

Placentia Library District
 Local Revenue Estimate
 May 29, 2007

	Fines& Fees	Passport	Non-Govt. Grants	TOTAL
FY 2006-07 through Apr	59,323	176,819	12,500	248,642
May Rev Transfer	9,931	34,715	0	44,646
Estimated Jun Transfer	8,000	30,000	0	38,000
Estimated FY 2006-07 Total	77,254	241,534	12,500	331,288

Pleasanton Library District
 FY 2007-2008 Salary Worksheet for Exempt Personnel
 July 2007 - June 2008 Proposed

3.8%

NAME	POSITION	HIRED	STEP	MERIT INC. DATE	FTE	HRS/PER PERIOD	PRIOR PER/HR RATE	RATE CHANGE	NEW PER/HR RATE	# OF PER.	AMOUNT PER.	TOTAL SALARY 26 PER	7.65% SS/MEDI	MEDICAL	DENTAL	VISION	LIFE INS	EAP	LTD	TOTAL COMP
MINTER, E	Library Director	08/19/91	NA	N.A.	1.000	80.0	50.34	3.8%	52.25	26.00	108,686.07	108,686.07	8,314.48	10,331.76	1,024.44	390.96	396.00	39.24	575.88	129,758.84
ROBERTS, J	Public Services Manager	01/01/00	10	NA	1.000	80.0	38.64	3.8%	40.11	26.00	83,425.31	83,425.31	6,382.04	13,455.36	1,547.04	625.80	396.00	39.24	442.08	106,312.86
NAPIER, V	Technical Services Manager	07/15/05	5	01/15/06	1.000	80.0	33.34	3.8%	34.61	14.00	38,759.75	73,656.48	4,108.41	10,331.76	1,024.44	390.96	396.00	39.24	381.36	90,328.65
GOODSON, W.	Administrative Services Manager Base plus 5% language	01/03/99 (08/27/04)	9 10	07/04/06 07/04/10	1.000	80.0	32.62	3.8%	33.86 0.00	26.00	70,427.88	70,427.88	5,387.73	10,331.76	1,024.44	390.96	396.00	39.24	391.80	88,389.82
TOTAL	FY 2007-2008				4.000						336,195.74	24,192.66	44,450.64	4,620.36	1,798.68	1,584.00	156.96	1,791.12		414,790.17

Exempt only
 Exempt only
 Exempt only

Tax Trans
 Salary Trans
 Total Trans

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
May 29, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
0100-00	Salaries & Wages	680,870	788,699	896,272	1,040,934	1,171,038
0200-00	Retirement (Social Security & Pension Contribution)	84,612	104,529	116,518	144,588	182,808
0301-00	Unemployment Insurance	140	9,045	3,113	0	0
0306-00	Health Insurance	48,150	78,498	112,736	108,986	105,000
0308-00	Dental Insurance	8,319	7,893	11,058	8,786	13,500
0309-00	Life Insurance	2,127	2,013	1,497	2,948	1,000
0310-00	Accidental Death & Dismemberment Insurance	3,422	3,226	3,975	5,293	4,052
0319-00	Vision Insurance	2,291	2,578	2,983	2,913	3,800
	Total Employee Insurance	64,309	94,207	132,249	128,927	127,352
0350-00	Workers Compensation - General	9,683	16,713	10,028	8,500	8,000
	TOTAL SALARIES & EMPLOYEE BENEFITS	839,613	1,013,193	1,158,179	1,322,949	1,489,198
0700-00	Communications - Telephone	1,484	2,482	4,176	4,000	4,000
0700-01	Communications - Modem/Fax/T1/DSL	8,833	8,259	7,068	8,400	5,200
0700-02	Communications - Internet Access	0	0	0	0	3,800
0700-05	Communications - Cataloging Access	2,586	2,371	2,371	600	0
0700-07	Communications - ELLI Grant	0	0	0	0	0
0700-08	Communications - Adult Literacy	1,106	1,279	1,381	1,400	1,400
	Total Communications	14,009	14,390	14,995	14,400	14,400

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
May 29, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
0900-00	Food - General Fund	488	696	663	600	500
0900-07	Food - ELLI Grant	0	0	0	0	0
0900-08	Food - Adult Literacy	297	457	949	500	4,500
0900-009	Food - Family Literacy	404	0	483	0	0
	Total Food	1,189	1,153	2,094	1,100	5,000
1000-00	Household Expense	2,600	6,148	16,816	7,500	15,000
1001-00	Trash	0	0	0	0	0
	Total Household Expense	2,600	6,148	16,816	7,500	15,000
1100-00	Insurance	11,120	11,002	12,282	13,100	13,750
1300-00	Maintenance of Equipment - General Fund (Other than Computer)	2,267	8,356	4,331	5,000	7,500
1300-01	Maintenance of Equipment - General Fund (Computer)	46,030	19,540	24,540	27,500	37,500
1300-07	Maintenance of Equipment - ELLI Grant	0	0	0	0	0
1300-08	Maintenance of Equipment - Adult Literacy	587	74	-335	500	500
1300-09	Maintenance of Equipment - Family Literacy/LSCA Grant	0	0	0	0	0
	Total Maintenance of Equipment	48,884	27,970	28,536	33,000	45,500
	HVAC	3,533	3,736	11,927	7,500	7,500
	Carpet Cleaning	523	2,200	0	2,750	2,750
	Groundskeeping, City of Placentia	26,025	26,140	22,833	27,500	16,000
	Plumbing	3,185	1,527	3,653	3,000	2,500
	Electrical	5,608	6,198	568	4,000	7,000
	Cleaning Service	13,200	15,200	15,800	16,000	18,000
	Locksmith	507	122	757	1,000	1,000
	Other (includes fire alarms & seismic retrofit project)	12,944	1,869	2,573	8,000	8,000
1400-00	Total Maintenance of Building & Grounds	65,524	56,991	58,110	69,750	62,750

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
May 29, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
1600-00	Memberships - General Fund	3,742	3,760	3,518	4,000	4,000
1600-07	Memberships - ELLI Grant	0	0	0	0	0
1600-08	Memberships - Adult Literacy	200	910	300	1,000	1,000
1600-09	Memberships - Family Literacy	0	0	150	0	0
	Total Memberships	3,942	4,670	3,968	5,000	5,000
1700-00	Miscellaneous Expense - General Fund	4,992	300	0	0	0
1700-07	Miscellaneous Expense - ELLI Grant	0	0	0	0	0
1700-08	Miscellaneous Expense - Adult Literacy	0	0	0	22,953	0
1700-09	Miscellaneous Expense - Family Literacy	0	0	0	0	0
	Total Miscellaneous Expense	4,992	300	0	22,953	0
1800-00	Library Supplies	13,063	26,012	22,538	23,000	22,000
	Printing	12,071	13,616	10,465	15,000	14,000
	[Unassigned]	0	0	217	0	0
	Publications	589	692	948	1,100	1,100
	Paper	389	838	748	700	700
	Drinking Water Service	340	358	281	350	350
	Other Office Supplies	13,955	25,077	21,666	20,000	20,000
	Total Office Supply Expense - General Fund	40,405	66,592	56,862	60,150	58,150
1800-00	Literacy - ELLI Grant	256	0	0	0	0
1800-01	Printing	2,283	1,932	5,268	2,000	2,000
1800-02	Publications	2,346	195	0	2,500	2,500
1800-03	Paper	0	0	0	0	0
1800-04	Other Office Supplies	0	2,491	3,207	1,000	3,000
1800-05	Total Adult Literacy Office Supply Expense	4,629	4,618	8,475	5,500	7,500
1800-06	Family Literacy Supply Expense/LSCA Grant Expense	1,577	0	0	2,000	2,000
1800-07	Total Office Expense	46,867	71,210	65,337	67,650	67,650
1803-00	Postage Expense - General Fund	4,284	6,337	6,388	6,800	6,800
1803-01	Postage Expense - LSCA II Grant	0	0	0	0	0
1803-02	Postage Expense - Adult Literacy	37	9	0	100	100
1803-03	Postage Expense - Family Literacy/LSCA Grant	43	0	0	0	0
	Total Postage Expense	4,363	6,346	6,388	6,900	6,900

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
May 29, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
	Care Resources (Employee Assistance)	385	385	385	420	1,200
	Pension Fund Operating & Investment Mgmt. Expenses	6,672	7,615	6,449	7,000	11,000
	Anaheim Library Automated Library System	32,223	33,801	30,431	35,000	32,000
	Library Board Consultants & Legal	23,014	3,884	9,261	10,000	10,000
	Clipping Service	556	378	450	600	600
	Tax Collection Services & Fees by Orange County & LAFCO	7,722	9,172	1,033	9,800	10,000
	Advertising (including WEB site)	1,980	3,448	4,199	6,000	5,000
	Medical Exams	827	1,120	2,121	2,000	2,000
	Collection Services - Accounts Receivable	2,457	1,760	1,522	2,000	2,000
	Audit & Accounting Services	5,691	9,200	9,140	10,000	10,000
	Payroll Preparation	3,564	4,310	5,071	5,500	5,500
	Election Expenses	0	17,754	0	19,000	0
	Staff Training in Library	0	375	0	3,500	4,000
	Other (Includes contract storyteller)	13,534	14,900	30,001	16,000	14,000
1900-00	Total Specialized Services - General Fund	98,625	108,102	100,063	126,820	107,300
1900-01	Specialized Services - Partnerships for Change/Spanish Literacy	3,206	3,096	3,084	3,000	5,000
1900-07	Specialized Services - ELLI Grant	0	0	0	0	0
1900-08	Specialized Services - Adult Literacy	4,425	10,948	12,106	9,000	14,000
1900-09	Specialized Services - Family Literacy/LSCA Grant	1,150	0	0	0	0
1900-18	Tax Collector Services & Fees by Orange County	13,768	13,697	11,717	15,000	9,000
	Total Specialized Services	121,174	135,842	126,970	153,820	135,300
1912-00	Investment Administrative fees for Orange County		674	726	1,000	3,000
2000-00	Legal Notices - General Fund	192	2,576	0	1,000	1,000
2000-01	Legal Notices - Grants	0	0	0	0	0
	Total Legal Notices	192	2,576	0	1,000	1,000
2100-00	Rents/Leases-Equipment	703	628	639	31,700	1,800
2200-00	Semi-Annual Bond Payment, Energy Loan & Civic Center Loan	101,660	97,955	86,917	105,000	110,300

