

Smaller discussion

AGENDA
REGULAR MEETING
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
7:30 P.M.
September 9, 1991

1. Roll Call { *Trustees only.*

2. Adoption of Agenda

Presentation: Library Director
Recommendation: Adopt by Motion

(with floor) ✓

3. Minutes of the August 6, 1991, Regular Meeting

Presentation: Library Director
Recommendation: Approve by Motion

to present
next / next
4-0-1
ABO: discussion

4. Oral Communication

At this time members of the public may make presentation to the Library Board.

5. Friends of the Placentia Library

Proposals to School
Pat's & Gull Exhibit
Aspirin Shows
1) Happy Birth, Book Club
2) Endowment Fund.
3) Chamber Education Committee
Swing Results.
Appellate Bureau

CONSENT CALENDAR (Items 6-19)

Start work

Presentation: Library Director
Recommendation: Approve by Motion

Stick of behavior

Items 6-19 may be considered together as one motion to approve the Consent Calendar. Items may be removed for individual consideration before the Consent Calendar is adopted. Items removed must then each have a separate motion.

6. Circulation Report for July and August, 1991 (Receive & File)

SA

7. Financial Report for July and August, 1991 (Receive & File)

SA

ok 8. Volunteer Report (Receive and File)

ok 9. Overdue Collection Report (Receive and File)

✓ 10

10. Vending Machine Report (Receive and File) *KS*

11. Check Registers (Receive and File) *KS*

✓ 12

12. Annual Report to State Library (Receive and File) *ED*

87 - correct #7

13. Nonstandard Claims in excess of \$300 (Approve) *KS*

14. Claims forwarded by the Library Director (Approve) *KS*

15. Current claims and payroll (Approve)

16. Annual payment of the Money Purchase Pension Plan for the year ending June 30, 1991 to First American Trust Company, in the amount of \$37,908.23. (Approve) *EAM*

17. Ratification of Library Director's approval of the replacement of one of the air conditioner compressors on an urgency basis. *EAM*

18. Building maintenance report (Receive and File) *EAM*

19. State Library Report of Estimated Allocation from the Public Library Fund. (Receive and File) *EAM*

CONTINUING BUSINESS

20. Health insurance coverage for employees 65+ *edu*

Presentation: Trustee Stark
Recommendation: Establish consensus for staff direction

21. California Room

Presentation: Trustee Stark *SOJ*
Recommendation: Establish consensus for staff direction

22. Heritage Day Parade

Presentation: Library Director
Recommendation: Establish consensus on plans for participants

NEW BUSINESS

23. California Library Association

Presentation: Library Director
Recommendation: Motion to designate trustee and staff participants

24. Authorization to permit the Library Director to submit claims with her signature only.

Presentation: Library Director
Recommendation: Adopt Resolution 91-5

✓ 25. Staff request for hot water in staff restrooms and lounge.

Staff req
~~Presentation: Library Director
Recommendation: Motion to approve installation of 2
6-gallon hot water heaters~~

~~At the Staff Meeting on August 28 the Library was requested to provide hot water for both staff restrooms and the lounge. A quote has been received from Manwill Plumbing for \$574.52.~~

✓ 26. Staff scheduling on the afternoon of Saturday, October 26, at the time of Cheryl Roberts' Wedding.

Staff
~~Presentation: Library Director
Recommendation: Approve use of substitutes for all full time and part-time library staff wishing to attend the wedding.~~

✓ 27. Replacement of Cash Register

Staff
Presentation: Library Director
Recommendation: Approve replacement

The Library's cash register has several operational deficiencies: It does not have the capacity of providing a receipt for the patron; and it does not calculate the end-of-the-day totals by operating keys.

✓ 28. Establish date for November Library Board Meeting

~~Presentation: President Dinsmore
Recommendation: Establish by meeting~~

(no report) Das

~~The regular meeting date for November falls on Monday, November 11, Veteran's Day.~~

✓ 29. Establish policy for the Library's Staff Retirement Fund Committee.

Center
Presentation: Library Director
Recommendation: Adopt Policy by Motion

✓ 30. Establish Library Personnel Policy to include provision for payout of an incumbent's accumulated vacation time.

Presentation: Library Director
Recommendation: Adopt Policy by Motion

- ✓ 31. Establish a Library Personnel Policy to include provision for providing paychecks under specific circumstances for incumbents taking vacation time.

Presentation: Library Director
Recommendation: Adopt Policy by Motion

- ✓ 32. Amend Library Personnel Policy 24-85, "FAIR LABOR STANDARDS ACT" (FLSA) as it applies to the Placentia Library District.

Presentation: Library Director
Recommendation: Amend Policy by Motion

Oct meet

defer
Chris

In 1990 the California Court of Appeals issued a ruling that affects leave policies for "FLSA Exempt" employees. The proposed policy is recommended as a procedure to ensure the continued "exempt" status of these employees.

- ✓ 33. Adoption of Organizational Chart

Presentation: Library Director
Recommendation: Adopt by Motion

34. Office Automation Project

shuts

Presentation: Library Director
Recommendation: Approve project in concept and authorize solicitation of bids.

Fund/leg

STAFF REPORTS

- ✓ 35. Gulf Arab States Grant and Exhibit (Ammar)

- ✓ 36. Family Literacy Grant (Daniels)

- ✓ 37. Literacy Tutor Recognition Party (Daniels)

- ✓ 38. Grandparents and Books Grant (Schneider)

- ✓ 39. Stantiago Library System (Minter)

CALENDAR

September 25 (Wed) Santa Ana Public Library Centennial Celebration, 26 Civic Center Plaza, Santa Ana, 5:00-8:00 P.M., R.S.V.P 647-5278

- September 25-28 California Special Districts Association - Sacramento
- October 14 (Mon) Library Board Meeting
- October 15 (Tues) SLS - SAB Meeting 7:30 P.M.
Santa Ana Ted Fackler
- Nov 4
November 16-19 California Library Association Conference
Oakland

- 40. Agenda Preparation
- 41. Adjourn

Handwritten notes:

King's items
 Sht of packets
 How to make
 Summary along
 Poly - approx \$500 reimbursement
 Deductible - resident
 Unknown fund checks
 Example: Employee Ins
 FLSA
 Proclamation
 Bill of Rights

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

I, Karen Samarin, Administrative Assistant for the Placentia Library District hereby certify that the agenda for the September 9, 1991 regular meeting of the Library Board of Trustees of the Placentia Library District was posted on Thursday, September 5, 1991.

Karen Samarin

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Recommendation: Establish consensus for staff direction
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Agenda
September 9, 1991
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- | | |
|-------------------|---------------------------------------------------------------|
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Karen Samarin

MINUTES
PLACENTIA LIBRARY DISTRICT
BOARD OF TRUSTEES
August 6, 1991

Call to Order

The regular meeting of the Placentia Library District Board of Trustees was called to order at 7:32 p.m. by the President Pro-tem Fred West.

Roll Call

Members Present: Evans, Osborn, Stark, West
Members Absent: Dinsmore (excused)
Also Present: Addotta, Samarin

Minutes

It was moved by Bob Osborn, seconded by Sandra Stark, and carried by Unanimous Voice Vote to approve the minutes of July 15, 1991.

Public Comments to the Board

No public comments.

Friends of the Placentia Library

The Friends will be starting up their regular meetings again in September.

Consent Calendar

It was moved by Sandra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the consent calendar.

Nonstandard Claims

It was moved by Ray Evans, seconded by Bob Osborn, and carried by Unanimous Voice Vote to approve the nonstandard claims in excess of \$300.

Ratify Claims forwarded by the Director

There were no claims forwarded by the Director.

Current Claims

It was moved by Sandra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve the current claims in the amount of \$48,765.59. It was moved by Sandra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to approve payrolls 19, 20 and a special payroll in the total amount of \$67,600.00 as presented.

Assistant Library Director's Bonus

It was moved by Bob Osborn, seconded by Ray Evans, and carried by Unanimous Voice Vote to terminate the Assistant Library Director's Bonus effective August 16, 1991.

It was moved by Fred West, seconded by Ray Evans, and carried by Unanimous Voice Vote to appoint Sandra Stark as Secretary Pro-tem.

New Library Director's Salary & Compensation Package

The new Library Director, Elizabeth D. Minter, will be starting her position at the Placentia Library on August 19, 1991 with a yearly salary of \$60,000. She will be allowed to have 4 weeks vacation from her starting date, which is equivalent to what she previously had. Elizabeth will have a performance review after 6 months and after 1 year of employment. The Library has also agreed to purchase all her library memberships

Resolution No. 91-3

It was moved by Ray Evans, seconded by Bob Osborn, and carried by Unanimous Voice Vote to read Resolution No. 91-3 by title only.

RESOLUTION FOR THE ADOPTION OF THE MONEY PURCHASE PENSION PLAN, AS AMENDED BY PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY A TAX-EXEMPT ORGANIZATION/ASSOCIATION

It was moved by Sandra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt Resolution No. 91-3 by roll call vote:

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

CSDA Annual Convention

It was moved by Bob Osborn, seconded by Ray Evans, and carried by Unanimous Voice Vote to authorize Sal Addotta, Elizabeth Minter, and Sandra Stark's attendance at the CSDA Annual Conference September 25 - September 28, 1991 with a maximum expenditure of \$2,400.

Resolution No. 91-4

It was moved by Sandra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to read Resolution No. 91-4 by title only.

CAREER FAIR

Combined Results of Survey

Do you have a Career Fair? Yes (8) No (16)		
What time of year do you usually hold your Career Fair?		
Spring (7) No response (18)	June (1)	Oct. (1)
Would you use a speakers bureau to obtain speakers for your students?		
Yes (23)	No (2)	
Please list business partnerships which would be beneficial for your school:		
<p>Computer business/student recognition Carl's/1st Interstate Libraries/Banks Big business corporations to fund big programs i.e. Alpha Beta, Vons Partnerships which assist in developing employment opportunities for special ed. students Industry, law, professional Paper company, food, banks, counseling Science, Health (Hospitals), Unocal Computer supply, IBM/Apple Technology One that would provide volunteers or motivational items for awards assemblies, etc. Book stores, water districts Nurseries Psych. services, environmental Target Construction Work study programs or apprenticeship programs with emphasis on school to work transition Ace Credit union</p>		
Briefly explain how career education is handled in your school:		
<p>Students select 3 courses; speakers (about 35) speak in small groups Bring anybody off the street/integrated throughout the curriculum Through Drivers' Ed. classes in consultation with Career Guidance specialist In gym/all day/classes come with teacher (open house format) Language art classes special 2 weeks with speakers each day. Parents work with students</p>		
Continue next page		

Individual classrooms, integrated
Counselor/AP Instruction
At individual teacher discretion, some teachers bring in guest speakers
Woven into social science/science curriculum
Community visits (grocery, fire station, etc.)
Tenth grade guidance

What type of assistance would help your site to provide career education programs for your students?

Individuals from various careers be scheduled to speak throughout the year
Speaker bureau
Job developers, private business reps.
List of interested businesses & professionals
Resource speaker, district-level coordinator
Articulation/planning with community
Someone to make business contacts or solicit and coordinate or schedule meetings, speakers, etc.
Speakers, visits to businesses, college tours
Partnerships
Discuss program with someone who has a successful Career Fair; names of community resources

Would you like a partnership with shadowing of business and students?

Yes (17) No ((2) No Response (6)

Would you like to have speakers on other subjects (art, music, etc.)?

Yes (22) No (3)

If yes, please list subjects of interest:

Industry/technology
Wellness
Science, technology, math
World travel (social science classes)
Athletics
Fine arts
Staying in school; people with problems in school who become successful adults
Law, medicine, business, small business start
Economics
Entertainment industry, ecology, chemical abuse

NAME _____

ADDRESS _____

CITY _____ ZIP _____

TELEPHONE _____

BEST TIME TO CALL _____

I CAN LECTURE ON THE FOLLOWING TOPICS:

COMMENTS:

FEE:

SUBMITTED BY _____ DATE _____

Minutes
August 6, 1991
Page 3

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA
LIBRARY DISTRICT FOR NOMINATION TO THE SPECIAL DISTRICTS
WORKERS COMPENSATION AUTHORITY BOARD OF DIRECTORS

It was moved by Sandra Stark, seconded by Ray Evans, and carried by Unanimous Voice Vote to adopt Resolution No. 91-4 by roll call vote.

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

The New Lighting Replacements

LesWat Lighting is scheduled to start on August 8, 1991.

Heritage Day Parade

The Heritage Day Parade is scheduled for October 12, 1991. The Trustees would like to try to get extra cars for our addictive young readers, with banners honoring the young readers.

California Room

Sandra Stark would like to see the California Room turned into the Placentia Room with help from the Friends of the Library.

Health Insurance For Employees 65+

The Trustees would like to review the insurance carriers for medical benefits for the employees 65 and over.

LVA Placentia

The Family Literacy Grant has been approved by the State Library for \$18,500. Kay Schneider and with Melanie Daniels will be working on this program.

Action Items

1. Investigate coverage on 65+ health plans
2. Heritage Day
3. Men/women's public restrooms
4. CSDA meeting plans
5. Remind auditor about sending info. to President of the Board

Agenda Building

1. California Room

Adjourn

It was moved by Sandra Stark to adjourn the regular meeting at 9:03 p.m.

