and determine the compensation to be paid for such service.
17
- 18 11. The board of library trustees may do and perform any and all other acts and
19 things necessary or proper to carry out the provisions of the Education Code
20 relating to libraries.
21

22 E. Rules for Library Trustees

- 23
 - 24 1. Each trustee should attend library board meetings regularly and carry his full
25 share of responsibility. (Govt. Code 1770.)
26
 - 27 2. All authority rests with a majority of the board. It must never be assumed by
28 the president or any other member or group of members.
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3. After a policy or regulation has been adopted by a majority vote of the board, it should receive the unanimous support of board members.
4. The board is responsible for adequate financial support of the library and for economical and efficient use of funds.
5. The board should select a director who will merit and receive the confidence of the board as a satisfactory administrator of the library.
6. Directives and recommendations to the director should emanate from a majority of the board at a regular or duly called special meeting.
7. The director should attend board meetings except when his own salary or other conditions of employment are being discussed.
8. Complaints from the public, staff grievances, and other problems should be taken up at a regular or duly called special meeting of the board. They should not be handled by individual board members.
9. News releases and other releases of information should be made by the director or a designated board member. Confidential discussions of the board in executive session should be respected.

1 10. All meetings of the board shall be conducted under the laws pertaining to the
2 Brown Act. (Govt. Code 54950 to 54961.)
3
4

5 III. BOARD ORGANIZATION AND PROCEDURES
6

7 A. Officers
8

9 The December Regular Meeting shall be designated as the Annual Meeting for the
10 purpose of nominating and electing the officers of the Board: the President and the
11 Secretary.
12

13 The term of office shall be one year.
14

15 The President and Secretary shall serve no more than two consecutive terms. In the event
16 no other member of the Board of Trustees is able to accept nomination to office, the
17 incumbent may continue in office until the next Annual Meeting when another member is
18 available to serve in the office.
19

20 At the December Meeting the President will appoint two representatives from the Library
21 Board of Trustees to the Placentia Library Foundation Board of Trustees to serve for one
22 year.
23

24 B. Duties of Officers
25

26 President—The president of the board shall preside at all meetings, appoint all
27 committees, authorize call for any special meetings, certify (with the secretary) all
28 bills approved by the board, and generally perform the duties of a presiding officer.

29 Secretary—The secretary shall authenticate the proceedings of each board meeting,
30 write official letters on behalf of the board, and file copies of such letters with the

1 board's records. The secretary shall perform the duties of president in his/her
2 absence.

3 C. Meetings

4 The board of library trustees shall meet at least once a month at such time and place as
5 may be decided by the board. At the request of any three members, special meetings
6 shall be called 24 hours notice, which notice shall be written and delivered to all board
7 members.

8 1. Minutes of Meetings: A true and accurate account of all proceedings of board
9 meetings shall be recorded by the secretary or by one appointed by the board
10 from library staff for this specific purpose. All motions shall be recorded as
11 stated, and their adoption or rejection shall be shown in the minutes. The
12 minutes shall be sent to board members prior to the next meeting.

13 2. Quorum: A quorum for the transaction of business shall consist of a majority
14 of the members of the board.

15 D. Duties of the Director

16 As the chief administrative officer of the library, the director is responsible for the
17 management of the library within the framework of the policies adopted by the board.

18 1. The director is responsible for preparing the annual budget request for
19 adoption by the library board, and for administering the budget after its
20 approval.

21 2. The director is in charge of library personnel, and handles such matters as
22 staff appointments, assignments of duties, service standards, promotions and
23 transfers, approval of salary increments in conformity with classification and
24 pay plans, staff development and morale, disciplinary actions, and any
25 necessary dismissal of employees.

- 1 3. The director is ultimately responsible for selecting books and other library
2 materials.
- 3 4. The director is responsible for developing a program of public relations
4 according to the community's needs.
- 5 5. The director is responsible for preparing an annual report and is to forward it
6 to the State Librarian to comply with the state law.

7 In the advisory capacity of professional expert to the board, the director is responsible for
8 attending board meetings (except when matters relating to the position of director are
9 under consideration), for recommending policies, programs, and changes, and for
10 conducting such investigations and making such reports as the board may from time to
11 time require.

12 E. The Library Board and the Director

13 The closest cooperation and harmony should be maintained between the library board and
14 the director. Each should keep the other fully informed of major decisions and actions.

15 The board is in control:

- 16 1. It informs itself about general library objectives and makes plans for the
17 management of the library in the light of these objectives.
- 18 2. It establishes policies in regard to (a) finances, including the acquisition of
19 funds; (b) property; (c) library equipment and materials; (d) personnel; (e)
20 services, including rules and regulations; and (f) public relations.
- 21 3. It selects and appoints a competent director in whom it has genuine
22 confidence and to whom it gives full support and encouragement.

23 F. Miscellaneous

- 24 1. Telephone credit cards may be issued to each trustee for the purpose of
25 carrying on library business from home or office as required.

1 2. To encourage participation in library related activities; the District will
2 reimburse expenses incurred for travel, meals, lodging and conference fees.
3 The library board can be requested to give advance approval for
4 reimbursement.

5 3. Memberships for trustees in professional associations for public library
6 trustees and independent special district directors, are paid for by the District.
7 These provide the trustees with periodicals and bulletins to keep them aware
8 of library and special district activities within the state.

9
10 IV PLACENTIA LIBRARY SUPPORT ORGANIZATIONS

11
12 A. Definition and Purpose

13
14 Two independent, not-for-profit organizations have been established by Library
15 supporters to supplement the Library's revenue, public relations activities, programs, and
16 volunteer recruitment. Both of these organizations are certified as non-profit
17 corporations by the California Secretary of State, and have been granted 501 (c) (3) status
18 by the Internal Revenue Service. This means that donations to both of these
19 organizations are tax deductible. Both organization are managed by Boards of Directors
20 which are self-perpetuating and operate in close cooperation with, but administratively
21 independent of, the Library Board of Trustees. The Library Director is an *ex officio*
22 member of both Boards of Directors. Placentia's public library is designated as the sole
23 beneficiary of the activities of both of these organizations. The Library provides
24 administrative support to both of these organizations through the active participation of
25 the Library Director, Administrative Assistant, and Volunteer Coordinator.

26
27 B. Friends of Placentia Library

28
29 The Friends of Placentia Library was established in 1968. Its mission is to foster closer
30 relations between the Placentia Library and the citizens of Placentia, and to support the
31 functions, resources and needs of the Library.

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The Friends of Placentia Library is a membership organization. It conducts day-to-day fundraising through book sales, membership contributions, and special events to fund current-year programs and projects for the Library. The Friends conducts an annual Author's Brunch in support of the Adopt-A-Book program of Placentia Library Foundation.

Friends of Placentia Library grants and gifts to the Library are coordinated through the Library Director.

The Library Board of Trustees sends a representative to each Friends of Placentia Library Board Meeting to encourage the Friends in its activities, and to keep an open channel of communication between the two boards. The Friends of Placentia Library President is encouraged to attend and make a report at each Library Board of Trustees Regular Meeting.

The Board of Directors of the Friends of Placentia Library appoints one of its members to the Placentia Library Foundation Board of Directors.

C. Placentia Library Foundation

Placentia Library Foundation was established in 1994. Its mission is to ensure the future provision of resources and services at Placentia Library District through building and managing endowment and capital funds, and providing grants to the Placentia Library District from these funds. Specific programs supported by the Foundation include: The Library's collection of books, magazines and audiovisual materials; the Library's reference and information services; the Library's facilities and equipment; and special Library projects.

Placentia Library Foundation is not a membership organization. It raises money through an annual giving campaign for individuals and corporations, and a planned giving

1 program. The main projects of Placentia Library Foundation are the Adopt-A-Book
2 program for the purchase of current-year books and magazines, and the Book
3 Endowment Program for long term financial security. The Foundation offers named
4 endowment programs designed around each donor's specifications. The Foundation also
5 seeks grants in support of Library programs, services, and facilities.

6

7 Placentia Library Foundation grants and gifts to the Library are coordinated through the
8 Library Director.

9


10 The Library Board of Trustees appoints two (2) representatives to the Placentia Library
11 Foundation Board of Directors.

12

13 The Friends of Placentia Library Board of Directors appoints one (1) representative to the
14 Placentia Library Foundation Board of Directors.

15

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director 
SUBJECT: Travel Authorizations for Workshops in Library Leadership
DATE: February 17, 1998

BACKGROUND:

The annual Workshop in Library Leadership for public library trustees and commissioners will be held on Saturday, February 28, 9 A.M. to 3 P.M., at the Newport Beach Public Library. The theme this year is "Interlocking Pieces – Trustees Working Together for a Stronger Tomorrow."

Background information is Attachment A.

RECOMMENDATION:

Determine who will attend and authorize payment of preregistration and mileage reimbursement.



KTDyer, 11:43 PM 1/28/98 , Re: CALTAC Workshop

X-POP3-Rcpt: plalibd@home
Return-Path: KTDyer@aol.com
From: KTDyer <KTDyer@aol.com>
Date: Wed, 28 Jan 1998 23:43:24 EST
To: publib@sunsite.berkeley.EDU, CALIX@SJSUVM1.SJSU.EDU,
pub-adv@nysernet.org
Subject: Re: CALTAC Workshop
Organization: AOL (<http://www.aol.com>)

WHAT: CALTAC 1998 WORKSHOPS IN LIBRARY LEADERSHIP: INTERLOCKING
PIECES--TRUSTEES WORKING TOGETHER FOR A STRONGER TOMORROW

PRESENTED BY THE CALIFORNIA ASSOCIATION OF LIBRARY TRUSTEES AND COMMISSIONS

Newport Beach, Saturday, February 28, 1998, 9 a.m. to 3 p.m. AND Mountain
View, Saturday, March 7, 1998, 9 a.m. to 3 p.m. Pick the Workshop closest
to
you.

COST: Registration fee for CALTAC members: \$12.00; for non-members:
\$15.00
(Membership for calendar year: \$10); Luncheon: \$11.00

FOR WHOM: Library trustees, advisory supporters, Friends, library
advocates,
librarians and library support staff.

PROGRAM HIGHLIGHTS: Keynote remarks by DR. KEVIN STARR, California State
Librarian, as well as a panel on Interlocking Pieces - Working Together for
a
Stronger Tomorrow featuring JOYCE LAWRENCE, Downey City Councilwoman,
immediate past Mayor, former Library Trustee; REGINA MINUDRI, Retired
Librarian of Berkley, acting Library Director of San Francisco Public
Library;
and ALISON LEWIS, Library Trustee, Hayward, CA.

Also featured is DR. HELEN J. HISLOP, Chair, Dept. of Biokinesiology and
Physical Therapy, University of Southern California speaking on The Impact
of
Technology on Language.

There are other equally informative and entertaining items on the program,
as
well as a great lunch.

Pick the workshop you would like to attend. Please send your name,
address,
telephone, name of library or system, together with your check and if
attending at Newport Beach, mail to Sally Young, 1748 Los Osos Valley Rd.,
Los
Osos, CA 93402 (Questions: 805/534-0205). If attending at Mountain View,

KTDyer, 11:43 PM 1/28/98 , Re: CALTAC Workshop

mail

to Karen Dyer, 6829 Sage Ct., Dublin, CA 94568 (Questions: 510/833-0112).
You may also call the Workshop Coordinator, Art P. Ochoa at 562/940-3173.

We look forward to seeing you there!

--Karen Dyer, Northern California Representative

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Selection of Medical Insurance Plan for 1998-1999
DATE: February 17, 1998

BACKGROUND:

Anderson & Anderson has completed its annual review of group medical insurance policy options for the District. The new contract year begins April 1, 1998.

Attachment A summarizes their findings.