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
May 29, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
2300-00	Small Tools/Instruments	0	0	0	0	0
2400-00	Special Department Expense - Miscellaneous	0	1,010	26	0	0
2400-01	Special Department Expense- Books	67,404	94,583	99,053	223,816	242,236
2400-02	Special Department Expense - Video	4,598	18,710	2,365		
2400-03	Special Department Expense - Electronic	47,245	51,965	15,113		
2400-04	Special Department Expense - Periodicals	8,197	8,625	8,961		
2400-05	Special Department Expense - Audio	12,282	11,406	15,845		
2400-07	Special Department Expense - ELLI Grant	816	0	0		
2400-08	Special Department Expense - Adult Literacy	2,531	4,720	9,376	2,000	2,000
2400-09	Special Department Expense - Family Literacy	2,941	352	0		
	Total Special Department Expense	146,014	191,372	150,740	225,816	244,236
2600-00	Transportation/Travel - Local Mileage	0	0	0	0	2,500
2700-00	Transportation/Travel - Meetings, Staff Out of Town	4,287	2,394	3,703	8,500	10,500
2700-01	Transportation/Travel - Meetings, Staff Local	3,873	6,130	20,439	10,000	7,500
2700-02	Transportation/Travel - Meetings, Board Out of Town	269	1,119	380	3,000	3,000
2700-03	Transportation/Travel - Meetings, Board Local	1,747	492	1,169	750	1,500
2700-04	Transportation/Travel - Meetings, LSCA II Grant	0	0	0	0	0
2700-07	Transportation/Travel - Meetings, ELLI Grant	22	17	0	0	0
2700-08	Transportation/Travel - Meetings - Adult Literacy	35	408	688	1,000	1,000
2700-09	Transportation/Travel - Meetings - Family Literacy	58	25	0	0	0
	Total Transportation/Travel - Meetings	10,291	10,586	26,379	23,250	23,500
2801-00	Electricity	44,154	45,014	40,301	50,000	65,000
2802-00	Gas	3,638	8,918	10,782	11,000	9,000
2803-00	Water	3,706	3,170	4,528	5,500	6,000
	Total Utilities	51,498	57,101	55,612	66,500	80,000
	TOTAL SUPPLIES & SERVICES	635,022	696,915	656,509	849,439	837,586

PLACENTIA LIBRARY DISTRICT
Proposed Expenditures Budget for Fund 707 for Fiscal Year 2007-2008
May 29, 2007

OBJECT CODE	DESCRIPTION	FY2003-2004 ACTUAL	FY2004-2005 ACTUAL	FY2005-2006 ACTUAL	FY2006-2007 ADOPTED	FY2006-2007 PROPOSED
3700-00	Taxes, Assessments (Sales Tax & Sewer Assessment)	5,726	6,107	8,894	10,000	6,000
4000-00	Equipment	23,041	21,676	17,893	56,700	50,000
4000-07	Equipment - ELLI Grant	0	0	0	0	0
4000-08	Equipment - CLC Grant	0	0	4,548	0	0
4000-09	Equipment - Gates Foundation Grant	0	0	0	0	0
4000-11	Equipment	0	0	0	0	0
	Total Equipment	23,041	21,676	22,440	56,700	50,000
4200-00	Structures/Improvements	0	0			
	TOTAL EQUIPMENT EXPENSE	23,041	21,676	22,440	56,700	50,000
4700-00	Payment to Refunded Debt Escrow Ags			1,499		
4807	OPERATING TRANSFER TO ANOTHER DISTRICT FUND	0	0	0	0	0
5600	INVESTMENT POOL LOSS	0	0	0	0	0
	TOTAL EXPENSES	1,503,402	1,757,891	1,847,522	2,239,088	2,382,784
	ELLI Grant Summary Object Code 07		17	0	0	0
	CLC Summary Object Code 08	1,094	23,422	37,487	43,953	32,000
	FFL Grant Summary Object Code 09	13,846	377	633	2,000	2,000
	Partnerships for Change Grant/Spanish Literacy	6,171	3,096	3,084	3,000	5,000
	TOTAL LITERACY (Excluding Personnel)	14,940	23,817	38,120	45,953	34,000
	Revenues	1,692,060	1,951,785	2,080,449	2,181,388	2,382,784
	Balance	188,658	213,894	232,927	-57,700	0



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Consumer Price Index - All Urban Consumers

Series Id:	CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted	
Area:	Los Angeles-Riverside-Orange County, CA
Item:	All items
Base Period:	1982-84=100

Year	Mar
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2
2004	191.5
2005	199.2
2006	208.5
2007	216.500

12 Months Percent Change

Series Id:	CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted	
Area:	Los Angeles-Riverside-Orange County, CA
Item:	All items

Base Period: 1982-84=100

Year	Mar
1997	1.6
1998	1.0
1999	2.2
2000	3.5
2001	3.2
2002	2.8
2003	3.9
2004	1.8
2005	4.0
2006	4.7
2007	3.8

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**REVISED BUDGET ESTIMATE FOR PHASE 2
OF E. MINTER'S PERFORMANCE IMPROVEMENT PLAN**

Based on the proposed follow-up meetings with employees to gain feedback on the questions presented in the 5/1/07 report, the budget estimate for Valerie Poole's participation in these meetings is as follows:

Per Quarter	Seven (7) employee groups x 1.0 hours @ \$85.00/hour	\$ 595.00
	One (1) meeting with E. Minter & Managers -- 1.5 hours @ \$85.00/hour	\$ 127.50
	Feedback Report -- 2 hours @ \$85.00/hour	\$ 170.00
	Total per quarter	\$ 892.50
Annual Budget	4 x \$892.50	\$3,570.00

Valerie J. Poole
HR Consultant
5/9/07

**INTEROFFICE MEMO
PLACENTIA LIBRARY DISTRICT**

To: Elizabeth Minter, Library Director
From: Jim Roberts, Public Services Manager/Literacy Coordinator 
Date: May 23, 2007
Subject: Budget for Early Literacy Station

The Early Literacy Station is a computerized, one-to-one learning station for children ages 2-8. It immerses children in the English language while also creating a friendly, familiar learning experience.

At last count, there were 19 libraries in California (including Anaheim) using the Early Literacy Station.

In cooperation with CALIFA, AWE, the company offering the station, has reduced the price of the Early Literacy Station by 15% until June 22.

Regular price:	\$3,200
Discount price:	\$2,432
2 year extended warranty (5 years)	300
Total:	\$2,732

Recommendation: Purchase one Early Literacy Station with extended warranty, \$2,732 prior to June 22 using the Literacy gift account, and budget another station at \$3,600 for next fiscal year.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

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

SUBJECT: Review the Special District Risk Management Authority's (SDRMA) proposal for dental, vision, life insurance, long term disability, and employee assistance coverage for staff, determine whether to transfer coverage to that program effective July 1, 2007, select which options of the program to provide, and authorize the changes through Resolution 07-07.

DATE: May 29, 2007

BACKGROUND:

At its meeting on May 9, 2006 the Library Board of Trustees transferred its medical insurance coverage to the Special District Risk Management Authority (SDRMA). During the first ten months of Fiscal Year 2006-2007 the savings to the District from this action was \$13,244.81 (see Agenda Item 14, page 5 of 10).

At that time SDRMA reported that it would be expanding the program to include additional types of health insurance. SDRMA recently announced that these programs are to be available effective July 1, 2007. They are described in Attachment A.

By participating in the SDRMA program the District is eligible to participate in a larger purchasing pool and select significantly higher benefits at a modest increase in premium. The District also gains a savings from having only one invoice to process each month instead of the six presently being processed.

The details of the programs being recommended by District staff are explained in Attachment A.

The cost analysis is contained in the following table.

Type Coverage	Current Vendor	Current Rate Cost/Month	# Employees Currently Enrolled	Proposed SDRMA Vendor	Proposed New Cost/Month	Annual Fiscal Impact
Dental	Ameritas/50%	\$32.50	18	Delta Dental/80%	\$50.80	+ \$3,952.80
Vision	VSP	\$11.82	18	VSP	\$16.55	+ \$1,021.68
Life & ADD (Life coverage)	Assurant	\$13.50 (\$50,000)	15	ING	\$3.30 (\$100,000)	- \$1,836.00
Long Term Disability	Hartford	\$.55 per \$100	15	ING	\$.55 per \$100	-0-
Emp. Assistance	Care Resources	\$35.00 for all employees	All full time & part time	MHN	\$3.27 per member	+ \$ 168.60
Total Impact						+ \$3,307.08

In order for these changes to take effect on July 1, 2007 the District will need to provide the current vendors with thirty (30) days of notice of its intent to cancel their policies.

The Ancillary Coverages Entity Enrollment Form as submitted to SDRMA by the Library Director to determine the District's eligibility for underwriting is Attachment B. There is nothing binding for Placentia Library District in this document, it formalizes the District's eligibility to apply for the coverages.

Placentia Library District Resolution 07-07 is Attachment C. This document makes the application to SDRMA official and obligates the District to a three (3) year participation in the programs.

The Memorandum of Understanding between Placentia Library District and SDRMA is Attachment D. This is the governing document for the ancillary coverages program.

RECOMMENDATIONS:

1. Ratify the submission of the Entity Enrollment Form to the Special District Risk Management Authority.
2. Affirm the selection of the Delta Dental High Plan; the Vision Service Plan Option 5, Plan C; the ING Basic Life and AD&D with 10+ Lives; the ING Long Term Disability with 10+ Lives with Option 1 – 90 Days; the MHN Employee Assistance Program; that Eligible full-time benefit employees are those who work at least 30 hours per week and that part-time benefit eligible employees work at least 20 hours per week; and that the Eligibility Date is the first day of the month following the first full month of employment.
3. Read Resolution 07-07 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing the Participation in the Special District Risk Management Authority's Health Benefits Ancillary Coverages.
4. Adopt Resolution 07-07 by Roll Call Vote.
5. Authorize the Library Board President to sign the Memorandum of Understanding for the Small Group Health Benefits Ancillary Coverages Program.
6. Authorize the Library Director to cancel the existing policies with Ameritas, Vision Service Plan, Assurant, Hartford and Care Resources.