Sandra Stark, Secretary Pro-tem

PROGRAM/PRODUCTION: _____

Name: _____

Address: _____

City: _____ Zip: _____

Telephone: _____

Best time to call: _____

DESCRIPTION:

PROGRAM TIME: _____

TIME NEEDED TO RESERVE: _____

FEE: _____

SUBMITTED BY: _____ DATE: _____

September 9, 1991

Agenda Item 6

PLACENTIA LIBRARY DISTRICT

JULY 1991 CIRCULATION STATISTICAL ANALYSIS

Total service transactions for July 1991 were as follows:

28,693	Books (HIGHEST MONTH EVER; 104.3 PER HR. - HIGHEST MONTH EVER)
731	Magazines
126	Records
1,046	Cassettes
392	Compact Discs
<u>71</u>	Ephemeral
31,059	TOTAL COMPUTER CIRCULATION
777	Videocassettes (PLD=777; Tax video=0)
11	Video equipment (VCR=5; Slide Projector=6; Screen=0; Polaroid=0; Preview Room=0; Telecaptor=0; Tape Recorder=0; Overhead Projector=0; Opaque Projector=0)
<u>31,847</u>	TOTAL ITEM CHECKOUT
<u>4,092</u>	Reference/Reader Advisor
35,939	GRAND TOTAL SERVICE TRANSACTIONS
	PATRON USAGE
21,872	Patrons visiting
3,513	Borrowers transacting

September 9, 1991

Agenda Item 6

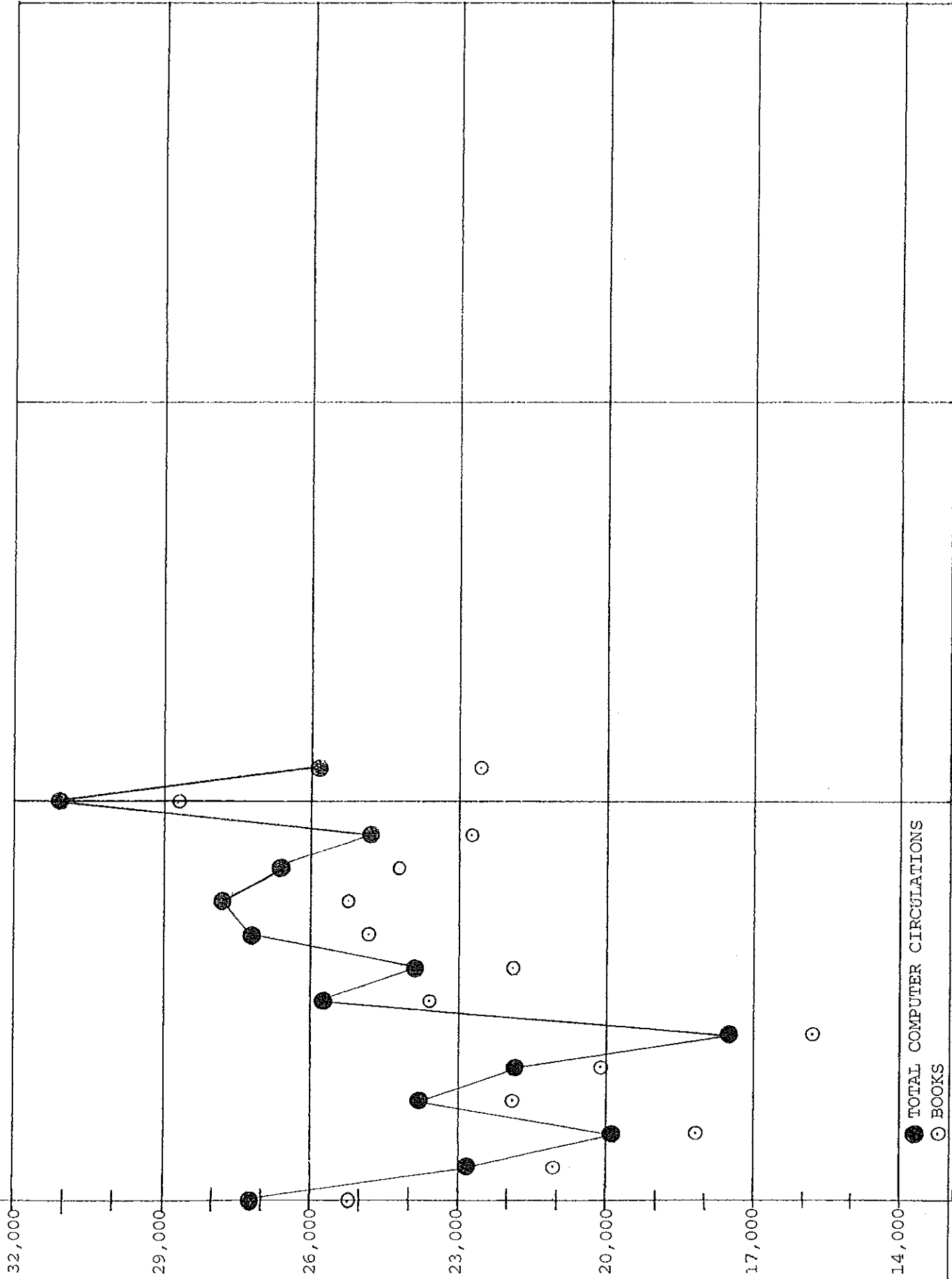
PLACENTIA LIBRARY DISTRICT

AUGUST 1991 CIRCULATION STATISTICAL ANALYSIS

Total service transactions for August 1991 were as follows:

22,649	Books (HIGHEST AUGUST EVER; 80.0 PER HR. - HIGHEST AUGUST EVER)
592	Magazines
109	Records
1,086	Cassettes
382	Compact Discs
<u>79</u>	Ephemeral
24,897	TOTAL COMPUTER CIRCULATION
692	Videocassettes (PLD=692; Tax video=0)
6	Video equipment (VCR=1; Slide Projector=5; Screen=0; Polaroid=0; Preview Room=0; Telecaptor=0; Tape Recorder=0; Overhead Projector=0; Opaque Projector=0)
<u>25,595</u>	TOTAL ITEM CHECKOUT
<u>3,573</u>	Reference/Reader Advisor
29,168	GRAND TOTAL SERVICE TRANSACTIONS
	PATRON USAGE
18,851	Patrons visiting
3,063	Borrowers transacting

CIRCULATION REFERENCE BOOKS AND TOTAL



● TOTAL COMPUTER CIRCULATIONS
○ BOOKS

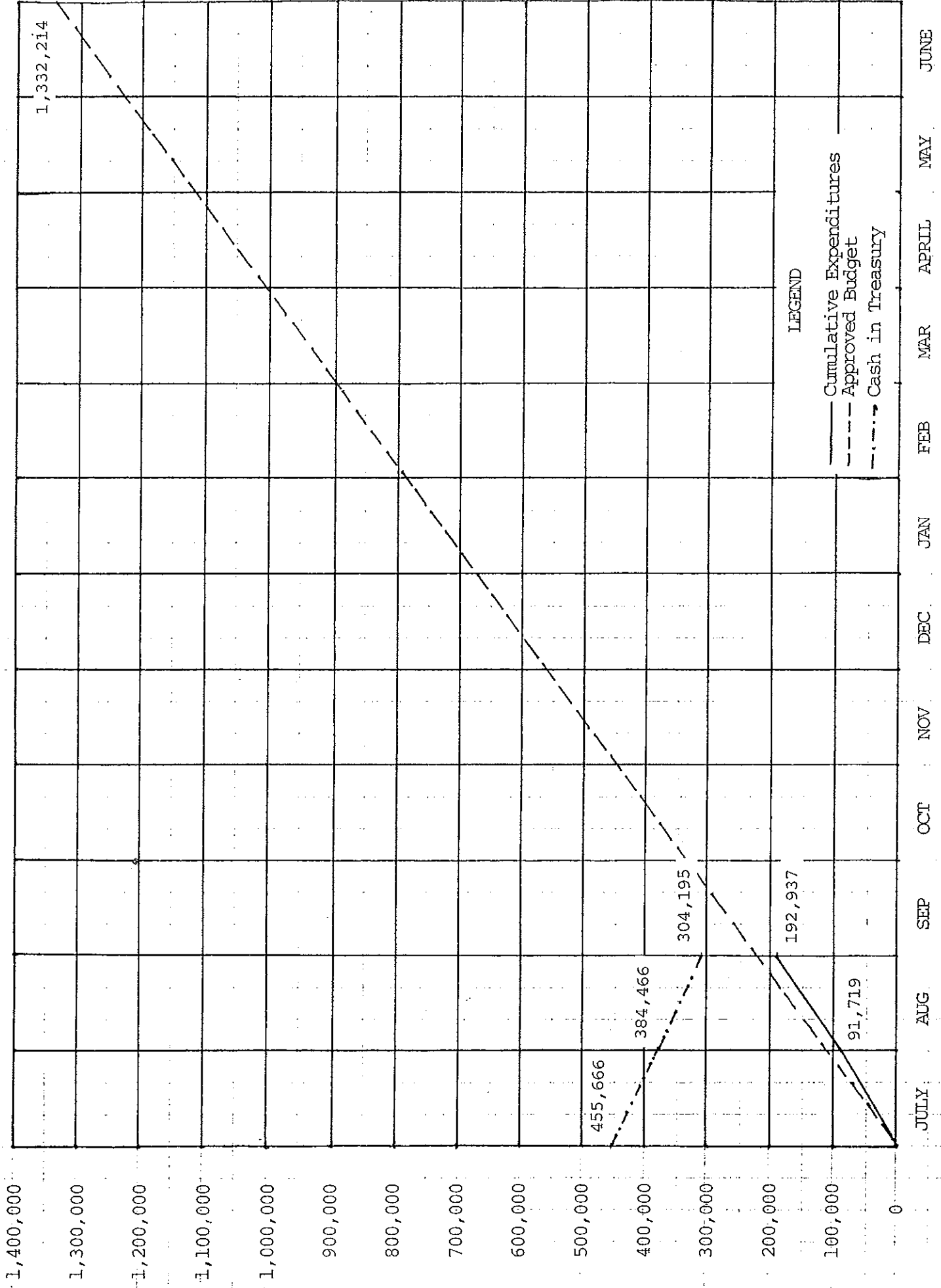
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1990-91

1991-92

1992-93

PLACENTIA LIBRARY DISTRICT FISCAL YEAR 1991-92 BUDGET



PLACENTIA LIBRARY DISTRICT

Agenda Item 8.

September 9, 1991

CUMULATIVE RECORD OF VOLUNTEER WORK HOURS

REGULAR VOLUNTEERS	AUGUST	TOTAL
Cain, Ruth	12.00	1052.00
Chen, Sherri	00.00	108.00
Deputy, Paul	31.25	3581.74
George Key School	0.00	672.00
Goldbaum, Mae	14.25	200.00
Haq, Maliha	2.75	53.75
Ismailjee, Salehah	0.00	90.25
Manalastas, Jennifer	29.00	48.25
Matsumoto, Joyce	20.75	67.00
Paulson, Margaret	12.00	525.25
ROP students - Jenny Duncan	110.00	622.25
Scott, Jennifer	13.00	34.25
Vesely, Pat	20.25	87.75
TEMPORARY VOLUNTEERS		
Saladino, Joel	4.50	4.50
Total	<u>269.75</u>	
LVA VOLUNTEERS		
Literacy Volunteers	698.00	
COMBINED TOTAL		<u>967.75</u>

REGULAR VOLUNTEERS are committed to an on-going program each week.

LVA VOLUNTEERS are involved in tutoring and other volunteer projects for the Literacy Campaign.

TEMPORARY VOLUNTEERS are working for a project in school, church, scouts, or court referral cases.

Dianne Jackson

Volunteer Coordinator

ADVANCED COLLECTION SYSTEMS, INC

222 North Virgil Avenue
Los Angeles, CA 90004

CLIENT PROGRESS REPORT TO 01 Aug 1991

PLACENTIA PUBLIC LIBRARY
ATTENTION: CIRCULATION
411 E CHAPMAN AVE
PLACENTIA, CA 92670
ATTN: DAVID E. SNOW, LIB. DIR.

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

FLA400 Representative is:
OVERDUES DESK
(714) 528-1906 Ext

	MONTH TO DATE		YEAR TO DATE		INCEPTION TO DATE	
	#	\$	#	\$	#	\$
GROSS ASSIGNMENTS	10	504.09	108	7,383.10	759	43,793.68
LESS: Mail Return*, Dispute, Bankrpt	6	270.35	26	1,421.23	130	7,675.61
(ASSIGNMENTS	4	233.74	82	5,961.87	629	36,118.07
COLLECTED						
Paid in Full	1	36.00	19	1,628.94	213	10,191.82
Settled in Full	2	101.35	4	161.25	57	2,919.30
Partial Payment	4	276.20	14	688.48	106	5,809.72
Resolved	1	36.70	1	36.70	14	485.58
TOTAL RECOVERED	8	450.25	38	2,515.37	390	19,406.42

Age of accounts when started	0-30	31-60	61-90	91-120	over 120
	210	42	154	117	236
	\$13,640	\$2,846	\$6,784	\$7,101	\$12,998

* Percentage of Mail Returns - 17.1 %

September 9, 1991

Agenda Item 10

AUGUST 1991 VENDING MACHINE STATUS

Beginning Balance 8/1/91 \$ 888.85

	<u>Income</u>	<u>Expend.</u>
Total Deposits (8/1-8/31/91)	\$470.25	
Total Materials & Supplies		\$292.39
Total vend repairs		0
Vend Mach Loan Payback 8/6/91		<u>366.54</u>
		\$ 658.93

Ending Balance 8/31/91 \$ 700.16

Original Loan amount (11/9/90) \$9,916.54
Payback balance \$7,600.00

add balance

~~\$99.84~~

Keep balance \$500

*Amount of payback in
zero +
hundred.*

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	✓ T	✓ T	DEPOSIT/CREDIT (+)	BALANCE
			\$				\$	2720.44
	7/12	Deposit State Funds			112 ^s		\$ 2392.67	5113.11
3355	7/30	Jeanine waiters office supplies	60.96					5113.15
3356	7/30	O.C. Auditor State Funds	2392.67					2720.48
3357	8/10	Fred West	30.55					2770.53
	8/17	non sufficient funds Bob Richard (18.50 + 3.25)	21.75					2748.78
	8/14	Deposit Fines (JULY)					1511.44	4260.22
3358	8/14	O.C. Auditor Fines	279.44					2748.78
3359	8/15	uniglobe Hacienda Travel CSA for re 7/25-9/28 (sal)	78					2670.78
3360	8/20	The New York Pub Libk Child Books	4					2666.78
3361	8/20	The New York Pub Libk Child Books	7					2659.78
	8/22	NSF - refer to maker Sylvia Moore. bal 8/22/19	5.35					2654.43

Agenda Item 11
County Exempt

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ (IF ANY)	FEE (-)	DEPOSIT/CREDIT (+)	BALANCE
	7/31	Deposit rend mach				340 10	\$ 3707 91
560	8/16	World Trade Center Assoc (gulf grant) Ammer 820	35				4,098 01
561	8/16	Sued Ammak gulf display reimbursement	141 50				4,008 01
562	8/16	As R Wholesale rend supplies	390 39				3,421 51
563	8/16	O.C. Audit 01C rend loan payback	366 54				3,054 97
	8/19	Deposit rend mach				131 40	3,186 37
564	8/12	LoSalle Paper gulf grant - invitations	22 56				3,163 81
565	8/14	U.E.S. gulf grant - shipment	11 25				3,152 56
566	8/15	Shad's Ammak gulf grant - proj direct	600				2,552 56
567	8/15	Ghadya El-Tuk gulf grant - salary (Gready)	350				2,202 56
	8/15	Deposits gulf grant - 1,000 from employees at grant				7098	9,509 17
568	8/15	Farmers Ins. Group ins. coverage for gulf display	1,300				8,209 17
	8/15	Deposit Fields contribution - staff dinner				200	8,409 17

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ (IF ANY)	FEE (-)	DEPOSIT/CREDIT (+)	BALANCE
	8/15	Deposit proceeds from public typewriter				16 98	\$ 8409 17
	8/16	Deposit rend mach				116 75	840 515
	8/16	Deposit B. Moter's purchase Calif. Imgs 899				25	8541 90
	7/31	Interest					8566 90
		Balance 8-27-91 dm					8594 47
							8594 36
	8/30	Deposit rend mach				222 10	8816 46

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

Literacy

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	THRU (-)	THRU (-)	BALANCE	BALANCE	
								\$	\$
1106	6/10	5104 bcs-Enterpieces typesetting PLUS ord.	\$ 25 -	✓			4752	11	
	6/14	Deposit				20 -	4772	11	
	5/21	Interest				15	4787	22	
	6/30	Interest				15	4803	210	
	8/10	Deposit 11th tutor train. wkshp/books				154 25	4957	46	
	7/31	Interest Bal. 5-26-91		✓		16 50	4973	96.	

