

AGENDA





WORK SESSION PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Wednesday, January 25, 2006
9:00 A.M.

Placentia Library History Room

The Purpose of the Placentia Library District is to provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all members of the community.

To accomplish this goal the Library:

-  Acquires, organizes and maintains a collection of print and non-print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
-  Provides qualified staff to assist the public with the use of the collection and the information contained therein.
-  Provides and operates a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for Library and community programs.
-  Collects, preserves and maintains a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

AGENDA DESCRIPTIONS: *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

REPORTS AND DOCUMENTATION: *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

1. Roll Call Recorder



9:15 AM

2. Adoption of Agenda

6W
BE

This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).

Presentation: Library Director
Recommendation: Adopt by Motion

3. Oral Communications

At this time, in accordance with California Government Code Section 54954.3, members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board.

In accordance with Library Board Policy adopted on April 13, 1992, presentations by the public are limited to 5 minutes per person.

In accordance with California Government Code Section 54954.3, members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board.

Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized by Government Code Section 54954.2(b).

Charles Rhee will be @ Feb board mtg on Feb 21, 2006

4. Website Project Review and Discussion

5. Strategic Planning Review and Discussion

Location, J.T. Facilities
Reserved spaces issue
Statistical research - comm. opinion

10:30 AM

ADJOURNMENT

5. Agenda Preparation for the December Regular Meeting, which will be held on Monday, January 25, 2006 at 9:00 A.M.

6. Review of Action Items.

No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.

7. Adjourn

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

I, Wendy Goodson, Administrative Services Manager for Placentia Library District, hereby certify that the Agenda for the January 25, 2006 Work Session of the Library Board of Trustees of the Placentia Library District was posted on Thursday, January 19, 2006 @ at 1:00 P.M.


21st FEBRUARY
2006
2006
2006

1/25/2006,9:08 AM







FEB 4, 2006 SP
FEB 11, 2006
FEB 23, 2006
Friend 2-6-06

Strategic Plan 2006
Public Services




Reassign the space in the public service areas for Literacy and Children's Services:

-  Designate the space adjacent to the literacy office (east of the office) as "Reserved for homework club and literacy tutoring". (1)

Expand the communications program with area schools:

-  Prepare and distribute elementary and secondary editions of the *Newsletter for Teachers* to be distributed four times per year to the administrators and faculty of all District public and private schools to promote Placentia Library services and programs for students and teachers. (1)
-  In coordination with the Placentia/Yorba Linda Unified School District Administration, sponsor and organize an annual breakfast program at Placentia Library for both elementary and secondary school librarians to promote and discuss services, programs and ways in which Placentia Library can better serve their schools. (2)
-  Continue our Federal Work Study (FWS) partnerships with Western State University College of Law and Cal State University Fullerton, and encourage both institutions to increase the FWS award to the Placentia Library Literacy Services. (1)
-  To reestablish and expand our service learner partnership with Fullerton College. (2)
-  Participate in the American Library Association's "Every Child a Library Card" program each September by coordinating with all of the public and private schools in Placentia serving preschoolers through sixth grade and providing each student with a take-home letter in English and Spanish and a Library bookmark, inviting every family to visit Placentia Library, use the Library's website and get library cards. (1)
-  Provide a Placentia Library Hours and website poster for every public or private school in Placentia. (1)

Develop or expand programming for elementary age children, young adults, and adults:

-  Expand the days of the homework clubs on-site and at Topaz Elementary School to 4 days each week. (1)
-  Continue children's programming for lap-sits and preschool. (1)
-  Recruit additional high school students as tutors for the homework clubs and as one-to-one tutors for grade school children. (1)

- 📖 Continue our partnership with Valencia High School to recruit Val-Tech and International Baccalaureate University tutors. (1)
- 📖 Continue tutoring adults with low reading skill and adults with limited English skills. (1)
- 📖 Recruit additional adult tutors to match with adult students. (1)
- 📖 In the Children's Department, in Fiscal Year 2006-07, add one full-time equivalent to facilitate and coordinate off-site children's programming and Library related events (1)
- 📖 In Fiscal Year 2006-07, expand homework clubs for middle school students to include all Title I schools in Placentia—Melrose, Ruby Drive, and Tynes Elementary Schools. Increase the .5 FTE position in Literacy to 1 FTE to coordinate all off-site homework clubs. (1)



Expand the support program for home-schooled children:

- 📖 Provide flyers that detail literacy services to Parkview School (home-school support school) so that home-schooled children are aware of the literacy programs. (1)
- 📖 Provide on-site Library support to Parkview School so that home-schooled children are aware of all children's programming. (1)




Expand and enhance reference services and programming:

- 📖 Encourage more patron use of 24/7 services. (1)
- 📖 Use website more efficiently. (1)
 - ◆ Periodically send patrons library news. This could be called "What's New for you." (1)
 - ◆ Add job applications to the website when positions open. (1)
 - ◆ Include a special section that would be of interest to teachers. (1)
 - ◆ Educate patrons about the many uses of the website from home. (1)
 - ◆ Add a list of "New Acquisitions" to the website so people would know what new titles are available every month. (1)
- 📖 Remodel the Public Services area to include a computer lab/classroom. (2)
- 📖 Display a weekly sign that offers a fact about the library. "Did you know?"...(1)
- 📖 Improve programming: (1)
 - ◆ Begin computer lessons.
 - ◆ Start a music series.
 - ◆ Increase adult programming to one time/month.
 - ◆ Develop a budget.
 - ◆ Hire a staff person (½ FTE) to coordinate programming.
 - ◆ Outreach to schools at all levels, to include attending faculty meetings and periodically inviting teachers to special library tours.






Create a program of service for the homebound:

-  Partner with local meals-on-wheels to establish delivery and pick up of library materials for the homebound. (2)
-  Increase insurance coverage to support homebound delivery of books and other materials. (2)

Expand outreach to seniors:

-  Offer off-site programs for seniors (i.e. great books or everyone reads one book) at senior living facilities. (2)
-  Offer off-site tutor training at senior living facilities. (1)
-  Offer incentives (key-chains, water bottles) to seniors who are active tutors. (1)

Strengthen and expand the Placentia History Room Collection:

-  Digitize the History Room Collection. (2)
-  Increase the hours. (1)
-  Develop programs on topics of Placentia History. (1)
-  Series of videos on topics of Placentia History. (1)
-  Convert historical newspapers to microfilm to include a key word index. (1)

Update .. BOT

Agenda Website

1-25-06

pledge of allegiance

Board of Trustees

email - library Trustees/LL

* Put consent all in one?

Respond to email

claims
Financial
Consent
staff



Board grid
Term-contact info.

Mtg/Agendas
+ Minutes

SP

Budget
Mtg Schedules

* Mtg subject to change check

President's Message
History of District

11:30

12:00

1:00

2:00

3:00

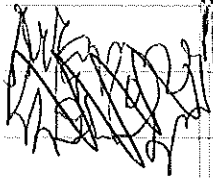
4:00

5:00

6:00

Admin Mtg

Mammy
Alex
Shawn
Caroline



10:30
meeting
1-28-06

* Literacy office space/redesign

1/16/06
1/23/06
1/30/06
2/6/06
2/13/06
2/20/06

? ? ? P O ?
? ? ?
online fines/fees
online

photos - logo
adult ref
childrens
literacy
passport