Special District Risk
Management Authority

Health Benefits Program

Ancillary Coverage Options Summary

3 Incredibly Simple Things You Should Know
About Our New Expanded Health Benefits Program

**We Have A Flexible Health Benefits Program, With
New Ancillary Benefits – That Simply Offers More:**

1. Full Circle Coverage: A complete program with the flexibility to be customized for the demanding and unique needs of our Members
2. Easy Switch: Enrollment is just a few simple steps
3. Better Rates: Solid savings up to 20% over previous coverage

New Ancillary Coverage Options:

We offer you a wide variety of options:

- Base Coverage: Dental and Vision
- Add-ons: Life, Long-term Disability, and Employee Assistance Program

Valued-Added Program Features:

- Ease of Enrollment
- Pooled Renewal Rating to Ensure More Predictable Rates
- Responsive Human Resource Assistance
- COBRA Administration Assistance
- Consolidated Billing Through SDRMA

SDRMA Ancillary Coverage Options Summary

Delta Dental PPO Options

Dental Benefits	Low Plan	
	In-Network	Out-of-Network*
Calendar Year Maximum	\$1,000	\$750
	(Per patient per calendar year)	
Calendar Year Deductible Individual / Family	\$50/\$150 (Waived for Preventive)	
Age Limitations	Children to Age 19 Full-time Students to Age 25	
Diagnostic and Preventive	100%	100%
Oral Exam		
X-Rays		
Teeth Cleaning		
Fluoride Treatment		
Space Maintainers		
Bitewings		
Sealants		
Basic Services	80%	80%
Amalgam/Composite Fillings		
Periodontics (Gum disease)		
Endodontics (Root Canal)		
Extractions & Other Oral Surgery		
Major Services	50%	50%
Crown Repair		
Restorative - Inlays and Crowns		
Prosthodontics		
Complex Oral Surgery		
Orthodontics	Not Covered	
Eligible for Benefit		
Lifetime Maximum		
(Employer Contributes 51-100% of dependent cost):		
Rates	SDRMA Member	Non-Member
Employee Only	\$31.13	\$31.87
Employee + 1 Dependent	\$53.56	\$54.84
Employee + 2 or More Dependents	\$85.63	\$87.67
(Employer Contributes 0-50% of dependent cost):		
Rates	SDRMA Member	Non-Member
Employee Only	\$31.13	\$31.87
Employee + 1 Dependent	\$56.93	\$58.29
Employee + 2 or More Dependents	\$93.82	\$96.05

*Entities must contribute a minimum of 50% of the cost for active employees and Entities must have at least 75% of eligible employees enrolled to participate
Note: This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from



Medium Plan	
In-Network	Out-of-Network*
\$1,500	\$1,250
(Per patient per calendar year)	
\$50/\$150 (Waived for Preventive)	
Children to Age 19 Full-time Students to Age 25	
100%	100%

High Plan	
In-Network	Out-of-Network*
\$2,000	\$1,500
(Per patient per calendar year)	
\$50/\$150 (Waived for Preventive)	
Children to Age 19 Full-time Students to Age 25	
100%	100%

80%	80%
-----	-----

80%	80%
-----	-----

60%	60%
-----	-----

80%	80%
-----	-----

50%	50%
Child & Adult \$500	

50%	50%
Child & Adult \$1,000	

SDRMA Member	Non-Member
\$41.62	\$42.61
\$70.59	\$72.27
\$109.77	\$112.38

SDRMA Member	Non-Member
\$50.80	\$52.01
\$85.37	\$87.40
\$128.92	\$131.99

SDRMA Member	Non-Member
\$41.62	\$42.61
\$74.93	\$76.71
\$119.99	\$122.85

SDRMA Member	Non-Member
\$50.80	\$52.01
\$90.56	\$92.72
\$140.66	\$144.01



SDRMA Ancillary Coverage Options Summary

VSP Vision Options

Vision Benefits	Option 1- Plan A		Option 2- Plan B	
	In-Network	Non-Network	In-Network	Non-Network
Exam	Copay \$25	Plan pays up to: \$45	Copay \$25	Plan pays up to: \$45
Lenses				
Single	\$25	\$45	\$25	\$45
Bifocal	\$25	\$65	\$25	\$65
Trifocal	\$25	\$85	\$25	\$85
Frames	\$120 Allowance	\$47	\$120 Allowance	\$47
Contact Lenses - Elective	\$105 Allowance	\$105	\$105 Allowance	\$105
Contact Lenses -Medically Necessary	No Copay	\$105	No Copay	\$105
Frequency of Services				
Eye Examination	12 months		12 months	
Lenses	24 months		12 months	
Frames	24 months		24 months	
Contact Lenses ¹	24 months		12 months	
Rates	SDRMA Member	Non-Member	SDRMA Member	Non-Member
Employee Only	\$6.35	\$6.50	\$7.34	\$7.51
Employee + 1 Dependent	\$12.19	\$12.48	\$14.15	\$14.49
Employee + 2 or More Dependents	\$19.31	\$19.77	\$22.47	\$23.01

¹Contact lenses are in lieu of spectacle lenses and frames
Note: This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from the Plan Document, the Plan Document will prevail.



Option 3- Plan B

In-Network	Non-Network
------------	-------------

Copay	Plan pays up to:
\$15	\$45
\$15	\$45
\$15	\$65
\$15	\$85
\$120 Allowance	\$47
\$105 Allowance	\$105
No Copay	\$105

12 months
12 months
24 months
12 months

SDRMA Member	Non-Member
\$7.65	\$7.84
\$14.78	\$15.14
\$23.49	\$24.05

Option 4- Plan C

In-Network	Non-Network
------------	-------------

Copay	Plan pays up to:
\$25	\$45
\$25	\$45
\$25	\$65
\$25	\$85
\$120 Allowance	\$47
\$105 Allowance	\$105
No Copay	\$105

12 months
12 months
12 months
12 months

SDRMA Member	Non-Member
\$10.49	\$10.74
\$20.44	\$20.93
\$32.59	\$33.37

Option 5- Plan C

In-Network	Non-Network
------------	-------------

Copay	Plan pays up to:
\$0	\$45
\$0	\$45
\$0	\$65
\$0	\$85
\$120 Allowance	\$47
\$105 Allowance	\$105
No Copay	\$105

12 months
12 months
12 months
12 months

SDRMA Member	Non-Member
\$16.55	\$16.94
\$32.58	\$33.36
\$52.15	\$53.40

SDRMA Ancillary Coverage Options Summary

ING Basic Life and AD&D



For Groups with 10+ lives
Basic Life and AD&D Benefits

For Groups with less than 10 lives
Basic Life and AD&D Benefits

Eligibility:	All Eligible Employees working at least 24 hrs/ wk						
Life Benefits:	Groups may elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments						
AD&D Benefits:	Same as Life						
Guaranteed Issue Amount	\$100,000						
Benefit Reduction Formula	<table border="0"> <thead> <tr> <th>Age</th> <th>% of Original Benefit</th> </tr> </thead> <tbody> <tr> <td>65</td> <td>65%</td> </tr> <tr> <td>70</td> <td>50%</td> </tr> </tbody> </table>	Age	% of Original Benefit	65	65%	70	50%
Age	% of Original Benefit						
65	65%						
70	50%						

Eligibility:	All Eligible Employees working at least 24 hrs/ wk						
Life Benefits:	Groups may elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments						
AD&D Benefits:	Same as Life						
Guaranteed Issue Amount	\$100,000						
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Age	% of Original Benefit						
65	65%						
70	50%						

Accelerated Death Benefit 50% of Life Benefits if less than 6 Month Life Expectancy

Accelerated Death Benefit 50% of Life Benefits if less than 6 Month Life Expectancy

Waiver of Premium Included

Waiver of Premium Included

Seat Belt Benefit (AD&D) Included

Seat Belt Benefit (AD&D) Included

Rate	<table border="0"> <tr> <td>SDRMA Member</td> <td>Non-Member</td> </tr> <tr> <td>\$0.33</td> <td>\$0.34</td> </tr> <tr> <td colspan="2">* 3.30 / month</td> </tr> </table>	SDRMA Member	Non-Member	\$0.33	\$0.34	* 3.30 / month	
SDRMA Member	Non-Member						
\$0.33	\$0.34						
* 3.30 / month							

	SDRMA Member	Non-Member
Basic Life Rate per \$1,000: Under Age 30	\$0.25	\$0.25
Basic Life Rate per \$1,000: Age 30-39	\$0.32	\$0.33
Basic Life Rate per \$1,000: Age 40-49	\$0.45	\$0.46
Basic Life Rate per \$1,000: Over Age 49	\$0.61	\$0.63

Note: This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from the Plan Document, the Plan Document will prevail.

ING Supplemental Life

Supplemental Life Benefits

Eligibility All Eligible Employees working at least 24 hrs/ wk

Employee Benefit

Minimum \$20,000

Maximum \$250,000

Increments of: \$10,000

Guaranteed Issue Amount Under Age 60: \$100,000 Age 60 and Over: \$50,000

Spouse Benefit Not to Exceed 50% of Employee's Life Benefit

Minimum \$20,000

Maximum \$125,000

Increments of: \$5,000

Guaranteed Issue Amount \$25,000

Dependent Child(ren) Benefit

Minimum \$5,000

Maximum \$10,000

Increments of: \$5,000

Guaranteed Issue Amount \$10,000

Benefit Duration

Age	% of Original Benefit
65	65%
70	50%

Waiver of Premium Included

Portability Included

	SDRMA Member	Non-Member	SDRMA Member	Non-Member
	Employee Rate		Spouse Rate	
Rates per \$1,000				
Under Age 25	\$0.12	\$0.12	\$0.12	\$0.12
Age 25-29	\$0.12	\$0.12	\$0.12	\$0.12
Age 30-34	\$0.15	\$0.15	\$0.15	\$0.15
Age 35-39	\$0.17	\$0.17	\$0.18	\$0.18
Age 40-44	\$0.22	\$0.22	\$0.23	\$0.23
Age 45-49	\$0.31	\$0.31	\$0.32	\$0.32
Age 50-54	\$0.50	\$0.50	\$0.51	\$0.51
Age 55-59	\$0.80	\$0.80	\$0.82	\$0.82
Age 60-64	\$1.20	\$1.20	\$1.23	\$1.23
Age 65-69	\$2.25	\$2.25	\$2.30	\$2.30
Over Age 70	\$3.62	\$3.62	\$3.70	\$3.70
Dependent Child Rate per \$1,000	\$0.21	\$0.21	\$0.22	\$0.22

This coverage is at employee's option and expense

SDRMA Ancillary Coverage Options Summary

ING Long Term Disability

For Groups with 10+ lives				
Long Term Disability Benefits	Option 1		Option 2	
Eligibility:	All Eligible Employees working at least 24 hrs/ wk		All Eligible Employees working at least 24 hrs/ wk	
Elimination Period	90 Days		180 Days	
Monthly Benefit Percentage	60%		60%	
Maximum Monthly Benefit	\$5,000		\$5,000	
Own Occupation Definition	24 Months		24 Months	
Disability Earnings Test	80%		80%	
Definition of Disability	Earnings & Occupation		Earnings & Occupation	
Recurrent Disabilities	6 Months		6 Months	
Mental Health/Substance Abuse Limitations	24 Months		24 Months	
Maximum Benefit Duration	To Age 65 or SSNRA		To Age 65 or SSNRA	
Pre-Existing Condition	3/12		3/12	
	Option 1		Option 2	
	SDRMA Member	Non-Member	SDRMA Member	Non-Member
Rate per \$100	\$0.55	\$0.56	\$0.41	\$0.42

SDRMA Ancillary Coverage Options Summary

MHN Employee Assistance Program Options

Employee Assistance Program

Number of Sessions	3 Sessions per incident per family member		
Frequency	No limit in frequency or time of telephone Counseling/Consultation Sessions		
Employee Services	Telephonic Counseling & Referral for Counselling Sessions		
Work Life	Life Management Services		
Legal	Legal Referral Service - Up to 30 minutes/session & 25% rate reduction off hourly fee		
Dependent Care	Child & Elder Care Referral Service		
Financial	Financial Consultations to include Pre-retirement and tax consultations		
Education Referrals	Education and Schooling Referrals		
Concierge	Concierge Services		
Employer Services	5 hours/year/member group		
Brown Bag Seminars	20 hours per incident/member group		
CISD - Critical Incident Stress Debriefing	Unlimited		
Management Consultations	Unlimited		
Management Training	No Limits		
On-site Orientation	Quarterly Utilization reports		
Reports	Yes, No Charge		
Newsletter and Collateral Materials	http://www.mhn.com		
Internet Service			
Rates			
EAP Rate (PEPM)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">SDRMA Member</td> </tr> <tr> <td style="text-align: center;">\$3.27</td> </tr> </table> Non-Member \$3.34	SDRMA Member	\$3.27
SDRMA Member			
\$3.27			

