

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

DATE: January 22, 1994

SUBJECT: **Nomination of Candidate for the Position of Alternate Delegate for the Independent Special Districts to the Local Agency Formation Commission**

BACKGROUND:

At its meeting of December 20, 1993, the Library Board of Trustees nominated Trustee Al Shkoler as a candidate for alternate delegate for the Independent Special Districts to the Local Agency Formation Commission of Orange County.

At the Selection Committee Meeting on February 10, 1994, rules were adopted which provide that nominations may be by resolution or certified copy of a minute motion. A resolution has been prepared. See Attachment A.

A copy of the additions to proposed LAFCO Rules and Regulations Affecting the Functions of Special Districts is Attachment B.

The next meeting of the Selection Committee will be on Thursday, March 17, 1994, at 7:00 P.M. at a place to be announced.

If the election takes place as scheduled on March 17th the new delegates and alternate should be seated at the LAFCO meeting on April 6, 1994.

RECOMMENDATION:

1. ^{Adopt} Adopt Resolution 94-1 by title only.
2. Adopt Resolution 94-1.

Elizabeth Minter

RESOLUTION 94-1

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY NOMINATING AL SHKOLER FOR THE POSITION OF ALTERNATE DELEGATE FOR THE INDEPENDENT SPECIAL DISTRICTS TO THE LOCAL AGENCY FORMATION COMMISSION.

WHEREAS, pursuant to legislation enacted during 1993 by the California legislature and actions taken by the Orange County Local Agency Formation Commission (LAFCO), special districts within the County of Orange will be given representation on LAFCO; and

WHEREAS, the Placentia Library District of Orange County desires to endorse the nominate Al Shkoler as a candidate for the position of alternate delegate on the Orange County LAFCO board on behalf of special districts; and

WHEREAS, Al Shkoler was appointed to the Placentia Library District of Orange County Board of Trustees on December 1, 1992, is the District's representative to the Independent Special Districts of Orange County, serves as President of the Placentia Chamber of Commerce, is an active member of Rotary International and a concerned and active member of the community; and

WHEREAS, the Board of Trustees of the Placentia Library District of Orange County believes that Al Shkoler's service and experience have given him a solid understanding of the issues related to special districts and his professional background in business management and information sciences have given him technical understanding of LAFCO concerns; therefore

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees supports the election of Al Shkoler to the Local Agency Formation Commission as a special districts alternate delegate and encourages other special districts to support Mr. Shkoler's election.

AYES: TRUSTEES: *Dim, Stolt, West*
NOES: TRUSTEES: *None*
ABSTAIN: TRUSTEES: *None*
ABSENT: TRUSTEES: *Stark*

State of California)
)
County of Orange)

I, Sandra M. Stark, 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 regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-second day of February, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-second day of February, 1994.

Sandra M. Stark, Secretary
Board of Trustees of the Placentia Library District
of Orange County

Orange County LAFCO

LOCAL AGENCY FORMATION COMMISSION

February 2, 1994

**TO: SPECIAL DISTRICT ADVISORY COMMITTEE AND
SPECIAL DISTRICT SELECTION COMMITTEE**

**CHAIRMAN
JAMES H. FLORA
COUNCILMAN
CITY OF LA HABRA**

**VICE-CHAIRMAN
EVELYN R. HART
COUNCILWOMAN
CITY OF
NEWPORT BEACH**

**HARRIETT M. WIEDER
SUPERVISOR
SECOND DISTRICT**

**DAVID BORAN
REPRESENTATIVE OF
GENERAL PUBLIC**

**WILLIAM G. STEINER
SUPERVISOR
FOURTH DISTRICT**

**ALTERNATE
VERNON S. EVANS
REPRESENTATIVE OF
GENERAL PUBLIC**

**ALTERNATE
CHARLES V. SMITH
MAYOR
CITY OF
WESTMINSTER**

**ALTERNATE
SUPERVISOR
VACANT**

**SARA F. ANDERSON
EXECUTIVE OFFICER**

**SUBJECT: Additions to Proposed LAFCO Rules and
Regulations Affecting the Functions of
Special Districts; Meeting of the Special
District Advisory Committee and the Special
District Selection Committee, February 10,
1994 at 7:00 PM at the Costa Mesa City
Council Chambers**

FROM: Sara F. Anderson, Executive Officer

On February 2, 1994, the Commission continued the hearing on the proposed Rules and Regulations to March 2, 1994 at 9:00 AM in order to allow the Special District Advisory Committee the opportunity to review staff's proposed addition of Section 1.4 which lists the type and principal act of each Special District. This one-month delay will extend actual seating the Special District representatives until the April 6, 1994 meeting. The election of Special District representatives will be scheduled after the March 2, 1994 LAFCO hearing and the anticipated adoption of the Rules and Regulations.

In addition to the Advisory Committee meeting to review these changes, we feel it would be appropriate for the Special District Selection Committee to meet in advance of the election of Special District representatives to develop rules of procedure for the election.

We understand that the Independent Special Districts of Orange County (ISDOC) has also noticed a meeting for February 10, 1994 at 7:00 PM at the Costa Mesa City Council Chambers. Coordination of all three of these meetings at the same time would appear to be efficient.

Accordingly, notice is hereby given that there is to be a meeting of the Special District Advisory Committee to consider the suggested changes to the proposed Rules and Regulations and a meeting of the Special District Selection Committee to consider the rules of procedure for the election of the Special District representatives. These meetings will take place on February 10, 1994 at 7:00 PM at the Costa Mesa City Council Chambers, Costa Mesa, California.

Please note that, to keep all interested parties informed, all special districts and cities are receiving this notice. However, only independent special districts are voting members of the Special District Advisory Committee and the Special District Selection Committee. Attached is a memorandum of County Counsel discussing the criteria for being an independent special district. If you have any questions regarding whether your district is a voting member of the Committees, please contact your legal counsel prior to the meeting.

SA:mj

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COUNTY COUNSEL
COUNTY OF ORANGE

M E M O R A N D U M

December 1, 1993

TO: Jim Colangelo, Executive Officer, LAFCO
FROM: Benjamin P. de Mayo, Deputy County Counsel
SUBJECT: Independent Special District Selection Committee

You have asked which special districts are authorized to have representatives on the independent special district selection committee which will select the special district representatives on the Local Agency Formation Commission (hereinafter LAFCO) pursuant to Government Code Section 56332(a).

(Unless otherwise indicated, all references herein are to the Government Code.)

"The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to attend a meeting of the independent special district selection committee, the legislative body of the district may appoint one of its members to attend the meeting of the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer. Members representing a majority of the eligible districts shall constitute a quorum."
Sec. 56332(b).

"Independent special district" is defined as "any special district having a legislative body all of whose members are elected by registered voters or landowners

Jim Colangelo, Executive Officer, LAFCO
December 1, 1993
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within the district, or whose members are appointed to fixed terms, and excludes any special district having a legislative body consisting, in whole or in part, of ex officio members who are officers of a county or another local agency or who are appointees of those officers other than those who are appointed to fixed terms. 'Independent special district' does not include any district excluded from the definition of district contained in section 56036." Sec. 56044.

Excluded from the definition are districts such as county service areas (Section 25210.1 et seq.) and subsidiary districts of cities (Section 56078) which have as their governing boards the Board of Supervisors or city councils. The exclusion also covers districts whose governing bodies contain supervisors or city council members by virtue of such office such as the County Sanitation Districts. Health & Saf. Code Sec. 4730.

Also excluded are districts whose governing bodies are, in whole or in part, appointed by another local agency for a term of office that is not fixed. The Orange County Water District has ten directors. Seven are elected to fixed terms. Three are appointed by the councils of the cities of Santa Ana, Anaheim and Fullerton, respectively. These three appointed representatives do not serve fixed terms but, rather, serve at the pleasure of their respective city councils. Water Code App. Sec. 40-12. Therefore, the Orange County Water District may not have a member on the independent special district selection committee.

The Orange County Cemetery District governing board is appointed by the Board of Supervisors but its members serve for a fixed term of four years. Health & Saf. Code Sec. 8952. Therefore, it fits the definition of an independent special district. Similarly, Vector Control District governing board members are appointed to fixed terms by the Board of Supervisors and city councils and it is, therefore, an independent special district. Health & Saf. Code Sec. 2245.

The reference in Section 56044 to Section 56036 encompasses a large number of districts which are not subject to the jurisdiction of LAFCO such as school districts, special assessment districts and community facilities districts. There are also certain districts which could be excluded from LAFCO's juris-

Jim Colangelo, Executive Officer, LAFCO
December 1, 1993
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diction if LAFCO makes certain findings pursuant to Sections 56127 and 56128. To our knowledge, Orange County LAFCO has not made these findings as to any district.

If you have any further questions concerning this matter or the status of any particular district, please advise.