No staff complaints have been received about the CareAmerica coverage or services.

RECOMMENDATION:

Determine level of benefits, select vendor, and authorize the Library Director to sign all contract documents.

**PLACENTIA LIBRARY DISTRICT
GROUP MEDICAL INSURANCE**

At present Placentia Library District insures its employees under the CareAmerica HMO plan which includes an Options Rider allowing for limited out-of-network benefits.

CareAmerica has provided notice of the following rate action to be effective 3/1/98:

| <u>Coverage</u> | <u>Renewal Premium</u> |
|-----------------|----------------------------|
| HMO | \$1,941.59 |
| Options Rider | <u>229.68</u> |
| Renewal Total | \$2,171.27 |
| Current Total | \$2,123.86 |
| % Change | 2.23% |

Some comments regarding the renewal action:

- 1) The increase is very low compared to what we are experiencing in the marketplace. Some of the increase is due to age changes
- 2) CareAmerica is charging 90% of its standard rate. By law carriers can charge between 90% and 110% of their standard rates. There is no guarantee that other carriers will rate your group at 90% of standard

Attached are several exhibits for your review:

Exhibit A - is a benefit and cost comparison among your current CareAmerica plan (shown last) and the four most competitive plans that come closest to duplicating your current HMO benefits.

Exhibit B - is a more detailed comparison of the medical benefits among the plans.

Exhibit C - is a comparison of participating hospitals among the plans for Orange County. Participating hospitals in Riverside, San Bernardino, and San Diego counties that are within a 50 mile radius of the Library District's address also are included.



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Please note that your current plan with CareAmerica includes the "Options Rider" which provides for limited out-of-network benefits (See Exhibit D for an explanation of these benefits.) The Options Rider is now a "grandfathered" provision, ie., this rider no longer is available to new groups but can be continued by those plans having the rider prior to it being withdrawn from the market.

None of the other plans illustrated offer a comparable rider. In order to provide out-of-network benefits and, in fact, dramatically improve the out-of-network benefits consideration should be given to a Point of Service (POS) plan. Exhibit E compares the two most competitive POS plans - CareAmerica and Prudential Healthcare.

A POS includes three options:

- 1) HMO - with the same HMO benefits as the current plan
- 2) PPO - a preferred provider network which expands the number of medical providers, allows the employee to go directly to any provider in the network without involving the primary care physician, and which provides a higher benefit than the indemnity option
- 3) Indemnity - provides complete freedom of choice

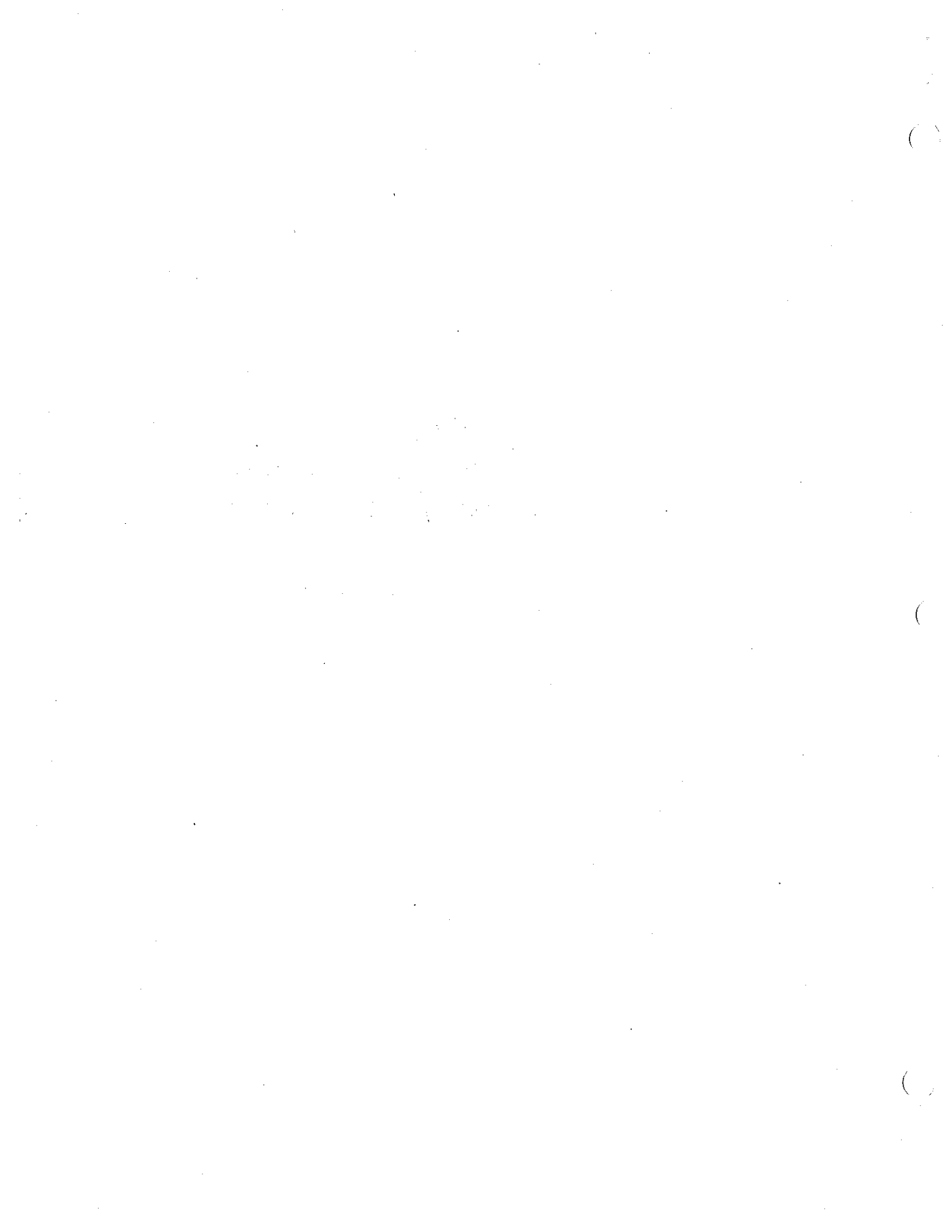
Under a POS arrangement each employee has the ability to elect any of the three options whenever medical care is required. The most dramatic improvement over the current Options Rider is that the maximum lifetime benefit is \$2,000,000 versus a \$5,000 maximum annual benefit under the Options Rider. The Options Rider excludes in-hospital expenses, the POS options do not have such limitations.

Here is a cost comparison between the current CareAmerica plan with Options Rider and the two POS plans:

| <u>Current Plan</u> | <u>CareAmerica POS Plan</u> | <u>Prudential Healthcare POS Plan</u> |
|-------------------------|---------------------------------|---|
| \$2,171 | \$2,407 (Std) | \$2,280 (Std) |
| | | \$2,052 (90% Std) |
| | \$2,647 (110% Std) | \$2,508 (110% Std) |

(CareAmerica does not discount its POS plan, therefore, no entry is shown for the 90% of standard rate)







MEDICAL BENEFIT & COST COMPARISON

| | PRU HEALTHCARE HMO PLAN A HMO (IPA,PMG) | HEALTH NET HMO 10-100% HMO (IPA,PMG) | MAXICARE/ER CH ER'S CH MAXI.+ HMO (IPA,PMG) | UNIVERSAL CARE VALUE PLAN HMO (IPA,PMG,STAFF) | INTER VALLEY NOVA 100 HMO (IPA,PMG) | CAREAMERICA HMO 1900 HMO (IPA,PMG) | |
|------------------------------|---|---|---|---|---|--|-------------------------|
| IN-NETWORK | | | | | | | |
| Dr. Office Visits | NO DED.-\$10 | NO DED.-\$10 | NO DED.-\$10 | NO DED.-\$10 | NO DED.-\$10 | NO DED.-\$10 | |
| Hospital Services | NO DED.-100% | NO DED.-100% | NO DED.-100% | NO DED.-100% | NO DED.-100% | NO DED.-100% | |
| RX Benefit | \$5 COPAY | \$10 COPAY | \$10 COPAY | \$5 COPAY | \$5/\$15 | \$10/\$20 | |
| RX Network | ARGUS | HEALTH NET | PAID | MED IMPACT | INTER VALLEY | MEDIMPACT HEALTHCARE | |
| Lab and X-Ray (Out-Patient) | 100% | 100% | \$10 COPAY | \$10 COPAY | \$10 COPAY | 100% | |
| In Patient Physician Fees | 100% | 100% | 100% | 100% | 100% | 100% | |
| Emergency Room | \$50 COPAY | \$50 COPAY | \$35 COPAY | \$50 COPAY | \$30 COPAY | \$50 COPAY | |
| Maternity | AS ANY ILLNESS | AS ANY ILLNESS | AS ANY ILLNESS | AS ANY ILLNESS | AS ANY ILLNESS | AS ANY ILLNESS | |
| Adult Physical Exams | \$10 COPAY | \$10 COPAY | \$10 COPAY | \$10 COPAY | \$10 COPAY | \$10 COPAY | |
| Deductible - Max. Per Family | NO DEDUCTIBLE | NO DEDUCTIBLE | NO DEDUCTIBLE | NO DEDUCTIBLE | NO DEDUCTIBLE | NO DEDUCTIBLE | |
| Out of Pocket - Ind., Family | \$2000 INDV/4000 FAM | \$2000 INDV/4000 FAM | \$1000 INDV/2000 FAM | \$1000 PER INDIVIDUAL | \$1500 INDV/4500 FAM | \$1000 INDV/2000 FAM | |
| Lifetime Maximum | UNLIMITED | UNLIMITED | UNLIMITED | UNLIMITED | UNLIMITED | UNLIMITED | |
| OUT-OF-NETWORK | | | | | | | |
| Dr. Office Co-Ins/Copay | N | N | N | N | N | N | |
| Hospital Co-Insurance | O | O | O | O | O | O | |
| Lab and X-Ray (Out-Patient) | T | T | T | T | T | T | |
| In Patient Physician Fees | | | | | | | |
| Supplemental Accident | C | C | C | C | C | C | |
| Maternity | O | O | O | O | O | O | |
| Adult Physical Exams | V | V | V | V | V | V | |
| Deductible - Max. Per Family | E | E | E | E | E | E | |
| Stop Loss | R | R | R | R | R | R | |
| Out of Pocket - Ind., Family | E | E | E | E | E | E | |
| Lifetime Maximum | D | D | D | D | D | D | |
| ADDITIONAL BENEFITS | | | | | | | |
| Life Insurance | Carrier Amount | PRU HEALTHCARE SEE SCHEDULE | HEALTH NET \$15,000 | MAXICARE/ER CH SEE SCHEDULE | NOT REQUESTED | NOT REQUESTED | CAREAMERICA \$15,000 |
| Dental | Carrier Plan Name Annual Deduct., Max Preventive Care Deduct. Co-Insurance Waiting Period Waiting Period Waiver | PRUDENTIAL PRUDENTIAL DMO NONE/NO MAXIMUM WAIVED 100/80/50% NO WAITING PERIOD FULL WAIVER | NOT REQUESTED | NOT REQUESTED | UNIVERSAL CARE DELTA CARE NONE/NO MAXIMUM NONE 100% AFTER COPAY NO WAITING PERIOD FULL WAIVER | NOT REQUESTED | NOT REQUESTED |
| PREMIUMS | | | | | | | |
| Medical - Standard Rate | \$ 2,038 | \$ 2,191 | \$ 1,981 | \$ 2,085 | \$ 1,910 | \$ 2,113 | |
| - Lowest Rate | \$ 1,834 (.90) | \$ 2,081 (.95) | N/A | \$ 1,876 (.90) | \$ 1,718 (.90) | \$ 1,901 (.90) | |
| - Highest Rate | \$ 2,242 (1.10) | \$ 2,410 (1.10) | N/A | \$ 2,293 (1.10) | \$ 2,100 (1.10) | \$ 2,324 (1.10) | |
| Supp.Acc./Emer.Room | INCLUDED | INCLUDED | INCLUDED | INCLUDED | INCLUDED | INCLUDED | |
| Maternity | INCLUDED | INCLUDED | INCLUDED | INCLUDED | INCLUDED | INCLUDED | |
| RX Benefit | INCLUDED | INCLUDED | INCLUDED | INCLUDED | INCLUDED | INCLUDED | |
| Life Insurance | \$ 112 | \$ 89 | \$ 56 | NOT REQUESTED | NOT REQUESTED | \$ 97 | |
| Dental | \$ 162 | NOT REQUESTED | NOT REQUESTED | \$ 181 | NOT REQUESTED | NOT REQUESTED | |
| Administration Fee | NONE | NONE | \$ 20 | NONE | NONE | \$ 25 | |

NOTE: Please refer to Master Policy for detailed description of Plan Benefits.