Ancillary Coverage Eligibility Requirements

1. Entities must be a public agency formed under California Government Code.
 2. Entities must have a minimum of two (2) active full time employees to join. An active full time employee is an employee who is eligible for enrollment in employee sponsored benefits paid for by your Entity. Part time employees may be considered active employees only if they are currently part of the benefit eligible population and work a minimum of twenty (20) hours weekly.
 3. Entities' public officials (board members, etc) may participate in the program if their own Entities' formation documents, government code and policies allow it and the Entity meets the contribution requirement in item 4 below. Participation for public officials is limited to the term of their office.
 4. Entities must contribute a minimum of 50% of the cost for active employees. Entities are not required to provide ancillary coverages for public officials. Under this program, ancillary coverages for public officials are available; however, Entities are required to contribute 50% of the cost of the public official monthly premium if they choose to provide them ancillary coverages.
 5. Entities must have at least 75% of eligible employees enrolled in order for the Entity to participate (and public officials if they are covered). Public Officials may not be covered unless active employees are covered.
 6. Ancillary coverage premiums are based on a full month. Ancillary coverage will begin the first day of the month following notification of enrollment. There are no partial months or prorated premiums. Each Entity can establish the waiting period for ancillary coverages to become effective.
 7. The maximum dependent child age is 19. If the dependent is a full time student, they may be covered until age 25. Proof of student enrollment may be required. Once a dependent child is married, they are no longer covered. Disabled dependent children are not subject to the dependent age restrictions.
 8. Each prospective new Entity must complete and submit the SDRMA Interest Form. Each entity is subject to underwriting review and may or may not be accepted for coverage. The underwriting process may take up to two (2) weeks for completion.
 9. Entities are required to agree to a commitment to remain in the program for a period of at least three (3) years.
 10. Entities' Governing Body must approve a Resolution authorizing participation in Special District Risk Management Authority's Ancillary Coverages Program and execute the Memorandum of Understanding (MOU).
 11. Once an Entity is approved by the underwriter and has submitted all required documentation to join the program, the participants should receive their ancillary coverage identification cards within three (3) weeks.
-

Ancillary Coverages Entity Enrollment Form

ENTITY INFORMATION – The Entity applicant certifies the following information:

Entity's Legal Name: <u>PLACENTIA LIBRARY DISTRICT</u>			
Street Address: <u>411 E CHAPMAN AVE</u>	City: <u>PLACENTIA</u>	State: <u>CA</u>	Zip: <u>92870</u>
County: <u>ORANGE</u>			
Contact Name: <u>WENDY GOODSON</u>	Title: <u>ADMINISTRATOR</u>	Phone Number: <u>714 52881925x202</u>	Fax Number: <u>714 5288236</u>
Email: <u>administration@placentia.library.org</u>			
Form of Organization: <input checked="" type="checkbox"/> Government Entity (non-schools) <input type="checkbox"/> School (non-JPA) <input type="checkbox"/> JPA <input type="checkbox"/> Other			

COVERAGE(S) REQUESTED AND CONTRIBUTIONS The Entity selects the following coverages to be available for the employees and will contribute the following percentage of the subscription charge/premium on behalf of its employees for the coverage(s) requested below:

Base Package (Required)		Optional Coverages Available (Mandatory that these coverages are paid by the Employer)		
<input checked="" type="checkbox"/> Delta Dental Entity contributes the following % toward premium cost: Employee <u>100</u> % Dependent <u>0</u> % Select One Plan Below: <input type="checkbox"/> Low Plan <input type="checkbox"/> Medium Plan <input checked="" type="checkbox"/> High Plan	<input checked="" type="checkbox"/> Vision Service Plan Entity contributes the following % toward premium cost: Employee <u>100</u> % Dependent <u>0</u> % Select One Plan Below: <input type="checkbox"/> Option 1 Plan A <input type="checkbox"/> Option 2 Plan B <input type="checkbox"/> Option 3 Plan B <input type="checkbox"/> Option 4 Plan C <input checked="" type="checkbox"/> Option 5 Plan C	<input checked="" type="checkbox"/> ING Basic Life and AD&D Select One Plan Below: <input checked="" type="checkbox"/> 10+ Lives <input type="checkbox"/> Less than 10 Lives Please list life insurance amount on Participant Enrollment Form The life insurance amount must be the same for all employees in that class or bargaining unit	<input checked="" type="checkbox"/> ING LTD Long Term Disability Select One Plan Below: <input checked="" type="checkbox"/> 10+ Lives <input type="checkbox"/> Less than 10 Lives Please list annual salary on Participant Enrollment Form Select One Option Below: <input checked="" type="checkbox"/> Option 1 – 90 days <input type="checkbox"/> Option 2 – 180 days	<input checked="" type="checkbox"/> MHN Employee Assistance Program

EMPLOYEE ELIGIBILITY

Eligible employees are: Active full-time benefit eligible employees who work at least 30 hours per week
 Part-time benefit eligible employees working at least 20 hours per week

Total number of employees: 27 Total number of employees ineligible: 10
 Total number of active full-time eligible enrolling employees: 15 Total number of part-time or temporary employees: 12

PROBATIONARY PERIOD/ELIGIBILITY DATE:

Eligibility Date is always on the FIRST DAY of the month following waiting period unless otherwise specified.

The waiting period for new employees: one month ~~two months~~ three months Other _____

Other than FIRST DAY of month: Eligible on _____ day from date of hire or Other _____

PUBLIC OFFICIALS/GOVERNING BODY

For Public Officials/Governing Body members to be covered under SDRMA Ancillary Coverages the Public Officials/Governing Body members must currently be covered through the Entity's existing ancillary coverages.

Check here If you intend to continue providing ancillary coverages to your Public Officials/Governing Body members through SDRMA Ancillary Coverages.

Total number of public officials: _____
Total number of enrolling public officials: _____

DOMESTIC PARTNERS

Standard coverage for the domestic partner of an employee or subscriber to the same extent, and subject to the same terms and conditions, as provided to a dependent of the employee or subscriber. Coverage of the employee's/subscriber's domestic partner requires submission of a certified copy of a Declaration of Domestic Partnership, or similar form, filed with the State of California or another governing jurisdiction. Both domestic partners must be at least 18 years of age. Coverage is extended to the children of the domestic partner. There are no COBRA continuation rights for the domestic partner or the domestic partner's children.

CURRENT CARRIER(S):

Is this plan intended to replace any existing group coverage? YES NO

If YES, name of group carrier(s): AMERITAS, HARTFORD, VSP, ASSURANT, CARE RESOURCES

Current group carrier proposed termination date: JUNE 30, 2007

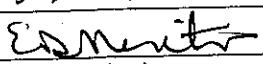
GENERAL AGREEMENT AND SIGNATURE

Effective date requested: 7-1-07 (Actual date will be assigned by SDRMA if application is accepted)
Application is hereby made to SDRMA or the appropriate affiliated company for a Group Benefit Agreement/Group Policy providing coverage identified above. If this application is accepted, an Agreement/Policy will be issued which will set forth the terms, benefits and conditions of the relationship between the Entity and SDRMA. This application will become part of that Agreement/Policy.

Upon acceptance of the application, the Entity will inform all persons who are eligible for coverage that they may apply for SDRMA coverage under the Agreement/ Policy.

I understand and agree to all of the above.

Date: 5-22-07

By: 
(Authorized Signature)

Name and Title: ELIZABETH DWYER, LIBRARY DIRECTOR
(Print Name and Title of Authorized Signer)

FOR SDRMA USE ONLY

Application is: Accepted Declined Case No. _____

Effective: _____ Underwriter: _____ Date: _____

Date: _____ By: _____
(Signature)

RESOLUTION NO. 07-07

A RESOLUTION OF
THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY APPROVING THE FORM OF AND AUTHORIZING
THE EXECUTION OF A MEMORANDUM OF
UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS ANCILLARY COVERAGES

WHEREAS, Placentia Library District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "Entity"), has determined that it is in the best interest and to the advantage of the Entity to participate in the medical benefits program offered by the Special District Risk Management Authority (the "Authority"); and the Entity understands a condition of participation in the Health Benefits Ancillary Coverages is a minimum of 3 full years; and

WHEREAS, Special District Risk Management Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 et seq., for the purpose of providing risk financing and risk management programs; and other coverage protection programs; and

WHEREAS, participation in Special District Risk Management Authority programs requires the Entity to execute and enter into a Memorandum of Understanding (the "MOU"); which states the purpose and participation requirements for the medical benefits program; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Entity is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The Entity's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the Entity.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the Entity and the Special District Risk Management Authority, in the form presented at this meeting and on file with the Entity's Secretary, is hereby approved. The Entity's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the Entity, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The Entity's Governing Body approves participating for a minimum of three full years in Special District Risk Management Authority Health Benefits Ancillary Coverages.