BPD:ep

SPECIAL DISTRICTS

Governed by the Board of Supervisors

COUNTY WIDE DISTRICT

Orange County Flood Control District (714) 834-6192

COUNTY SERVICE AREAS

EMA/Open Space/Recreation/Special Districts (714) 568-4968

- Leisure World County Service Area No. 4
- La Mirada County Service Area No. 13
- La Habra County Service Area No. 20
- East Yorba Linda County Service Area No. 22
- Aliso Viejo County Service Area No. 25
- Orange County Harbors, Beaches & Parks CSA No. 26

LANDSCAPE AND LIGHTING ASSESSMENT DISTRICTS (714) 567-6300

North Tustin Street Lighting Assessment District

Governed by Local Boards

COUNTY WIDE DISTRICTS

Orange County Cemetery District (714) 951-9102
Orange County Transit District (714) 639-9000
Orange County Vector Control District (714) 971-2421

COMMUNITY SERVICES DISTRICTS

Capistrano Bay Community Services District (714) 496-6576
Emerald Bay Community Services District - - -
Surfside Colony Community Services District (714) 592-2352
Three Arch Bay Community Services District (714) 499-4567
Rossmoor Community Services District (213) 430-3707

LIBRARY DISTRICTS

Buena Park Library District (714) 826-4100
Placentia Library District (714) 528-1925

RECREATION AND PARK DISTRICTS

Capistrano Bay Park and Recreation District (714) 496-4251
Silverado-Modjeska Parks & Recreation District (714) 649-2747

STORM WATER PROTECTION DISTRICTS

Surfside Colony Storm Water Protection District (213) 592-2352

SANITARY DISTRICTS

Capistrano Beach Sanitary District	(714) 496-9247
Costa Mesa Sanitary District	(714) 754-5343
Dana Point Sanitary District	(714) 496-9322
Garden Grove Sanitary District	(714) 534-3493
Midway City Sanitary District	(714) 893-3553
Sunset Beach Sanitary District	(213) 430-4868

COUNTY SANITATION DISTRICTS (714) 962-2411

Orange County Sanitation District No. 1
Orange County Sanitation District No. 2
Orange County Sanitation District No. 3
Orange County Sanitation District No. 5
Orange County Sanitation District No. 6
Orange County Sanitation District No. 7
Orange County Sanitation District No. 11
Orange County Sanitation District No. 13
Orange County Sanitation District No. 14

IRRIGATION DISTRICTS

Carpenter Irrigation District	(714) 538-5032
Serrano Irrigation District	(714) 538-0079

MUNICIPAL WATER DISTRICTS

Coastal Municipal Water District	(714) 494-6523
Municipal Water District of Orange County	(714) 973-1023
Tri-Cities Municipal Water District	(714) 979-5240

ORANGE COUNTY WATER DISTRICT (714) 963-5661

CALIFORNIA WATER DISTRICTS

El Toro Water District	(714) 837-7050
Irvine Ranch Water District	(714) 833-1223
Los Alisos Water District	(714) 830-0580
Moulton Niguel Water District	(714) 643-2006
Santa Margarita Water District	(714) 643-0204

COUNTY WATER DISTRICTS

Capistrano Beach County Water District	(714) 496-5261
East Orange County Water District	(714) 538-5815
Laguna Beach County Water District	(714) 494-1041
Los Alamitos County Water District	(213) 431-2223
Mesa Consolidated Water District	(714) 631-1200
Trabuco Canyon Water District	(714) 858-0277
Santiago County Water District	(714) 649-2630
South Coast Water District	(714) 499-4555
Yorba Linda Water District	(714) 777-3018

SUBSIDIARY DISTRICTS

City of Anaheim		
Street Lighting Maintenance Districts	(714)	999-5192
Assessment Dist. No. 78-1 Carbon Canyon Sewers	(714)	990-7763
City of Brea		
Landscaping and Lighting Assessment Districts	(714)	990-7648
City of Costa Mesa		
Vehicle Parking District Nos. 1 & 2	(714)	754-5329
Street Lighting Energy and Maintenance District	(714)	754-5343
City of Cypress		
Lighting District No. 2	(714)	828-2200
Park and Recreation District	(714)	821-9500
City of Fullerton		
Plummer Parking Authority	(714)	738-6310
Vehicle Parking District Nos. 1 & 2	(714)	738-6310
City of Garden Grove		
Garden Grove City Lighting District	(714)	638-6888
Vehicle Parking District No. 2	(714)	638-6847
City of Irvine		
Lighting Maintenance District	(714)	660-3661
Landscape Maintenance District	(714)	660-3661
City of Laguna Beach		
Lighting District No. 1	(714)	497-3311
City of Laguna Niguel		
Community Services District	(714)	643-1610
City of La Palma		
Municipal Lighting District No. 1 and 2	(714)	523-7700
Municipal Sewer District No. 1	(714)	523-7700
City of Los Alamitos		
Assessment District No. 82-1	(714)	827-8670
City of Newport Beach		
Balboa Island Street Lighting District	(714)	640-2221
City of Placentia		
Placentia Street Lighting District No. 81-1	(714)	993-8237
City of San Clemente		
Street Lighting and Landscaping District No. 1	(714)	492-5101
City of San Juan Capistrano		
Capistrano Valley Water Districts	(714)	493-1515
City of Santa Ana		
Assessment District 246	(714)	834-4131
City of Seal Beach		
Seal Beach Parking District No. 1	(213)	431-2527
City of Stanton		
Stanton Lighting and Median District No. 1	(714)	220-2220
Stanton Municipal Lighting District	(714)	220-2220
City of Westminster		
Westminster Municipal Lighting District	(714)	898-3311
City of Yorba Linda		
Yorba Linda Landscape Maintenance Districts	(714)	961-7100

TO: Library Board of Trustees

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

DATE: February 22, 1994

SUBJECT: Renewal of California Library Association Personal and Institutional Memberships

BACKGROUND

At its meeting of January 20, 1994, the Library Board of Trustees deferred approval of both personal and institutional memberships in the California Library Association for 1994.

The reason for the deferral was the uncertainty about whether the Association Legislative Committee would endorse support of the Santa Cruz County superpot funding as a statewide policy. As of this date the Association has not adopted a legislative policy endorsing any type of superpot allocation for property taxes.

The main legislative thrust seems to be another attempt at SB566.

RECOMMENDATION

Approve payment of Claim 3097 for \$940.00 with the deletion of \$300.00 for the institutional dues, and \$35.00 for Secretary Stark who requested that her name be removed from CLA and CALTAC membership, leaving a new Claim total of \$605.00.

Shelley

LOCALLY GOVERNED DISTRICT
CLAIMS TRANSMITTED FOR PAYMENT

DATE January 17, 1994
REPORT NO 3097

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

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

APPROVED CLAIMS							A C's Use Only	
Payee Name and Address Social Security/Tax ID	Date/ Invoice#	Orgn	Objt/ Rev/ BS Acc	Sub Objt/ Rev	Rept Cat	AMOUNT	Doc Number	SC
			California Library Association 717 "K" Street, STE 300 Sacramento, CA 95814	Jan-Dec 1994 Association				1600
	Dinsmore					35.00		
	Stark					35.00		
	Evans					35.00		
	Shkoler					35.00		
	West					35.00		
	Minter					125.00		
	Ammar					105.00		
	Schneider					65.00		
	McClain					85.00		
	Shook					<u>85.00</u>		
						940.00		

The claims listed above (totaling \$ 940.00) are approved for payment pursuant to an order entered in the Minutes of the Board of Directors of this District and I certify that the payees named who are described in Government Code Section 3101 have taken oath or affirmation required by Government Code Section 3102.

APPROVED BY _____ COUNTERSIGNED BY _____ ATTESTED AND/OR COUNTERSIGNED BY _____

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *edm*
DATE: February 22, 1994
SUBJECT: **Review Health Insurance Proposals for 1994-1995**

BACKGROUND:

At the Library's request Anderson & Anderson has completed its annual review of group medical insurance policy options for the District. The new contract year begins April 1, 1994.

Attachment A summarizes their findings.

Attachment B is an analysis of the CareAmerica rates by Administrative Assistant Charlene Dumitru.

Account Representative Carol Benson will attend the Board Meeting to answer any questions about the options presented. Ms. Benson will arrive between 8:00 and 8:30 P.M..

Staff recommendation is for renewal with CareAmerica.

Wsd/Slk
RECOMMENDATION:

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

RENEWAL ANALYSIS OF MEDICAL BENEFITS

FOR

PLACENTIA LIBRARY

PRESENTED BY:

**SAM J. CUNNINGHAM
PRESIDENT**

**CAROL BENSON
ACCOUNT ADMINISTRATOR**

ANDERSON AND ANDERSON/BENEFITS

EFFECTIVE DATE: MARCH 1, 1994



Summary of Requested Proposals
for
PLACENTIA LIBRARY

Medical

▸ Health Net	See Attached
▸ HIPC	See Attached
▸ Prudential (Word & Brown)	See Attached
▸ Blue Shield	Not Competitive ¹
▸ Foundation Health	Not Competitive ¹
▸ PacifiCare	Not Competitive ¹

Employee Assistance Program

▸ Santiago Estrada & Associates	See Attached
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Footnotes

¹ Not competitive because the plan is HMO only with no optional rider for out of network indemnity style benefits.

FINAL RATES AND BENEFITS ARE SUBJECT TO UNDERWRITING AND APPROVAL BY THE CARRIERS. THIS IS FOR ILLUSTRATION PURPOSES ONLY AND DOES NOT CONSTITUTE COVERAGE.



ASSUMPTIONS



PLACENTIA LIBRARY
ASSUMPTIONS OF PROPOSAL

For all plans in this proposal:

- (1) Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration only and does not constitute coverage.
- (2) The rates that are illustrated in this proposal are QUOTED rates: these will appear as a percentage of STANDARD. For STANDARD rates, see the ACTUAL rates will be based on enrollment information and can be higher or lower 20% from STANDARD rates.
- (3) The carriers that are illustrated in this proposal are obligated by law to offer any of their small group plans to Placentia Library.

Health Net:

- (4) The Elect plan has two benefit levels: HMO benefits through the member's selected medical group, and EPO-like benefits through any other Health Net provider upon self-referral of the member.
- (5) Rates are subject to change based on final enrollment information. However, if the final enrollment information is the same as the information submitted for a quote, the rates will not change.

Prudential:

- (6) A check for 100% of the standard premium must be submitted with applications.
- (7) The PoS plan has two levels of benefits: HMO benefits through the member's selected primary care physician, and indemnity level benefits through any doctor.