IN-NETWORK MEDICAL BENEFITS

(B)

| MEDICAL BENEFITS | PRU HEALTHCARE HMO PLAN A # 167611 | HEALTH NET HMO 10-100% # 165002 | MAXICARE/ER CH ER'S CH MAXI+ # 591503 | UNIVERSAL CARE VALUE PLAN # 210202 | INTER VALLEY NOVA 100 # 245004 | CAREAMERICA HMO 1900 # 375212 |
|-------------------------------|---|--|--|---|---|--|
| Name of Network | PRU HEALTHCARE HMO | HEALTH NET | MAXICARE | UNIVERSAL CARE | INTER VALLEY | CARE AMERICA |
| Dr. Office Visits | NO DED.-\$10 | NO DED.-\$10 | NO DED.-\$10 | NO DED.-\$10 | NO DED.-\$10 | NO DED.-\$10 |
| Hospital Services | NO DED.-100% | NO DED.-100% | NO DED.-100% | NO DED.-100% | NO DED.-100% | NO DED.-100% |
| Lab and X-Ray (Out-patient) | 100% | 100% | \$10 COPAY | \$10 COPAY | \$10 COPAY | 100% |
| In-Patient Physician Fees | 100% | 100% | 100% | 100% | 100% | 100% |
| Intensive Care Maximum Rate | 100% | 100% | 100% | 100% | 100% | 100% |
| Chiropractic Benefit | NOT COVERED | \$10 COPAY MAX 20 VISITS PER YR | NOT COVERED | NOT COVERED | NOT COVERED | NOT COVERED |
| MENTAL/NERVOUS | | | | | | |
| Doctor Fees | \$10-1ST 3 VISITS THEN \$30-TO 20/YR | \$30 COPAY MAX 20 VISITS PER YR | \$10 1ST VISIT THEN \$20/VISIT-MAX 20/YR | NOT COVERED | \$25 COPAY MAX 20 VISITS PER YR | \$25 COPAY MAX 20 VISITS PER YR |
| Hospital Fees | NOT COVERED | NOT COVERED | NOT COVERED | NOT COVERED | NOT COVERED | NOT COVERED |
| Lifetime Maximum | LIMITED TO DR FEES (SEE ABOVE) | LIMITED TO DR FEES (SEE ABOVE) | LIMITED TO DR FEES (SEE ABOVE) | NOT COVERED | LIMITED TO DR FEES (SEE ABOVE) | LIMITED TO DR FEES (SEE ABOVE) |
| DRUG/ALCOHOL | | | | | | |
| Doctor Fees | COMBINED BENEFIT W/MENTAL & NERVOUS | NOT COVERED | 50%-DETOX ONLY MAX \$200 COPAY/VISIT | NOT COVERED | REHAB TREATMENT PROG (SEE BROCHURE) | \$10 COPAY-DETOX ONLY |
| Hospital Fees | 100%-DETOX ONLY | 100%-DETOX ONLY | 50%-DETOX ONLY MAX \$1000/ADMISSION | NOT COVERED | 100%-DETOX ONLY | 100%-DETOX ONLY |
| MISCELLANEOUS BENEFITS | | | | | | |
| Pre-Admission Testing | 100% | 100% | \$10 COPAY | \$10 COPAY | \$10 COPAY | 100% |
| 2nd Surgical Opinion | \$10 COPAY | \$10 COPAY | \$10 COPAY | \$10 COPAY | \$10 COPAY | \$10 COPAY |
| Out-Patient Surgery | 100% | 100% | 100% | COVERED AS IN-HOSP | 100% | 100% |
| Pre-Certification | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED | NOT REQUIRED |
| Home Health Care | 100% | \$10 COPAY MAX 100 DAYS PER YR | \$10 COPAY | \$10 COPAY | \$10 COPAY | \$10 COPAY MAX 180 DAYS/YR |
| Hospice Care | 100% MAX \$7400 PER PERIOD | 100% | 100% MAX 100 DAYS PER YR | NOT COVERED | NOT COVERED | 100% |
| Skilled Nursing Facility | 100% MAX 100 DAYS/PERIOD | \$250 COPAY MAX 60 DAYS PER YEAR | 100% MAX 100 DAYS PER YR | 100% MAX 30 DAYS/ILLNESS | 100% MAX 60 DAYS PER YR | 100%-MAX SET ON CASE BY CASE BASIS |
| Ambulance | 100% | 100% | 100% | \$25 COPAY | 100% | \$50 COPAY |

NOTE: Please refer to the Certificate of Coverage Booklet for a detailed description of Plan Benefits.

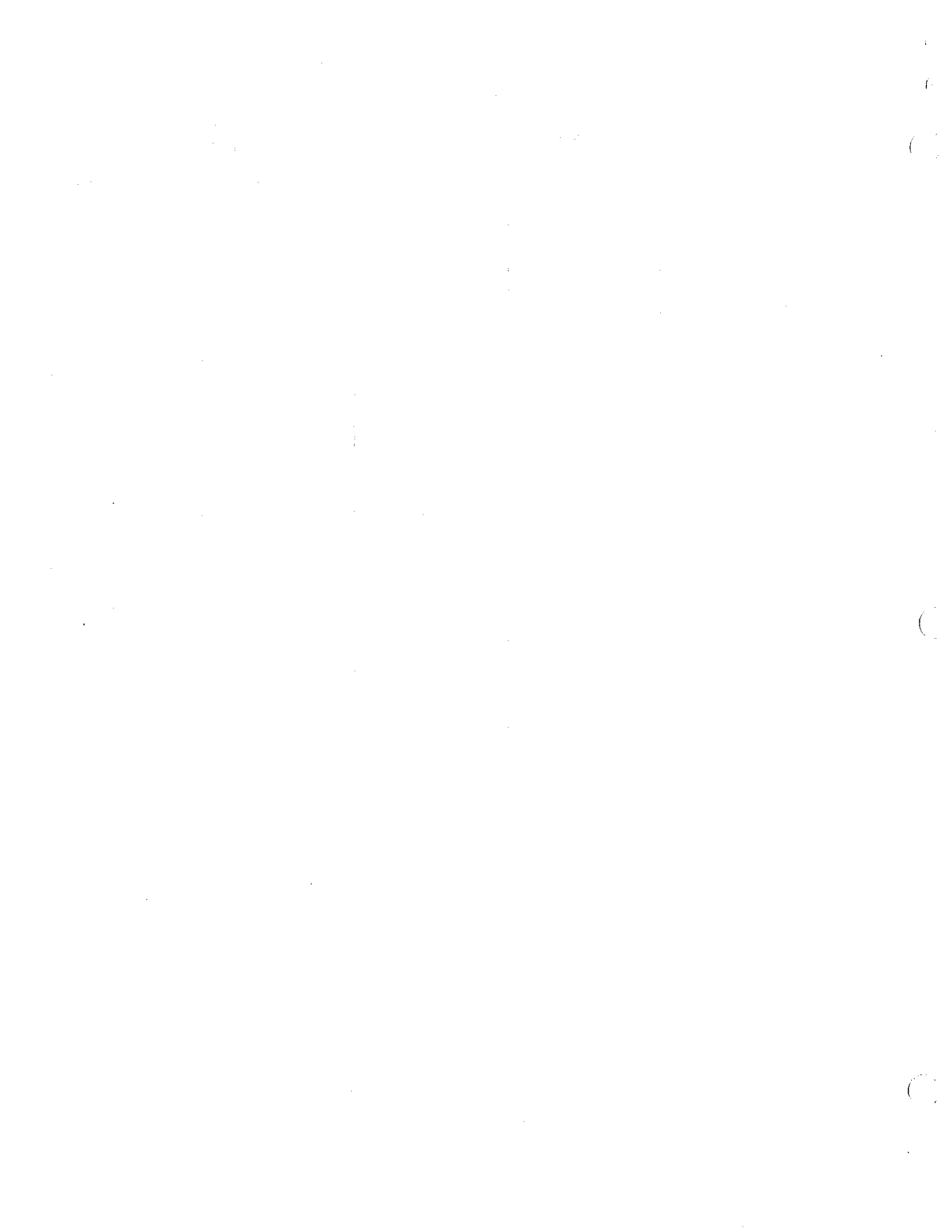
COMPARISON OF HMO/EPO NETWORK PARTICIPATING HOSPITALS

WITHIN A 50 MILE RADIUS TO EMPLOYER ZIP CODE
(Radius calculated from employee zip when provided)



| LOS ANGELES COUNTY | CAREAMERICA HMO 1900 | HEALTH NET HMO 10-100% | INTER VALLEY NOVA 100 | MAXICARE/ER CH ER'S CH MAXI+ |
|--|---------------------------------|-----------------------------------|----------------------------------|---|
| <u>SANTA MONICA</u> SANTA MONICA HOSP MED CTR ST JOHN HOSP & HLTH CTR | YES YES | YES YES | YES | YES YES |
| <u>SHERMAN OAKS</u> SHERMAN OAKS HOSP & HLTH CTR | | YES | | YES |
| <u>SUN VALLEY</u> PACIFICA HOSP OF THE VALLEY | | YES | | YES |
| <u>SYLMAR</u> LA OLIVE VIEW/UCLA MED CTR | | | | |
| <u>TARZANA</u> ENCINO/TARZANA MED CTR TARZANA | YES | YES | | YES |
| <u>TORRANCE</u> LITTLE COMPANY OF MARY HOSP TORRANCE MEM MED CTR | YES YES | YES YES | YES | YES YES |
| <u>VAN NUYS</u> NORTHRIDGE MED CTR - SHERMAN VALLEY PRESBYTERIAN HOSP | YES YES | YES YES | YES | YES YES |
| <u>WEST COVINA</u> CITRUS VLY MED CTR - QUEEN VLY DOCTORS HOSP OF WEST COVINA | YES | YES YES | YES | YES YES |
| <u>WHITTIER</u> PRESBYTERIAN INTER-CMTY HOSP WHITTIER HOSP MED CTR | YES | | YES | YES YES |
| ORANGE COUNTY | | | | |
| <u>ANAHEIM</u> ANAHEIM MEM HOSP COLUMBIA WEST ANAHEIM MED CTR MARTIN LUTHER HOSP WESTERN MED CTR - ANAHEIM | | YES YES YES YES | YES | YES YES YES |
| <u>BREA</u> BREA CMTY HOSP | YES | | | YES |
| <u>FOUNTAIN VALLEY</u> FOUNTAIN VALLEY REG HOSP ORANGE COAST MEM HOSP | YES | YES YES | YES | YES YES |
| <u>FULLERTON</u> ST JUDE MED CTR | YES | YES | YES | YES |

NOTE: Ranges are approximate. Please refer to plan brochure for specific details regarding hospital/physician participation.
Blank spaces indicate the hospitals NOT participating within the network.