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED.

1106 6/10 5104 bcs-Enterpieces

September 9, 1991

Agenda 13

NONSTANDARD CLAIMS IN EXCESS OF \$300

1. Pay from Fund Budget 5071 Account 140 in the amount of \$7,343.91 to Bear State Airconditioning for maintenance and repairs to the airconditioning unit.
2. Pay from Fund Budget 5071 Account 140 in the amount of \$441.46 to North Orange County Glass & Mirror for replacement of lamainate glass shelving in the main display class of the library.
3. Pay from Fund Budget 5071 Account 130 in the amount of \$342.58 to Manwill Plumbing Company for men's public restroom repair.

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

DATE 8/30/91
 Report No. 1

The County Auditor
 is authorized to draw his
 warrant from Fund # 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
VISION SERVICE PLAN P.O. Box 254500 Sacramento, CA 95865	8/23/91	September	\$	\$ 172.96	030	
CAREAMERICA HEALTH P.O. Box 5049 Chatsworth, CA 91313-5049	8/23/91	001866		2,056.11	030	
AMERITAS LIFE INS. P.O. Box 81889 Lincoln, NE 68501-1889	8/19/91	September		1,109.32	030	
PACIFIC BELL Payment Center Van Nuys, CA 91388	8/17/91	528-8236	30.46		070	
	8/17/91	528-1906	515.27		070	
	8/17/91	251-5376	89.19		070	
	8/7/91	251-5377	89.19		070	
	8/4/91	524-8408	87.05		070-008	
				811.16		
LA SALLE PAPER 1298 Bluegum St. Anaheim, CA 92806	8/16/91	0684423		12.56	180	
S. CALIF. GAS CO. P.O. Box C Monterey Park, CA 91756	8/15/91	7/15/91- 8/13/91		255.03	280	

PLEASE PAY IMMEDIATELY!!

The claims listed above (totaling \$ 4,417.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code section 3102.

E. Minter

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

DATE 9/9/91
 Report No. 1

The County Auditor
 is authorized to draw his
 warrant from Fund # 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
PLACENTIA CHAMBER OF COMMERCE 201 E. Yorba Linda Blvd., #C Placentia, CA 92670	8/13/91	adv. Add.	\$ 192.50	\$ 277.50	070-008	
	8/12/91	yrly dues	85.00			
MANWILL PLUMBING CO. 380 S. Placentia Ave. Placentia, CA 92670	8/28/91	15351		342.58	130	
N.O.C. GLASS & MIRROR 310 E. Orangethorpe, Suite J Placentia, CA 92670	8/30/91	0536		441.46	140	
BEAR STATE 13321 Alondra Blvd., #R Santa Fe Springs, CA 90670	8/6/91	19949	117.42	5,650.00	140	
	8/13/91	19980	522.70			
	9/3/91	20050	117.42			
	9/3/91	20051	117.00			
	9/3/91	20059	618.53			
	9/3/91	20060	200.84			
				7,343.91		
INTEX SERVICES, INC. 1800 S. Robertson Blvd., Ste. #156 Los Angeles, CA 90035	8/21/91	1101061-C		936.75	140	
D&S SYSTEMS, INC 611-H South Palm St. La Habra, CA 90631	8/8/91	7675		678.00	140	
AMERICAN LIBRARY ASSOC. 50 E. Huron St. Chicago, Ill 60611-2795	8/20/91	129218		98.47	160	
KINKO'S P. O. Box 4074 Fullerton, CA 92634-4074	8/23/91	08539		19.40	180	

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

Approved By _____ Countersigned By _____ Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 9/9/91
 Report No. 2

The County Auditor
 is authorized to draw his
 warrant from Fund No. 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
DORAN STATIONERS 1173 N. Kraemer Blvd. Anaheim, CA 92806	8/22/91 8/29/91	263511 264128	\$ 7.08 21.51	\$ 28.59	180	
BRODART CO. 1609 Memorial Ave. Williamsport, PA 17705	8/20/91	248593		97.19	180	
PACIFIC CLIPPINGS Box 11789 Santa Ana, CA 92711	8/30/91	August		30.71	190	
NATIONAL ASSOCIATES P.O. Box 34080 Los Angeles, CA 90034	8/27/91	48769		1,795.00	190	
CITY OF ANAHEIM P.O. Box 3222 Anaheim, CA 92805	LI042189 LI042187	1,432.00 5,190.23		6,622.23	190 240-001	
READERS DIGEST Reprint Dept. Box 406 Pleasantville, NY 10570	5/3/91	U1230		35.00	190-008	
MATTHEW BENDER Broome Corp. Park RR 2 Box 34H Conklin, NY 13748-9802	7/26/91	41524361		75.53	240-001	
DATA RESEARCH INC. P.O. Box 490 Rosemount, MN 55068	7/29/91	327281		61.25	240-001	
SALEM PRESS, INC. P.O. Box 50062 Pasadena, CA 91115-0062	8/7/91	17020-00		800.04	240-001	

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

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chpaman Ave.
 Placentia, CA 92670

Date 9/9/91
 Report No. 3

The County Auditor
 is authorized to draw his
 warrant from Fund # 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
ALTI PUBLISHING 4180 La Jolla Village Dr., Ste. 520 La Jolla, CA 92037-1471	8/21/91	4145	\$	\$ 26.95	240-001	
QUALITY BOOKS 918 Sherwood Dr. Lake Bluff, IL 60044-2204	8/20/91	290066		381.34	240-001	
FACTS ON FILE 460 Park Avenue South New York, NY 10016	7/29/91	08653		33.39	240-001	
GROLIER EDUCATIONAL CORP. P.O. Box 1716 Danbury, Conn 06816	8/14/91	797625		276.15	240-001	
BANCROFT-WHITNEY P.O. Box 7005 San Francisco, CA 94120-7005	8/2/91	0207001		112.21	240-001	
MARSHALL CAVENDISH P.O. Box 587 North Bellmore, NY 11710	7/30/91	R183610		1,144.18	240-001	
BENNETT MARINE VIDEO 730 Washington St. Marina Del Rey, CA 90292	8/27/91	45979		55.90	240-002	
VIDATRON CORP. P.O. Box 316 Maple Valley, WA 98038	8/12/91	1416		23.45	240-002	
TRI-COAST INTERNATIONAL 1020 Pico Blvd. Santa Monica, Ca 90405	8/12/91	3139		22.70	240-002	
NEW PARENT PRODUCTIONS 1870 The Exchange, Suite 100 Atlanta, GA 30339	8/14/91	416099		33.90	240-002	

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

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 9/9/91
 Report No. 4

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
THE RESTORATION STUDIO B-10 Suite 350 4546 El Camino Real Los Altos, CA 94022	8/13/91	5093		\$ 22.95	240-002	
V.I.E.W. 34 East 23rd. St. New York, NY 10010	8/13/91	27539		22.95	240-002	
BEST FILM & VIDEO 98 Cutter Mill Rd. Great Neck, NY 11021	8/14/91	107534		23.73	240-002	
SELECT VIDEO Suite N 3301 W. Hampden Ave. Englewood, Colorado 80110	8/12/91	42784		271.87	240-002	
R. BOWKER P.O. Box 7247-8604 Phila., PA 19170-8604	7/21/91	745211		35.00	240-004	
EBSCO P.O. Box 92901 Los Angeles, CA 90009	8/3/91	0042538		59.00	240-004	
PROFESSIONAL MEDIA 19122 S. Vermont Ave. Gardena, CA 90248	8/22/91	5056		35.39	240-005	
RECORDED BOOKS INC. 270 Skipjack Rd. Prince Frederick, MD 20678	7/30/91 7/31/91	91098 97324	5.95 11.90	17.85	240-005	
BOOKS ON TAPE P.O. Box 7900 Newport Beach, CA 92658	8/5/91 8/8/91 8/27/91	1089037M 1091922M 1101294M	43.10 6.41 44.12	93.63	240-005	

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

Approved By

Countersigned By

Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 9/9/91
 Report No. 5

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
OFFICE MACHINES BY MARKS 930 Steele Dr. Brea, CA 92621	8/21/91	039831	\$	\$ 150.31	130	
CORPORATE JOBS OUTLOOK P.O. Drawer 100 Boerne, TX 78006	8/30/91	sub. renew		143.99	240-004	
KEYE PRODUCTIVITY P.O. Box 27-480 Kansas City, Missouri	8/10/91	000186827		125.00	270	64180-0001
FIRST AMERICAN TRUST Jo Ann Jordan 421 N. Main St. Santa Ana, CA 92701	9/9/91	yr. end 6/30/91		37,908.23	020	

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

Approved By _____

Countersigned By _____

Attested and/or Countersigned By _____

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 8/6/91
 Report No. 4

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail	Amount	Total Amount	Account Code	Auditor's Warrant Number
ELIZABETH D. MINTER c/o Placentia Library 411 E. Chapman Ave. Placentia, CA 92670	9/9/91	Petty Cash		\$ 1,279.95 36.67 6.84 78.00	\$ 1,401.46	130 180 183 270	

PLEASE PAY IMMEDIATELY!!!

The claims listed above (totaling \$ 62,105.14) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

R. E. WAS
 Approved By

Robert C. Clark
 Countersigned By

Handwritten Signature
 Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 9/9/91
 Payroll Rpt. No. 21

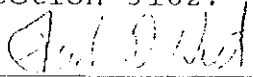
The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

PROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	9/9/91	Pay #21 9/20/91- 10/3/91	26,800.00			010
Account #07605-80156 Route #121000358		Fica	2,000.00			020
				28,800.00		

Please Wire On 10/4/91!

The claims listed above (totaling \$ 28,800.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.


 Approved By


 Countersigned By


 Attested and/or Countersigned By

CLAIMS TRANSMITTED FOR PAYMENT
 Placentia Library District
 411 E. Chapman Ave.
 Placentia, CA 92670

Date 9/9/91
 Payroll Rpt. No. 22

The County Auditor
 is authorized to draw his
 warrant from Fund No 5071

APPROVED CLAIMS

Payee Name & Address	Date	Invoice Number	Detail Amount	Total Amount	Account Code	Auditor's Warrant Number
BANK OF AMERICA Placentia Branch 760 for the Placentia Library	9/9/91	Pay #22 10/4/91- 10/17/91	26,800.00			010
Account #07605-80156 Route #121000358		Fica	2,000.00			020
				28,800.00		

Please Wire On 10/18/91!

The claims listed above (totaling \$28,800.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken the oath or affirmation required by Government Code Section 3102.

Paul L. West
 Approved By

Jandra Turk
 Countersigned By

Paul E. ...
 Attested and/or Countersigned By

Pacific Consulting Corporation National Associates

a company of
The Dun & Bradstreet Corporation

3961 MacArthur Blvd., Suite 200
Newport Beach, California 92660
(714) 752-0155
FAX: (714) 955-2635

August 22, 1991

Mr. Sal Addotta
PLACENTIA LIBRARY DISTRICT
411 East Chapman Avenue
Placentia, CA 92670

RE: PLACENTIA LIBRARY DISTRICT
MONEY PURCHASE PENSION PLAN AND TRUST
REQUIRED CONTRIBUTION FOR PLAN YEAR ENDED JUNE 30, 1991

Dear Sal:

Based on the information provided, required contribution has been calculated for the aforementioned plan.

The total covered compensation of all participants in the plan is \$589,218. Accordingly, contribution required to meet minimum funding is \$41,245.26.

However, there were forfeitures of \$1,880.42 and pre-contribution of \$1,456.61 this year to reduce the total contribution amount to \$37,908.23.

Upon deposit of contribution, please forward a copy of the deposit receipt or a written letter confirming the date and amount of deposit to the trust.

Should you have any questions, please feel free to call at your convenience.

Sincerely,

Susie H. Wiley
Vice President
SHW:bt

Payment of \$ 37,908.23
for year ending June 30, 1991
to:
First American Trust Company
421 N. Main Street
P.O. Box 267
Santa Ana
92701

attn: JoAnn T. Jordan
Trust Officer

September 9, 1991

Agenda Item 17

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Request for ratification of Library Director's approval
of a contract.

BACKGROUND

When I assumed my position as Library Director on August 19 I was informed that one of the four air conditioner compressors was out of order and that the maintenance company was preparing a proposal for replacing the compressor.

While the three remaining compressors kept the system operating they were not able to adequately keep up with the afternoon temperatures and most of the building was quite uncomfortable at that time. Also, the remaining compressors were running at higher capacity and since two of them are also original equipment the Library was at risk of being without air conditioning at all.

On August 26 I received a quote of \$5,650. I phoned the Trustees on August 27: one was out of town; one recommended additional quotes; and three approved. Based on the three approvals I signed the contract at 2:00 P.M. on August 27 and the work was done on August 29.

RECOMMENDATION

Ratification of Library Director's approval of a contract with Bear State Air Conditioning Services, Inc., in the amount of \$5,650, for replacement of an air conditioner compressor on an urgency basis.

September 9, 1991

Agenda Item 18

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eds*
SUBJECT: Building Maintenance Report

Projects Completed:

1. HVAC

- a. Replacement of one of the original compressors for the air conditioning system. Separate proposal and contract, \$5,650.00.
- b. Replacement of a thermostat - cost included with the compressor.
- c. Replacement of muffler, gasket, welding supplies and 60 pounds of freon (problem uncovered at time of monthly maintenance). Outside of service contract, \$618.53.
- d. Servicing and oiling all damper controls (problem uncovered at time of monthly maintenance). Included in service contract.

2. Plumbing

- a. Toilet in public men's restroom was troublesome. After other efforts failed a new industrial toilet was ordered and installed, \$342.58.

3. Lighting

- a. Retrofitting of mercury vapor peripheral lighting project is more than 95% complete. The Southern California Edison representatives have completed their inspection and approval is pending final installation of lights. Project should be completed by Monday, September 9.

A rebate of \$7,500 to \$7,900 should be received from Southern California Edison within 6 to 8 weeks of the final approval date.

4. Friends Lobby Tables

- a. The third table arrived in good condition and will be out for use within a week.

Building Maintenance Report
Page 2

Pending Projects:

1. Tiles in the entry way
2. Clean storerooms
3. Appearance of public restrooms

September 9, 1991

Agenda Item 19

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eds*
SUBJECT: Estimated allocation from the Public Library Fund for
FY1991/92

The attached memo from the State Librarian explains the 39% reduction in the Public Library Fund Allocations.