MEDICAL RATES ANALYSIS



Placentia Library

			Current (1993-1994)	Renewal (1994-1995)	
			CareAmerica 1900 w/rider	CareAmerica 1900 w/rider	
			HMO benefits: \$10 Dr Visit, 100%	HMO benefits: \$10 Dr Visit, 100%	
			Rider Benefits: \$100 Ded, \$1000 Max	Rider Benefits: \$100 Ded, \$5000 Max	
	NAME	AGE	FAM. CODE		
1	Ammar	59	EE	\$167.55	\$194.50
2	Burkich	56	EE	\$167.55	\$194.50
3	Byrne	33	EE	\$167.55	\$134.67
4	Conn	25	EE	\$167.55	\$115.74
5	Dumitri	45	EE	\$167.55	\$164.28
6	Guzman*	51	EE	\$167.55	\$194.50
7	Hyman*	48	EE	\$167.55	\$164.28
8	Matas	35	EE+Ch	\$360.22	\$279.52
9	McClain	45	EE	\$167.55	\$164.28
10	Minter	48	EE+Sp	\$360.22	\$343.09
11	Schneider*	50	EE	\$167.55	\$194.50
12	Shook	30	EE	\$167.55	\$134.67
13	Walters	33	EE	\$167.55	\$134.67
14	Willauer	42	EE+F	\$485.88	\$465.00
15	Wnek	32	EE	\$167.55	\$134.67

Quoted Monthly Total	\$3,216.92	\$3,012.87
Quoted Annual Total	\$38,603.04	\$36,154.44

Standard Annual Total (100%)	N/A	N/A
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Minimum Annual Total (80%)	N/A	N/A
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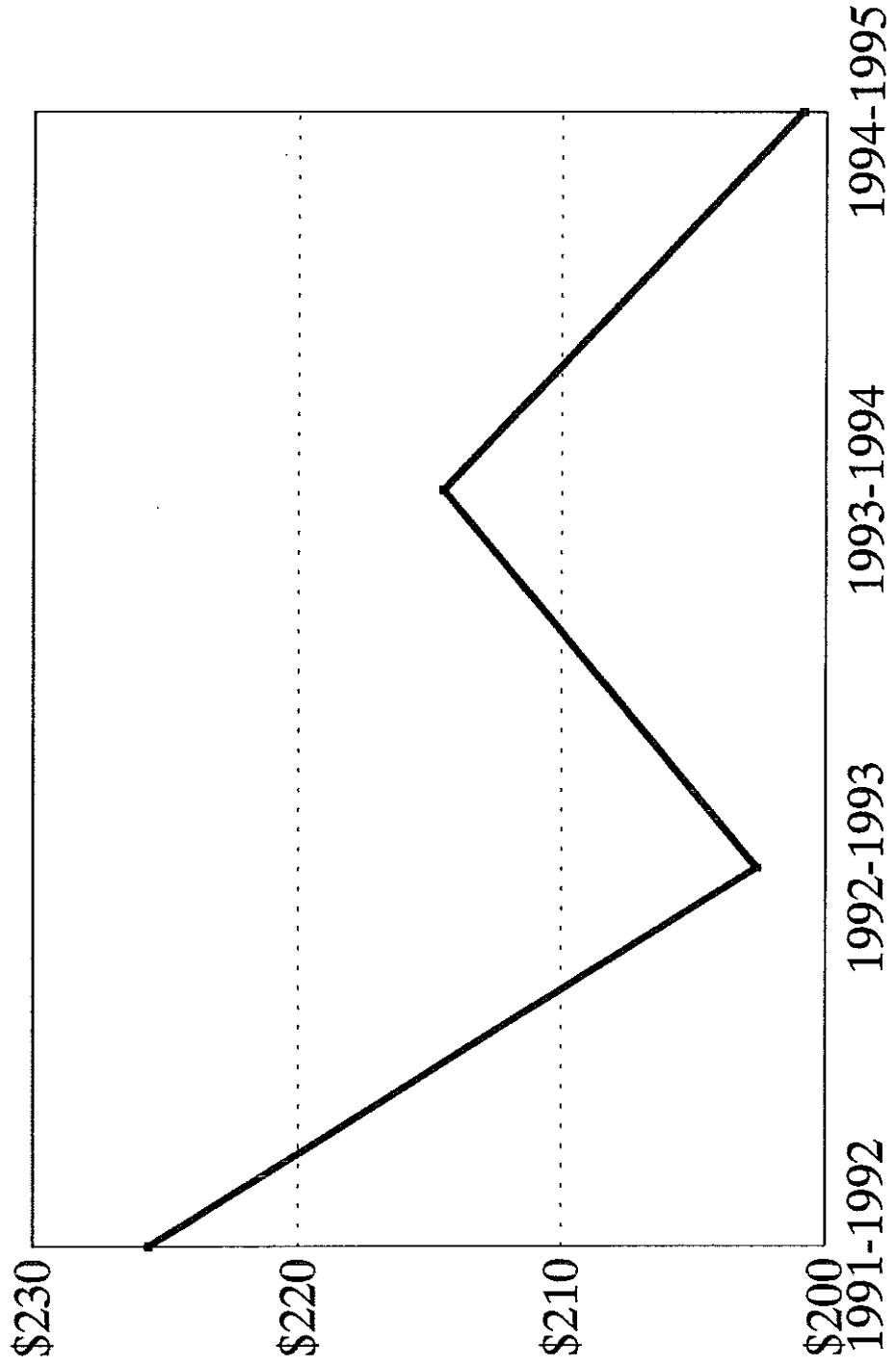
Maximum Annual Total (120%)	N/A	N/A
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* Currently waiving coverage.



Placentia Library

Super-composite Rates



Rate

Super-composite is the total monthly premium divided by total employees.

Placentia Library

	NAME	AGE	FAM. CODE	Health Net Elect 10 (QB)	Prudential 100 PoS 200
				Primary Care benefits: \$10 Dr Visit, 100% Other HN Prov benes: \$35 Dr Visit, 75%	HMO benefits: \$10 Dr Visit, 100% Indemnity Benefits: \$200 Ded, 70%
1	Ammar	59	EE	\$237.58	\$282.00
2	Burkich	56	EE	\$237.58	\$282.00
3	Byrne	33	EE	\$119.36	\$162.00
4	Conn	25	EE	\$103.87	\$129.00
5	Dumitri	45	EE	\$144.38	\$185.00
6	Guzman*	51	EE	\$185.34	\$234.00
7	Hyman*	48	EE	\$144.38	\$185.00
8	Matas	35	EE+Ch	\$250.24	\$360.00
9	McClain	45	EE	\$144.38	\$185.00
10	Minter	48	EE+Sp	\$286.16	\$414.00
11	Schneider*	50	EE	\$185.34	\$234.00
12	Shook	30	EE	\$119.36	\$162.00
13	Walters	33	EE	\$119.36	\$162.00
14	Willauer	42	EE+F	\$416.23	\$579.00
15	Wnek	32	EE	\$119.36	\$162.00

Risk Adjustment Factor: .913

Risk Adjustment Factor: 1.0

Quoted Monthly Total	\$2,812.92	\$3,717.00
Quoted Annual Total	\$33,755.04	\$44,604.00

Standard Annual Total (100%)	\$36,971.57	\$44,604.00
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Minimum Annual Total (80%)	\$29,577.25	\$35,683.20
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Maximum Annual Total (120%)	\$44,365.88	\$53,524.80
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* Currently waiving coverage.



MEDICAL BENEFITS



Placentia Library

HMO

Current Plan 1993-1994
Renewal Plan 1994-1995

Schedule of Benefits	CareAmerica - Plan 1900
Physician Services	
Office Visit	\$10 Co-Pay
Dr. Visit/Hospital	100%
Out Of Pocket	\$1,000 Member/\$2,000 Family
Hospital Services	
Room & Board	100%
Operating Room	100%
Delivery Room	100%
Lab & X-Ray	100%
Hospital Surgery	
inpatient	100%
outpatient	100%
X-Ray & Diagnostic	
inpatient	100%
outpatient	100%
Preventive Care	\$10 Co-Pay
Maternity	
Prenatal/Post Natal	\$10 Co-Pay
Nursery Care	100%
Well Child	\$10 Co-Pay
Family Planning	
Pregnancy Testing	\$10 Co-Pay
Sterilization	
o male	\$50 Co-Pay
o female	\$100 Co-Pay
Infertility	50% of Charges
Abortion(voluntary)	\$150 Co-Pay
Emergencies	
Ambulance	\$50/Trip
Emergency Room	\$50/Visit
Mental Health	Limits are for Mental and Substance Combined
in patient	Not Covered
out patient	\$25 visit with 20 visit annual max.
Substance Abuse	Limits are for Mental and Substance Combined
in patient	Acute Detox: 100%
out patient	Acute Detox: \$10 Co-Pay
Options Rider (for out of network benefits)	Placentia Library currently has elected this benefit
Deductible	\$100
Annual Max	1993-1994: \$1,000/ 1994-1995: \$5,000
Pharmacy	\$10 Rx Co-Pay

*Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration purposes only and does not constitute coverage.