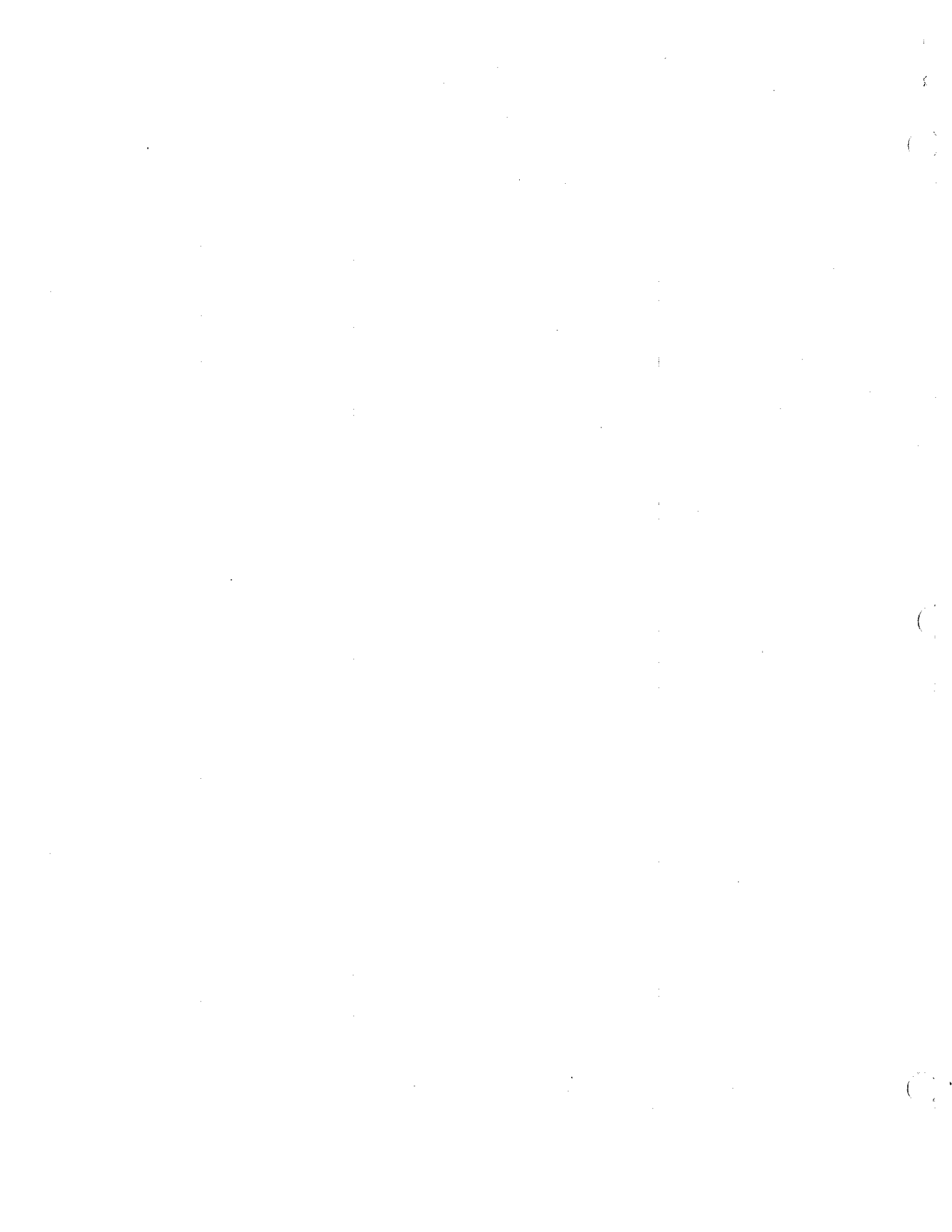


COMPARISON OF HMO/EPO NETWORK PARTICIPATING HOSPITALS

WITHIN A 50 MILE RADIUS TO EMPLOYER ZIP CODE
(Radius calculated from employee zip when provided)

| LOS ANGELES COUNTY | PRU HEALTHCARE HMO PLAN A | UNIVERSAL CARE VALUE PLAN | | |
|--|--------------------------------------|--------------------------------------|--|--|
| <u>SAN PEDRO</u> SAN PEDRO PENINSULA HOSP | YES | YES | | |
| <u>SANTA MONICA</u> SANTA MONICA HOSP MED CTR ST JOHN HOSP & HLTH CTR | YES YES | YES YES | | |
| <u>SHERMAN OAKS</u> SHERMAN OAKS HOSP & HLTH CTR | | | | |
| <u>SUN VALLEY</u> PACIFICA HOSP OF THE VALLEY | | YES | | |
| <u>SYLMAR</u> LA OLIVE VIEW/UCLA MED CTR | | YES | | |
| <u>TARZANA</u> ENCINO/TARZANA MED CTR TARZANA | YES | YES | | |
| <u>TORRANCE</u> LITTLE COMPANY OF MARY HOSP TORRANCE MEM MED CTR | YES YES | YES YES | | |
| <u>'AN NUYS</u> NORTHRIDGE MED CTR - SHERMAN VALLEY PRESBYTERIAN HOSP | YES | YES YES | | |
| <u>WEST COVINA</u> CITRUS VLY MED CTR - QUEEN VLY DOCTORS HOSP OF WEST COVINA | YES | YES | | |
| <u>WHITTIER</u> PRESBYTERIAN INTER-CMTY HOSP WHITTIER HOSP MED CTR | YES | YES YES | | |
| ORANGE COUNTY | | | | |
| <u>ANAHEIM</u> ANAHEIM MEM HOSP COLUMBIA WEST ANAHEIM MED CTR MARTIN LUTHER HOSP WESTERN MED CTR - ANAHEIM | YES YES YES | YES YES YES YES | | |
| <u>BREA</u> BREA CMTY HOSP | YES | | | |
| <u>FOUNTAIN VALLEY</u> FOUNTAIN VALLEY REG HOSP ORANGE COAST MEM HOSP | YES | YES | | |

NOTE: Ranges are approximate. Please refer to plan brochure for specific details regarding hospital/physician participation.
Blank spaces indicate the hospitals NOT participating within the network.

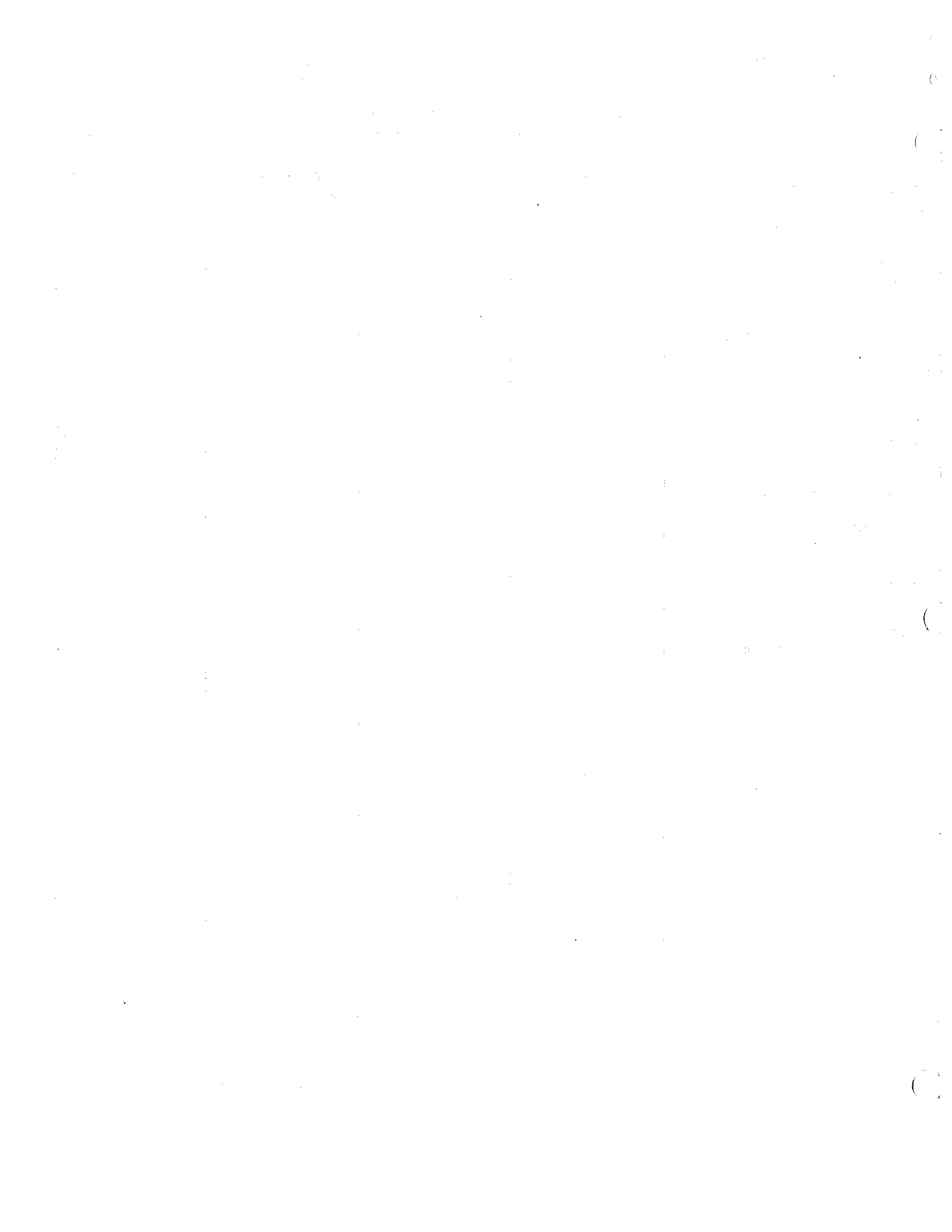


COMPARISON OF HMO/EPO NETWORK PARTICIPATING HOSPITALS

WITHIN A 50 MILE RADIUS TO EMPLOYER ZIP CODE
(Radius calculated from employee zip when provided)

| ORANGE COUNTY | CAREAMERICA HMO 1900 | HEALTH NET HMO 10-100% | INTER VALLEY NOVA 100 | MAXICARE/ER CH ER'S CH MAXI+ |
|---|---------------------------------|-----------------------------------|----------------------------------|---|
| <u>FULLERTON</u> ST JUDE MED CTR | YES | YES | YES | YES |
| <u>GARDEN GROVE</u> GARDEN GROVE HOSP & MED CTR | YES | YES | | YES |
| <u>HUNTINGTON BEACH</u> COLUMBIA HUNTINGTON BEACH HOSP | YES | YES | | |
| <u>IRVINE</u> IRVINE MED CTR | YES | YES | | YES |
| <u>LA HABRA</u> FRIENDLY HILLS REG MED CTR | YES | | | YES |
| <u>LA PALMA</u> LA PALMA INTER-CMTY HOSP | YES | | YES | YES |
| <u>LAGUNA HILLS</u> SADDLEBACK MEM MED CTR | | YES | YES | YES |
| <u>LOS ALAMITOS</u> LOS ALAMITOS MED CTR | YES | YES | | YES |
| <u>MISSION VIEJO</u> CHILDRENS HOSP AT MISSION MISSION HOSP REG MED CTR | YES | YES | | YES |
| <u>NEWPORT BEACH</u> HOAG MEM HOSP PRESBYTERIAN | YES | | YES | YES |
| <u>ORANGE</u> CHAPMAN MEDICAL CENTER CHILDRENS HOSP OF ORANGE CNTY ST JOSEPH HOSP OF ORANGE UCI MED CTR | YES YES YES YES | YES YES YES | YES | YES YES YES |
| <u>PLACENTIA</u> PLACENTIA LINDA CMTY HOSP | YES | | | YES |
| <u>SAN CLEMENTE</u> COLUMBIA SAN CLEMENTE HOSP | YES | | | YES |
| <u>SANTA ANA</u> COASTAL COMMUNITIES HOSP WESTERN MED CTR - SANTA ANA | YES YES | YES YES | | YES YES |
| <u>SOUTH LAGUNA</u> SOUTH COAST MED CTR | YES | YES | YES | |

NOTE: Ranges are approximate. Please refer to plan brochure for specific details regarding hospital/physician participation.
Blank spaces indicate the hospitals NOT participating within the network.