Placentia Library District budgeted \$17,000 for Public Library Fund revenue so the \$16,592 adjusted payment creates only a \$408 shortfall.



California Library Services Board

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

(916) 322-8476
ATSS 492-8476

M E M O R A N D U M

RECEIVED
AUG 31 1991

TO: All California Public Library Directors

FROM: Gary E. Strong, California State Librarian *Gary E. Strong*

DATE: August 19, 1991

SUBJECT: ESTIMATED Allocations From the Public Library Fund
(1991/92)

In signing the 1991/92 State budget the Governor reduced the amount of the Public Library Fund from \$16.6 million to \$10.1 million. This represents approximately a 39% cut in the appropriation.

The attached table and accompanying explanation presents the California State Library's preliminary estimates for the distribution of these funds this fiscal year. The final determination of the allocation will be made following the October 31, 1991 submittal by local public libraries of their respective local appropriations.

The 1991-92 Budget Act contains a provision to the Public Library Foundation Program which states that city, county and districts which reduce local revenues appropriated for the public library for the 1991-92 fiscal year will continue to receive state funds provided that the reduction in the public library appropriation for the 1991-92 fiscal year is no more than 5 percent of the 1990/91 fiscal year appropriation certified by the fiscal officer.

If you have any questions, contact either Collin Clark at (916) 322-0373 or the Local Assistance Coordinator at (916)445-5847.

Enclosure

PUBLIC LIBRARY FUND DATA

The attached listing shows the California State Library's estimate for PLF payments in Fiscal Year 91/92 as of August 14, 1991.

This estimate uses the local public library appropriation for Fiscal Year 90/91 as the income figure for calculating Fiscal Year 91/92 estimates and assumes all jurisdictions meet the maintenance effort requirements.

The actual allocation to each library will change depending on whether the Fiscal Year 91/92 local support figures create an increase or decrease in the number of libraries eligible to receive PLF funds or whether local support funds change the per capita percentage allocation for any library. The final allocation figures will not be available until after October 31, 1991, when the California State Library receives the actual Fiscal Year 91/92 local public library appropriations.

If you know approximately what your Fiscal Year 91/92 local appropriation will be, you can enter that estimate in Column 2 of the table and follow the formula presented at the top of each column to more accurately estimate your Fiscal Year 91/92 total funding.

PLF Data for FY 91/92

Foundation Base	\$17.69
Maximum State Per Capita	\$1.769 (.10)
Local Match Per Capita	\$15.921 (.90)
State Budget for PLF	\$10,176,000

File:plf9192est

PUBLIC LIBRARY FUND ESTIMATES
 FY 1991/92 BUDGET
 (10,176,000)

08/14/91

PAYEE	1 POP. FY 91/92	2 SEC. 18023 INCOME FY 90/91	3 PER CAPITA (1/2)	4 PERCENT OF 15.921	5 STATE PER CAPITA (4X 1.769)	6 PAYMENT (1 X 5)	7 ADJUSTED PAYMENT
ALAMEDA CO.	477,550	16,326,173	34.19	100%	1.769	844,786	182,401
ALAMEDA P.L.	77,500	1,201,112	15.50	97%	1.722	133,457	28,815
ALHAMBRA	83,700	1,573,995	18.81	100%	1.769	148,065	31,969
ALPINE CO.	1,140	116,483	102.18	100%	1.769	2,017	435
ALTADENA	46,670	1,107,637	23.73	100%	1.769	82,559	17,826
AMADOR CO.	31,250	335,863	10.75	68%	1.194	37,318	8,057
ANAHEIM	273,500	6,046,301	22.11	100%	1.769	483,822	104,464
ARCADIA	48,550	1,218,903	25.11	100%	1.769	85,885	18,544
AUBURN-PLACER CO.	124,825	1,269,767	10.17	64%	1.130	141,085	30,462
AZUSA	41,550	698,176	16.80	100%	1.769	73,502	15,870
BANNING UNIF. S.D.	27,520	353,500	12.85	81%	1.427	39,278	8,481
BEAUMONT	16,035	225,000	14.03	88%	1.559	25,000	5,398
BENICIA	25,550	320,375	12.54	79%	1.393	35,597	7,686
BERKELEY	103,000	6,707,400	65.12	100%	1.769	182,207	39,341
BEVERLY HILLS	32,150	3,208,536	99.80	100%	1.769	56,973	12,280
BRAWLEY	19,450	191,089	9.82	62%	1.092	21,232	4,584
BUENA PARK	69,800	1,607,258	23.03	100%	1.769	123,476	26,660
BURBANK	95,400	2,757,697	28.91	100%	1.769	168,763	36,438
BURLINGAME	34,130	1,635,917	47.93	100%	1.769	60,376	13,036
BUTTE CO.	186,700	932,468	4.99	31%	0.555	103,608	22,370
CALAVERAS CO.	33,350	224,826	6.74	42%	0.749	24,981	5,394
CALEXICO	19,200	222,904	11.61	73%	1.290	24,767	5,348
CARLSBAD	64,300	2,679,292	41.67	100%	1.769	113,747	24,559
CARMEL	4,290	730,951	170.38	100%	1.769	7,589	1,639
CERRITOS	53,300	1,308,190	24.54	100%	1.769	94,288	20,358
CHULA VISTA	138,700	2,495,318	17.99	100%	1.769	245,360	52,977
COALINGA-HURON	14,590	484,500	33.21	100%	1.769	25,810	5,573
COLTON	41,350	662,231	16.02	100%	1.769	73,148	15,794
COLUSA CO.	16,650	368,584	22.14	100%	1.769	29,454	6,359
COMMERCE	12,100	1,421,375	117.47	100%	1.769	21,405	4,622
CONTRA COSTA CO.	730,000	10,046,600	13.76	86%	1.529	1,116,289	241,022
CORONA	81,300	1,686,598	20.75	100%	1.769	143,526	31,053
CORONADO	26,600	915,512	34.42	100%	1.769	47,055	10,160
COVINA	43,200	781,530	18.09	100%	1.769	76,421	16,500
DALY CITY	94,100	1,263,080	13.42	84%	1.491	140,342	30,302
DEL NORTE CO.	25,950	135,351	5.22	33%	0.580	15,039	3,247
DIXON UNIF. S.D.	16,060	197,779	12.32	77%	1.368	21,975	4,745
DOWNEY	92,100	1,316,788	14.30	90%	1.589	146,310	31,590
EL CENTRO	32,650	304,031	9.31	58%	1.035	33,781	7,294
EL DORADO CO.	130,800	1,279,321	9.78	61%	1.087	142,147	30,691
EL SEGUNDO	15,200	768,773	50.58	100%	1.769	26,889	5,806
ESCONDIDO	110,800	1,819,090	16.42	100%	1.769	196,005	42,320
FRESNO CO.	672,210	5,050,844	7.51	47%	0.835	561,205	121,172
FULLERTON	115,600	2,973,456	25.72	100%	1.769	204,496	44,154
GLENDALE	182,600	4,797,923	26.28	100%	1.769	323,019	69,744
GLENDORA	47,950	1,067,368	22.26	100%	1.769	84,824	18,315
HAYWARD	115,200	2,158,501	18.74	100%	1.769	203,789	44,001
HEMET	38,000	417,323	10.98	69%	1.220	46,369	10,012
HUMBOLDT CO.	121,000	1,413,538	11.68	73%	1.298	157,060	33,911

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HUNTINGTON BEACH	182,800	3,435,590	18.79	100%	1.769	323,373	69,821
IMPERIAL CO.	36,770	323,702	8.80	55%	0.978	35,967	7,766
IMPERIAL P.L.	4,280	70,249	16.41	100%	1.769	7,571	1,635
INGLEWOOD	111,700	2,131,391	19.08	100%	1.769	197,597	42,664
INYO CO.	18,550	434,080	23.40	100%	1.769	32,815	7,085
IRWINDALE	1,070	91,000	85.05	100%	1.769	1,893	409
KERN CO.	559,900	7,453,844	13.31	84%	1.479	828,205	178,821
KINGS CO	104,400	758,215	7.26	46%	0.807	54,246	18,190
LAKE CO.	52,000	565,744	10.88	68%	1.209	62,860	13,572
LARKSPUR	11,200	237,897	21.24	100%	1.769	19,813	4,278
LASSEN CO.	28,000	0	0.00	0%	0.000	0	0
LINCOLN	7,475	47,555	6.36	40%	0.707	5,284	1,141
LIVERMORE	58,100	1,527,970	26.30	100%	1.769	102,779	22,191
LODI	52,500	839,730	15.99	100%	1.769	92,873	20,052
LOMPOC	63,627	580,935	9.13	57%	1.014	64,548	13,937
LONG BEACH	439,300	11,852,669	26.98	100%	1.769	777,122	167,791
LOS ANGELES CO.	3,154,760	55,665,000	17.64	100%	1.769	5,580,770	1,204,964
LOS ANGELES P.L.	3,536,800	55,551,007	15.71	99%	1.745	6,172,334	1,332,690
LOS GATOS	27,450	899,820	32.78	100%	1.769	48,559	10,485
MADERA CO.	92,300	793,904	8.60	54%	0.956	58,212	19,046
MARIN CO.	140,455	3,474,763	24.74	100%	1.769	248,465	53,647
MENDOCINO CO.	81,800	572,885	7.00	44%	0.778	63,654	13,744
MENLO PARK	28,400	843,020	29.68	100%	1.769	50,240	10,847
MERCED CO.	184,000	1,613,033	8.77	55%	0.974	179,226	38,697
MILL VALLEY	13,150	713,869	54.29	100%	1.769	23,262	5,023
MODOC CO.	9,825	377,583	38.43	100%	1.769	17,380	3,753
MONO CO.	10,250	286,026	27.90	100%	1.769	18,132	3,915
MONROVIA	36,000	556,742	15.47	97%	1.718	61,860	13,356
MONTEREY CO.	198,870	3,146,818	15.82	99%	1.758	349,646	75,493
MONTEREY PARK	61,300	1,192,617	19.46	100%	1.769	105,440	23,414
MONTEREY P.L.	32,300	1,347,919	41.73	100%	1.769	57,139	12,337
MOUNTAIN VIEW	68,200	2,385,202	34.97	100%	1.769	120,646	26,049
NAPA	107,700	2,111,041	19.60	100%	1.769	190,521	41,136
NATIONAL CITY	55,700	928,695	16.67	100%	1.769	98,533	21,275
NEVADA CO.	80,900	617,061	7.63	48%	0.847	68,562	14,804
NEWPORT BEACH	67,300	2,767,580	41.12	100%	1.769	119,054	25,705
OAKLAND	393,225	7,224,916	18.37	100%	1.769	695,615	150,193
OCEANSIDE	133,700	2,514,892	18.81	100%	1.769	236,515	51,067
ONTARIO	135,500	2,918,227	21.54	100%	1.769	239,700	51,754
ORANGE CO.	1,234,735	22,775,541	18.45	100%	1.769	2,154,246	471,608
ORANGE P.L.	112,700	3,300,198	29.28	100%	1.769	199,366	43,046
ORLAND	12,200	221,048	18.12	100%	1.769	21,582	4,660
OXNARD	143,800	1,898,984	13.21	83%	1.467	210,998	45,557
PACIFIC GROVE	16,250	529,029	32.56	100%	1.769	28,746	6,207
PALMDALE	78,000	1,041,760	13.36	84%	1.484	115,751	24,992
PALM SPRINGS	50,600	1,708,334	33.76	100%	1.769	59,511	19,327
PALO ALTO	56,000	3,456,537	61.72	100%	1.769	99,064	21,389
PALOS VERDES	82,920	3,229,067	38.94	100%	1.769	146,685	31,671
PALO VERDE	16,740	187,560	11.20	70%	1.245	20,540	4,500

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PASADENA	132,400	6,409,941	48.41	100%	1.769	234,216	50,570
PASO ROBLES	19,250	319,500	16.60	100%	1.769	34,053	7,353
PLACENTIA	43,440	1,046,079	24.08	100%	1.769	76,845	16,592
PLUMAS/SIERRA CO.	23,410	284,126	12.14	76%	1.349	31,570	6,816
POMONA	133,800	1,933,758	14.45	91%	1.606	214,562	46,392
PORTERVILLE	30,400	387,150	12.74	80%	1.415	43,017	9,288
REDLANDS	63,200	1,172,470	18.55	100%	1.769	111,501	24,139
REDONDO BEACH	60,300	1,313,250	21.78	100%	1.769	106,671	23,032
REDWOOD CITY	67,300	3,186,368	47.35	100%	1.769	119,054	25,705
RICHMOND	89,300	2,396,994	26.84	100%	1.769	157,972	34,108
RIVERSIDE	993,055	11,027,039	11.10	70%	1.234	1,225,227	264,543
ROSEVILLE	46,900	1,526,631	32.55	100%	1.769	82,966	17,913
SACRAMENTO CITY	346,600	7,329,598	21.15	100%	1.769	613,135	132,384
SACRAMENTO CO.	720,200	8,587,000	11.92	75%	1.325	954,111	206,005
SALINAS	111,200	2,203,500	19.82	100%	1.769	196,713	42,473
SAN ANSELMO	11,800	236,438	20.04	100%	1.769	20,574	4,507
SAN BENITO	35,630	359,851	10.10	63%	1.122	39,983	8,633
SAN BERNARDINO CO.	995,675	7,583,799	7.62	48%	0.846	842,644	181,938
SAN BERNARDINO P.L.	171,600	2,732,455	15.92	100%	1.769	303,560	65,543
SAN BRUNO	39,150	817,452	20.88	100%	1.769	69,256	14,953
SAN DIEGO CO.	888,830	8,007,399	9.01	57%	1.001	889,711	192,101
SAN DIEGO P.L.	1,130,000	15,788,769	13.97	88%	1.552	1,754,308	378,779
SAN FRANCISCO	726,700	20,124,403	27.69	100%	1.769	1,285,532	277,564
SAN JOSE	791,600	17,750,210	22.42	100%	1.769	1,400,340	302,352
SAN JUAN BAUTISTA	1,570	8,716	5.55	35%	0.617	968	209
SAN LEANDRO	68,500	1,920,048	28.03	100%	1.769	121,177	26,164
SAN LUIS OBISPO	202,050	3,416,429	16.91	100%	1.769	357,426	77,173
SAN MARINO	12,950	458,676	35.42	100%	1.769	22,909	4,946
SAN MATEO CO.	249,380	9,046,388	36.28	100%	1.769	441,153	95,251
SAN MATEO P.L.	89,865	2,450,700	27.27	100%	1.769	158,971	34,324
SAN RAFAEL	49,750	757,299	15.22	96%	1.691	84,144	18,168
SANTA ANA	300,300	3,817,905	12.71	80%	1.413	424,212	91,593
SANTA BARBARA	208,300	2,928,356	14.06	88%	1.562	325,373	70,252
SANTA CLARA CO.	356,065	12,401,829	34.83	100%	1.769	629,579	135,999
SANTA CLARA P.L.	94,100	2,899,663	30.81	100%	1.769	166,463	35,942
SANTA CRUZ	200,550	3,619,534	18.05	100%	1.769	354,773	76,600
SANTA FE SPRINGS	15,500	881,200	56.85	100%	1.769	27,420	5,920
SANTA MARIA	104,632	1,332,621	12.74	80%	1.415	148,069	31,970
SANTA MONICA	86,900	3,928,665	45.21	100%	1.769	153,726	33,192
SANTA PAULA	25,500	278,459	10.92	69%	1.213	30,940	6,680
SAUSALITO	7,225	347,534	48.10	100%	1.769	12,781	2,760
SHASTA CO.	151,800	615,594	4.06	25%	0.451	68,399	14,768
SIERRA MADRE	10,800	329,934	30.55	100%	1.769	19,105	4,125
SIGNAL HILL	8,350	128,440	15.38	97%	1.709	14,271	3,081
SISKIYOU CO.	44,200	776,087	17.56	100%	1.769	78,190	16,882
SOLANO CO.	311,320	5,289,319	16.99	100%	1.769	550,725	118,909
SONOMA CO.	396,300	5,666,266	14.28	90%	1.587	629,585	135,936
SOUTH PASADENA	24,050	741,158	30.82	100%	1.769	42,544	9,186
SO. SAN FRANCISCO	54,900	1,391,825	25.35	100%	1.769	97,118	20,969