Placentia Library

Schedule of Benefits	Selected PCP	Other Health Net Providers
	Health Net Elect 10	
Physician Services		
Office Visit	\$10 Co-Pay	\$35 Co-Pay
Dr. Visit/Hospital		
Out Of Pocket	\$2,000 Single, \$4,000 Fam	\$3,000 Single, \$6,000 Fam
Hospital Services		
Room & Board	\$250/admission then 100%	75/25% of contract rate
Operating Room	\$250/admission then 100%	75/25% of contract rate
Delivery Room	\$250/admission then 100%	75/25% of contract rate
Lab & X-Ray	100%	75/25% of contract rate
Hospital Surgery		
inpatient	\$250/admission then 100%	75/25% of contract rate
outpatient	100%	75/25% of contract rate
X-Ray & Diagnostic		
inpatient	100%	75/25% of contract rate
outpatient	100%	75/25% of contract rate
Preventive Care	\$10 Co-Pay	Not Covered
Maternity		
Prenatal/Post Natal	\$10 Co-Pay	\$35 Co-Pay
Nursery Care	\$250/admission then 100%	75/25% of contract rate
Well Child	\$10 Co-Pay	\$35 Co-Pay
Family Planning		
Sterilization		
o male	50% of charges	Not Covered
o female	50% of charges	Not Covered
Infertility	50% of charges	Not Covered
Abortion(voluntary)	\$150 Co-Pay	75%/25% of contract rate
Emergencies		
Ambulance	100%	75%/25% of contract rate
Emergency Room	\$50 Co-Pay	\$50 Co-Pay
Mental Health		
in patient	Not Covered	Not Covered
out patient	\$30/visit, 20 max/yr	Not Covered
Substance Abuse		
in patient	Not Covered	Not Covered
out patient	Not Covered	Not Covered
Pharmacy	\$10 Co-Pay per prescript.	\$10 Co-Pay per prescript.
<p>*Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration purposes only and does not constitute coverage.</p>		



Placentia Library

Schedule of Benefits	PruCare Provider	Non-Network Provider
	Prudential 100 POS-200 D	Opt-Out
Physician Services		Subject to \$200 Ded
Office Visit	\$10 Co-Pay	70%/30%
Dr. Visit/Hospital	100%	70%/30%
Out Of Pocket	\$2,000 Individual	\$3,000 + Ded Indiv
Hospital Services		Subject to \$200 Ded
Room & Board	100%	70%/30%
Operating Room	100%	70%/30%
Delivery Room	100%	70%/30%
Lab & X-Ray	100%	70%/30%
Hospital Surgery		
inpatient	100%	70%/30%
outpatient	100%	70%/30%
X-Ray & Diagnostic		
inpatient	100%	70%/30%
outpatient	100% after \$10 Co-Pay	70%/30%
Preventive Care	\$10 Co-Pay	N/A
Maternity	As Any Illness	
Prenatal/Post Natal	100%	70%/30%
Nursery Care	100%	70%/30% up to 7 days
Well Child	\$10 Co-Pay	70%/30% to age 19
Family Planning		
Sterilization		
o male	\$10 Co-Pay then 100%	70%/30%
o female	\$10 Co-Pay then 100%	70%/30%
Infertility	Not Covered	70%/30%
Abortion(voluntary)	\$10 Co-Pay then 100%	70%/30%
Emergencies		
Ambulance	100%	70%/30%
Emergency Room	\$50 Co-Pay/Visit then 100%	70%/30%
Mental Health	Medical Necessity	Medical Necessity
in patient	80/20% 1-15 days, 60/40% 16-30	50%/50%, 30 days max
out patient	\$10 Co-Pay/Visit, 30 Max/yr	50% Co-Pay to max \$50
Substance Abuse	Medical Necessity	Medical Necessity
in patient	Combined with Mental	Combined with Mental
out patient	Combined with Mental	Combined with Mental
Pharmacy	\$5 Generic	\$50 Ded then 70%/30%

*Final rates and benefits are subject to final underwriting approval by the carriers. This is for illustration purposes only and does not constitute coverage.

Note: All eligible charges are subject to annual deductible for non-network benefits.



EMPLOYEE ASSISTANCE PROGRAM



Placentia Library

Employee Assistance Program

Provided By:
Santiago Estrada & Associates

**Employee Assistance
Services Available:**

- **Twenty-four hour Helpline**
- **Counselor on-site at Placentia Library as needed**
- **Supervisory and employee orientation training for employee assistance services.**
- **Counseling will include up to three sessions. If a referral is made, the cost of therapy becomes the responsibility of the employee and the health insuran**
- **Free legal information.**
- **Financial counseling.**
- **Educational Seminars.**
- **Bi-lingual Counseling.**
- **Alcohol/drug monitoring programs.**
- **Quarterly newsletter.**
- **Help cards.**
- **Brochures.**
- **Monthly utilization reports.**

Cost to Employer:

\$25.00 per employee per year

15 Employees X \$25.00 = \$375.00



THE HEALTH INSURANCE PLAN OF CALIFORNIA



HIPC PARTICIPANTS

PARTICIPATING HEALTH PLANS Los Angeles and Orange Counties

CUSTOMER SERVICE

Aetna HMO	1-800-326-2300
Aetna PPO	1-800-331-7494
Cigna IPA	1-800-432-1814
Cigna Staff	1-800-432-1814
Employer's Health	1-800-255-8834
FHP, Inc.	1-800-932-4FHP
Health Net	1-800-522-0088
HMO California	1-800-795-8755
John Alden	1-800-328-4316
Kaiser Permanente	1-800-537-1671
National Med	1-800-926-1361
PruCare	1-800-437-5115
SmartCare (SCAN)	1-800-SMART-ME
Take Care	1-800-367-6552
United Health Plan	1-800-544-0088



Health Insurance Plan of California

Geographical Rating Area 4: Orange, Santa Barbara, Ventura

		Employee Only Rates							Employee & Spouse Rates							
		<30	30-39	40-49	50-54	55-59	60-64	65+	<30	30-39	40-49	50-54	55-59	60-64	65+	
S T A N D A R D	H M O	Aetna – HMO	\$88.29	\$88.29	\$111.40	\$147.30	\$177.57	\$210.20	\$244.77	\$200.78	\$213.12	\$255.35	\$320.79	\$376.01	\$437.72	\$505.90
		Cigna IPA	\$105.21	\$129.62	\$152.66	\$175.51	\$233.92	\$346.46	\$425.45	\$243.14	\$302.55	\$323.76	\$346.98	\$443.13	\$639.53	\$803.08
		Cigna Staff	\$101.23	\$124.58	\$145.97	\$166.87	\$222.65	\$310.52	\$401.14	\$223.37	\$285.33	\$309.70	\$329.10	\$418.99	\$575.85	\$749.70
		FHP, Inc.	\$110.30	\$128.09	\$151.91	\$191.50	\$245.12	\$321.71	\$367.67	\$226.12	\$262.26	\$311.42	\$384.53	\$486.40	\$627.34	\$705.47
		Health Net	\$102.85	\$118.17	\$142.95	\$183.51	\$235.23	\$290.51	\$282.10	\$237.86	\$247.76	\$283.33	\$360.70	\$465.76	\$590.22	\$572.74
		HMO California	\$84.00	\$107.00	\$143.00	\$179.00	\$213.00	\$263.00	\$314.00	\$207.00	\$251.00	\$304.00	\$371.00	\$433.00	\$567.00	\$622.00
		Kaiser – South	\$108.48	\$120.41	\$142.11	\$171.40	\$207.20	\$243.00	\$282.05	\$229.98	\$254.93	\$301.57	\$363.41	\$439.34	\$515.28	\$597.72
		National Med	\$129.50	\$138.56	\$155.89	\$179.27	\$206.16	\$257.70	\$267.23	\$266.13	\$284.76	\$320.35	\$368.40	\$423.66	\$529.58	\$549.17
		PruCare	\$101.00	\$126.00	\$144.00	\$182.00	\$220.00	\$251.00	\$314.00	\$216.00	\$270.00	\$310.00	\$364.00	\$432.00	\$499.00	\$607.00
		SmartCare (SCAN)	\$99.00	\$125.00	\$152.00	\$191.00	\$229.00	\$267.00	\$366.00	\$198.00	\$250.00	\$305.00	\$381.00	\$457.00	\$534.00	\$732.00
TakeCare	\$99.53	\$113.86	\$127.95	\$144.76	\$172.21	\$188.28	\$200.94	\$199.06	\$227.71	\$255.89	\$289.51	\$344.42	\$376.55	\$401.88		
United Health Plan	\$101.10	\$114.00	\$133.79	\$165.84	\$209.72	\$268.01	\$265.54	\$197.35	\$225.10	\$258.34	\$326.31	\$414.71	\$525.06	\$510.22		
P P O	A E T N A	Aetna – PPO	\$135.09	\$135.09	\$170.46	\$225.39	\$271.71	\$321.65	\$374.53	\$298.61	\$316.54	\$379.70	\$477.58	\$560.18	\$652.38	\$754.13
		Employer's Health	\$104.00	\$128.00	\$161.00	\$216.00	\$265.00	\$291.00	\$223.00	\$330.00	\$313.00	\$390.00	\$428.00	\$491.00	\$558.00	\$511.00
		John Alden	\$115.21	\$126.36	\$162.73	\$214.61	\$271.07	\$328.82	\$356.80	\$245.55	\$261.38	\$334.36	\$448.57	\$559.40	\$577.88	\$623.69