COMPARISON OF HMO/EPO NETWORK PARTICIPATING HOSPITALS

WITHIN A 50 MILE RADIUS TO EMPLOYER ZIP CODE
(Radius calculated from employee zip when provided)

| ORANGE COUNTY | PRU HEALTHCARE HMO PLAN A | UNIVERSAL CARE VALUE PLAN | | |
|--------------------------------|--------------------------------------|--------------------------------------|--|--|
| <u>FULLERTON</u> | | | | |
| ST JUDE MED CTR | YES | YES | | |
| <u>GARDEN GROVE</u> | | | | |
| GARDEN GROVE HOSP & MED CTR | YES | YES | | |
| <u>HUNTINGTON BEACH</u> | | | | |
| COLUMBIA HUNTINGTON BEACH HOSP | YES | | | |
| <u>IRVINE</u> | | | | |
| IRVINE MED CTR | YES | YES | | |
| <u>LA HABRA</u> | | | | |
| FRIENDLY HILLS REG MED CTR | YES | | | |
| <u>LA PALMA</u> | | | | |
| LA PALMA INTER-CMTY HOSP | YES | YES | | |
| <u>LAGUNA HILLS</u> | | | | |
| SADDLEBACK MEM MED CTR | | YES | | |
| <u>LOS ALAMITOS</u> | | | | |
| LOS ALAMITOS MED CTR | YES | YES | | |
| <u>MISSION VIEJO</u> | | | | |
| CHILDRENS HOSP AT MISSION | | YES | | |
| MISSION HOSP REG MED CTR | YES | YES | | |
| <u>NEWPORT BEACH</u> | | | | |
| HOAG MEM HOSP PRESBYTERIAN | YES | YES | | |
| <u>ORANGE</u> | | | | |
| CHAPMAN MEDICAL CENTER | | YES | | |
| CHILDRENS HOSP OF ORANGE CNTY | | YES | | |
| ST JOSEPH HOSP OF ORANGE | YES | YES | | |
| UCI MED CTR | YES | YES | | |
| <u>PLACENTIA</u> | | | | |
| PLACENTIA LINDA CMTY HOSP | YES | YES | | |
| <u>SAN CLEMENTE</u> | | | | |
| COLUMBIA SAN CLEMENTE HOSP | | | | |
| <u>SANTA ANA</u> | | | | |
| COASTAL COMMUNITIES HOSP | YES | | | |
| WESTERN MED CTR - SANTA ANA | YES | YES | | |
| <u>SOUTH LAGUNA</u> | | | | |
| SOUTH COAST MED CTR | YES | YES | | |

NOTE: Ranges are approximate. Please refer to plan brochure for specific details regarding hospital/physician participation. Blank spaces indicate the hospitals NOT participating within the network.

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COMPARISON OF HMO/EPO NETWORK PARTICIPATING HOSPITALS

WITHIN A 50 MILE RADIUS TO EMPLOYER ZIP CODE
(Radius calculated from employee zip when provided)

| | CAREAMERICA HMO 1900 | HEALTH NET HMO 10-100% | INTER VALLEY NOVA 100 | MAXICARE/ER CH ER'S CH MAXI+ |
|--|-------------------------|---------------------------|--------------------------|---------------------------------|
| ORANGE COUNTY RIVERSIDE COUNTY | | | | |
| <u>CORONA</u> CORONA REG MED CTR | YES | YES | YES | YES |
| <u>MURRIETA</u> SHARP HEALTHCARE MURRIETA | YES | YES | YES | |
| <u>RIVERSIDE</u> MORENO VALLEY CMTY HOSP PARKVIEW CMTY HOSP RIVERSIDE CMTY HOSP | YES YES YES | YES YES YES | YES YES YES | YES YES YES |
| <u>SUN CITY</u> MENIFEE VALLEY MED CTR | YES | YES | YES | YES |
| <u>WILDOMAR</u> INLAND VALLEY REG MED CTR | YES | YES | YES | YES |
| SAN BERNARDINO COUNTY | | | | |
| <u>CHINO</u> CHINO VALLEY MED CTR | YES | YES | | YES |
| <u>LOMA LINDA</u> LOMA LINDA CMTY HOSP LOMA LINDA UNIV MED CTR | YES | YES YES | YES YES | YES |
| <u>REDLANDS</u> REDLANDS CMTY HOSP | YES | YES | YES | YES |
| <u>SAN BERNARDINO</u> SAN BERNARDINO CMTY HOSP ST BERNARDINE MED CTR | YES YES | YES YES | YES | YES YES |
| <u>UPLAND</u> SAN ANTONIO CMTY HOSP | YES | YES | YES | YES |
| SAN DIEGO COUNTY | | | | |
| <u>FALLBROOK</u> FALLBROOK HOSP DISTRICT | | YES | | |

NOTE: Ranges are approximate. Please refer to plan brochure for specific details regarding hospital/physician participation.
Blank spaces indicate the hospitals NOT participating within the network.

COMPARISON OF HMO/EPO NETWORK PARTICIPATING HOSPITALS

WITHIN A 50 MILE RADIUS TO EMPLOYER ZIP CODE
(Radius calculated from employee zip when provided)

| | PRU HEALTHCARE HMO PLAN A | UNIVERSAL CARE VALUE PLAN | | |
|--|------------------------------|------------------------------|--|--|
| ORANGE COUNTY | | | | |
| <u>SOUTH LAGUNA</u> SOUTH COAST MED CTR | YES | YES | | |
| RIVERSIDE COUNTY | | | | |
| <u>CORONA</u> CORONA REG MED CTR | YES | YES | | |
| <u>MURRIETA</u> SHARP HEALTHCARE MURRIETA | YES | | | |
| <u>RIVERSIDE</u> MORENO VALLEY CMTY HOSP PARKVIEW CMTY HOSP RIVERSIDE CMTY HOSP | YES YES YES | YES YES YES | | |
| <u>SUN CITY</u> MENIFEE VALLEY MED CTR | YES | YES | | |
| <u>WILDOMAR</u> INLAND VALLEY REG MED CTR | YES | YES | | |
| SAN BERNARDINO COUNTY | | | | |
| <u>CHINO</u> CHINO VALLEY MED CTR | YES | YES | | |
| <u>LOMA LINDA</u> LOMA LINDA CMTY HOSP LOMA LINDA UNIV MED CTR | YES YES | YES YES | | |
| <u>REDLANDS</u> REDLANDS CMTY HOSP | YES | YES | | |
| <u>SAN BERNARDINO</u> SAN BERNARDINO CMTY HOSP ST BERNARDINE MED CTR | YES | YES YES | | |
| <u>UPLAND</u> SAN ANTONIO CMTY HOSP | YES | YES | | |
| SAN DIEGO COUNTY | | | | |
| <u>FALLBROOK</u> FALLBROOK HOSP DISTRICT | YES | YES | | |

NOTE: Ranges are approximate. Please refer to plan brochure for specific details regarding hospital/physician participation.
Blank spaces indicate the hospitals NOT participating within the network.



D

**OPTIONS Rider
BENEFIT SUMMARY**

Calendar Year Maximum: \$ ~~7,000~~ **5,000**
Individual Deductible: \$ 100 (Each covered individual must satisfy this deductible.)

THIS RIDER INCLUDES COVERAGE FOR PHYSICIAN AND OUTPATIENT SERVICES AS OUTLINED BELOW. INPATIENT SERVICES, MAJOR SURGERY AND MATERNITY CARE ARE EXPRESSLY EXCLUDED. THIS RIDER IS OFFERED ONLY IN CONJUNCTION WITH A CAREAMERICA HMO BENEFIT PLAN.

COVERED EXPENSES

BENEFIT REIMBURSEMENT

PHYSICIAN SERVICES

Outpatient services, including:

80% of charges not to exceed Customary & Reasonable amount

- Office visits
- Preventive care for children
- Minor Surgical Procedures
(As defined in #5 of the Limitations and Exclusions section.)
- Radiology
- Pathology

MENTAL OR NERVOUS DISORDERS AND ALCOHOL AND CHEMICAL DEPENDENCY

Outpatient visits, including:

50% of charges not to exceed Customary & Reasonable amount

- Psychotherapy and counseling
- Treatment of alcoholism and chemical dependency

ADDITIONAL SERVICES

- Outpatient diagnostic Laboratory and X-Ray
- Chiropractic and Podiatric Services

80% of charges not to exceed Customary & Reasonable amount

MEDICAL BENEFIT & COST COMPARISON

E

PRU HEALTHCARE
 PLAN K (\$200)
 Point of Service

CAREAMERICA
 POS 1-\$250 DED
 Point of Service

IN-NETWORK

| | <u>HMO BENEFITS</u> | <u>PPO BENEFITS</u> | <u>HMO BENEFITS</u> | <u>PPO BENEFITS</u> |
|------------------------------|-----------------------|-----------------------|----------------------|-----------------------|
| Dr. Office Visits | NO DED.-\$10 | NO DED.-\$20 | NO DED.-\$10 | PLAN DED-80% |
| Hospital Services | NO DED.-100% | \$200 DED- 90% | NO DED.-100% | PLAN DED-80% |
| RX Benefit | \$5 COPAY | \$5 COPAY | \$10/\$20 | \$10/\$20 |
| RX Network | ARGUS | ARGUS | MEDIMPACT MEDCARE | MEDIMPACT MEDCARE |
| Lab and X-Ray (Out-Patient) | 100% | 90% | 100% | 80% |
| In Patient Physician Fees | 100% | 90% | 100% | 80% |
| Emergency Room | \$50 COPAY -SPEC CONS | AS ANY ILLNESS | \$50 COPAY | AS ANY ILLNESS |
| Maternity | AS ANY ILLNESS | AS ANY ILLNESS | AS ANY ILLNESS | AS ANY ILLNESS |
| Adult Physical Exams | \$10 COPAY | \$20 COPAY | \$10 COPAY | NOT COVERED |
| Deductible - Max. Per Family | NO DEDUCTIBLE | \$200/2.5 AGGREGATE | NO DEDUCTIBLE | \$250/3 SEPARATE |
| Out of Pocket - Ind., Family | \$2000 INDV/4000 FAM | \$1000 PER INDIVIDUAL | \$1000 INDV/2000 FAM | \$2500 PER INDIVIDUAL |
| Lifetime Maximum | UNLIMITED | \$2,000,000 | UNLIMITED | \$2,000,000 |

OUT-OF-NETWORK

| | <u>INDEMNITY BENEFITS</u> | <u>INDEMNITY BENEFITS</u> |
|------------------------------|---------------------------|---------------------------|
| Dr. Office Co-Ins/Copay | 70/30% | 60/40% |
| Hospital Co-Insurance | 70/30% | 60/40% |
| Lab and X-Ray (Out-Patient) | 70% LTD FEE SCHEDULE | 80% LTD FEE SCHEDULE |
| In Patient Physician Fees | 70% LTD FEE SCHEDULE | 60% LTD FEE SCHEDULE |
| Supplemental Accident | AS ANY ILLNESS | AS ANY ILLNESS |
| Maternity | AS ANY ILLNESS | AS ANY ILLNESS |
| Adult Physical Exams | NOT COVERED | NOT COVERED |
| Deductible - Max. Per Family | \$200/2.5 AGGREGATE | \$250/3 SEPARATE |
| Stop Loss | \$10,000 | \$16,667 |
| Out of Pocket - Ind., Family | \$3000 PER INDIVIDUAL | \$6667 PER INDIVIDUAL |
| Lifetime Maximum | \$2,000,000 | \$2,000,000 |

ADDITIONAL BENEFITS

| | | |
|---|--------------------------------|-------------------------|
| Life Insurance Carrier Amount | PRU HEALTHCARE SEE SCHEDULE | CAREAMERICA \$15,000 |
| Dental Carrier Plan Name Annual Deduct., Max Preventive Care Deduct. Co-Insurance Waiting Period Waiting Period Waiver | NOT REQUESTED | NOT REQUESTED |

PREMIUMS

| | | |
|-------------------------|-----------------|-----------------|
| Medical - Standard Rate | \$ 2,280 | \$ 2,407 |
| - Lowest Rate | \$ 2,052 (.90) | N/A |
| - Highest Rate | \$ 2,508 (1.10) | \$ 2,647 (1.10) |
| Supp.Acc./Emer.Room | INCLUDED | INCLUDED |
| Maternity | INCLUDED | INCLUDED |
| RX Benefit | INCLUDED | INCLUDED |
| Life Insurance | \$ 112 | \$ 97 |
| Medical | NOT REQUESTED | NOT REQUESTED |
| Administration Fee | NONE | \$ 25 |

NOTE: Please refer to Master Policy for detailed description of Plan Benefits.