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STANISLAUS CO.	383,300	3,474,923	9.07	57%	1.007	386,103	83,365
ST. HELENA	5,000	334,638	66.93	100%	1.769	8,845	1,910
STOCKTON-SAN JOAQUIN	437,500	7,088,504	16.20	100%	1.769	773,938	167,104
SUNNYVALE	119,600	3,778,379	31.59	100%	1.769	211,572	45,681
SUTTER CO.	66,100	485,000	7.35	45%	0.817	54,000	11,659
TEHAMA CO.	50,900	268,857	5.28	33%	0.587	29,873	6,450
THOUSAND OAKS	111,454	3,622,900	32.51	100%	1.769	197,162	42,570
TORRANCE	133,500	3,976,589	29.79	100%	1.769	236,162	50,990
TRINITY CO.	13,150	149,824	11.39	72%	1.266	16,647	3,594
TULARE CO.	255,100	1,756,315	6.88	43%	0.765	195,146	42,135
TULARE P.L.	34,100	278,016	8.15	51%	0.906	30,891	6,670
TUOLUMNE/MARIPOSA CO	64,700	485,274	7.50	47%	0.833	53,919	11,642
UPLAND	64,000	1,430,167	22.35	100%	1.769	113,216	24,445
VENTURA CO.	397,146	6,543,700	16.48	100%	1.769	702,551	151,690
VERNON	150		0.00	0%	0.000	0	0
WATSONVILLE	31,950	613,321	19.20	100%	1.769	56,520	12,203
WHITTIER	78,900	1,808,370	22.92	100%	1.769	139,574	30,136
WILLOWS	13,125	157,898	12.03	76%	1.337	17,544	3,788
WOODLAND	40,250	595,783	14.80	93%	1.645	66,198	14,293
YOLO CO.	104,750	1,389,475	13.26	83%	1.474	154,386	33,334
YORBA LINDA	53,900	1,748,087	32.43	100%	1.769	95,349	20,587
YUBA CO.	59,400	316,434	5.33	33%	0.592	35,159	7,591
	30,355,694	542,286,751				47,129,989	10,176,000

Explanation for Columns 3 to 7

Column 3. Income (Column 2) divided by population (Column 1).

Column 4. Local per capita divided by \$15.921.

Column 5. Column 4 multiplied by 1.769.

Column 6. Column 1 multiplied by Column 5 equals full PLF authorization IF FULL FUNDING WERE AVAILABLE.

Column 7. Total PLF funding available is 22% of the full authorization. Column 7 is 22% of Column 6.

September 9, 1991

Agenda Item 20

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eds*
SUBJECT: Health insurance for employees 65+

BACKGROUND

The attached pages have been copied from a report that the library is required to complete for Medicare.

I have consulted with Sam Cunningham, Anderson & Anderson Insurance Brokers, concerning the Library's response to the survey.

I am scheduled to meet with Mr. Cunningham on the morning of September 9 to further review the Library's responsibilities for health insurance and classification of coverage for "working aged" as described in the attached publication.

RECOMMENDATION

Staff awaits further direction from the Board.

→ Securo Horizons
→ Medicare HMO
→ Kaiser
1) Issues
2) Costs

Background Information:

Employer Group Health Plans and the Medicare Secondary Payer Program

Some people who have Medicare also have group health coverage. Usually, Medicare is their primary payer, which means that Medicare pays first on their health care claims. Sometimes, the other plan must pay first. In that case, Medicare is the secondary payer.

Until 1980, the Medicare program was the primary payer in all cases except those involving workers' compensation (including black lung benefits) or veterans benefits. Since 1980, new laws have made Medicare the secondary payer for several additional categories of people. The additional categories of people for whom Medicare is the secondary payer are described below.

Medicare secondary payer (MSP) is the term used by Medicare when Medicare is not responsible for paying first. (The private insurance industry generally talks about "coordination of benefits" when assigning responsibility for first and second payment.)

The terms "Medicare supplement" and "Medicare secondary payer" are sometimes confused. A Medicare supplement (Medigap) policy is a private health insurance policy designed specifically to fill in some of the "gaps" in Medicare's coverage when Medicare is the primary payer. Medicare supplement policies typically pay for expenses that Medicare does not pay because of deductible or coinsurance amounts or other limits under the Medicare program. An employer cannot offer or subsidize a Medicare supplement policy where the law makes Medicare the secondary payer.

Federal law takes precedence over conflicting State law and private contracts. Thus, for the categories of people described below, Medicare is secondary payer regardless of state law or plan provisions. These Federal requirements are found in Section 1862(b) of the Social Security Act (42 U.S.C. Section 1395y(b)). Applicable regulations are found at 42 C.F.R. Part 411 (1990). You should verify that your group health plan is in conformity with these Federal documents. The official Federal requirements are contained in the relevant laws and regulations.

Who does MSP affect?

Medicare is now secondary payer to some group health plans (GHPs) for services provided to the following groups of Medicare beneficiaries:

- The "working aged,"
- People with permanent kidney failure, and
- Certain disabled people.

As used in this booklet, a GHP is:

- a plan that provides health care, either directly or indirectly through insurance or otherwise,
- provided to employees, former employees, or the families of employees or former employees, and
- contributed to or sponsored by an employer.

A GHP includes those plans where employees pay all the costs.

The term *plan* includes insurance plans, prepaid arrangements, and self-insured plans. A plan can be any arrangement between one or more parties for the provision of health care. The arrangements may be oral or written.

Working Aged

The "working aged" are employed people aged 65 or over and people aged 65 or over with employed spouses of any age who have GHP coverage because of their or their spouse's current employment. The term *employed* includes self-employed people.

Medicare is secondary payer to GHPs for the "working aged" where **either**:

- a single employer of 20 or more employees is the sponsor or contributor,
- or
- two or more employers are sponsors or contributors, and at least one of them has 20 or more employees.

The "20 or more employees" threshold is met whenever an employer has 20 or more full and/or part time employees for each working day in each of 20 or more calendar weeks in the current calendar year or the preceding calendar year.

Medicare is the secondary payer regardless of how many employees actually enroll in the plan.

For GHPs with more than one sponsoring or contributing employer, there are three possibilities:

- Where all of the employers have less than 20 employees, Medicare is primary payer for all working aged people enrolled in the plan because the plan is not subject to the MSP provisions.
- Where all of the sponsoring or contributing employers have 20 or more employees, Medicare is secondary payer for all working aged people enrolled in the plan.
- Where some of the sponsoring or contributing employers have 20 or more employees and some have less than 20, Medicare is secondary payer for all working aged people enrolled in the plan. There is one exception: a GHP may exempt those working aged people enrolled through an employer with fewer than 20 employees. In that case, Medicare would become primary payer for specifically identified working aged people enrolled through an employer with fewer than 20 employees. The GHP must be able to document the decision to exempt such individuals. See page 3 of the instruction booklet, on how you can determine if the exclusion applies to your organization.

People with Permanent Kidney Failure

Medicare is secondary payer to GHPs for up to 18 months for beneficiaries who have Medicare solely because of permanent kidney failure. This requirement applies both to those with permanent kidney failure who have their own coverage under a GHP and to those covered under a GHP as dependents. Prior to the Omnibus Budget Reconciliation Act of 1990, Medicare was secondary payer for a period of up to 12 months.

Disabled People

Medicare is secondary payer for people under age 65 who have Medicare because of disability (other than those with permanent kidney failure) and who are covered under a

large group health plan (LGHP) as an employee, employer, self-employed person, a business associate of an employer, or a family member of any of these people. The term employee here includes both those who are actively working for an employer despite their disability (such as disabled Medicare beneficiaries engaged in a trial work period) and those who are not actively working but whom the employer treats as employees. Medicare decides whether or not a person is an active individual as defined in the law.

An LGHP is a plan of, or contributed to by, an employer or employee organization (such as a union) to provide health care to employees, former employees, the employer, business associates of the employer, or their families, that covers employees of at least one employer with 100 or more employees. The term LGHP includes plans in which employees pay all the costs.

Employer Responsibilities under MSP

Employers have a number of important responsibilities under the MSP law:

- To assure that their plans identify those individuals to whom the MSP requirements apply;
- To assure that their plans provide for proper primary payments when the law makes Medicare the secondary payer;
- To assure that their plans do not discriminate against employees and employee's spouses aged 65 or over, people who suffer from permanent kidney failure, and disabled Medicare beneficiaries for whom Medicare is secondary payer; and,
- To timely and accurately complete data match reports on identified employees.

Working Aged

If you are an employer with 20 or more employees, your GHP must not discriminate against employees aged 65 or over, or employees' spouses aged 65 or over, whether or not they have Medicare. The benefits offered to these people under your plan must not differ in any way from the benefits offered to people who do not have Medicare. Your GHP must be primary payer for those benefits in MSP situations, and must not take into account working aged people's entitlement to Medicare.

GHPs must not, for example:

- fail to make primary payment, or make a smaller payment, on behalf of someone for whom Medicare is secondary payer,
- reduce or terminate coverage of employees and employees' spouses aged 65 or over, either (1) because they have become entitled to Medicare, or (2) because they have attained age 65 (GHPs also must not terminate coverage for older employees and spouses on a different basis from younger employees and spouses),
- refuse to allow employees and employees' spouses aged 65 or over to enroll, or to re-enroll, on the same basis as younger employees and spouses,
- impose limitations on benefits, exclusions of benefits, or reductions in benefits on those aged 65 or over that are not applicable to younger people who are enrolled in the plan, or
- impose higher premiums, higher deductibles or coinsurance, longer waiting periods, lower annual or lifetime benefits, or more restrictive pre-existing illness conditions for those aged 65 or over than are applicable to those under 65 who are enrolled in the plan.

You must inform employees and employees' spouses who are entitled to Medicare that they may reject coverage under the plan and choose Medicare as their primary payer. If they reject coverage under the employer plan, you may not offer them or subsidize a plan intended only to supplement Medicare's benefits. Employer plans may, however, offer them coverage for items and services for which Medicare provides no benefits (for example, prescription drugs and eyeglasses).

Beneficiaries who reject the employer plan may purchase Medicare supplemental (Medigap) coverage from some source other than the employer. The employer may not purchase or subsidize an individual supplemental policy for the employee or family member.

People with Permanent Kidney Failure

For people who have Medicare only because of permanent kidney failure, during the 18 months in which a GHP must pay first, the GHP must be primary payer for them and not take into account their entitle-

ment to Medicare based on permanent kidney failure.

The GHP must not, for example, fail to make primary payment or make a smaller payment on behalf of someone for whom Medicare is secondary payer.

In addition, the GHP must not discriminate against them because they have permanent kidney failure. The benefits provided must not differ in any way from the benefits provided to persons who do not have permanent kidney failure.

This nondiscrimination requirement applies both during and after the period when Medicare is secondary payer, and whether or not a person is entitled to Medicare.

For all people with permanent kidney failure, with or without Medicare, both during and after the 18 month period, the plan may not, for example:

- refuse to allow an individual with permanent kidney failure to enroll, or to re-enroll, in the plan, on the same basis as persons who do not have permanent kidney failure,
- fail to cover routine kidney dialysis services or kidney transplants at the same level as other services covered by the plan,
- impose limits on benefits, reduce benefits, or impose exclusions on enrollees who have permanent kidney failure that are not applicable to enrollees who do not have permanent kidney failure, or
- impose higher premiums, higher deductibles or coinsurance, longer waiting periods, lower annual or lifetime benefits, or more restrictive pre-existing illness conditions than are applicable to those who do not have permanent kidney failure.

However, this nondiscrimination requirement does not prohibit GHPs from paying benefits secondary to Medicare after the 18 month period expires.

People with Disability

An LGHP must not discriminate against disabled Medicare beneficiaries for whom Medicare is secondary payer. This means that it must not treat these people differently from other enrollees because they are disabled and have Medicare.

For example, with respect to these disabled Medicare individuals, an LGHP must not:

- fail to make primary payment, or make a smaller payment on behalf of someone for whom Medicare is secondary payer,
- terminate coverage on the basis of entitlement to Medicare,
- provide for different benefits, or a different level of benefits, on the basis of entitlement to Medicare, or
- charge a higher premium than it charges to other enrollees in the plan.

Employers must offer disabled Medicare beneficiaries the opportunity to reject the LGHP's coverage. In that case, Medicare becomes their primary payer, and the employer must not offer them or subsidize supplemental (Medigap) coverage, except for items and services wholly uncovered by Medicare (for example, prescription drugs and eyeglasses). However, as with the working aged, beneficiaries who reject the LGHP may purchase Medicare supplemental coverage from a source other than the employer, so long as the employer does not purchase or subsidize the coverage.

Making MSP Work

The health insuring organizations under contract to pay Medicare claims (Medicare carriers and intermediaries) are responsible to deny claims for primary benefits when

Medicare is secondary payer. These contractors are also responsible for informing providers, employers, insurers and beneficiaries about MSP and how it works. Staff members from Medicare contractors give talks on MSP to hospital groups, insurance associations, beneficiary advocacy organizations and others. A representative of a Medicare contractor in your area would be happy to talk to your organization about MSP or any other Medicare issue you would like to discuss.