		Employee & Dependent Children Rates							Employee, Spouse, & Children Rates							
		<30	30-39	40-49	50-54	55-59	60-64	65+	<30	30-39	40-49	50-54	55-59	60-64	65+	
S T A N D A R D	H M O	Aetna – HMO	\$249.51	\$249.51	\$249.51	\$266.33	\$282.11	\$298.89	\$317.45	\$362.00	\$374.34	\$393.46	\$439.82	\$480.55	\$526.41	\$578.58
		Cigna IPA	\$226.18	\$281.44	\$301.17	\$322.77	\$412.21	\$594.91	\$747.05	\$350.58	\$436.23	\$466.82	\$500.30	\$582.93	\$922.11	\$1,157.93
		Cigna Staff	\$202.59	\$258.79	\$280.89	\$298.48	\$380.01	\$522.28	\$679.96	\$316.87	\$404.78	\$439.34	\$466.86	\$538.98	\$816.90	\$1,063.53
		FHP, Inc.	\$242.40	\$293.22	\$303.82	\$330.21	\$364.01	\$427.40	\$460.15	\$358.22	\$427.38	\$463.33	\$523.22	\$605.29	\$733.03	\$797.94
		Health Net	\$208.56	\$231.74	\$249.64	\$272.57	\$316.10	\$370.81	\$368.52	\$344.86	\$385.68	\$412.11	\$465.64	\$564.57	\$675.61	\$662.83
		HMO California	\$165.00	\$206.00	\$247.00	\$260.00	\$286.00	\$326.00	\$368.00	\$289.00	\$351.00	\$408.00	\$453.00	\$515.00	\$631.00	\$676.00
		Kaiser – South	\$196.35	\$218.04	\$257.10	\$310.25	\$375.34	\$439.34	\$510.94	\$309.17	\$342.80	\$404.63	\$488.16	\$590.13	\$692.10	\$803.84
		National Med	\$253.18	\$270.90	\$304.76	\$350.48	\$403.05	\$503.81	\$522.45	\$346.42	\$374.13	\$420.90	\$484.03	\$561.48	\$715.89	\$766.00
		PruCare	\$221.00	\$276.00	\$304.00	\$332.00	\$359.00	\$387.00	\$442.00	\$352.00	\$440.00	\$462.00	\$484.00	\$528.00	\$593.00	\$659.00
		SmartCare (SCAN)	\$209.00	\$235.00	\$262.00	\$300.00	\$339.00	\$368.00	\$467.00	\$381.00	\$461.00	\$515.00	\$564.00	\$595.00	\$634.00	\$823.00
TakeCare	\$183.21	\$209.57	\$235.51	\$266.46	\$316.99	\$346.56	\$369.88	\$330.30	\$377.84	\$424.60	\$480.39	\$571.50	\$624.81	\$666.84		
United Health Plan	\$194.13	\$218.43	\$230.16	\$241.02	\$278.23	\$332.33	\$343.19	\$290.49	\$348.68	\$379.22	\$422.24	\$505.38	\$602.28	\$568.94		
P P O	A E T N A	Aetna – PPO	\$344.80	\$344.80	\$350.09	\$380.21	\$407.68	\$437.00	\$469.06	\$508.32	\$526.25	\$559.34	\$632.40	\$696.15	\$767.73	\$848.66
		Employer's Health	\$287.00	\$272.00	\$325.00	\$372.00	\$422.00	\$475.00	\$395.00	\$374.00	\$354.00	\$430.00	\$484.00	\$555.00	\$631.00	\$515.00
		John Alden	\$224.14	\$235.29	\$271.67	\$323.54	\$380.00	\$437.75	\$465.73	\$354.48	\$370.31	\$443.30	\$557.51	\$668.33	\$886.82	\$732.62

P R E F E R E N C E	H M O	Aetna – HMO	\$287.76	\$287.76	\$287.76	\$307.15	\$325.35	\$344.70	\$366.10	\$417.49	\$431.72	\$453.77	\$507.23	\$554.20	\$607.09	\$667.26
		Cigna IPA	\$245.55	\$305.66	\$327.26	\$351.53	\$449.00	\$647.90	\$814.13	\$380.60	\$473.77	\$507.25	\$544.87	\$695.96	\$1,004.25	\$1,261.90
		Cigna Staff	\$219.94	\$281.04	\$305.17	\$324.59	\$413.47	\$568.71	\$740.73	\$344.01	\$439.57	\$477.32	\$507.69	\$646.70	\$889.52	\$1,158.57
		FHP, Inc.	\$278.34	\$336.68	\$348.86	\$379.16	\$417.97	\$490.76	\$528.37	\$411.32	\$490.74	\$532.01	\$600.79	\$695.02	\$841.69	\$916.23
		Health Net	\$226.31	\$251.47	\$270.89	\$295.76	\$343.00	\$402.37	\$399.88	\$374.21	\$418.51	\$447.18	\$505.26	\$612.61	\$733.11	\$719.23
		HMO California	\$176.00	\$220.00	\$263.00	\$277.00	\$304.00	\$347.00	\$392.00	\$308.00	\$373.00	\$435.00	\$482.00	\$549.00	\$672.00	\$720.00
		Kaiser – South	\$212.13	\$235.57	\$277.76	\$335.19	\$405.51	\$474.66	\$552.01	\$334.02	\$370.35	\$437.16	\$527.40	\$637.57	\$747.74	\$868.45
		National Med	\$280.71	\$300.36	\$337.90	\$388.59	\$446.87	\$558.59	\$579.26	\$384.09	\$414.81	\$466.66	\$536.66	\$622.53	\$793.73	\$849.29
		PruCare	\$230.00	\$288.00	\$317.00	\$345.00	\$374.00	\$403.00	\$461.00	\$366.00	\$458.00	\$481.00	\$504.00	\$549.00	\$618.00	\$687.00
		SmartCare (SCAN)	\$222.00	\$249.00	\$278.00	\$319.00	\$359.00	\$390.00	\$495.00	\$404.00	\$488.00	\$547.00	\$598.00	\$631.00	\$673.00	\$873.00
TakeCare	\$216.89	\$248.11	\$278.81	\$315.44	\$375.27	\$410.28	\$437.88	\$391.03	\$447.31	\$502.66	\$568.71	\$676.57	\$739.69	\$789.45		
United Health Plan	\$208.75	\$234.89	\$247.49	\$259.17	\$299.19	\$357.36	\$369.04	\$312.37	\$374.94	\$407.78	\$454.04	\$543.44	\$647.54	\$611.79		
P P O	A E T N A	Aetna – PPO	\$368.24	\$368.24	\$373.90	\$406.06	\$435.40	\$466.72	\$500.95	\$542.88	\$562.03	\$597.37	\$675.40	\$743.48	\$819.94	\$906.37
		Employer's Health	\$314.00	\$298.00	\$355.00	\$407.00	\$462.00	\$521.00	\$433.00	\$409.00	\$387.00	\$470.00	\$531.00	\$608.00	\$692.00	\$564.00
		John Alden	\$253.91	\$266.54	\$307.75	\$366.52	\$430.48	\$495.00	\$527.60	\$401.56	\$419.50	\$502.18	\$631.56	\$757.11	\$778.05	\$829.94

SPECIAL NOTICE REGARDING HIPC PPO PLANS:

Please note that the HIPC PPO plans include the following features:

For additional information, contact the PPOs directly using the customer service numbers listed in the employee brochure

DEDUCTIBLE ADMINISTRATION

- The deductible applies to **all** covered expenses - medical and drug
- The deductible can be satisfied with in- and out-of-network expenses
- There is **no deductible credit** at initial enrollment or at end of the benefit year
- The deductible is waived on prenatal and well-baby visits (up to age 2)

ORAL CONTRACEPTIVES AND ALLERGY SERUM:

These are covered if medically necessary

OUT OF POCKET MAXIMUMS:

- The in-network out of pocket maximum is \$2,000 per person per year
- The out-of-network out of pocket maximum is \$5,000 per person per year
- These are **two separate** out of pocket maximums

OUT OF STATE COVERAGE:

Out of state and out of country coverage is provided in emergency situations only. There is no coverage for out of state non-emergency services.

OTHER DIFFERENCES IN THE HIPC PPO PLANS:

	<u>AETNA</u>	<u>EMP HEALTH</u>	<u>JOHN ALDEN</u>
Type of network:	Pref Prov	Pref Prov w/PCP	Pref Prov
Out of Network payment methodology:	% age of Cust & Reas	% age of Negot in-network rate	% age of Negot in-network rate <u>or</u> 80% of bill
Out of State Emergency payment	Paid at in-network levels	Paid at in-network levels if PCP approves in 48 hrs	Paid at out-of-network levels
Pharmacy Benefit: methodology:	Any Pharmacy: Pay for Rx, submit claim for reimb.	PCS Pharmacy: Pay for Rx, present card, EHI reimb. directly.	Any Pharm: Pay for Rx, submit claim for reimb.



HIPC

PPO Plans

	In - Network		Out of Network		In Network		Out of Network	
	PPO Standard	\$500	PPO Standard	\$500	PPO Preferred	\$250	PPO Preferred	\$250
Yearly Deductible								
Yearly Out of Pocket Max	\$2,000/Person, \$4,000/Family	\$5,000/Person, \$10,000/Family	\$2,000/Person, \$4,000/Family	\$5,000/Person, \$10,000/Family	\$2,000/Person, \$4,000/Family	\$5,000/Person, \$10,000/Family	\$2,000/Person, \$4,000/Family	\$5,000/Person, \$10,000/Family
Physician Services	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%
Inpatient/Outpatient Hospital	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%
Prescription Drugs	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand	80/20% Generic, 70/30% Brand
Emergency Services	\$50 Co - Pay if not admitted	Benefits differ per PHP (See EE brochure attachment)	\$50 Co - Pay if not admitted	Benefits differ per PHP (See EE brochure attachment)	80%/20%	Benefits differ per PHP (See EE brochure attachment)	80%/20%	Benefits differ per PHP (See EE brochure attachment)
Maternity & Infant Visits to age 2	100%	60%/40%	100%	60%/40%	100%	60%/40%	100%	60%/40%
Outpatient Services of Occupational, Physical & Speech	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%
Home Health Services	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%
Preventive Health Services	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%
Durable Medical Equipment	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%	80%/20%	60%/40%
Mental Health Services	80%/20% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	60%/40% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	80%/20% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	60%/40% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	80%/20% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	60%/40% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	80%/20% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year	60%/40% Inpatient 50%/50% Outpatient 10 Inpatient days per year 20 Outpatient visits per year
Chemical Dependency Services Each plan may differ in cov'd services for outpatient	80%/20% for Inpatient Max \$20 Cov'd/Visit for Outpatient	60%/40% for Inpatient Max \$20 Cov'd/Visit for Outpatient	80%/20% for Inpatient Max \$20 Cov'd/Visit for Outpatient	60%/40% for Inpatient Max \$20 Cov'd/Visit for Outpatient	80%/20% for Inpatient Max \$20 Cov'd/Visit for Outpatient	60%/40% for Inpatient Max \$20 Cov'd/Visit for Outpatient	80%/20% for Inpatient Max \$20 Cov'd/Visit for Outpatient	60%/40% for Inpatient Max \$20 Cov'd/Visit for Outpatient
Infertility Services	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate