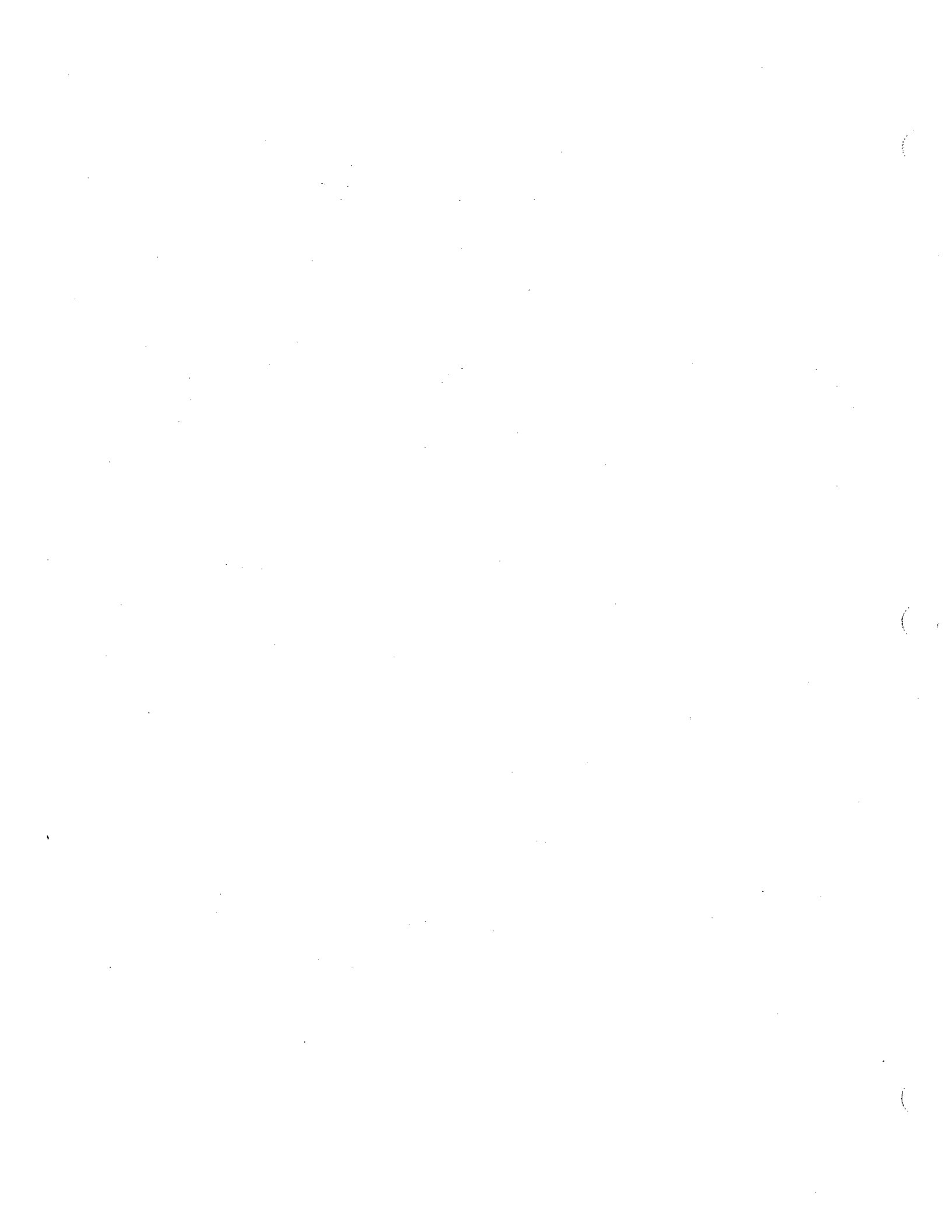
Section 4. Other Actions. The Authorized Officers of the Entity are each hereby authorized and directed to execute and deliver any and all documents which is necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this twenty-ninth day of May 2007 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jean Turner, Secretary
Board of Trustees of the Placentia Library District





MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter "MEMORANDUM") is entered into by and between the Special District Risk Management Authority (hereafter "SDRMA") and the participating public entity (hereafter "ENTITY") who is signatory to this MEMORANDUM.

Recitals

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities typically having 250 or less employees into the California State Association of Counties ("CSAC") Excess Insurance Authority ("EIA") EIAHealth's Small Group Health Benefits Ancillary Coverages Program (hereinafter "PROGRAM").

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by EIAHealth Committee for the PROGRAM (the "COMMITTEE") and not SDRMA.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **INITIAL COMMITMENT PERIOD.** ENTITY understands and acknowledges that it is required to remain in the PROGRAM for a period of at least three (3) full years as a condition to participation in the PROGRAM (the "INITIAL COMMITMENT PERIOD").
3. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
4. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit ancillary coverage solution to all participants of the ENTITY including active employees, dependents and public officials. After the INITIAL COMMITMENT PERIOD, ENTITY may discontinue coverage or change the contribution amount for retirees. However, ENTITY must contribute at least the minimum percentage required by the eligibility requirements.
5. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, dependents and public officials.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from their consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA will add an administrative fee to premiums and rates set by the COMMITTEE for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

- a. SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties. Health benefit ancillary coverage premiums are based on a full month. There are no partial months or prorated premiums.
- b. ENTITY must send notification of termination of ancillary benefits for a covered employee to the PROGRAM and SDRMA by the 15th of the current month to terminate at the end of the month. Otherwise (i.e. notification after the 15th), termination will be as of the end of the following month.



6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable.
7. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, CSAC-EIA Health documents outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM.
8. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
9. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments, which are deemed necessary to ensure approved funding levels, shall be made upon the determination and approval of the COMMITTEE in accordance the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premium paid for the preceding 3 years. ENTITY's must be current participants to receive a dividend except upon termination of the PROGRAM and distribution of assets.
 - c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total program-wide basis as opposed to each year standing on its own.
10. **WITHDRAWAL.** ENTITY may withdraw after their INITIAL COMMITMENT PERIOD (three (3) full year commitment period) and subject to the following condition; ENTITY shall notify SDRMA and the PROGRAM in writing of their intent to withdraw at least 180 days prior to their actual coverage renewal date. ENTITY may rescind its notice of intent to withdraw.
11. **LIAISON WITH SDRMA.** Each ENTITY shall maintain staff to act as liaison with the SDRMA and between the ENTITY and the SDRMA's designated PROGRAM representative.
12. **DISPUTES.** Disputes between the parties related to this MEMORANDUM shall be resolved as follows:
 - a. Mediation Before Litigation. The parties agree that in the event of any dispute by and between them, they shall first attempt to resolve the dispute by way of an informal mediation and if such efforts do not result in a resolution, they may proceed to litigate the claims.
 - b. Selection of Mediator. The mediation shall be held before a neutral mediator having at least 15 years civil business litigation experience or a retired judge. Within ten (10) days of a demand for mediation, the parties shall attempt to mutually select a neutral and qualified mediator. If the parties agree on the selection of the mediator, the mutually selected mediator shall be appointed for the mediation. If the parties are unable to mutually select a qualified mediator, they shall each select a neutral mediator and the two shall then select the third who shall be designated as the parties' neutral mediator for the dispute. Any selected mediator who is unable or unwilling to fulfill his duties may be replaced.
 - c. Time of Mediation. Subject to the mediator's availability, the parties will make best efforts to have the mediation scheduled and held within 45 days of a demand.
 - d. Costs of Mediation. The parties shall split and pay for the fees charged by the mediator equally.



- e. Confidentiality of Mediation Process. The parties agree that the mediation of the dispute will be an effort to compromise disputed claims and that mediation shall be deemed confidential and no statements made at the mediation can be used against them in the event of future litigation.
- f. Position Statements. Any party making a demand for mediation shall set forth in their written demand for mediation the factual and legal basis known to them for their claims or dispute and provide copies of any statements, summaries, reports, or documentary information known to them at the time to support their claims, save and except, privileged or confidential information, which may be withheld. Within thirty (30) days after receipt of a demand for mediation, the recipient shall provide a written response to the claims setting forth the factual and legal basis known to them to support the response or affirmative defenses and also provide copies of any statements, summaries, reports, or documentary information known to them at the time to support the response or affirmative defenses, save and except, privileged or confidential information, which may be withheld. Copies of the position statements and information exchanged between the parties under this provision shall be provided to the mediator in advance of the mediation.
- g. Failure to Participate in Mediation. Any party who fails to participate in the mediation shall waive their right to collect attorney fees herein.
- h. Exclusions From Mediation. The parties agree that any claim for immediate injunctive relief is specifically excluded from the requirements of mediation. The parties further agree that disputes related to coverage under the PROGRAM are excluded from this provision and shall be governed in accordance with CSAC-EIAHealth documents and/or PROGRAM documents.
13. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
14. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
15. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
16. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
17. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
18. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's signatory to this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
19. **EFFECTIVE DATE.** This MEMORANDUM shall become effective upon the signing of this MEMORANDUM by the ENTITY and Chief Executive Officer or Board President of SDRMA.
20. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.



In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

[Name of Public Entity]

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish Salary Schedules for Library Personnel for Fiscal Year 2007-2008, effective July 1, 2007, and Adopt by Resolution 07-08.
DATE: May 29, 2007

BACKGROUND:

This is the seventh year that Placentia Library District will be operating without a Memorandum of Understanding (MOU) with its staff. The Orange County Employees Association is no longer willing to represent the staff and it has not yet acquired a new representative.

The expired Contract provided for a percentage salary increase for each fiscal year equal to the percent rise, to the nearest tenth (0.1) of one percent, in the cost-of-living for the period March to March as measured by the Bureau of Labor Statistics Consumer Price Index "All Items" (base 1982-84), for the Los Angeles-Anaheim-Riverside area. The percentage increase for March 2006 to March 2007 is 3.8%. The COLA Report is Attachment A.

Attachment B is the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2007, 2008, effective July 1, 2007 with a 3.8 % COLA adjustment for all staff except the Library Director and the Pages.

Attachment C is Resolution 07-08 establishing the Wage and Salary Schedules for Placentia Library District for Fiscal Year 2007-2008, effective July 1, 2007.

RECOMMENDATIONS:

1. Read Resolution 07-08 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Salaries for Employees of the District for Fiscal Year 2007-2008.
2. Adopt Resolution 07-08 by Roll Call Vote.





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Data extracted on: May 21, 2007 (8:09:59 PM)

Consumer Price Index - All Urban Consumers

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1997	159.8
1998	161.4
1999	165.0
2000	170.7
2001	176.2
2002	181.1
2003	188.2
2004	191.5
2005	199.2
2006	208.5
2007	216.500

12 Months Percent Change

Series Id: CUURA421SA0, CUUSA421SA0
Not Seasonally Adjusted
Area: Los Angeles-Riverside-Orange County, CA
Item: All items
Base Period: 1982-84=100

Year	Mar
1997	1.6
1998	1.0
1999	2.2

2000	3.5
2001	3.2
2002	2.8
2003	3.9
2004	1.8
2005	4.0
2006	4.7
2007	3.8

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U.S. Bureau of Labor Statistics
Postal Square Building
2 Massachusetts Ave., NE
Washington, DC 20212-0001

Phone: (202) 691-5200
Do you have a **Data question**?
Do you have a **Technical (web) question**?
Do you have **Other comments**?