Contractors collect information before paying Medicare claims to avoid costly and time-consuming recovery of Medicare mistaken payments. For example, they may call employers, insurers, claims administrators, or hospitals. When a contractor has reason to believe that a claim should be paid first by another payer, it generally withholds payment while it investigates whether Medicare is secondary.

Sometimes, after a Medicare claim is paid, a Medicare contractor gets new information that indicates Medicare made a primary payment by mistake. Based on this new information, the contractor seeks to recover the mistaken Medicare payment.

Contractors will send demand letters for repayment directly to an employer only when a Group Health Plan is self-insured and self-administered by the employer. In most

situations, the request for repayment will be made to an insurer, underwriter, third party administrator, HMO, or other entity responsible for payment under the plan.

If the party the contractor determines responsible for the primary payment disputes the determination and does not refund the money, the contractor refers the case to HCFA. HCFA reviews the case. If HCFA agrees with the contractor's determination, it attempts to resolve the dispute with the other payer.

If agreement on recovery cannot be reached at this stage, HCFA may refer the case to the Department of Justice for legal action. The law authorizes the Federal government to collect double damages from any party which is responsible for making primary payment but which fails to do so.

HCFA may also report GHPs that fail to follow MSP rules -- these are called "nonconforming group health plans" -- to the Internal Revenue Service (IRS). IRS is required to impose a tax on the employers or employee organizations that contribute to these nonconforming plans. The tax is equal to 25 percent of all the contributions the employer or employee organization made to all group health plans during the year. This tax provision is found in Section 5000 of the Internal Revenue Code (26 U.S.C. 5000).

PLACENTIA LIBRARY DISTRICT
INTEROFFICE MEMO

TO: Elizabeth Minter, Library Director
FROM: Sal Addotta, Assistant Library Director *Sma*
SUBJECT: California Room
DATE: September 5, 1991

Preliminary queries re high school yearbooks indicate that the high schools do not carry back issues for distribution. However, contacts at the school districts say that long time administrative staff may be very helpful contacting alumni for donations. Articles in local newspapers and other media are another possible source of back issues. A reevaluation of resources is being considered, as is formal communication with the local historical society. This could be a time-consuming project which may be better fully developed at a latter date.

Answer

Miss Minter

re-evaluated - re-evaluated -
re-organizing 7 the rooms
Historical Placenta Room

→ Friends Project
Pat Dist

Send - assign or
alumni to work with the project.

September 9, 1991

Agenda Item 22

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *eds*
 SUBJECT: Heritage Days Parade

BACKGROUND

For a number of years the Library Trustees have participated in the Heritage Days Parade by riding in antique cars provided by an acquaintance of David Snow.

Unfortunately the cars are not available this year. Sal Addotta is investigating a new transportation arrangement.

This year's parade will be held on Saturday, October 12, 1991.

Staff is recommending that the Board consider inviting several tutors to participate in the parade.

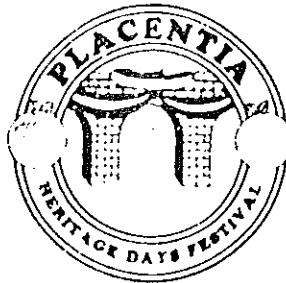
RECOMMENDATION

1. Determine who is going to participate. <
2. Approve by Motion that the Library Director shall prepare the Entry Form and then sign the Hold Harmless Agreement on behalf of the Board.

Students
Litery
President

5 vehicles
Litery's car - [unclear] - 2 by readers
young
1981 Ford
Edn - SDC

Stark - Wort



401 E. Capman Ave
Placentia, California 92670

TO ALL CITY OF PLACENTIA HERITAGE DAYS PARADE PARTICIPANTS:

It's that time again to start planning for the 27th Annual City of Placentia Heritage Days Parade to be held on Saturday, October 12, 1991. Lineup will be at 9:am with the start of parade at 10:am. Enclosed is a parade participant entry form and Hold Harmless Agreement. Please read it over, fill in the blanks, and sign the Hold Harmless Agreement.

The theme of this year's parade is "AMERICA... SO PROUDLY WE HAIL". Trophies will also be awarded to participants for the best adaptation of the parade theme. (Theme depiction: Celebration of the 500th anniversary of Christopher Columbus discovering America in 1492, as well as, honoring all veterans of the US military, emphasizing veterans of foreign wars.)

The Southern California School Band & Orchestra Association (S.C.S.B.O.A.) will again judge the bands, drill teams, color guards, drum majors, and majorettes. The bands will be judged into two classes based on school enrollment. Final determination of the break point will be made after all the entries have been received. Trophies and cash will be awarded for sweepstakes, and 1st, 2nd, & 3rd place in both divisions for bands, as well as 1st and 2nd place trophies for other entries.

Your prompt attention of returning your signed entry form/hold harmless agreement as soon as possible will be greatly appreciated. A Parade packet will be sent out to you at a later date giving detailed information and instructions.

Sincerely,

Marv Reid
Chairperson
Placentia Heritage Committee

Questions, please call me at: (714) 528-7407 or

Placentia Park & Recreation Dept. at: (714) 993-8232

PS: CLASSIC CAR OWNERS... Also enclosed you will find an entry form to participate in the City of Placentia's Heritage Days Antique/Classic Car Show. If you are interested in participating in this event which is held Saturday, Oct. 12th, following the parade, please complete the form and mail it to the address noted on the form. There are special arrangements for vehicles that enter both the Car Show and Parade... these events do not overlap each other, and both events are well worth participating in! For Car Show Information, please contact Dan or Kate Santoro at: (714) 524-8642

PLACENTIA LIBRARY DISTRICT
INTER OFFICE MEMO

TO: Elizabeth Minter
FROM: Kay Schneider
DATE: December 17, 1991
SUBJECT: Children's Department

I would like to meet with you whenever possible to discuss goals for the Children's Department, the possibility of funding special monthly events and the Summer Reading Program.

September 9, 1991

Agenda Item 23

TO: Library Board of Trustees
 FROM: Elizabeth D. Minter, Library Director *edm*
 SUBJECT: California Library Association Annual Conference

BACKGROUND

The deadline for receiving the "Early Bird" registration discount is September 27.

The cost of participation for four staff and one trustee is estimated as follows:

	<u>Minter</u>	<u>Addotta</u>	<u>Ammar</u>	<u>Schneider</u>	<u>Trustee</u>	<u>Total</u>
Dates	15-18	15-18	15-18	15-18	16-18	
Airplane	\$ 58	\$ 58	\$ 58	\$ 58	\$ 139	\$ 371
Preconf.	100	100	50	50	--	300
Registr.	60	60	60	60	20	260
Conf.Meals	75	12	46	48	75	256
Hotel	248	368	208	208	156	1,188
Meals	180	180	180	180	180	900
Misc Trans	30	30	30	30	50	170
	\$ 751	\$ 808	\$ 632	\$ 634	\$620	\$3,445

The Library budgeted \$10,000 for travel in FY1991/92. Approximately \$7,600 remains unencumbered.

RECOMMENDATION

I recommend that the Board designate specific staff and trustees to participate in the California Library Association Conference in Oakland from November 15 through November 18 and that the Library Director be authorized to process registrations for the conference, reservations for the hotel and non-refundable airline reservations.

7 employees
2 trustees
 Nov 15-18
 \$4,000

Staff
Expense

To: Colleen McGregor

RESOLUTION NO. 91-5

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT TO ESTABLISH A POLICY TO PERMIT THE LIBRARY DIRECTOR TO SUBMIT CLAIMS WITH HER SIGNATURE ONLY

WHEREAS, the Placentia Library District meets monthly on the second Monday of each month to transact business including but not limited to the approval of demands for warrants; and

WHEREAS, prompt payment of invoices can result in discount savings and/or the elimination of late fees; and

WHEREAS, Orange County Counsel opinion A-1000 dated June 20, 1983 states "a local public entity, by resolution may authorize an employee to perform the functions of the governing body with respect to the allowance, compromise or settlement of a claim that is \$20,000 or less." A provisal of Section 935.4 of the Government Code.

THEREFORE BE IT RESOLVED that employee, Elizabeth D. Minter, Library Director, be authorized to submit claims to the auditor with her signature only to expeditiously make payment for claims that will provide discount savings or eliminate late charges.

BE IT FURTHER RESOLVED that all such submittals will be reviewed and ratified at a subsequent meeting by a quorum of the Board.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

ABSTAIN: TRUSTEES:

STATE OF CALIFORNIA)) ss.
COUNTY OF ORANGE)

I, Fred D. West, Secretary of the Board of Trustees of the Placentia Library District of Orange county, hereby certify that the above and foregoing resolution was duly and adopted at a Regular Meeting hereof held on the 9th day of September 1991.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 9th day of September 1991.

September 9, 1991

Agenda Item 25

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
SUBJECT: Installation of hot water heaters

BACKGROUND

At its meeting on August 28 the Library Staff requested that hot running water be provided to both staff restrooms and the staff lounge.

The Library's hot water heater was disconnected and removed several years ago. It was located in the furnace room and used 1 1/2" pipe. Thus a significant amount of water had to be run through the pipes (the plumber estimates a minimum of 10 gallons) before hot water reached the closest restroom.

The plumber and I investigated the feasibility of installing small self-contained hot water heaters at each location.

The two staff restrooms are designed so that one heater installed in the men's side will serve both restrooms. The electrical outlet is already there so there will be minimal disruption of either room.

The staff lounge has room for a hot water unit under the sink. Again, the electrical outlet is already there since there is a disposal.

Six-gallon units are recommended for both locations.

Manwill Plumbing Company gave a quote of \$574.52 for materials, labor and tax.

RECOMMENDATIONS

I recommend that the Library Board approve the installation of two six-gallon hot water heaters, one to serve the men's and women's staff restrooms and the other to serve the staff lounge sink, and that the Library Director be authorized to solicit quotes and award a contract to the lowest reasonable bidder at a price not to exceed \$575.

*West
fy*

ANWILL PLUMBING CO.

PLUMBING - HEATING - AIR CONDITIONING
 380 South Placentia Avenue
 Placentia, California 92670
 State License No. 388446
 (714) 528-2560

INVOICE

JOB PHONE: 528-1900
 ORDER DATE: 9/22/82
 JOB NAME/LOCATION: ATT.

TO: PLACENTIA L.I.C.
 411 E. CHAPMAN
 PLAC.

DESCRIPTION OF WORK

ITEM

AMOUNT

2-6 GAL 110V W/HEATERS	278.50
2-ANGLE STOPS	16.00
2-NO BUST STAINLES-8 STEEL RISER	17.04
MISC. COPPER FITTINGS	16.20

INSTALL HOT WATER HEATERS
 IN STAFF REST ROOM - HITCHED

"NOTICE TO OWNER"

"Under the Mechanics' Lien Law [California Code of Civil Procedure, Section 1181 et seq.], any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer, or supplier remains unpaid. Should this account not be paid within [30] days, interest may accrue at the rate of 1 1/2% per month on the unpaid balance."

SIGNATURE (I hereby acknowledge the satisfactory completion of the above described work.)

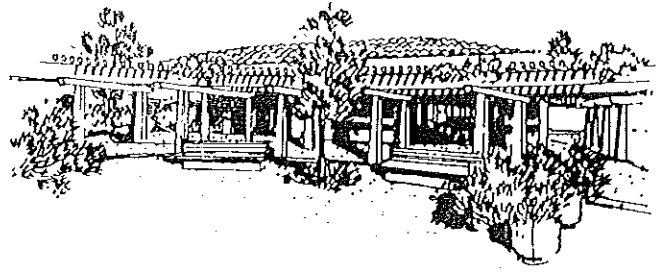
TOTAL MATERIAL	328.50
TAX	25.46
TRIP CHARGE	
PLUMBER	220.50
TOTAL	

[MAY BE CONTINUED ON OTHER SIDE]

THANK YOU!
 Pay This Amount → 574.52

Attachment 1.

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

September 16, 1991

Manwill Plumbing Company
380 South Placentia Avenue
Placentia, California 92670

Dear Sir/Madam:

Placentia Library District is requesting quotes for the purchase and installation of two (2) 6-gallon hot water heaters.

Quote is to include all equipment, parts, labor, and any applicable license or fees.

One unit is to be installed underneath the sink in the staff lounge.

One unit is to be installed underneath the sink in the staff men's restroom and to serve the sink above and the sink in the staff women's restroom (on the other side of the wall).

Quotes must be provided in writing and be good for thirty (30) days.

Work must be completed by October 11, 1991.

Quotes must be submitted by 5:00 P.M. on Friday, September 27, 1991. The successful vendor will be notified on September 30, 1991.

A visit of the site may be arranged through Karen Samarin, (714) 528-1925.

Yours truly,

Elizabeth D. Minter
Library Director

EDM/ks

We have a quote for you
of \$574.52.

Since the library board requested
that we get additional quotes

we are unable to provide

at this time. Thank you

September 9, 1991

Agenda Item 26

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eds*
SUBJECT: Staff scheduling during Cheryl Robert's wedding on
October 26.

BACKGROUND

Library Assistant Cheryl Roberts, a member of the Library's staff since 1976, is getting married on Saturday, October 26 at 2:00 P.M.

All of the Library's full-time and part-time staff have been invited to the wedding and almost everyone wants to be able to go.

The regular Saturday staff is requesting a half-day of leave for the afternoon of the wedding.

RECOMMENDATION

I recommend that the Library Director be authorized to use temporary part-time librarian and clerical staff from other libraries to provide public services in the Library between 1:00 and 6:00 P.M. on Saturday, October 26, 1991, with the understanding that one of the Library managers will return to the Library no later than 5:30 P.M. to supervise the closing of the building.

*Estimated cost \$3000.
Bills
P46*

September 9, 1991

Agenda Item 27

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *eds*
SUBJECT: Replacement of cash register

BACKGROUND

The Library's cash register has several significant operational deficiencies:

1. It does not have the capacity to generate a cash receipt for a patron making a payment.

Apart from being poor accounting practice this means that a staff member has to create a hand-written receipt each time one is requested.

2. It does not give department/activity totals at the end of the day.

While the staff can identify 9 different types of transactions by a hand entered numbering system the Administrative Assistant has to go through the entire register tape each day to analyze the receipts by activity. Normally this is done by the register as part of the closing procedure.

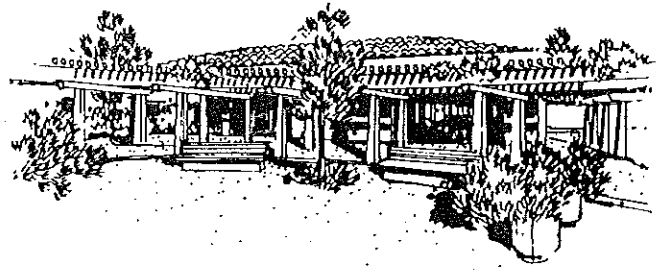
RECOMMENDATION

I am requesting that the Library Board approve the replacement of the Library's cash register with a one-drawer unit that will produce a department/patron receipt with the library's name and date of transaction, contain no less than 10 activity keys, and provide sub-totals by activity upon use of the proper register key.