HIPC

HMO Plans

	HMO Standard	HMO Preferred
Yearly Deductible	No Deductible	No Deductible
Yearly Out of Pocket Max	\$2,000 per person, \$4,000 Family	\$2,000 per person, \$4,000 Family
Physician Services	\$15 Co-Pay Office Visit	\$5 Co-Pay Office Visit
Inpatient/Outpatient Hospital	\$100 per Inpatient Admission	100%
Prescription Drugs	\$10 Co-Pay Generic, \$15 Brand	\$5 Co-Pay Generic, \$10 Brand
Emergency Services	\$50 Co-Pay, waived if admitted	\$50 Co-Pay, waived if admitted
Maternity & Infant Visits to age 2	\$5 Co-Pay per Visit	\$5 Co-Pay per Visit
Outpatient Services of Occupational, Physical & Speech	\$15 Co-Pay per Visit	\$5 Co-Pay per Visit
Home Health Services	\$15 Co-Pay per Visit	\$5 Co-Pay per Visit
Preventive Health Services	\$15 Co-Pay per Visit	\$5 Co-Pay per Visit
Durable Medical Equipment	100%	100%
Mental Health Services	\$100 per Inpatient Admission \$20 Co-Pay per Visit for Outpatient 10 Inpatient days per year 20 Outpatient days per year	100% for Inpatient \$20 Co-Pay per Visit for Outpatient 10 Inpatient days per year 20 Outpatient days per year
Chemical Dependency Services Each plan may differ in cov'd services for outpatient	\$100 per Inpatient Admission Outpatient costs determined by PHP	100% for Inpatient Outpatient costs determined by PHP
Infertility Services	50% of Contracted or Scheduled Rate	50% of Contracted or Scheduled Rate



CALIFORNIA AB 1672 - SMALL GROUP REFORM

STANDARD PROVISIONS PAGE

PRE-EXISTING CONDITION - A pre-existing condition is any condition for which medical advice, diagnosis, care or treatment was recommended or received during the six months immediately preceding the employee's original effective date.

Each insured may have a **one time** waiting period for pre-existing conditions of **up to 6 months**. Employees may change jobs and move to other health plans without again having to satisfy this waiting period as long as continuous coverage is maintained.

Continuous coverage is generally defined in one of two ways: An insured being without coverage for no more than **30 days** when replacing an existing insurance plan or without coverage for no more than **90 days** if employment or an employer sponsored health plan is terminated.

Some carriers may provide a more liberal pre-existing condition limitation period than is required by California insurance law.

MEDICAL UNDERWRITING - Although carriers may not decline a group based upon health conditions, medical questions may be asked for the purpose of determining final rating.

RATES - The rates quoted in this proposal will be described as **STANDARD, MINIMUM, or MAXIMUM**. An adjusted risk rate may be determined based upon the underwriting process. A final rate may be offered which may vary by as much as **20% lower (MINIMUM)** than the **STANDARD** rate for preferred groups. A final rate may be offered which may vary by as much as **20% higher (MAXIMUM)** than the **STANDARD** rate for sub-standard groups. When quoting a new group, carriers will vary between the -20% to +20% range. (This will change to 10% on July 1, 1996.)

The above is a brief description of some of the July 1, 1993 provisions of California insurance law. The information noted for pre-existing conditions applies to groups of **3 or more** persons insured (termed "universally applicable" rules). Medical underwriting and rate information applies to groups of **5-50** lives as of July 1, 1993 and will change to **4-50** lives on July 1, 1994, and **3-50** lives on July 1, 1995.



IMPORTANT NOTICE TO SMALL EMPLOYERS

California law gives small employers the right to certain information about their prospective health care coverage plans. This legislation, AB1672, is aimed at assuring that all carriers (whether insurance companies or Health Maintenance Organizations -- HMOs) fairly market all of their plans to all "small employers".

AB1672 defines a small employer as a business which employs five to 50 eligible employees, the majority of whom are located in California, and in which at least some portion of health care coverage premiums are paid by the employer directly and indirectly. As of July 1, 1994, this definition is expanded to include groups of four to 50 eligible employees. On July 1, 1995, the law will apply to groups of three to 50 eligible employees.

If you meet this definition, you should know that:

1. Carriers must sell to you any of the benefit plan designs they offer to small employers in their service areas.
2. Carriers must provide you, upon request, with the actual rates they will charge you for a given benefit plan design.
3. I will procure rate and benefit information for you on any benefit plan design offered by a carrier for whom I sell health benefit plans at your request.
4. I will obtain for you, upon request, a brochure that summarizes all of a carrier's benefit plan designs. This summary includes a description of the benefits and limitation on benefits, the provider network, and standard employee risk rates for each plan design. I will provide you with this Summary Brochure for any carrier I represent.

When I offer you a particular health benefit plan:

1. I will provide you with that carrier's Summary Brochure and the sum of the standard employee risk rate (your total standard cost) for each plan design offered by the carrier.
2. From July 1, 1993 to July 1, 1996 the actual rates you receive from the carrier may be 20 percent higher or lower than the total standard cost depending on how the carrier assesses your groups risk. From July 1, 1996 and thereafter your actual rates may be 10 percent higher or lower than the total standard cost depending on how the carrier assesses your group's risk.
3. I will submit to the carrier the information needed to ascertain the risk adjusted risk rates for any plan offered by the carrier upon your request.
4. I will also provide you, upon request, with an evidence of coverage brochure for each benefit plan design the carrier offers.

If you have any questions about the benefits and cost of any of the health plans I am presenting you, or about your rights under AB1672, please do not hesitate to ask me.

By signing here you acknowledge receipt of this disclosure notice and your understanding of it:

Name

Date



()

()

()

PLACENTIA LIBRARY DISTRICT
FY1993-1994 Employee Census
EMPLOYEES ELIGIBLE FOR HEALTH INSURANCE BENEFITS

NAME	AGE	CURRENT PREMIUM	RENEWAL PREMIUM
AMMAR, Suad S.	59	174.30	211.45
BURKICH, Peggy D.	56	174.30	211.45
BYRNE, Mary E.	33	174.30	138.12
CONN, Girard	25	174.30	118.59
DUMITRU, Charlene D.	45	174.30	171.03
MATAS, Katherine L.	35	360.22	279.55
MCCLAIN, Cynthia A.	45	174.30	171.03
MINTER, Elizabeth D.	48	360.22	349.84
SHOOK, Julie L.	30	174.30	138.12
WALTERS, Jeannine W.	33	174.30	138.12
WILLAUER (ROBERTS), Cheryl L	42	485.88	471.75
WNEK, Estella A.	32	174.30	138.12
TOTALS		2,775.02	2,537.17
Amount Reimbursable by employee		629.46	641.70
LIBRARY LIABILITY		2,145.56	1,895.47

CareAmerica

The Health Plans of Choice

January 15, 1994

GROUP NO. 60468

Certified # P 301 980 501

Elizabeth Minter
PLACENTIA LIBRARY DISTRICT
411 E. Chapman Avenue
Placentia, CA 92670

Dear Ms. Minter:

Thank you for your participation in CareAmerica Health Plans' health benefit programs. We look forward to serving you again during the coming year. This letter is to inform you about your renewal premium rates which will become effective on **March 1, 1994**. Your new rates are detailed on the following pages. In part, your rates reflect increases in the cost of health care as a result of inflationary trends and advances in medical technology.

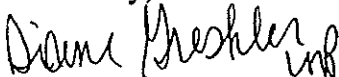
As a result of state health care legislation AB 1672, which applies to groups with 50 or fewer eligible employees, there may be some changes to your benefit plan. Please review Attachment 1 for an overview of these changes.

Your renewal displays new information. Exhibit A is a table of risk adjusted standard employee risk rates. These rates are CareAmerica published rates to which risk adjustment factors listed in the upper right corner are based on expected deviations to standard costs. Exhibit B is a worksheet which displays current and renewal premium information for your group based on available employee data, as well as the risk adjusted standard employee risk rates.

During the month of **February, 1994**, those employees and/or dependents who are not currently enrolled in CareAmerica Health Plans have the opportunity to become members effective **March 1, 1994**.

Please contact me if I can be of any further assistance, and thank you for selecting CareAmerica Health Plans.

Sincerely,



Diane Greshler
Sr. Account Representative

Attachments

cc: CAHP Marketing/ CAHP Eligibility
Anderson & Anderson/ Word & Brown

20500 Nordhoff Street · Chatsworth, California 91311-6191 · (818) 407-2222 · (800) CARE-4-US



**RENEWAL RATES
MARCH, 1994**

EXHIBIT B

PLACENTIA LIBRARY DISTRICT

GROUP #:060468	
HMO PLAN:CARE 1900	HMO Rx: \$10
OPTIONS RIDER: (\$100 DEDUCTIBLE/\$5000 MAXIMUM)	
NOTE: RATES DO NOT INCLUDE LIFE INSURANCE AMOUNTS (IF APPLICABLE)	

RISK ADJUSTMENT FACTORS	
HMO:	0.90
HMO RX:	0.90
OPTIONS RIDER:	0.90

		HMO PLAN		CARE 1900+		\$10 Rx		
AGE BAND	SINGLES		EMPLOYEE + SPOUSE		EMPLOYEE+ONE OR MORE CHILDREN		FAMILY	
	#EEs	RATE	#EEs	RATE	#EEs	RATE	#EEs	RATE
0-29	1	102.10	0	272.89	0	233.88	0	368.64
30-39	5	121.03	0	288.36	1	255.64	0	403.47
40-49	2	150.64	1	311.71	0	265.36	1	422.70
50-59	2	180.86	0	372.58	0	264.72	0	455.62
60-64	0	228.13	0	472.34	0	313.21	0	528.57
65+	0	267.76	0	548.29	0	355.96	0	621.81
TOTALS	10	1370.25	1	311.71	1	255.64	1	422.70

RENEWAL PREMIUM

TOTAL FOR HMO PLAN **\$2,360.29**

OPTIONS RIDER
(\$100 DEDUCTIBLE/\$5000 MAXIMUM)

	#EEs	RATE
SINGLE	10	13.64
EE + SP	1	31.38
EE+C/CH	1	23.88
FAMILY	1	42.30
TOTALS		234.00

TOTAL FOR RIDERS **\$234.00**

TOTAL RENEWAL PREMIUM	\$2,594.29
CURRENT TOTAL PREMIUM	\$3,049.37
PERCENTAGE INCREASE	-14.92%

ATTACHMENT 1

NOTICE OF BENEFIT CHANGES

		<u>CURRENT</u>		<u>RENEWAL</u>
Options Rider	⇒	\$100 Deductible \$1,000 Max.	to	\$100 Deductible \$5,000 Max.