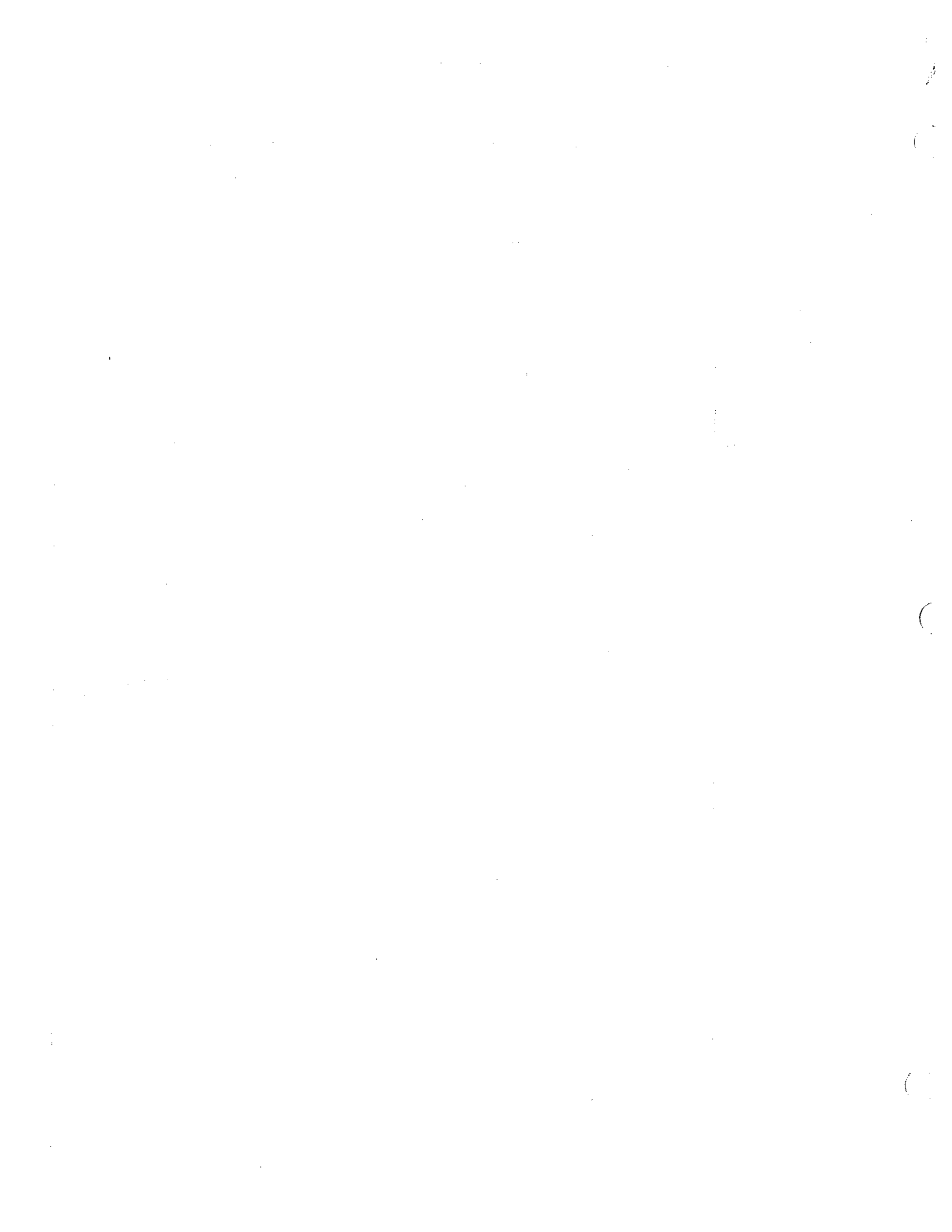
IN-NETWORK MEDICAL BENEFITS

PRU HEALTHCARE
PLAN K (\$200)
167514

CAREAMERICA
POS 1-\$250 DED
376211

| MEDICAL BENEFITS | PRU HEALTHCARE PLAN K (\$200) # 167514 | | CAREAMERICA POS 1-\$250 DED # 376211 | |
|-----------------------------|--|--|--|--|
| | <u>HMO BENEFITS</u> | <u>PPO BENEFITS</u> | <u>HMO BENEFITS</u> | <u>PPO BENEFITS</u> |
| Name of Network | PRU HEALTHCARE HMO | PRU HEALTHCARE PPO | CARE AMERICA | CARE AMERICA |
| Dr. Office Visits | NO DED.-\$10 | NO DED.-\$20 | NO DED.-\$10 | PLAN DED-80% |
| Hospital Services | NO DED.-100% | \$200 DED- 90% | NO DED.-100% | PLAN DED-80% |
| Lab and X-Ray (Out-patient) | 100% | 90% | 100% | 80% |
| In-Patient Physician Fees | 100% | 90% | 100% | 80% |
| Intensive Care Maximum Rate | 100% | 90% | 100% | 80% |
| Chiropractic Benefit | NOT COVERED | 90% MAX \$250 PER YR | NOT COVERED | 80% MAX \$1000 PER YEAR |
| MENTAL/NERVOUS | | | | |
| Doctor Fees | \$10-MAX 30 VISITS/YR | 50%-MAX \$50/VISIT MAX \$1500/YR | \$25 COPAY MAX 20 VISITS PER YR | 50% TO \$50/VISIT MAX 30 VISITS PER YR |
| Hospital Fees | 80%-1ST 15 DAYS/60% NEXT 15-MAX 30/YRR | 50%-MAX 30 DAYS/YR MAX 90 DAYS/LIFETIME | NOT COVERED | 50% |
| Lifetime Maximum | \$50,000 COMBINED BENEFIT W/DRUG | \$50,000 COMBINED BENEFIT W/DRUG | LIMITED TO DR FEES (SEE ABOVE) | \$5,000 PER YEAR \$15,000 LIFETIME |
| DRUG/ALCOHOL | | | | |
| Doctor Fees | COMBINED BENEFIT W/MENTAL & NERVOUS | COMBINED BENEFIT W/MENTAL & NERVOUS | \$10 COPAY-DETOX ONLY | COMBINED WITH MENT/NERV-DETOX ONLY |
| Hospital Fees | COMBINED BENEFIT W/MENTAL & NERVOUS | COMBINED BENEFIT W/MENTAL & NERVOUS | 100% DETOX ONLY | COMBINED WITH MENT/NERV-DETOX ONLY |
| MISCELLANEOUS BENEFITS | | | | |
| Pre-Admission Testing | 100% | 90% | 100% | 80% |
| 2nd Surgical Opinion | \$10 COPAY | \$20 COPAY | \$10 COPAY | 80% |
| Out-Patient Surgery | 100% | 90% | 100% | 80% |
| Pre-Certification | NOT REQUIRED | REQ'D OR BENEFITS REDUCE BY 20% | NOT REQ'D | REQ'D OR ADD'L \$500 & 50% CO-INS |
| Home Health Care | 100% | 90% MAX 100 VISITS/YR | \$10 COPAY | 80% LTD FEE SCHEDULE 100 VISITS PER YR |
| Hospice Care | 100% MAX \$7400 PER PERIOD | 90% MAX \$7400 PER PERIOD | 100% | 80% LTD FEE SCHEDULE \$6000 LIFETIME |
| Skilled Nursing Facility | 100% MAX 100 DAYS/PERIOD | 90% MAX 60 DAYS/PERIOD | 100% | 80% TO \$250 PER DAY MAX 60 DAYS PER YR |
| ambulance | 100% | 90% | \$50 COPAY PER TRIP | 80% LTD FEE SCHEDULE |

NOTE: Please refer to the Certificate of Coverage Booklet for a detailed description of Plan Benefits.



OUT-OF-NETWORK MEDICAL BENEFITS

PRU HEALTHCARE
PLAN K (\$200)
167514

CAREAMERICA
POS 1-\$250 DED
376211

MEDICAL BENEFITS

| | | |
|-----------------------------|--|---|
| Dr. Office Visits | 70/30% | 60/40% |
| Hospital Services | 70/30% | 60/40% |
| Lab and X-Ray (Outpatient) | 70% LTD FEE SCHEDULE | 80% LTD FEE SCHEDULE |
| In-Patient Physician Fees | 70% LTD FEE SCHEDULE | 60% LTD FEE SCHEDULE |
| Intensive Care Maximum Rate | 70% LTD FEE SCHEDULE | 60% LTD FEE SCHEDULE |
| Chiropractic Benefit | 70% LTD FEE SCHEDULE MAX \$250 PER YEAR | 60% LTD FEE SCHEDULE MAX \$1000 PER YEAR |

MENTAL/NERVOUS

| | | |
|------------------|--|---|
| Doctor Fees | 60% LTD FEE SCHEDULE MAX 30 VISITS/YR | 50% TO \$25 PER VISIT MAX 30 VISITS PER YR |
| Hospital Fees | 50% LFS-30 DAYS/YR MAX 90 DAYS/LIFETIME | 50% TO \$125/VISIT |
| Lifetime Maximum | \$50,000 COMBINED BENEFIT W/DRUG | \$5,000 PER YEAR \$15,000 LIFETIME |

DRUG/ALCOHOL

| | | |
|---------------|--|---------------------------------------|
| Doctor Fees | COMBINED BENEFIT W/MENTAL & NERVOUS | COMBINED WITH MENT/NERV-DETOX ONLY |
| Hospital Fees | COMBINED BENEFIT W/MENTAL & NERVOUS | COMBINED WITH MENT/NERV-DETOX ONLY |

MISCELLANEOUS BENEFITS

| | | |
|--------------------------|---|--|
| Pre-Admission Testing | 70% LTD FEE SCHEDULE | 60% LTD FEE SCHEDULE |
| 2nd Surgical Opinion | 70% LTD FEE SCHEDULE | 60% LTD FEE SCHEDULE |
| Out-Patient Surgery | 70% LTD FEE SCHEDULE | 60% LTD FEE SCHEDULE |
| Utilization Review | REQ'D OR BENEFITS REDUCE BY 20% | REQ'D OR ADD'L \$500 & 50% CO-INS |
| Home Health Care | 80% LTD FEE SCHEDULE MAX 100 VISITS/YR | 80% LTD FEE SCHEDULE 100 VISITS PER YR |
| Hospice Care | 70% LTD FEE SCHEDULE MAX \$7400 PER PERIOD | 80% LTD FEE SCHEDULE \$6000 LIFETIME |
| Skilled Nursing Facility | 70% LTD FEE SCHEDULE MAX 60 DAYS/PERIOD | 80% TO \$250 PER DAY MAX 60 DAYS PER YEAR |
| Ambulance | 70% LTD FEE SCHEDULE | 80% LTD FEE SCHEDULE |

NOTE: Please refer to the Certificate of Coverage Booklet for a detailed description of Plan Benefits.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Request from Placentia Historical Committee to participate in the California Sesquicentennial Celebration activities
DATE: February 17, 1998

BACKGROUND

Attachment A is a letter from the Placentia Historical Committee requesting the Library's participation in Placentia's activities relating to the California Sesquicentennial from 1998 through 2000.