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2007-2008
Effective July 1, 2007
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10	
CLERK I	HR	13.01	13.34	13.67	14.01	14.36	14.72	15.09	15.46	15.85	16.64
	PP	1,040.80	1,066.82	1,093.49	1,120.83	1,148.85	1,177.57	1,207.01	1,237.18	1,268.11	1,331.52
	AN	27,060.80	27,737.32	28,430.75	29,141.52	29,870.06	30,616.81	31,382.23	32,166.79	32,970.96	34,619.50
	MO	2,255.07	1,875.47	1,922.27	1,970.80	2,019.33	2,551.40	2,615.19	2,680.57	2,747.58	2,884.96
CLERK II	HR	14.71	15.08	15.45	15.84	16.24	16.64	17.06	17.49	17.92	18.82
	PP	1,176.80	1,206.22	1,236.38	1,267.28	1,298.97	1,331.44	1,364.73	1,398.85	1,433.82	1,505.51
	AN	30,596.80	31,361.72	32,145.76	32,949.41	33,773.14	34,617.47	35,482.91	36,369.98	37,279.23	39,143.19
	MO	2,549.73	2,613.48	2,678.81	2,745.78	2,814.43	2,884.79	2,956.91	3,030.83	3,106.60	3,261.93
LIBR ASST	HR	17.47	17.91	18.35	18.81	19.28	19.77	20.26	20.77	21.29	22.35
	PP	1,397.60	1,432.54	1,468.35	1,505.06	1,542.69	1,581.26	1,620.79	1,661.31	1,702.84	1,787.98
	AN	36,337.60	37,246.04	38,177.19	39,131.62	40,109.91	41,112.66	42,140.48	43,193.99	44,273.84	46,487.53
	MO	3,028.13	3,103.84	3,181.43	3,260.97	3,342.49	3,426.05	3,511.71	3,599.50	3,689.49	3,873.96
LIB I	HR	20.65	21.17	21.70	22.24	22.79	23.36	23.95	24.55	25.16	26.42
	PP	1,652.00	1,693.30	1,735.63	1,779.02	1,823.50	1,869.09	1,915.81	1,963.71	2,012.80	2,113.44
	AN	42,952.00	44,025.80	45,126.45	46,254.61	47,410.97	48,596.25	49,811.15	51,056.43	52,332.84	54,949.48
	MO	3,579.33	3,668.82	3,760.54	3,854.55	3,950.91	4,049.69	4,150.93	4,254.70	4,361.07	4,579.12
LIB II	HR	24.06	24.66	25.28	25.91	26.56	27.22	27.90	28.60	29.31	30.78
	PP	1,924.80	1,972.92	2,022.24	2,072.80	2,124.62	2,177.73	2,232.18	2,287.98	2,345.18	2,462.44
	AN	50,044.80	51,295.92	52,578.32	53,892.78	55,240.10	56,621.10	58,036.63	59,487.54	60,974.73	64,023.47
	MO	4,170.40	4,274.66	4,381.53	4,491.06	4,603.34	4,718.42	4,836.39	4,957.30	5,081.23	5,335.29
LIB AIDE	HR	8.87	9.09	9.32	9.55	9.79	10.04	10.29	10.54	10.81	11.35
	PP	709.60	727.34	745.52	764.16	783.27	802.85	822.92	843.49	864.58	907.81
	AN	18,449.60	18,910.84	19,383.61	19,868.20	20,364.91	20,874.03	21,395.88	21,930.78	22,479.05	23,603.00
	MO	1,537.47	1,575.90	1,615.30	1,655.68	1,697.08	1,739.50	1,782.99	1,827.56	1,873.25	1,966.92

Signature _____ : Approved May 29, 2007
Al Shkoler, President Effective: July 1, 2007

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2007-2008
Effective Jul 1, 2007
EXEMPT

	1	2	3	4	5	6	7	8	9	10
LIBRARY										
DIRECTOR										
HR	50.34									
PP	4,027.20									
AN	104,707.20									
MO	8,725.60									
MANAGERS										
ADMIN SVC										
HR	26.47	27.13	27.81	28.51	29.22	29.95	30.70	31.46	32.25	33.86
PP	2,117.60	2,170.54	2,224.80	2,280.42	2,337.43	2,395.87	2,455.77	2,517.16	2,580.09	2,709.09
AN	55,057.60	56,434.04	57,844.89	59,291.01	60,773.29	62,292.62	63,849.94	65,446.18	67,082.34	70,436.46
MO	4,588.13	4,702.84	4,820.41	4,940.92	5,064.44	5,191.05	5,320.83	5,453.85	5,590.19	5,869.70
MANAGERS										
PUB SVC										
HR	31.35	32.13	32.94	33.76	34.60	35.47	36.36	37.27	38.20	40.11
PP	2,508.00	2,570.70	2,634.97	2,700.84	2,768.36	2,837.57	2,908.51	2,981.22	3,055.75	3,208.54
AN	65,208.00	66,838.20	68,509.16	70,221.88	71,977.43	73,776.87	75,621.29	77,511.82	79,449.62	83,422.10
MO	5,434.00	5,569.85	5,709.10	5,851.82	5,998.12	6,148.07	6,301.77	6,459.32	6,620.80	6,951.84

PAGES	Starting Wage	6 Months	1 Year	18 Months
	7.50	7.88	8.27	8.68

Signature _____ : Approved May 29, 2007
Al Shkoler, President Effective July 1, 2007

RESOLUTION 07-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY
TO ESTABLISH THE SALARIES FOR EMPLOYEES OF THE DISTRICT
FOR FISCAL YEAR 2007-2008

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

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees adopts the Placentia Library District Salary Scale for Employees for Fiscal Year 2007-2008 dated May 29, 2007, and implements such on July 1, 2007.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jean Turner, 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-ninth day of May 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-ninth day of May 2007.

Jean Turner, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Establish the Holiday and Library Public Service Schedule for Calendar Years 2007 and 2008, and Adopt by Resolution 07-09.
DATE: May 29, 2007

BACKGROUND:

The District's Holiday and Library Closure Schedule is based upon the 11 holidays specified in the Placentia Library District Policy 2030. (Attachment A)

Past practice is that the Library is closed on Easter and the Sunday preceding Monday holidays. These are not paid holidays for the staff and require adjusting the work schedule or use of vacation time.

Staff is recommending that the Library Board consider closing the Library on the Saturday of holiday weekends. These would not be paid holidays for the staff and individuals would need to either take time without pay or use vacation time.

Staff is also recommending the addition of a staff holiday for Martin Luther King Day on the third Monday in January, and that the Library be closed on the Sunday preceding this holiday.

Attachment B is the Proposed Holiday and Public Service Calendar for Calendar Years 2007 and 2008.

Attachment C is Resolution 07-09, establishing the Placentia Library District Holiday Schedule for Calendar Years 2007 and 2008.

RECOMMENDATIONS:

1. Determine whether or not to close on the Saturday preceding a Monday holiday.
2. Determine whether or not to add Martin Luther King Day to the list of staff holidays, and whether or not to close the Library on the Sunday preceding Martin Luther King Day.
3. Finalize the Holiday and Public Service Calendar for Calendar Years 2007 and 2008.
4. Read Resolution 07-09 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Holiday and Library Closure for Calendar Years 2007 and 2008.
5. Adopt Resolution 07-09.



Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

2030.2 The following days will be recognized and observed as paid holidays:

New Years Day

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

2 Floating Holidays, one accrued in April and one accrued in October on the second pay period of the month.

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

2030.6 Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.

2030.7 If any employee works on any of the holidays listed above, excluding floating holidays, he/she will be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

**Placentia Library District
Holiday and Library Public Service Schedule
2007**

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Monday	January 1
Day before Monday Holiday	Sunday	February 18
President's Day	Monday	February 19
Easter	Sunday	April 8
Day before Monday Holiday	Sunday	May 27
Memorial Day	Monday	May 28
Independence Day	Wednesday	July 4
Day before Monday Holiday	Sunday	September 2
Labor Day	Monday	September 3
Day before Monday Holiday	Sunday	November 11
Veteran's Day (Legal Holiday)	Monday	November 12
Thanksgiving Day	Thursday	November 22
Day before Monday Holiday	Sunday	December 23
Christmas Eve Day	Monday	December 24
Christmas Day	Tuesday	December 25
Day before Monday Holiday	Sunday	December 30
New Year's Eve Day	Monday	December 31

Placentia Library District Holiday and Library Public Service Schedule 2008

(Without Saturday Holiday Closings)

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Tuesday	January 1
Day before Monday Holiday	Sunday	January 20
Martin Luther King Day	Monday	January 21
Day before Monday Holiday	Sunday	February 17
President's Day	Monday	February 18
Easter	Sunday	March 23
Day before Monday Holiday	Sunday	May 25
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Day before Monday Holiday	Sunday	August 31
Labor Day	Monday	September 1
Veteran's Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve Day	Wednesday	December 31

Placentia Library District Holiday and Library Public Service Schedule 2008

(Without Saturday Holiday Closings)

Paid staff holidays are indicated in bold type and unpaid Library closures are indicated in regular type.

Placentia Library District Offices and Library will be closed:

New Year's Day	Tuesday	January 1
Saturday before a Monday Holiday	Saturday	January 19
Day before Monday Holiday	Sunday	January 20
Martin Luther King Day	Monday	January 21
Saturday before a Monday Holiday	Saturday	February 16
Day before Monday Holiday	Sunday	February 17
President's Day	Monday	February 18
Easter	Sunday	March 23
Saturday before a Monday Holiday	Saturday	May 24
Day before Monday Holiday	Sunday	May 25
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Saturday before a Monday Holiday	Saturday	August 30
Day before Monday Holiday	Sunday	August 31
Labor Day	Monday	September 1
Veteran's Day	Tuesday	November 11
Thanksgiving Day	Thursday	November 27
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Year's Eve Day	Wednesday	December 31

RESOLUTION 07-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
HOLIDAY AND LIBRARY CLOSURE SCHEDULE
FOR CALENDAR YEARS 2007 AND 2008

WHEREAS, Section 19469 of the Education Code of the State of California establishes that the Board of Library Trustees shall designate the hours during which the Library shall be open for the use of the public;

BE IT RESOLVED, that the Placentia Library District of Orange County Board Of Trustees established its Holiday Schedule for Calendar Years 2007 and 2008 dated May 29, 2007.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jean Turner, 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-ninth day of May 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this twenty-ninth day of May 2007.

Jean Turner, Secretary
Placentia Library District Board of Trustees



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director
SUBJECT: Establish the District's Appropriations Limitation (Gann Limit) at \$3,326,242 for Fiscal Year 2007-2008 by Resolution 07-10.
DATE: May 29, 2007

BACKGROUND:

Each year California local jurisdictions are required to establish an Appropriations Limitation (Gann Limit) for the next fiscal year.

Attachment A shows the calculation of the annual Gann Limitation using the information provided by the California Department of Finance.

Attachment B is the background information from the California Department of Finance for Fiscal Year 2007-2008.

Attachment C is Resolution 07-10 establishing the Gann Limitation for Placentia Library District for Fiscal Year 2007-2008 in the amount of \$3,326,242.

RECOMMENDATIONS:

1. Read Resolution 07-10 by Title only: A Resolution of the Board of Trustees of the Placentia Library District of Orange County to Establish the Appropriations Limitation for Fiscal Year 2007-2008.
2. Adopt Resolution 07-10 by Roll Call Vote.



Placentia Library District
 Gann Limitation Worksheet
 May 29, 2007

	2004-2005	2005-2006	2006-2007	2007-2008
"Price Factor" expressed as a ratio (provided by CA. Dept. Finance)	1.0328	1.0526	1.0396	1.0442
"Population Change Factor" for City of Placentia (provided by CA Dept. Finance)	1.0158	1.0077	1.0218	1.012
Multiply "Price Factor Ratio" times "Change Factor Ratio" to calculate "Growth Factor"	1.04911824	1.06070502	1.06226328	1.0567304
Multiply "Growth Factor" times previous year's Gann Limitation for current year's Gann Limitation	\$ 2,793,591	\$ 2,963,176	\$ 3,147,673	\$ 3,326,242





ARNOLD SCHWARZENEGGER, GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

May 2007

Dear Fiscal Officer:

Subject: Price and Population Information

Appropriations Limit

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2007, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2007-08. Enclosure I provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2007-08 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas population percentage changes. The population percentage change data excludes federal and state institutionalized populations and military populations, as noted.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code, Section 2228 for further information regarding the appropriation limit. You can access the Code from the following website: "<http://www.leginfo.ca.gov/calaw.html>" check: "Revenue and Taxation Code" and enter 2228 for the search term to learn more about the various population change factors available to special districts to calculate their appropriations limit. Article XIII B, Section 9, of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Consult the following website: "http://www.leginfo.ca.gov/const/article_13B" for additional information. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No State agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. Revenue and Taxation Code Section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2007.**

Please Note: City population estimates are controlled to independently calculated county population estimates. Due to county estimates revisions; prior year's city population estimates may have also been revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL C. GENEST

Director

By:

VINCENT P. BROWN

Chief Deputy Director

Enclosure

May 2007

Enclosure I

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost-of-living factor to compute their appropriation limit by a vote of their governing body. The cost-of-living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the 2007-2008 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2007-2008	4.42

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2007-2008 appropriation limit.