I am also requesting that the Library Board authorize the Library Director to solicit quotes on the above specifications and to purchase the lowest reasonable bid at a cost not to exceed \$650.

eds
Bob

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

ADMINISTRATIVE MEMO 92-4

SUBJECT: Cash Receipts
DATE: August 28, 1991

All financial transactions, cash or check, with library clients are to take place at the cash register, at the Return Books Here/Information Counter.

A cash register receipt is to be given to each client for each cash/check transaction.

Public service desks generating cash transactions should coordinate the procedures with the Circulation Supervisor. All procedures must be documented in the specified format, signed by the parties involved, approved by the Library Director, and a copy provided to all library departments.

No cash or checks are to be accepted from library clients for any library program or purpose at any public service desk or office other than at the Return Books Here/Information Counter.

*****The following staff have read this*****

Initial Date

Initial Date

September 9, 1991

Agenda Item 29

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edy*
SUBJECT: Establish Policy for the library's Staff Retirement Fund Committee.

BACKGROUND

Shortly after my arrival at Placentia Library District on August 19 an issue developed concerning the Library Staff Retirement Fund Committee's role in authorizing a Pension Fund transaction. (See Attachment 1.)

In investigating the background with Trustee Stark I discovered that the role of the Staff Retirement Fund Committee has never been clearly defined as Library Board Policy.

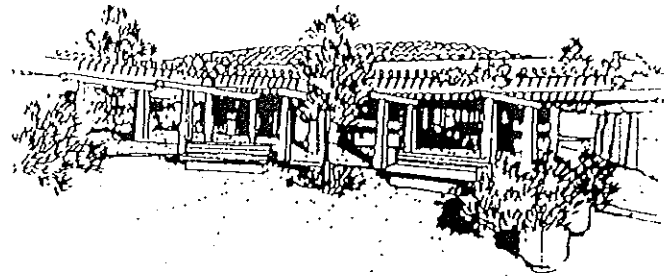
I have discussed the Committee's function with its current members Suad Ammar and Cheryl Roberts, the following ideas. We talked about the following possibilities:

- Lib. Board*
Dist. & Comm.
Adv. of Staff Committee
All other responsibilities to Staff Committee
1. That the Committee be elected by the ^{*& new members*} members of the Pension fund to serve staggered two-year terms.
 2. That the responsibility of the Committee include:
 - a. Researching investment possibilities and, using the services of whatever consultants are available, determining how the Pension Fund can best be invested at any given moment.
 - b. Keeping track of the allocation of the fund and making sure that there are adequate liquid reserves to handle a reasonable amount of resignation and/or retirement activity.
 - c. Authorize all investment transactions through the Pension Fund Trust Officers.
 3. That the Committee not be responsible for making any decisions relating to distribution of funds to any individual. Such decisions to remain with the Library Board Retirement Committee.

RECOMMENDATION

I am recommending that the Library Board authorize its Retirement Committee to prepare a draft policy, that the Staff Retirement Committee have an appointment to review the Board Committee's draft policy, and that the draft policy be presented to the Library Board for adoption at its October regular meeting.

PLACENTIA LIBRARY DISTRICT



411 East Chapman Avenue

Placentia, California 92670

(714) 528-1906

August 2, 1991

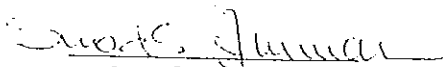
JoAnn Jordan
First American Trust
Post Office Box 267
Santa Ana, CA 92701

Dear JoAnn:

This letter is to authorize you to surrender the life insurance policy with executive Life for David E. Snow. The cash value is to be included in the payout for this retiree. This letter also authorizes the payout of the total value in the account of David E. Snow, 19121 Parkland St., Yorba Linda, California 92686.

The insurance policy is to remain as an asset of the Placentia Library District until it is able to be cashed out at which time the proceeds will be deposited into the cash assets of the Placentia Library District Retirement Fund.

Sincerely,


Suad Ammar


Cheryl Roberts

Retirement Fund Committee

September 9, 1991

Agenda Item 30

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Policy for payout of an incumbent's accumulated vacation time.

BACKGROUND

In July, 1991, on the Library's clerical positions was reduced from full-time to part-time. Subsequently the staff member requested a payout of the vacation time she accrued during her full time status.

Prior to my arrival the staff member was told that she could be paid for half of her accumulated vacation hours. Unfortunately I signed the check thinking that it was being issued because of a payroll processing problem with Bank of America. I was unaware that it was a vacation payoff check until after it was given to the employee.

I am uncomfortable with the fact that there is no Personnel Policy that addresses this issue.

I have prepared two statements. The first is adopted from the City of Placentia Personnel Rules. The second addresses the issue of layoffs/reduction in hours. Either, both or neither could be adopted as part of the Library's Personnel Policy.

1. An incumbent may receive compensation in lieu of no more than 50% of accumulated vacation leave only in those exceptional instances when, in the opinion of the Library Director, no adequate arrangement for the performance of the incumbent's essential duties can be made or if the incumbent has a compelling personal emergency.
2. If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one years vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

Approved by
Wesley King
RECOMMENDATION

I recommend that the Library Board adopt a policy that addresses the payout of an incumbent's accumulated vacation time.

September 9, 1991

Agenda Item 31

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *Edm*
SUBJECT: Policy for issuing early vacation payroll checks.

BACKGROUND

During my investigation into the vacation pay procedures of the Library I learned that there has been an informal practice for some years of issuing, upon request, early vacation payroll checks.

While I have no strong personal feelings about the procedure one way or another, some employers do it and some employers do not, I am concerned about the lack of a specific enabling policy statement.

If such a policy is adopted it should address:

- 2 weeks*
1. The minimum number of days the staff member must be absent to qualify for the early paycheck.
 2. The minimum number of days ~~of days~~ of notice the staff member must give in order to have the request processed. I would recommend a minimum of two weeks.
- [2 weeks]*

Since the Library is using a private payroll firm it is probably a little easier to accommodate this type of request.

RECOMMENDATION

I recommend that the Library Board determine whether to formalize the policy of issuing early vacation payroll checks upon request, establish the parameter of such requests, and authorize the Library Director to prepare this policy statement for Library Board approval at its October regular meeting.

September 9, 1991

Agenda Item 32

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director ^{EDM}
SUBJECT: Amendment to Library Policy 24-85, "Fair Labor Standards Act" (FLSA).

In 1990 a California Court Case, Abshire vs. Kern County, certain supervisory employees successfully challenged their FLSA EXEMPT status because they were subject to having their salary "docked" for absences of less than one day.

FLSA allows that EXEMPT employees are not entitled to additional compensation when they work over 40 hours per week. Some employers grant "Administrative Leave" or "Comp Time" for this and others do not.

The Library has designated a significant number of employees as EXEMPT:

Library Director
Assistant Library Director
Administrative Assistant
Heads of Departments
Librarians with M.L.S.
Literacy Coordinator

Public employers in California have been advised to adopt policy statements that address the issue of partial day absences identified in Abshire vs. Kern County.

Attached are copies of the City of Placentia Policy, the City of Monterey Park Policy, and the current Placentia Library District Policy.

RECOMMENDED

I recommend that the Library Board determines which direction it wishes to take and authorizes the Library Director to prepare the policy statement for Library Board approval at its October regular meeting.

POLICY # 24-85 OF THE PLACENTIA LIBRARY DISTRICT

Approved: December 10, 1990

FAIR LABOR STANDARDS ACT (FLSA)
as it applies to the
PLACENTIA LIBRARY DISTRICT

Non-exempt employees are to be compensated for extra time requested to be worked. The standard work week at Placentia Library District is 40 hours starting on Friday morning. All requested and approved work in excess of 40 hours shall be paid at time and one-half the employees regular hourly rate.

All work performed in excess of 40 hours by non-exempt employees that has been approved by management but is not at the request of the library will be compensated with compensatory time equal to time and one-half of that time worked and need not be within the same pay period.

Specific arrangements can be negotiated.

Exempt employees will be expected to perform such hours as are necessary for their position.

Definitions of Exempt Employees: Exempt employees are Executive, administrative or Professional. In my opinion, this would include the Director, Assistant Director, Administrative Assistant, Heads of Departments, and Degreed Librarians, i.e., Snow, Addotta, Ammar, Burkich, Schneider, McClain, Shook, Samarin, and Daniels.

A policy, effective July 1, 1985, states to all non-exempt employees that no extra time may be worked, recorded or not, in excess of their 40 scheduled hours, except with written permission. Time card will include time work started and completed rather than just total hours.

Part time employees may work written approved hours in addition to their schedule up to 40 hours per week.

EMPLOYEE/PERSONNEL MATTERSPOLICY NO. **338**SPECIAL LEAVEPurpose

The purpose of this policy is to establish an equitable method of providing for special time off to employees who are not eligible for overtime compensation. Certain exempt employees, by the very nature of their duties, may occasionally work in excess of normal working hours. Special Leave may be granted in consideration of excess hours worked.

Guidelines

The following guidelines shall govern the use and application of Special Leave.

1. Each department head is responsible for granting special leave to their personnel who are not eligible for overtime compensation.
2. A department head shall use discretion in granting such leaves and must be prepared to justify all leaves to the City Administrator.
3. Special leaves shall be reported to the City Administrator on the Employees Attendance Status Report.

Under this policy, an employee designated as exempt from the overtime provisions of the Fair Labor Standards Act shall not have his/her salary reduced in any manner for absences of less than one day when he/she does not have sufficient accrued time on the books to cover the absence.

Manual of Policy
City of Placentia

City Administrator
4/72, 9/83, 2/91

**CITY OF MONTEREY PARK
POLICY ON
PARTIAL DAY ABSENCES**

It is the policy of the City of Monterey Park that classifications exempt from overtime compensation under the Fair Labor Standards Act of 1938 as Amended (Attachment A) will be charged earned leave for any partial day absences from work. For the said classifications the City's leave policies will apply only to absences of a day or more.

Partial day absences will be defined as absences of less than the employee's regular work day, such leaves shall be charged against the employee's earned leave bank.

In the event the exempt employee does not have sufficient time in his/her earned leave account to cover the absence, the time will be charged against the employee's earned leave account in the form of a negative balance. There will be no reduction in an employee's normal salary.

As the employee accrues more paid leave, the City will apply the earned toward the reduction of the negative balance.

This section pertains only to partial day absence as defined above. Absences of a day or more shall be accounted for pursuant to the City's applicable leave policy.

For purposes of clarification, earned leave shall mean vacation leave, sick leave and administrative leave.

The City of Monterey Park shall continue to offer additional compensation or administrative leave to said classifications as agreed in the M.O.U. of each affected employee association.

September 9, 1991

Agenda Item 33

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *zfm*
SUBJECT: Adoption of Organizational Chart

BACKGROUND

With the adoption of the FY1991/92 Budget several Library positions were reclassified: The Adult Services Librarian position changed to Principal Librarian and a Library Clerk position was upgraded to a Library Assistant position.

The Assistant Library Director prepared the attached organizational chart based upon current actual relationships.

RECOMMENDATION

I recommend that the Board adopt the FY1991/92 Placentia Library District Organization Chart.

West / Perry

LIBRARY BOARD

Library Director (1.00)

Assistant Library Director (1.00)

Administrative Assistant (1.00)

Clerk I (.25)

Technical Processing

Clerk II (1.00)

Library Assistant (1.00)

Clerk I (3.53)

Library Assistant (1.00)

Adult Page (1.10)

Student Page (2.12)

Childrens

Librarian I (1.00)

Clerk II (1.00)

Clerk I (.50)

Adult Services

Principal Librarian (1.00)

Volunteers

Clerk II (.50)

Reference

Librarian I (2.00)

Library Assistant (2.70)

Clerk I (1.00)

Audio Visual

Clerk II (.63)

Clerk I (.63)

Literacy

Literacy Coordinator (1.00)

Clerk I (.50)

September 9, 1991

Agenda Item 34

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Office Automation Project

BACKGROUND

As the major capital equipment project for FY1991/92 I am proposing a comprehensive office automation and desktop publishing system for the Library Administrative Staff.

The types of analysis and reporting of public service, staff productivity and financial data that I expect from myself and my key staff are significantly easier to prepare using automated spreadsheets and wordprocessing.

The desktop publishing components will enable us to produce publications for library users that will enhance the Library's image in the Community. I am personally experienced with the desktop software that I am recommending. I was very pleased to discover that it is the same as that used by the Placentia City Manager's Office, so we can share ideas and techniques.

The DBase software I am recommended for Sal is important if the Library is going to pursue a more active role in organizing information about the history of Placentia. It is an ideal resource for flexible, multiple-access indexing, suitable for local history files. Periodically the files can be printed for direct public use.

Currently the Library has office automation terminals in the Administrative Assistant's Office, the Reference Workroom and Literacy.

The attached sheet has an estimate of costs provided by Entre Computer Center in Brea.

RECOMMENDATION

I am requesting that the Library Board determines what components of the office automation and word processing project are feasible for FY1991/92, and that the Library Director be authorized to solicit bids for these components, and to present the analysis of bid responses at the Regular Library Board Meeting in October.

Ref. work / Reg.

Office Automation Project
Page 2

PM 486/33 (04)

PRODUCT DESCRIPTION

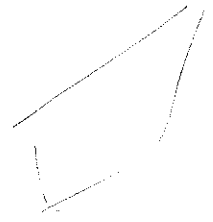
<u>PRODUCT DESCRIPTION</u>	<u>Office/ Desktop EDM</u>	<u>Office Sal</u>	<u>Office Suad</u>
Computer: PM386/25S, 3.5FD, 109MB HD, 4MB	\$2,786	--	--
Computer: PM386/33, 1.44MB FDD, 42MB, HD	--	\$1,466	\$1,466
1.2 MB 5.25 FDD Kit	121	121	121
Monitor: full screen graphics, 21"	1,500	--	--
Monitor: Supercom VGA Color, 14"	--	322	322
Trident VGA Card 1 MB	--	93	93
Printer: Laserjet III w/Toner	1,640	--	--
4 MB upgrade HPLJ III (laser printer)	184	--	--
Printer: Deskjet 500. (post script, 8 page/min)	--	497	497
Cable: 6' standard parallel	14	14	14
Mouse serial, hardware only	88	88	88
Scanjet Plus with windows driver software	682	--	--
<u>PC Interface kit for scanjet plus</u>	<u>408</u>	<u>--</u>	<u>--</u>
Subtotal for Equipment	\$7,423	\$2,601	\$2,601

PRODUCT DESCRIPTION

<u>PRODUCT DESCRIPTION</u>	<u>Office/ Desktop EDM</u>	<u>Office Sal</u>	<u>Office Suad</u>
Microsoft Word, 3.0	\$ 513	--	--
Ventura Publisher 3.0 windows	474	--	--
Arts & Letters Editor in Corel Draw, 2.01	266	--	--
Lotus Agenda 3 + 5, R1.01	306	306	306
Quattro Pro V. 3.0	--	525	--
DBase IV Paradox, 3.5	279	279	279
Wordperfect 5.1, 3.5	59	59	59
Direct Access			
<u>Subtotal Software</u>	<u>\$1,897</u>	<u>\$1,169</u>	<u>\$ 644</u>
 Total Project	 \$9,320	 \$3,770	 \$3,245

GRAND TOTAL = \$16,335.

must include
Back to Logiciel 6
Network to 3 computers.