If the Board decided to participate it will need to appoint a representative.

RECOMMENDATION

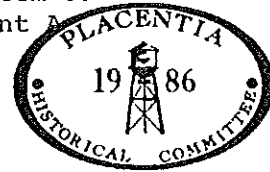
Determine whether to participate and, if yes, appoint a representative.





Placentia Historical Committee

Agenda Item 33
Attachment A



January 16, 1998

Ms. Elizabeth Minter
Director
Placentia Library District
411 East Chapman Avenue
Placentia, California 92870

Dear Ms. Minter:

California is celebrating its Sesquicentennial from 1998 through the year 2000 and the Placentia Historical Committee proposes to actively support this event.

The Historical Committee finds this concept especially exciting because it enables all segments of the community to participate in this celebration. Examples of this participation include, but not limited to:

- Coloring contests for pre-schoolers
- Poster design contests for school children grades K-12
- Design contest for creation of new Placentia orange crate label

We are inviting your organization to participate in this event with us. There are a number of ways in which you will be able to become part of the activities. However, we are initially seeking individuals from major community organizations to become active representatives on the committee.

Please complete the attached form and mail to: City of Placentia, attn: Placentia Historical Committee, Development Services, 401 E. Chapman Avenue, Placentia, CA 92870 by February 15, 1998.

Your representative will be contacted to attend to the kickoff meeting:

Thursday, February 26, 1998 at 7:00 P.M.
Caucus Room (City Hall)
401 E. Chapman Avenue, Placentia, CA 92870

If you have any questions or need additional information, please contact me at (714) 996-4186, or Adrienne Gladson, City Liaison, at (714) 993-8124. Thank you for taking the time and interest to respond to this request.

Sincerely,

Donna Bass (pv)

Donna G. Bass, Committee Chairperson
Placentia Project for the California Sesquicentennial

CALIFORNIA
SESQUICENTENNIAL
1998 - 2000

To: City of Placentia
Attention: Placentia Historical Committee (Donna Bass/Adrienne Gladson)
401 East Chapman Avenue
Placentia, CA 92870

From: _____
(Organization Name)

(Mailing Address)

(Daytime Phone)

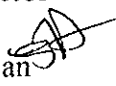
_____ The following individual has been chosen to be our representative to the Placentia
Historical Committee's activities for the California Sesquicentennial Event:

(Representative's Name)

(Mailing Address)

(Daytime Phone)

_____ Our organization has chosen not to participate in this event.

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian 
 DATE: February 17, 1998
 SUBJECT: Program Committee Report for the Month of January 1998

| PLACENTIA LIBRARY DISTRICT | | |
|--------------------------------|---------------|---------------|
| PROGRAM STATISTICS | | |
| DEPARTMENT | JANUARY 1998 | |
| | # of Programs | #of Attendees |
| <i>LITERACY SERVICES</i> | | |
| Tutor Training | 2 | 10 |
| Citizenship Exam | 1 | 21 |
| <i>CHILDREN'S SERVICES</i> | | |
| Martin Luther King Jr. Program | 1 | 7 |
| Storytimes 2-3 year old | 4 | 76 |
| Storytimes 4-6 year old | 4 | 32 |
| Lapsits | 4 | 44 |
| Class Visits & Library Tours | 51 | 33 |



TO: Elizabeth Minter, Library Director
 FROM: Cyrise Smith, Children's Librarian *CMS*
 DATE: February 17, 1998
 SUBJECT: January activities in the Children's Department

Programming- Storytimes began again in January. There were a total of 12 programs this month with 87 children and 65 adults attending. As shown in the program committee report, the breakdown per storytime is as follows:

| TYPE OF PROGRAM | NUMER OF PROGRAMS | TOTAL ATTENDANCE |
|---------------------------|-------------------|--------------------------------|
| Lapsits for under 2 years | 4 | 24 children / 20 adults |
| 2 – 3 year old storytimes | 4 | 39 children / 37 adults |
| 4 – 6 year old storytimes | 4 | 24 children / 8 adults |
| TOTALS | 12 | 87 children / 65 adults |

Class visits- Class visits from local schools continued. 4 classes visited the library this month, with a total of 28 children using the library and it's services.

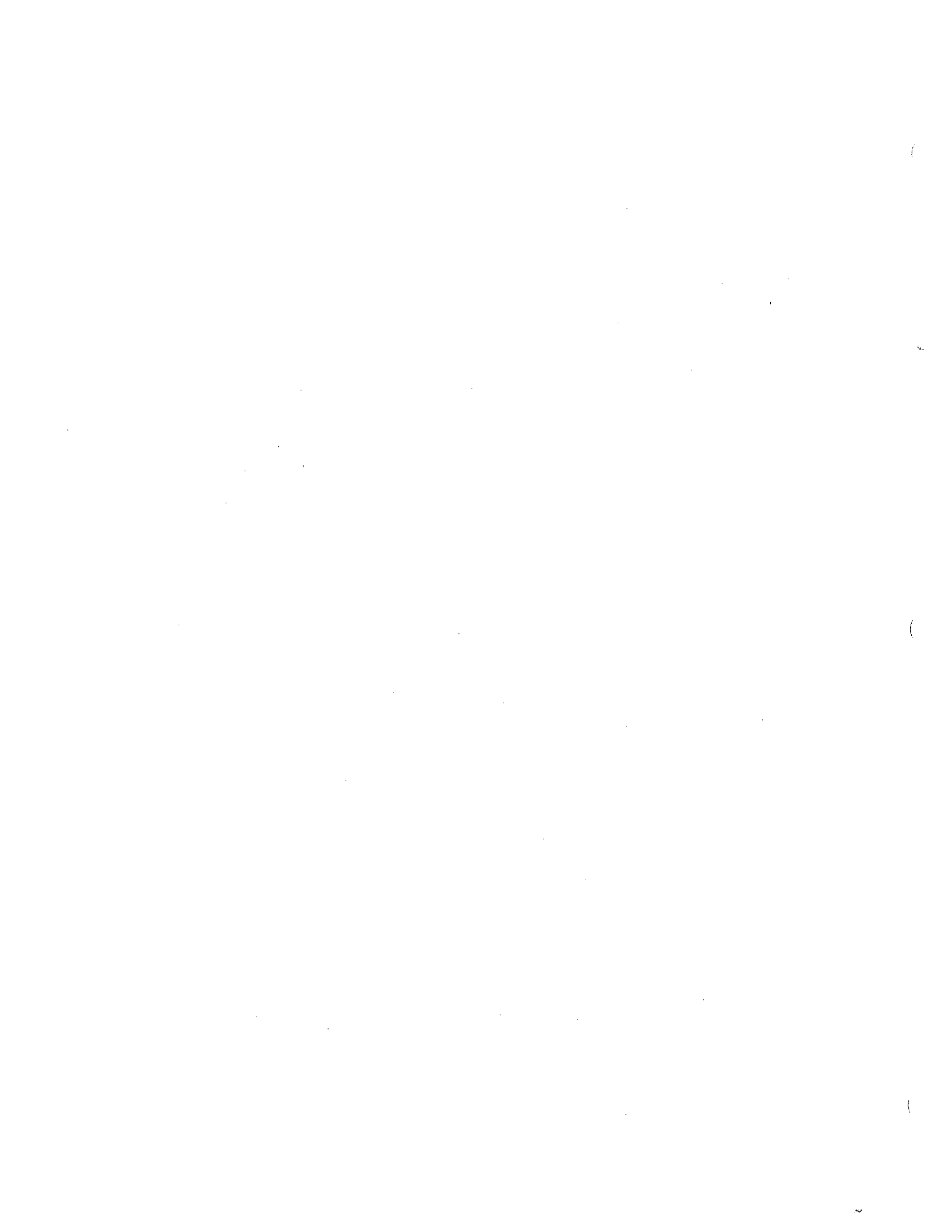
School/Community Outreach-The Children's Librarian attended another parent literacy night at Morse Elementary school. The librarian created a bibliography on children's poetry, had a book display, spoke briefly on the topic and on library programs, and was available for questions.

Other Programs- The In-N-Out Burger reading program "Feed Your Imagination" began on January 12th. This program encourages children to read by awarding a burger, fries, and drink for each set of 5 books read, up to 3 sets of five. By the end of January, approximately 150 children had registered for the program.

Summer Reading Program- For the past two years Wells Fargo Bank has sponsored the Summer Reading Program (SRP) for participating libraries in the Southern California area. Last year the Wells Fargo Foundation granted \$105,000.00 for the 1997 Summer Reading Program. The Wells Fargo Foundation funded a similar amount for the 1996 SRP. These amounts went a long way towards defraying the costs of original artwork, materials, reproduction, distribution and personnel incurred in the operation of a Summer Reading Program encompassing over 450 library sites.

Unfortunately, Wells Fargo Bank will not be sponsoring the Summer Reading Program this year. While the SLS, MCLS, and SERRA library systems attempted to locate other sponsors, efforts were unsuccessful. In response to this, the SLS Committee voted \$10, 000.00 to cover the costs of artwork, booklogs, and posters for SLS members.

All other materials such as bookmarks, bookbags, award certificates, tee shirts, etc. will have to be paid for by participating libraries. It is hoped that other sponsors will be located in time to fund the SRP program for 1999.



TO: Elizabeth Minter, Library Director
FROM: Cheryl Willauer, Library Assistant
DATE: February 17, 1998
SUBJECT: Publicity materials produced for January 1998

Information on the Placentia Library cable channel #53:

1. Placentia Library Trustees.
2. Library Hours.
3. Friends of Placentia Library Author's Brunch
4. Afghan for sale at Circulation Desk.
5. Literacy asking for volunteers to take the tutor training program.
6. Placentia Library Literacy Services offering INS-approved citizenship examination.
7. Friends of Placentia Library bookstore and on going sale in lobby.
8. Storytimes and lapsit programs for children.
9. Holiday closing.
10. Asking for ConAgra Employees to contact Library

Newspaper articles published:

1. Family Multicultural Celebration at Library.
2. Literacy tutor training being held at Library.
3. Storytime for children ages 4 to 6.
4. Storytime for children ages 2 to 3.
5. Understanding Living Trusts Seminar at Library.
6. Gold Rush Is Focus of New Reading Group.
7. City of Placentia Resume.
8. New Aliso Viejo Library to Open.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JAN 15 1998

**Family Multicultural
Celebration at library**

³³²
The Placentia Public Library invites families to a Family Multicultural Celebration at 1 p.m. Monday at the Placentia Library, 411 E. Chapman Ave.