**RENEWAL RATES
MARCH, 1994**

EXHIBIT A

PLACENTIA LIBRARY DISTRICT

GROUP #:060468	
HMO PLAN:CARE 1900	HMO Rx: \$10
OPTIONS RIDER: (\$100 DEDUCTIBLE/\$5000 MAXIMUM)	
NOTE: RATES DO NOT INCLUDE LIFE INSURANCE AMOUNTS (IF APPLICABLE)	

RISK ADJUSTMENT FACTORS	
HMO:	0.90
HMO RX:	0.90
OPTIONS RIDER:	0.90

HMO PLAN CARE 1900+ \$10 Rx

AGE BAND	SINGLE RATE	EMPLOYEE + SPOUSE RATE	EMPLOYEE + ONE OR MORE CHILDREN RATE	FAMILY RATE
0-29	102.10	272.89	233.88	368.64
30-39	121.03	288.36	255.64	403.47
40-49	150.64	311.71	265.36	422.70
50-59	180.86	372.58	264.72	455.62
60-64	228.13	472.34	313.21	528.57
65+	267.76	548.29	355.96	621.81

	SINGLE RATE	EMPLOYEE + SPOUSE RATE	EMPLOYEE + ONE OR MORE CHILDREN RATE	FAMILY RATE
OPTIONS RIDER (\$100 DEDUCTIBLE/\$5000 MAXIMUM)	13.64	31.38	23.88	42.30

**LIFE AND AD&D INSURANCE MONTHLY PREMIUM RATES
(IF APPLICABLE)**

AGE BAND	LIFE	AD&D		RATES/\$1,000
0-29	0.14	0.05	=	.19/\$1000
30-39	0.18	0.05	=	.23/\$1000
40-49	0.40	0.05	=	.45/\$1000
50-59	1.08	0.05	=	1.13/\$1000
60-64	1.68	0.05	=	1.73/\$1000
65+	3.50	0.05	=	3.55/\$1000

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
DATE: February 22, 1994
SUBJECT: Establish Salary for Principal Librarian

BACKGROUND:

The current salary schedule for Exempt Employees does not include a range scale for either the Principal Librarian or the Library Director.

While it is appropriate for the Library Board to negotiate and set the Library Director's salary directly it is awkward for the Library Board to be involved in the other staff salaries and remain free of potential claims of disparate treatment.

The Principal Librarian's salary was set in June, 1991, prior to my appointment as Library Director, at a rate 7% above the top of the range for Librarian II. This is an appropriate starting point for this position.

The Buena Park Library District's nine-step range for the comparable position, Operations Manager, is \$23.44 per hour or \$48,755.20 per year to \$28.55 per hour or \$59,384.00 per year. My recommendation for Placentia Library District is slightly less but comparable to the Buena Park range.

The District's Employee Handbook provides for systematic merit adjustments for staff meeting performance expectations. It is my recommendation that the Principal Librarian be afforded the same accommodation.

The current Principal Librarian was appointed to that position in June, 1991, and has received no merit adjustments since that time. While the Library Director declined a merit adjustment last year in light of the fiscal crisis all other eligible staff received theirs on the regular schedule. The same has been true this year.

If the salary schedule for principal Librarian is adopted it is my intention to make an appropriate step adjustment retroactive to January 1, 1994, pending the completion of her formal review this month.

Establish Salary for Principal Librarian, February 22, 1993, Page 2.

RECOMMENDATION:

1. To read Resolution 94-2 by title only. *with salary*
2. To adopt Resolution 94-2. *with revision*

RESOLUTION 94-2

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY ESTABLISHING THE SALARIES FOR EXEMPT EMPLOYEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall fix the compensation of all employees.

BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the Placentia Library District Salary Scale for Exempt Employees for Fiscal Year 1993-1994 dated February 22, 1994, and implements such on January 1, 1994.

AYES: TRUSTEES: *Dominic West*
NOES: TRUSTEES: *Shah*
ABSTAIN: TRUSTEES:
ABSENT: TRUSTEES: *Stark, Tom*

State of California)
)
County of Orange)

I, Sandra M. Stark, 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 regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the twenty-second day of February, 1994.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-second day of February, 1994.

Sandra M. Stark, Secretary
Board of Trustees of the Placentia Library District
of Orange County

PLACENTIA LIBRARY DISTRICT
Salary Scale for Fiscal Year 1993-1994
effective January 1, 1994

	1	2	3	4	5	6	7	8	9	10
ADMIN.	13.12	13.45	13.79	14.13	14.49	14.85	15.22	15.60	16.00	16.80
ASS'T.	1,050.07	1,075.84	1,103.32	1,130.79	1,159.12	1,188.31	1,217.50	1,248.41	1,279.32	1,343.72
AN	27,302.01	27,971.73	28,686.10	29,400.45	30,137.14	30,896.15	31,655.15	32,458.81	33,262.47	34,936.76
MO	2,275.17	2,330.98	2,390.51	2,450.04	2,511.43	2,574.68	2,637.93	2,704.90	2,771.87	2,911.40
PRINCIPAL	21.68	22.22	22.78	23.35	23.93	24.53	25.14	25.77	26.42	27.74
LIBRARIAN	1,734.39	1,777.75	1,822.19	1,867.74	1,914.44	1,962.30	2,011.36	2,061.64	2,113.18	2,218.84
AN	45,094.09	46,221.44	47,376.98	48,561.40	49,775.44	51,019.82	52,295.32	53,602.70	54,942.77	57,689.91
MO	3,757.85	3,851.80	3,948.09	4,046.80	4,147.97	4,251.66	4,357.96	4,466.91	4,578.58	4,807.51
LIBRARY DIRECTOR	32.56									
HR	32.56									
PP	2,605.00									
AN	67,730.00									
MO	5,644.17									

	6 Month	1 Year
PAGES (under age 18)	4.50	5.00
LIBRARY AIDE	5.63	6.17

Handwritten notes: 2.5% (repeated multiple times), 5%

Signature: Margaret V. Dinsmore, President Date: February 20, 1994

Signature: Saundra M. Stark, Secretary Date: February 20, 1994

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *dm*
DATE: February 22, 1994
SUBJECT: Performance Evaluation and Salary for Library Director

BACKGROUND:

The Library Director was appointed on August 19, 1991.

One merit increase of 8.3% was awarded in March, 1992.

One 4.2 % COLA was awarded in July, 1992 to all staff. The Library Director was included. The Library Director declined all discussion of a merit increase in Fiscal Year 1992-1993 because of the severe budget cuts and pending staff layoffs.

The 3% COLA granted to staff effective January 1, 1994, did not include the Library Director.

Any changes will need to be followed up next month with a Resolution amending the Exempt Employees Salary Schedule.

RECOMMENDATION:

Review performance and salary and make recommendations for changes.

Job Description
** Goals*
** Accomplishment*
Evaluate Parts of Job
⇒ H/A Evaluate Based

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *E. D. M.*
DATE: February 22, 1994
SUBJECT: Review of Procedures for the Computer/Typewriter Room

BACKGROUND

Secretary Stark has requested a review of the procedures for public use of the Computer/Typewriter Room.

A copy of the current procedure is Attachment A. A copy of this sheet is given to each person who signs up for rental of the Friends' computer.

Upon review of the history of this document I discovered that it was prepared at the time the public computer was purchased by the Friends of the Library and scheduled for Board adoption at its meeting on February 10, 1992. However, it did not actually on the Agenda nor is it mentioned in the Minutes. Since I was absent during the final preparations for this meeting, and for the meeting itself, I do not know why it was not included because the document was made available to the public immediately after the meeting.

It would be appropriate at this point to both adopt the existing published procedure as Board Policy and to revise the Fines and Fees Schedule to include the \$4.00 per hour rental charge. The Fines and Fees Schedule is Attachment B.

RECOMMENDATION

1. Adopt the Computer/Typewriter Room Public Use Policy.
2. Amend the Fines and Fees Schedule as Adopted June 21, 1993, to include the Computer rental fee of \$4.00 per hour, prorated in 15 minute intervals.

PLACENTIA LIBRARY DISTRICT

COMPUTER/TYPEWRITER ROOM

1. The computer/typewriter room is available to patrons 13 years of age and older. Children under 13 may not be in the room, even with an adult.
2. All users must sign up and leave their library card, valid California Driver License, or California ID card at the Checkout Desk.
3. Typewriter use is on a first-come, first-served basis. There are 3 coin-operated electric machines in the room (2 correctable). The fees are: 50¢ every 20 minutes for the correctables and 25¢ every 20 minutes for the non-correctable. Quarters are required for operation, with change available at the Checkout Desk. Please read the instructions before putting your money in the typewriter.
4. Computer use is on a reservation basis, for up to 2 hours at a time. Reservations will be held up to 10 minutes past starting time. The rental fee is \$4.00 per hour (\$1.00 per 15 minutes or portion thereof). A \$4.00 cash deposit is required prior to use of the computer. Staff is not available to provide detailed instructions on computer operation.
5. Paper, discs, and other computer supplies are available for purchase at the Checkout Desk.
6. The Computer/Typewriter Room must be left in the condition in which it was found. All personal trash is to be discarded in the receptacle provided.
7. No group work or extended discussion is allowed.
8. No eating, drinking, or smoking is permitted at any time in the Computer/Typewriter Room.