2007-2008:

Per Capita Cost of Living Change = 4.42 percent
Population Change = 1.20 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.42 + 100}{100} = 1.0442$

Population converted to a ratio: $\frac{1.20 + 100}{100} = 1.0120$

Calculation of factor for FY 2007-2008: $1.0442 \times 1.0120 = 1.0567$

NOTICE for Special Districts

Please be advised that this will be the final year in which the Department of Finance, Demographic Research Unit (DRU), will be mailing out the price and population data to special districts. You should be able to obtain the price and population data from your county's fiscal office.

The annual price and population data, required by law for certain special districts to calculate their appropriation's limit, are currently available, and will continue to be available, via several other options:

- The DRU web-page, at: <http://www.dof.ca.gov/Research/Research.asp>

On this web-page, click on the option entitled "Price and Population Factors Used for the Appropriations Limit". This will link you to our Budget Page, where, under "More Budget Options", the price and population data are provided under "Price and Population Factors used for the Appropriations Limit for", where you select the year needed. The current year should be at the top of the list **AFTER MAY 1ST OF EACH YEAR.**

Look under the appropriate county for the change factor or factors that apply for your district pursuant to section 2228 of the Revenue and Taxation Code.

- You can call the Demographic Research Unit if you do not have access to the Internet or cannot obtain the data from the county office. The telephone number for DRU is 916-323-4086.

If your special district needs to use a weighted average to calculate the appropriations limit, there is now a link on the above web-page with instructions, under "Weighted Average Instructions for Special Districts".

Fiscal Year 2007-2008

Enclosure II
Annual Percent Change in Population Minus Exclusions (*)
January 1, 2006 to January 1, 2007 and Total Population, January 1, 2007

County City	Percent Change 2006-2007	--- Population Minus Exclusions ---		Total Population
		1-1-06	1-1-07	1-1-2007
Orange				
Aliso Viejo	0.38	44,867	45,037	45,037
Anaheim	0.83	342,717	345,556	345,556
Brea	0.61	39,628	39,870	39,870
Buena Park	1.18	81,488	82,452	82,452
Costa Mesa	0.46	112,682	113,202	113,805
Cypress	0.71	48,938	49,284	49,284
Dana Point	0.58	36,734	36,946	36,946
Fountain Valley	0.41	57,505	57,741	57,741
Fullerton	0.52	136,659	137,367	137,367
Garden Grove	0.42	172,056	172,781	172,781
Huntington Beach	0.45	201,346	202,250	202,250
Irvine	4.10	194,126	202,079	202,079
Laguna Beach	0.50	25,006	25,131	25,131
Laguna Hills	0.33	33,281	33,391	33,391
Laguna Niguel	0.48	66,291	66,608	66,608
Laguna Woods	0.33	18,366	18,426	18,426
La Habra	0.95	61,894	62,483	62,483
Lake Forest	0.32	77,991	78,243	78,243
La Palma	0.33	16,109	16,162	16,162
Los Alamitos	1.00	12,026	12,146	12,146
Mission Viejo	0.32	98,165	98,483	98,483
Newport Beach	0.86	83,503	84,218	84,218
Orange	0.44	138,027	138,640	138,640
Placentia	0.53	51,324	51,597	51,597
Rancho Santa Margarita	1.02	49,217	49,718	49,718
San Clemente	1.48	66,392	67,373	67,373
San Juan Capistrano	0.88	36,134	36,452	36,452
Santa Ana	0.38	352,090	353,428	353,428
Seal Beach	0.00	25,452	25,452	25,962
Stanton	0.39	38,828	38,981	38,981
Tustin	1.10	69,586	70,350	70,350
Villa Park	0.37	6,228	6,251	6,251
Westminster	0.33	92,566	92,870	92,870
Yorba Linda	1.48	66,911	67,904	67,904
UnIncorporated	0.89	117,089	118,136	118,136
County Total	0.84	3,071,222	3,097,008	3,098,121

(*) Exclusions include residents on federal military installations and group quarters' residents in state mental institutions, and state and federal correctional institutions.

RESOLUTION 07-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ESTABLISH THE
APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2007-2008

WHEREAS, the voters of California on November 6, 1979 added Article XIII B to the State Constitution placing various limitations on the appropriations of state and local Governments, as called out in Section 2710 of the Government Code; and

WHEREAS, such law became effective January 1, 1981; and factors that may be used by local jurisdictions in setting their appropriations limit; and

WHEREAS, the Placentia Library District of Orange County has complied with All the provisions of said law in determining the appropriations limit for the fiscal year 2007-2008.

NOW, THEREFORE, BE IT RESOLVED, that the appropriations limit be \$3,326,242 for Fiscal Year 2007-2008.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Jean Turner, 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-ninth day of May 2007.

IN WITNESS THEREOF, I have hereunto set my hand and seal this
twenty-ninth day of May 2007.

Jean Turner, Secretary
Placentia Library District Board of Trustees

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: Authorize Staff Appreciation Dinner
DATE: May 29, 2007

BACKGROUND:

The 2006 Staff Appreciation Dinner was held at the home of Sandra and Allan Stark on Thursday, October 19, 2006 at 6:30 P.M. Substitutes from Anaheim Library were used to staff the public service desks.

Fifty staff members, Library Trustees, Friends Board Members, Foundation Board members and guests attended.

The cost was \$906.11. There were seven paid guests. The cost for the Library Board and Friends was \$766.11 or \$383.96 per organization.

The times available would be Friday or Sunday evenings. A Sunday brunch at 10:00 would also be feasible although it may interfere with church attendance.

RECOMMENDATION:

1. Authorize a Staff Appreciation Dinner to be held in September or October.
2. Authorize the Library Director to ask the Friends of Placentia Library to co-sponsor the event with a 50% match of expenses up to \$500.
3. Appoint some one to coordinate the arrangements with the Placentia Library Friends Foundation Board of Directors and report back to the Library Board with recommendations on venue and date.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EDM*
SUBJECT: **Travel Authorizations: Library Director Minter to the Public Library Director's Forum with the State Librarian in Sacramento and the California Special Districts Association Annual Conference in Monterey.**
DATE: May 29, 2007

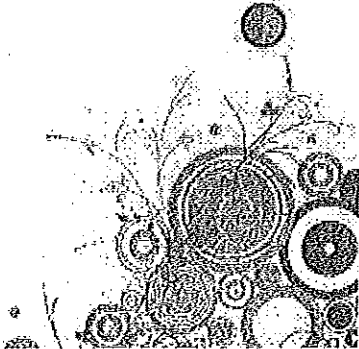
BACKGROUND:

Library Director Minter has been invited to participate in the Public Library Directors' Forum with the State Librarian and State Library Staff in Sacramento, September 20-21, 2007. The State Library pays all expenses except transportation. District policy requires Board approval for overnight trips for insurance purposes. The estimated cost is \$250.

The California Special Districts Association Annual Conference will be held October 1-4, 2007 at Monterey. The information currently available is Attachment A. The cost estimate is Attachment B. There is a discount if two or more register from the same district. The Library Director would like to reserve the hotel rooms as early as possible. Unneeded rooms may be canceled at a later time without penalty. I would also like to get an idea whether those going would like to car pool or fly. There may be an advantage to early airplane reservations if they are needed.

RECOMMENDATION:

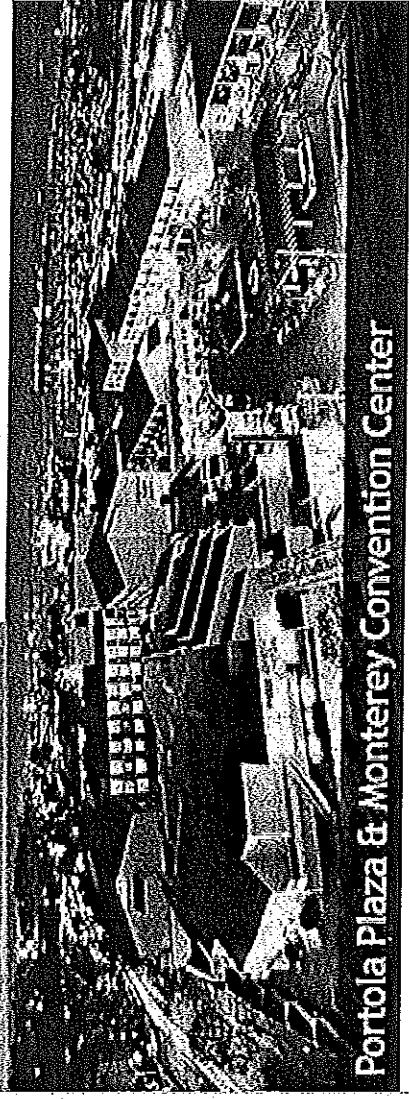
1. Authorize Library Director Minter to attend the Public Library Directors' Forum with the State Librarian in Sacramento, September 20-21 in Sacramento at a cost not to exceed \$250 to be paid from the General Fund.
2. Determine who will attend the California Special Districts Association Annual Conference in Monterey, October 1-4, 2007, and authorize the Library Director to process the hotel reservations, transportation arrangements and registrations at a cost not to exceed \$4,808.98 to be paid from the General Fund.



CSDA Annual Conference & Exhibitor Showcase
RESOURCES

October 1-4, 2007
Portola Plaza Hotel, Monterey

REGISTER RESPONDER SPONSORS EXHIBITORS



Meeting Location
The Monterey Conference Center
One Portola Plaza
Monterey, CA 93940
tel: 831.646.3770

Hotel Accommodations
Portola Plaza Hotel
Two Portola Plaza
Monterey, CA 93940
Room rate: \$185
Room rate reservations deadline
September 14, 2007
Reservations: 831.649.4511
Ask for the CSDA room block

Parking
\$7.00 self parking per day
\$17.00 valet parking per day

Overflow Accommodations
Marriott Monterey
350 Calle Principal

Our Resources

[Begin Registration](#)

Welcome to the 38th CSDA Annual Conference. California special districts provide important services to communities throughout this state. Fire, water, sanitation, cemetery, park and recreation, recycling, and a number of other services are relied upon by hundreds of communities and millions of people everyday. It is no wonder that this year's Annual Conference has, as its focus, the preservation of our resources. Whether it is water, parks, finances, or human beings, it is time we take a critical look at how we manage the resources we use to provide the services our members need.