The event is being held in celebration of Martin Luther King's Day. African-American songs, folk tales and skits will be performed for children and their families. For more information, call 528-1906.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JAN 22 1998

Literacy Tutor Training at 6 p.m. at the library, 411 E. Chapman Ave. Call 528-1906.

pacific clippings
post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily JAN 28 1998

PLACENTIA

**Gold Rush Is Focus
of New Reading Group**

³³²
A reading and discussion group for residents, beginning next month at the Placentia Library, will focus on the California Gold Rush era.

The group will explore selected passages from "Gold Rush: A Literary Exploration," a new anthology containing more than 100 selections.

Wendy Elliott, an instructor at Cal State Fullerton, will lead the four free discussion sessions. The Tuesday sessions will take place at the library, 411 E. Chapman Ave., at 7 p.m. on Feb. 10, March 3 and 24, and April 14.

The group is being funded by the California Council for the Humanities.

In addition, group members will be encouraged to help plan city activities, including the 75th anniversary of Placentia in 2001.

Information and reservations: Suad Ammar, principal librarian, (714) 528-1906, ext. 207.

—DEBRA CANO

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JAN 29 1998

³³²
Storytime for children ages 4 to 6 meets at 6:30 p.m. at the Placentia Library, 411 E. Chapman Ave. Call 528-1906.

pacific clippings
post office box 11789
santa ana, calif. 92711

Placentia News
Weekly JAN 22 1998

WEDNESDAY³³²

Storytime for children ages 2 to 3 meets at 7 p.m. at the Placentia Public Library, 411 E. Chapman Ave. Call 528-1906.

pacific clippings
post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily JAN 12 1998

TUESDAY³³²
JAN.

13

■ **Understanding Living Trusts**
Sponsor/Group: Attorney Scott A. Bourdelais
Where: Placentia Library, 411 E. Chapman Ave.
Time: 7 p.m.
Admission: Free
Information/Reservations: (714) 541-9569

pacific clippings
post office box 11789
santa ana, calif. 92711

Los Angeles Times
OC Edition
Daily

CITY RESUME

STATISTICS

Population: 45,339
Median Income: \$30,941
People under age 18: 26%
Percent unmarried: 53%
1995 estimate
Some data from 1990 census

BUSINESSES*

Total: 630
Total as a percent of county: 0.8%
Total employed: 11,302
Employees as a percent of total county: 1.1%
Top 50 manufacturers:
Placentia Linda Hospital: 300
Kjort's Berry Farm Foods: 250
Hartwell Corp.: 240
McMullen & Argus Publishing Inc.: 200
Kaynor Technologies Microdivision: 150
Some figures are for ZIP code boundaries

ITEMS OF INTEREST

TELEPHONE

IN-STORE

PLACENTIA

ZIP code: 92870, 71

Size: 7.2 sq. mi.

HOUSING

Median home value: \$252,800
Average rent: \$804
Housing units: 14,370
Housing vacancy: 2.61%
People per household: 3.22
2.91 countywide

DEMOGRAPHICS

TOP THREE MAJOR BUSINESS ACTIVITIES

| | No. of firms | Percent |
|--------------------------------------|--------------|---------|
| Retail trade | 136 | 21.6% |
| Services: Hotels, personal, business | 103 | 16.3 |
| Wholesale trade | 97 | 15.4 |

FIRM TYPE

| | |
|-----------------|-----|
| Single location | 441 |
| Headquarters | 43 |
| Franchises | 23 |
| Divisions | 12 |
| Branches | 111 |

FIRM SIZE

By number of employees

TAXABLE SALES

\$308 million in 1996, up 11 percent from 1995.

BUSINESS LICENSE FEES

For a new retail, wholesale or service business license, the flat fee is \$33, good until the end of the calendar year. For general contractors, it's \$105; subcontractors, \$60, both good for a 12-month period. For professional businesses, the fee is \$60 per professional, \$13 per nonprofessional in the company and good for the fiscal year (July 1 to June 30).

SPECIAL BUSINESS AREAS

For retail areas you'll find

- Placida Santa Fe, at Santa Fe Street and Bradford Avenue.
- There are some major retail centers along Yorba Linda Boulevard.

Industrial areas can be found in southern Placentia.

Early Spanish settlers called the area "peor que nada," meaning "worse than nothing." The word "Placentia" could be a derivative of a Spanish word meaning "pleasure" or "pleasant." The city says the name means "pleasant place." The city hosts its annual Festival of Arts and Cultures Street Faire in August and Heritage Days Festival and Parade in October.

| | |
|--|--|
| City Hall: 401 E. Chapman Ave. 993-8117 | Gas: So. California Gas Co. (800) 427-2000 |
| Chamber of Commerce: 201 E. Yorba Linda Blvd., Suite C 528-1873 | Water: So. California Water Co. 528-1462 Yorba Linda Water District 777-3018 |
| Telephone: Pacific Bell (800) 750-2355 | Trash: Placentia Disposal 238-3300 |
| Electricity: So. California Edison Co. (800) 655-4555 | |

Note: Area code is 714 unless otherwise stated.

Compiled by Melodie Nyman Posada.
Some business data provided by Inside Prospects, Newport Beach, 660-7777.

post office box 11789
santa ana, calif. 92711

The Register
Daily
332 JAN 30 1998

NO HUSH IN ALISO VIEJO OVER LIBRARY

By KEITH SHARON
The Orange County Register

Aliso Viejo has a new \$7 million cinder-block center of town. After 15 years of discussions, target dates and almos, the Aliso Viejo Library is set to open Saturday. It's the first civic building to bear the community's name.

The library, located at the corner of Journey and Pacific Park Drive, is anchored by a 40-foot-tall granite clock tower, already the community's signature landmark.

Opening the library "will solidify the concept that we're here, we've arrived as a community," said Carmen Vali, co-chair of Cityhood 2000, the community's incorporation drive.

And if cityhood — which com-

COMMUNITY: The new branch — opening Saturday — gives residents a civic boost.

munity activists hope will be on the ballot in 1999 — is to happen, its down-the-stretch effort could be launched in the new library's community room. A town meeting is scheduled for Feb. 11.

Head librarian Carin Sung said she hopes to see many more meetings, discussions and conversations than hushed tones in her new library.

"The library isn't a quiet place anymore," she said. "It's not just a warehouse for books. People should be able to discuss things."

The library has a quiet room for people who don't want to hear chatter.

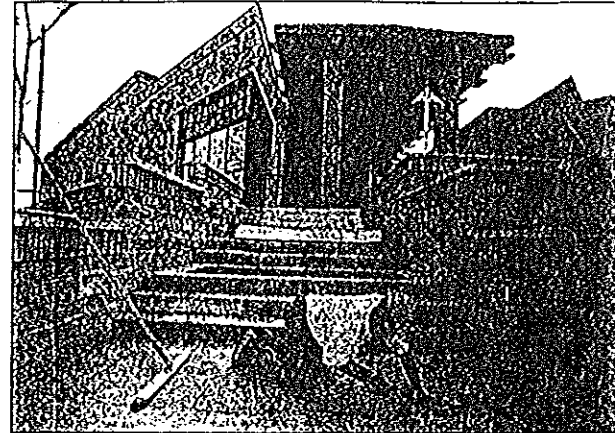
The 21,500-square-foot library features about 80,000 new and used books, reading lounges, a children's terrace and patio, 33 computer terminals and a used-book store. A coffee shop is built but still needs a vendor to operate it.

One of the largest audio-book collections in the county — 1,200 titles — will be offered. Patrons also will be able to use automated checkout rather than wait at the counter.

This community of about 29,000 residents — expected to grow to about 48,000 by 2005 — has embraced the library. Sung already has issued about 10,000 library cards.

A library has been planned for the area since 1979, when the county approved the Mission Viejo Co.'s development of a

Please see LIBRARY Page 2



CHRIS CARLSON/The Orange County Register

FINISHING TOUCHES: Kevin Grimshaw of Newport Beach works on the front steps of the Aliso Viejo Library, the first civic building to bear the community's name. It opens Saturday.

Opening set for Saturday

FROM 1
6,600-acre community.

The first homeowners didn't move to Aliso Viejo until 1982. Still, there was no real sense of community. The U.S. Postal Service did not recognize Aliso Viejo as a mailing address until 1988.

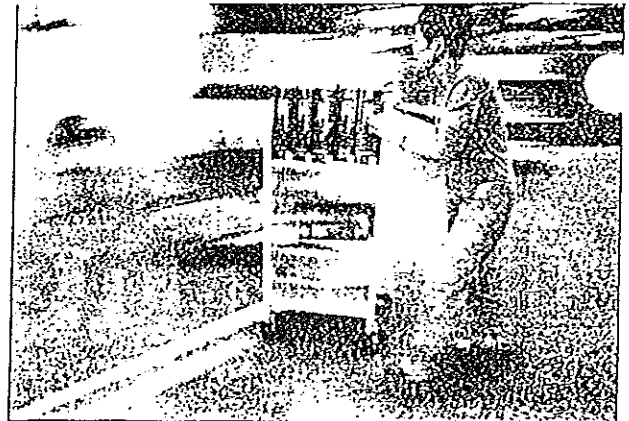
In December 1990, the first Aliso Viejo signs went up.

And now, the library.

"Everybody is drooling, waiting to get in there," said Friends of the Library President Marshall Schlom.

Opening ceremonies are scheduled to begin at 1 p.m. Saturday and will feature music, storytelling and guest appearances by county Supervisor Tom Wilson, local mayors and county Librarian John Adams. The library is one of 27 in the Orange County Library system.

The project was paid for with



CHRIS CARLSON/The Orange County Register

SHELF LIFE: Staff member Eloise Lau rushes to get Aliso Viejo Library ready for Saturday's opening. The library will house about 80,000 books, 1,200 audio books, 33 computer terminals and other amenities.

Mello-Roos taxes that residents and area businesses pay.

"If we had to pay taxes," said JoAnn Blik, an Aliso Viejo resi-

dent for more than three years. "we were thrilled to know they would be coming back to the community in the form of this library."

TO: Elizabeth Minter, Library Director
FROM: Katie Matas, Literacy Coordinator *KLM*
DATE: February 17, 1998
SUBJECT: Placentia Library Literacy Services Report for the month of January

Program Statistics

Active tutors: 50
Active students: 56
Students waiting to be matched: 14
Percentage of tutors reporting (January hours): 90%
Tutoring hours reported: 191
Other volunteer hours reported: 110
Total volunteer hours: 301

Citizenship Exam. The citizenship exam was administered Saturday, January 24, 1998. Twenty-one people took the exam. The next exam is scheduled for Saturday, February 21, 1998.

Southern California Library Literacy Network (SCLLN). The January 8, 1998 meeting of SCLLN was held in Santa Fe Springs and was attended by Board President Dinsmore and Literacy Coordinator Matas. A short training on the OTAN communication software was presented.

Tutor Training. A 15-hour tutor training workshop began January 20, 1998. The workshop will conclude in mid-February with the new tutors being matched with waiting students.

Other Networking Activities. Literacy Coordinator Matas represented PLLS at the Placentia Community Network and at the California State University, Fullerton internship meeting for host agencies.

SAFETY COMMITTEE MEETING
JANUARY 21, 1998
MINUTES

I. Call to Order: 3:15 P.M.

II. Members Attending: Jerry Conn
Katie Matas
Cindy McClain
Esther Guzman

III. Old Business

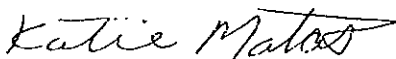
IV. New Business

1. Jerry Conn and Katie Matas will attend the Special District Risk Management Authority workshop in Ontario on February 18, 1998.

2. The vendacard machine was moved closer to the check-out desk, and the electrical wires were properly covered.

The next meeting will be February 25, 1998 at 3:15 P.M.

Respectfully submitted,



Katie Matas