PLACENTIA LIBRARY DISTRICT

INTEROFFICE MEMO

TO: Elizabeth Minter, Library Director
FROM: Suad Ammar, Principal Librarian *SA*
SUBJECT: Status Report, Gulf Arab States Projects
DATE: September 5, 1991

*Maps of Countries
(talk with Saadiah)
(Maps
presented)*

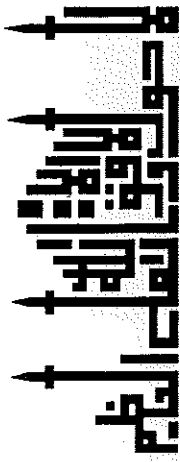
1. Two hundred invitations were mailed
2. 50+ R.S.V.P.'s have been received
3. Display objects and pictures will be in place by Friday at 6:00p.m.
4. Placentia Girl Scouts, Senior Troop will do the flag presentation
5. All handouts will be ready on Friday September 6th
6. Computer program and stand are ready
7. Two pages have been assigned to assist on Saturday
8. The "program" is being designed and will be typed today (Thursday)
9. Food and set up will be taken care of by Saturday, noon

The six states featured in this exhibit occupy approximately 965,000 square miles of land bordering the west shore of the Persian Gulf. Stone and Iron Age man lived here as early as 4000 B.C. and now the area is home for more than 18.3 million people. Although we usually think of oil in connection with the Arab States, this mineral is a relatively recent treasure of the region, discovered only in the 1930's. This part of the world has been known for centuries for its treasures of natural pearls, bountiful fishing harvest, and its ideal location on a natural water route between Europe and the East.

The recent events in the Persian Gulf focused our attention on the Gulf Nations. This exhibit will help answer some of your questions about the way of life of the people of the region.

This exhibit is directed by Mrs. Suad Ammar, Placentia Library District. It is funded by a grant from the California Council for the Humanities and contributions from Chevron U.S.A. Inc, the Royal Embassy of Saudi Arabia and the Embassy of the State of Kuwait.

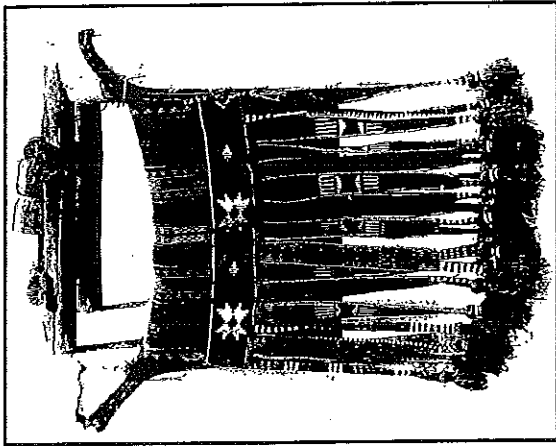
HUMANITIES
CALIFORNIA COUNCIL FOR THE HUMANITIES



GULF ARAB STATES **BEYOND CAMELS, OIL & SAND DUNES**

SEE THIS EXHIBIT AT
PLACENTIA LIBRARY DISTRICT
411 E. CHAPMAN AVE.
PLACENTIA, CALIFORNIA 92671





EXPLORE THE SOCIAL LIFE AND CULTURE OF SIX GULF ARAB STATES AT THIS TRAVELING DISPLAY.

YOU ARE INVITED TO AN OPENING CEREMONY WITH A SCHOLAR PRESENTATION AND GULF ENTERTAINMENT.

SEE

- OBJECTS-UTENSILS-TOOLS
- POSTERS
- CLOTHING
- VIDEOS
- BOOKS

LET OMAR THE WISE (AN INTERACTIVE COMPUTER) TEST YOUR GULF STATE I.Q. CAN YOU ANSWER HIS QUESTIONS? FIND THE ANSWERS IN THIS EXHIBIT

Gulf Arab States

How Many People? How Big?

BAHRAIN population 421,040—area 265 sq. miles. Smaller than New York City.

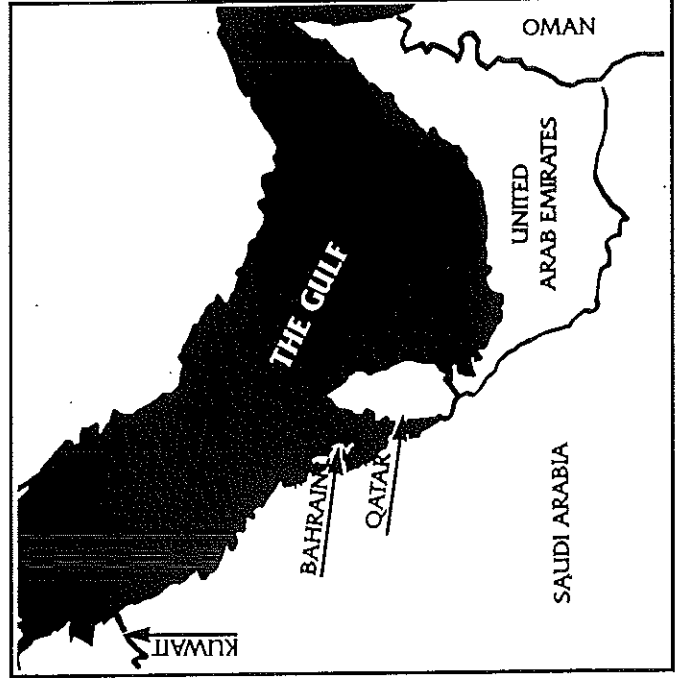
KUWAIT population 2,000,000—area 6,880 sq. miles. Slightly smaller than New Jersey

OMAN population 1,389,000—area 105,000 sq. miles. The size of New Mexico

QATAR population 371,863—area 4,247 sq. miles. Smaller than Connecticut and Rhode Island combined.

SAUDI ARABIA population 12,678,000—area 839,996 sq.miles. Almost one-third the size of the continental United States.

UNITED ARAB EMIRATES population 1,600,000—area 32,000 sq. miles. Equal to the size of Maine.



The Traveling Display

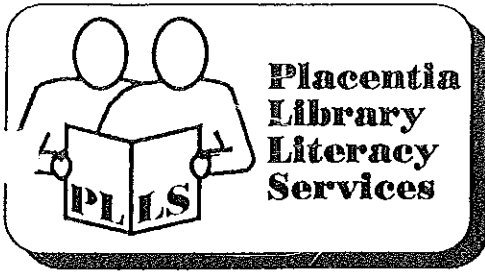
GULF ARAB STATES **BEYOND CAMELS, OIL & SAND DUNES**

is coming to a city near you.

- Placentia Library District
- Oceanside Public Library
- Long Beach Public Library
- Pasadena Public Library
- Santa Maria Public Library
- Fresno County Library
- Oakland Public Library
- Monterey County Library
- Oxnard Public Library
- Coronado Public Library
- Kern County Library

Gulf Arab States Scholars will help to demystify this area of the world at each of the exhibit sites.

- Dr. Stephen Baker
Monterey Institute of International Studies
- Dr. Henry E. Chambers, History
California State University Sacramento
- Dr. Charles Frazee, Religious History
California state University, Fullerton
- Dr. Fadwa El Guindi, Anthropologist
Nil Research
- Dr. Ellen Gruenbaum, Anthropology
California State University, San Bernardino
- Dr. Gerald J. Hewitt, Philosophy
University of the Pacific
- Dr. Thomas H. Mitchell, Inter. Relations
University of Southern California
- Dr. May Seikaly, General Studies
University of Bahrain
- Dr. Abdulllah Sindi, Inter. Relations
Fullerton College
- Dr. Mira Zussman, Religious Studies
San Jose State University



MEMO

TO: Elizabeth Minter, Library Director
 FROM: Melanie Daniels, ^{LLC}Literacy Coordinator
 DATE: September 5, 1991

SUBJECT: Status report on Families for Literacy Grant

Kay and I met on August 30 with Yvonne Bailey, the director of Placentia Head Start. She is enthusiastic about our program and invited us to speak at their orientation meeting for parents on Wednesday, September 18 at 8:15am and 12:40pm. She will also distribute flyers for us in their packets to parents.

We decided that as soon as our Family Literacy Coordinator is on board and we have a core of family literacy tutors, we will begin with a series of Thursday morning sessions at Head Start. The Thursday sessions will run from 8 to 11:30am. They will include instruction in parenting and basic skills for the adults, and modeled storytime and supervised craft activities for the children and adults together. On Fridays, we will bring the families to the library for storytime and book selection. Field trips to local attractions (nature centers, zoos, children's theater, etc.) will probably be slotted into the Friday schedule 2 or 3 times during the program year.

Our immediate next step is to recruit and hire our Family Literacy Coordinator. Since we are beginning the program later in the year than anticipated, our budgeted amount for salary will allow us to upgrade this position to a range equivalent to Library Assistant, Step 6. A more costly alternative to upgrading the position would be to increase the number of weekly hours, which would require us to offer benefits. We believe that upgrading the position will allow us to hire someone with more skills, which will enhance the quality of the program.

Our draft for the job description is attached to this memo. If it meets with your approval and is passed by the Library Board, we will begin our recruitment immediately.

attachment

cc: Suad Ammar
 Kay Schneider

FAMILY LITERACY COORDINATOR
Temporary, 18 hours/week
October 1, 1991 - June 30, 1991
Salary: \$12.08 per hour, no benefits

Work schedule is flexible; weekday mornings with occasional weekend or evening hours.

POSITION DESCRIPTION: Under the direction of the Literacy Coordinator and the Children's Librarian, and with the assistance of volunteer tutors, the Family Literacy Coordinator will implement and coordinate the Placentia Library District's Families for Literacy Program. The program will serve Head Start parents in need of basic literacy skills and their preschool aged children through services designed to promote a lifelong love of reading and learning within the family.

RESPONSIBILITIES (Duties may include, but are not limited to the following):

- * Recruit and maintain contact with eligible families.
- * Coordinate activities of tutors and adult learners.
- * Plan and conduct model storytimes for program participants.
- * Promote community involvement with the program.
- * Participate in tutor training.
- * Plan field trips for program participants.
- * Arrange transportation and other support services for participants as required under conditions of the grant.
- * Prepare orders for instructional resources and gift books.
- * Serve as liaison between the library and Head Start staff.
- * Maintain records and assist in preparation of program reports.
- * Assist in preparation of grant proposals related to program.
- * Attend professional meetings as required.

QUALIFICATIONS:

Ability to:

- * Implement goals and objectives of a family literacy program.
- * Communicate clearly, orally and in writing. Bilingual (English/Spanish) desirable.
- * Establish and maintain a cooperative working relationship with those contacted in the course of work.

Knowledge of:

- * Principles of selecting and sharing children's literature.
- * Management of volunteer programs.

EDUCATION AND EXPERIENCE:

- * Bachelors Degree with major course work in Early Childhood Development, Educational Psychology, Children's Literature, or related field. Substantial work experience in a field relevant to family literacy may be considered in lieu of a degree.
- * One year of work experience that would likely provide the required knowledge and abilities.

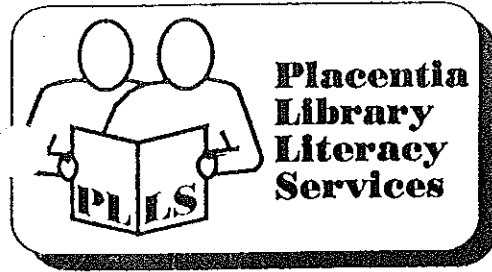
APPLICATION AND SELECTION PROCEDURES:

Applications may be obtained at the Placentia Library, 411 East Chapman Avenue, Placentia, CA 92670. Completed applications received by the final filing date will be reviewed. Those considered most qualified will be invited to participate in the selection process which will include an interview. For further information call (714) 528-1906.

FINAL FILING DATE:

Completed applications must be received by the Placentia Library District Administrative Office no later than 5:00pm, September 27, 1991.

This position is funded by the State of California under the provisions of the California Library Services Act, administered by the California Library Services Board.



MEMO

TO: Elizabeth Minter, Library Director
FROM: Melanie Daniels, Literacy Coordinator
DATE: September 5, 1991

SUBJECT: Status report on Tutor/Student Recognition Event

Placentia Library Literacy Services will hold its annual tutor/student recognition event in conjunction with LVA-Placentia's annual meeting on Sunday, September 22, from 2 to 4:30pm. The event will be held at Karen Bishop's home (6577 Via Arboles, Anaheim Hills).

The afternoon will include awarding of certificates to tutors, students, and other literacy volunteers; presentation of the incoming LVA-Placentia Board; and refreshments.

Invitations will be mailed out within the next 10 days.

cc: Suad Ammar

PLACENTIA LIBRARY DISTRICT
INTEROFFICE MEMO

TO: Elizabeth D. Minter, Library Director
FROM: Kay Schneider, Children's Librarian
DATE: September 5, 1991

SUBJECT: Grandparents and Books

The Placentia Library has been chosen from 152 applicants to be one of the 76 recipients of the Grandparent and Books Grant awarded by the State Library from LSCA Funds.

This intergenerational program is designed to bring together older adults from the community to share books, reading and storytelling with children in the library and is modeled after the successful Los Angeles Public Library (LAPL) program. A training workshop is scheduled for September 23, 1991 to be attended by the 2 full-time children's staff.

The grant stipulates that the \$5,000 award will be used to purchase books (\$4,000) and supportive storytelling materials (\$1,000). These materials become the property of the Placentia Library District. The staff of the Children's department is looking forward to this exciting concept.

September 9, 1991

Agenda Item 39

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Status Report on Santiago Library System

The Santiago Library System Administrative Council met on August 22nd in Huntington Beach.

I was appointed to serve on the Personnel Committee.

The Find Orange County information and referral project is ending its first year. Placentia's computer has arrived but the software has not yet been loaded. Several of the member libraries have significant complaints about both the operational software design and the condition of the database. Both problems appear to be correctable.

The System is concerned about not meeting the State's mandated reference turnaround time. While everyone agrees that the quality of service provided by Riverside greatly exceeds that previously received from Orange the speed of the responses is not as good as that for other library systems in the State. There is a potential for loss of funds from the State if the mandated service levels are not met.

The System Reference Committee has a Census Workshop on September 21st.