That is what this 2007 Annual Conference is all about. We are going to study the ways in which we manage our resources and showcase those districts that are making a difference. Every day

in districts throughout the state of California, our members are actively involved in cultivating, utilizing, saving, discovering, growing, applying, and managing critical resources. Some resources are human, some financial. Others are political, technological or they may be natural. Whatever the resource, and however it is being addressed, we want to walk away from the 2007 Annual Conference with a new appreciation for, and a renewed commitment to, the preservation and cultivation of California resources.

Join us in Monterey and ENJOY THE JOURNEY!

Monterey, CA 93940
Room rate: \$199
Room rate reservations deadline:
September 10, 2007
Reservations: 831.649.4234 or
1.800.228.9290
Ask for the CSDA Room Block

Hotel Pacific
300 Pacific Street
Monterey, CA 93940
Room rate \$179
Room reservations deadline:
September 9, 2007
Reservations: 1.800.232.4141
Ask for the CSDA Room Block

REGISTER

Join CSDA in Monterey for the 2007 CSDA Resource Conference & Exhibitor Showcase.

The deadline to preregister for the conference is **September 17, 2007.**

WORKSHOPS

Discover more at the CSDA Resource Conference and sign-up for **Pre-Conference workshops**: General Manager Training, Strategic Planning for Special District, Board Member Training.

TOUR & ACTIVITIES

Join us in Monterey plus **Maximize Your Resources**: Tour Moss Landing Harbor District and Monterey Regional Waste Management District, Evening with the Beermeister (see more)

Placentia Library District
Travel Estimate

Name: Elizabeth Minter
Event: CSDA Annual Conference
Location: Monterey, CA
Fund: General Fund

Date	Mon 10/01/07	Tue 10/02/07	Wed 10/03/07	Thur 10/04/07	TOTAL
Registration		350.00			350.00
Hotel	204.60	204.60	204.60		613.80
Breakfast		15.00	15.00	15.00	45.00
Lunch	20.00		20.00		40.00
Dinner	30.00	30.00		30.00	90.00
Air/Train					-
Local Trans.					-
Mileage @ \$.485	181.88	14.55	14.55	181.88	392.86
Parking/Tolls	7.00	7.00	7.00	7.00	28.00
Telephone					-
Misc.	20.00	20.00	20.00	20.00	80.00
TOTAL	463.48	641.15	281.15	253.88	1,639.66

Name: Trustee 1
Event: CSDA Annual Conference
Location: Monterey, CA
Fund: General Fund

Date	Mon 10/01/07	Tue 10/02/07	Wed 10/03/07	Thur 10/04/07	TOTAL
Registration		290.00			290.00
Hotel	204.60	204.60	204.60		613.80
Breakfast		15.00	15.00	15.00	45.00
Lunch	20.00		20.00		40.00
Dinner	30.00	30.00		30.00	90.00
Air/Train					-
Local Trans.					-
Mileage @ \$.485	181.88	14.55	14.55	181.88	392.86
Parking/Tolls	7.00	7.00	7.00	7.00	28.00
Telephone					-
Misc.	20.00	20.00	20.00	20.00	80.00
TOTAL	463.48	581.15	281.15	253.88	1,579.66

Placentia Library District
Travel Estimate

Name: Trustee 2
Event: CSDA Annual Conference
Location: Monterey, CA
Fund: General Fund

Date	Mon 10/01/07	Tue 10/02/07	Wed 10/03/07	Thur 10/04/07	TOTAL
Registration		300.00			300.00
Hotel	204.60	204.60	204.60		613.80
Breakfast		15.00	15.00	15.00	45.00
Lunch	20.00		20.00		40.00
Dinner	30.00	30.00		30.00	90.00
Air/Train					-
Local Trans.					-
Mileage @ \$.485	181.88	14.55	14.55	181.88	392.86
Parking/Tolls	7.00	7.00	7.00	7.00	28.00
Telephone					-
Misc.	20.00	20.00	20.00	20.00	80.00
TOTAL	463.48	591.15	281.15	253.88	1,589.66

Total Staff	1,639.66
Total Trustee	<u>3,169.32</u>
TOTAL Conference	<u>4,808.98</u>

Board & Administrator

FOR BOARD MEMBERS

April 2007 Vol. 23, No. 8

Editor: Jeff Stratton

Case study helps board understand role

Issue: A board member is working on a committee project at the organization's offices. As the project develops, the board member begins to make requests of staff for clerical work.

On a Thursday, the executive director gives an administrative assistant a report to input and have ready by Friday. The board member brings a committee report to the same employee to input and asks that it be ready for him on Friday.

The AA tells the board member that she doesn't have enough time to complete both reports on Friday and that the executive director's report will receive priority. This upsets the board member, who takes it up with the administrator. The administrative assistant also complains to the administrator.

Different boards will likely find different solutions to the problem this case study presents, but here are The Board Doctor's thoughts on the matter:

- *If the board and administrator have defined roles, the board member has overstepped his authority.* From the board's standpoint, the board chair should counsel the board member and clearly describe the board's role with staff.
- *The administrator should have full control and authority over staff work.* Board members should

be understanding when an employee responds by asking the board member to take a matter up with the executive director and have her assign the work.

- *If a board member continues to attempt to direct staff, the issue should come to the full board for discussion.* The full board is responsible for reinforcing the board's appropriate role as policy maker—not to direct employees. The board should resolve to ask that all board work be assigned to staff through the administrator.

Work through role conflict.

As a board, discuss the following questions to determine what your response would be if this happened at your organization:

1. Is this case study a policy or management-related issue? Is the board member "managing staff?"
2. Will the issue presented in the case study affect internal relationships? If board members direct staff, who does staff report to?
3. Should board members ever involve themselves and direct personnel? ■

Throw a party, remember the tax break

You don't serve as a board member to benefit from tax deductions, but there are certain write-offs you can take advantage of, including this one:

If you sponsor a cocktail or dinner party in order to raise funds for a charity, you can claim a deduction for

party-related expenses like the food and drink you serve.

However, there's no deduction for expenses attributable to the benefits the volunteer and her family receive at the event, e.g., there's no deduction for the value of the food and beverage you consume. ■

Use matrix to pinpoint skills required to serve specific board committees

Skills and criteria matrices are excellent tools for board recruitment. They let you identify where your board has skill gaps; for example, the area of board fundraising. Using a matrix lets you target specific areas you can improve by adding members who possess the skills you lack.

A matrix can also be a useful tool when it comes to making committee assignments. Down the left side of a matrix, list the specific skills a committee seeks in an effective board member. Across its top, include space for all board members' names. Under board members' names, put an "X" for each skill the member possesses, noting where you lack skill representation.

Tip: Be sure to give fair weight to a board member's interest in serving a specific committee. If you have a

CPA on the board, you may naturally think she fits best on the board's finance and/or audit committees. However, the CPA may be serving because she passionately cares about the organization's programs, making her a better fit for the program committee.

A matrix can also be a useful tool when it comes to making committee assignments.

The following matrix shows how this would work for a board finance committee. ■

Skills	Board Members				
	A	B	C	D	E
Familiarity with budgeting	X	X	X		X
Experienced in the organization's budget development process		X			X
Has experience with audits	X	X	X		X
Is by profession a CPA or tax attorney, or uses financial skills on a daily basis, or in a professional capacity in daily business		X	X		X
Understands the organization's financial reports		X			
Understands the organization's strategic priorities		X		X	
Understands board role regarding finances		X		X	
Has expressed interest in serving this committee	X				X
Totals for each board member	3	7	3	2	5

Board & Administrator

FOR BOARD MEMBERS

May 2007 Vol. 23, No. 9

Editor: Jeff Stratton

Consent agenda improves board efficiency

Boards that use consent agendas to handle recurring matters like approval of the minutes and routine business agreements free themselves up during the meeting to concentrate on more pressing and strategic business.

David O. Renz, director, Midwest Center for Non-profit Leadership, Henry W. Bloch School of Business & Public Administration, University of Missouri – Kansas City, said the use of a consent agenda can save the board time and improve effectiveness.

The board and administrator should discuss parameters for what items belong on the consent agenda and then agree to using the tool.

Renz provides two guidelines for boards that want to consider using such a strategy:

1. *Use consent agendas* only after determining all board members understand the purpose of the

practice and agree to its use.

2. *Accept the responsibility that comes with using a consent agenda.* This means board members put adequate time into meeting preparation. "Obviously, if members do not read the background information on the consent agenda prior to the meeting, they cannot responsibly agree to the inclusion of any particular item on the consent agenda," Renz said.

Here's why thoroughly reviewing consent agenda materials in advance of meetings is important: When board members approve a consent agenda item that includes an important legal, financial or program item without having prepared fully for the meeting, the board can expose itself and the organization to liability, Renz said. ■

Identify essential tasks for board, administrator

One method for identifying who does what in the area of board and administrator responsibilities is for the parties to discuss respective roles. By defining responsibilities, the board and administrator team can prevent intrusion into the other's job.

It's worth making the time to do this, because when roles are clearly drawn, the board and administrator relationship remains strong.

A Texas board includes this in a board policy by stating the five essential tasks, or roles, for both the board and administrator.

The five most essential tasks, or roles, of the board:

1. Adopt goals and priorities for the organization and

monitor success in achieving them.

2. Adopt policies that govern the organization and review these policies for effectiveness.
3. Hire an administrator to manage the organization and evaluate the administrator's effectiveness.
4. Adopt an annual budget for the organization.
5. Delegate management responsibilities to the administrator.

The five most essential tasks, or roles, of the administrator are:

1. Accept administrative responsibility and leadership for the planning, operation, supervision, and

continued on next page

Continued from previous page

- 2. Accept authority and responsibility for the assignment and evaluation of personnel and make decisions regarding employment and termination of employees.
- 3. Prepare and submit a proposed budget to the board.
- 4. Recommend policies to be adopted by the board and develop administrative procedures to implement those policies.
- 5. Provide leadership for the attainment of the organization's goals. ■

Formulate motions in advance to speed decision-making

To speed up the board's decision-making process, at either board or committee meetings, consider writing meeting motions ahead of time. With a pre-written motion, the group can move on to discussion, a second of the motion, and the vote in an efficient manner. Here's an example. Notice how the format lends itself to use when writing the meeting minutes. ■

Agenda

Minutes

Motion:
 Because of an increasing need to keep the organization's name before the community to increase support, we hereby create a Public Relations subcommittee of the board. Chair will be Amy Jones. Committee chair Jones may invite other board members to serve on the committee, along with interested organization supporters and stakeholders. The executive director will be an ad-hoc committee member.

	Board Members						
	1	2	3	4	5	6	7
Second							
Ayes							
Nays							
Abstains							

Motion:
 Because of an increasing need to keep the organization's name before the community to increase support, we hereby create a Public Relations subcommittee of the board. Chair will be Amy Jones. Committee chair Jones may invite other board members to serve on the committee, along with interested organization supporters and stakeholders. The executive director will be an ad-hoc committee member.

	Board Members						
	1	2	3	4	5	6	7
Second	X						
Ayes	X	X		X		X	X
Nays			X		X		
Abstains							

Carried

Failed

Carried

Failed