COMPUTER HARDWARE PARAMETERS:

Hardware: 386 DX, 33 MHz, 3.5 FD, 128K cache, 100 Mb HD, 4Mb RAM
VGA card with 512K
14" VGA color monitor
Deskjet 500 printer

Software: Microsoft Windows
WordPerfect for Windows
Lotus for Windows
Printshop and clip art libraries

TYPEWRITERS:

3 electric (2 correctable)

PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE

Adopted by the Library Board of Trustees, June 21, 1993

<u>FINES</u>	<u>PER DAY</u>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, and Compact Disks	\$.20
Videos	2.00

There is a two day *grace period* on fines for all items except videos. At the end of the grace period fines are calculated from the date that the item is due, not from the end of the grace period.

<u>MAXIMUM FINE PER ITEM</u>	<u>MAXIMUM</u>
Adult & Children's Books, Magazines, Pamphlets, Paperbacks, Books on Tape, Records, Cassettes, Compact Disks, and Videos	\$ 10.00

<u>RESERVES & SHELF CHECKS</u>	<u>PER ITEM</u>
Adult & Children's Books, Magazines, Pamphlets, Books on Tape, Records, Cassettes, Compact Disks, Videos	\$.50
Interlibrary Loans, actual charges by lending library, plus postage, plus	5.00

<u>LOST MATERIALS</u>	<u>DEFAULT*</u>
Adult Books Item Cost + \$5.00	\$ 25.00
Children's Books Item Cost + \$5.00	15.00
Magazines Item Cost + \$2.00	3.00
Records/Cassettes Item Cost + \$5.00	10.00
Pamphlets Item Cost + \$2.00	2.00
Videos Item Cost + \$5.00	50.00
Compact Discs Item Cost + \$5.00	15.00
Books on Tape Item Cost + \$5.00	30.00
Paperback - Adult Item Cost + \$5.00	5.00
Paperback - Children's Item Cost + \$5.00	3.50
Paperback - Foreign Language Item Cost + \$5.00	9.00

*Default price will be used in the event the item cost is not available. The processing fee of \$2.00 or \$5.00 is not part of the default price and needs to be added for the total amount due.

<u>SPECIAL SERVICES</u>	<u>PER ITEM</u>
Laminating, per linear foot	\$ 3.50
Fax, sending, use of telephone credit card, plus	5.00
Fax, receiving per page	1.00
Printing, per page10

<u>MULTIPURPOSE ROOM</u>	<u>PER DAY</u>
No set-up.	\$ 30.00
Set-up fee	10.00
Clean-up fee.	10.00

<u>RETURNED CHECKS</u>	<u>PER CHECK</u>
.....	\$ 10.00

DAMAGES

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of video cassettes, audio cassettes, or other library materials or equipment of any type.

Adopted by the Library Board of Trustees, January 18, 1993.

TO: Library Board of Trustees

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

DATE: February 22, 1994

SUBJECT: Review of Protocols for Trustee Processing of Complaints

BACKGROUND:

The Placentia Library District Trustee Handbook was reissued and distributed in 1992 but the content has not been revised or updated, with the exception of the addition of the Mission Statement, for an indeterminate period of time.

From time to time it is helpful to review the contents of the Handbook and to make appropriate amendments.

RECOMMENDATION:

Review and make recommendations for changes.

TO: Elizabeth Minter, Library Director

FROM: Suad Ammar, Principal Librarian *SA*

DATE: February 17, 1994

SUBJECT: **Selection Procedure for District's Use of Santiago System Grant of \$2,660 to Purchase Equipment to Assist Library Meet Americans with Disabilities Act Public Service Compliance**

BACKGROUND:

The Santiago Library System Council approved to expend \$29,282 from its revolving equipment account for FY 1992-1993 for ADA equipment for each jurisdiction. Placentia Library's share will be \$2,660.

The staff proposes to solicit the advice and recommendation of the City of Placentia Committee on the Disabled on what type of equipment will better meet the community needs.

The Staff has identified two types of equipment:

- 1- Stand - alone reading machines that have the ability to scan most printed materials and then read them aloud. These machines will enable the visually impaired and the adult illiterates to **listen** to what they cannot read.
- 2- The TDD on the other hand is the type of equipment that allows the hearing impaired to call into the brary for information .

RECOMMENDATION:

~~Authorize the Staff to proceed with consulting the City of Placentia Committee on the Disabled, to select the recommended equipment, and to seek additional funds if needed.~~

Note
~~Staff~~
~~Ammar~~
Suad / Lead
MS

Post-It™ brand fax transmittal memo 7871		# of pages > 2	
To	E. Minter	From	Peg Fox
Co.	PLSD	Co.	SLS
Dept.		Phone #	526-7376
Fax #	528-8236	Fax #	526-7389

III.

APPROVAL OF MINUTES:

ACTIONS: It was M/S/C (E. Minter, C. McGregor) unanimously to approve the minutes of September 16, 1993.

IV.

NEW BUSINESS:

A. FINANCIAL REPORT

Linda K. reported on the financial status of the System. SLS has received and deposited the first of the State CLSA checks. We are awaiting the balance of the funds from Orange County.

B. CLASS/INTERNET MEMBERSHIPS

Linda K. reminded Council members that there will be one, free password. If additional passwords will be needed Linda K. needs to know by December 31.

C. FUTURE OF SLS

Linda K. predicts that there will probably be State funds for next year. If Linda should be preparing options for next year's contracts, please let her know. Linda K. will need time if various scenarios will be required.

A discussion followed regarding the feelings of various members as related to MCLS. SLS presently has three contracts with MCLS. The consensus of the Council was to explore renewing the contracts of last year rather than reexamine other options. The Council asked Linda to return with proposed contracts from MCLS.

A discussion followed regarding direct loan and charging patrons for borrowing from neighboring libraries.

V.

OLD BUSINESS

A. Approval to expend \$29,282 from the revolving equipment account for FY 1992-93 for ADA equipment for each jurisdiction, with OCPL receiving two shares totaling \$5324 as has been the custom in the past.

Linda K. asked that each library purchase their equipment themselves, sending a copy of the invoice to SLS. SLS will then provide \$2662 to each library, with the exception of OCPL which will receive \$5324. She reported that as

TO: Elizabeth Minter, Library Director
 FROM: Suad Ammar, Principal Librarian *SA*
 DATE: February 17, 1994
 SUBJECT: Program Report for the Month of January, 1994

PLACENTIA LIBRARY DISTRICT		
PROGRAM STATISTICS		
DEPARTMENT	January 94	
	# PROGRAMS	# ATTENDEES
<i>ADULT SERVICES</i>		
<i>CHILDREN'S SERVICES</i>		
After School Specials	3	35
Grandparents and Books	5	18
Group Visits	5	101
Story hours	4	42
<i>LITERACY SERVICES</i>		
Tutor Training Workshop	3	26
LVA 50\50 Workshop	3	22

TO: Elizabeth Minter
FROM: Kay Schneider *MS*
DATE: February 14, 1994
SUBJECT: Activities in the Children's Department for January
1994

After School Specials - The *After School Specials* for children ages 7 - 12 resumed on January 12, 1994. These sessions were attended by 35 children who have enjoyed making winter scenes with salt paintings and creating 3 dimensional dinosaurs.

Story Hours & Grandparents and Books - Three preschool story hours were held in January and were attended by 42 children. The children enjoyed a variety of stories and activities. Grandparents and Books took a little break over the Holidays and restarted in January. Eighteen children listened to stories during 5 sessions.

Bulletin Boards and Displays - The bulletin board is still featuring a Winter Olympic 1994 theme and books on the Olympics and on winter sports have been pulled and placed on display. The display of Black Americans is still being used and will remain in place throughout the month of February. The books on these displays are replaced daily as books are returned.

BE A WINNER...READ! - This is a special promotion during the Olympic month of February. Each time a child visits the Library they may guess the number of jelly beans in a bear on display in the children's department. The child who guesses the correct number of beans will win the bearful of jelly beans and Polly's Pies has donated 50 free children's dinners to be awarded as second prizes. The Jelly Beans were paid for by the Friends of the Library and the Children's Librarian and the bear was donated by the Library Director. The children and the parents are having a good time with this promotion.

Summer Reading Program -The children's department staff is still working to develop programs and activities around the theme (Reading RoundUp) and make it a great summer for the children in the Placentia Library.

TO: Elizabeth Minter, Library Director
 FROM: Julie Shook, Reference Librarian *J*
 DATE: February 14, 1994
 SUBJECT: Acquisitions Report

Outstanding Orders:	Dollars Encumbered:	Number of Books
Regular Accounts	\$0	0
Gift Accounts*	\$1558.67	102

Dollars Spent 1/1/94 to 1/31/94

Continuations	\$800.91
Fiction	\$0.00
Non-fiction	\$0.00
Juvenile	\$0.00
Audio	\$0.00
Gifts*	\$389.53

Total \$1,190.44

Dollars Spent 7/1/93 to 1/31/93

Continuations	\$7,010.27
Fiction	\$1,287.02
Non-fiction	\$303.43
Juvenile	\$1,340.65
Audio	\$1,074.60
Gifts*	\$1,027.42

Total \$12,043.39

*Books purchased from Gift Accounts include Fiction, Non-Fiction, Juvenile and Audio Books.

ALA Acquisitions (February 8th)

From William Morrow	\$119.00 worth of books for \$58.00
From Dorling Kindersley	\$189.40 worth of books for \$89.50
From Penguin	\$214.28 worth of books for \$107.00
From Silver Burdett	47 books for \$45.00
Grolier	Encyclopedia Americana for \$499.00
From Prentice Hall	\$2,007 worth of books for FREE
From Macmillan/Chronicle	170+ books for FREE