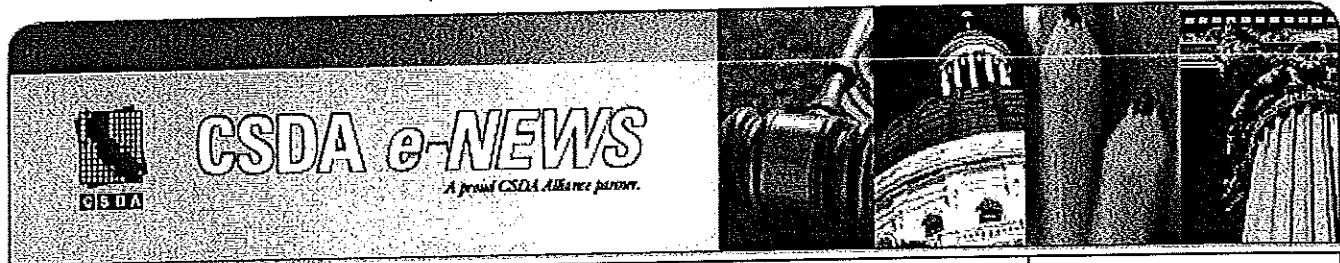


**Elizabeth Minter**

**From:** Neil McCormick [neilm@csgda.net]  
**Sent:** Tuesday, February 20, 2007 6:02 AM  
**To:** eminter@placentiallibrary.org  
**Subject:** CSDA e-News for the week of Feb. 20, 2007

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February 20, 2007

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 Sacramento

**Feb. 23**  
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**March 1-2**  
**Board Member Training**  
 Ontario

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**Legal Symposium**  
 Dana Point

**March 16**  
**Strategic Planning for Special Districts**  
 Pleasanton

**March 16**  
**Ethics Training**  
 Castroville

**March 22**  
**POSTPONED**  
 New date TBA

**Service Worker**  
*Placer County Water Agency*

**Engineer III**  
*Placer County Water Agency*

**Right-of-way Technician**  
*Placer County Water Agency*

**Water Treatment Lead Operator**  
*Heber PUD*

**Chief Operator**  
*Heber PUD*

**Assistant City Clerk**  
*City of Santa Clara*

**Executive Director**  
*California Urban Water Conservation Council*

**Conservation & Public Information Officer**  
*Nipomo CSD*

**State Revolving Fund Specialist**  
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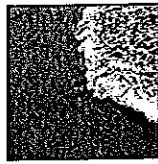
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## Education



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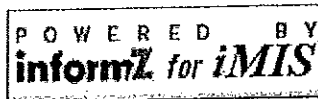
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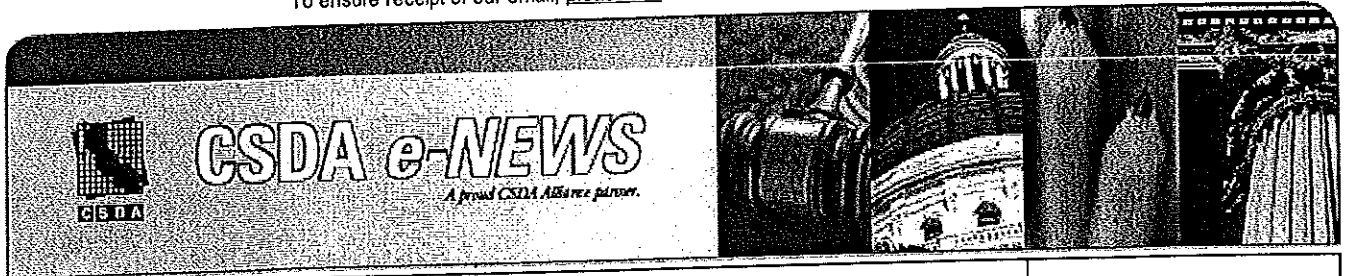




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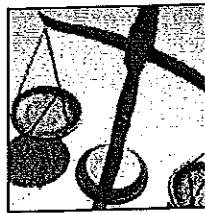
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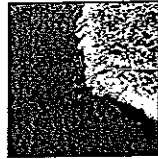
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Sacramento

[View the complete education calendar here.](#)

**Ethics FAQ**



Our general manager recently announced his retirement. Are there any restrictions on a board member who might want to apply for the position?

[Read the answer here.](#)

**Survey**

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Elizabeth Minter

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**From:** Jeri Takeda [jtakeda@mcls.org]  
**Sent:** Friday, March 02, 2007 12:16 PM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Directors'  
**Cc:** shaber; bgallardo; ccarlisle; hfirchow; jstaff; mgermroth; palger; rgarza; rkitamura  
**Subject:** FW: [CALIX:6443] News from the Capitol

-----Original Message-----

**From:** owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher  
**Sent:** Friday, March 02, 2007 11:34 AM  
**To:** Calix  
**Subject:** [CALIX:6443] News from the Capitol

**TO:** CLA Members/ Systems/ Network Contacts  
**FROM:** Mike Dillon, CLA Lobbyist and Christina Dillon, CLA Lobbyist  
**RE:** News from the Capitol

#### I. ASSEMBLY SUBCOMMITTEE WILL HEAR LIBRARY BUDGET ISSUES ON MARCH 14th

The Assembly Budget Subcommittee Number Two on Education Finance is scheduled to hear the State Library's budget on Wednesday, March 14th at the State Capitol. As we reported to you in our January 30th memo, these six Assembly members are critical. On March 14, they will begin reviewing the Governor's proposed January Budget for the State Library - a Budget which contains: 1) a \$52,000 reduction to the Public Library Foundation (which is intended to initiate the California State Library's Integrated Library System Replacement Project), and 2) no increase or recommendation regarding Transaction Based Reimbursement.

These six members will then decide to make a recommendation regarding our library issues, or defer the issue until May, when the May Revision of the Budget is released. If funding for the PLF is not included at the subcommittee level, it is almost impossible to get it included later at the larger Budget Conference Committee level. Thus, these next few months of negotiations in subcommittee will be very important, and your letters to the subcommittee are of great value. Please take a moment to write the members of the Assembly and Senate Budget Subcommittees today!

If you are writing letters on behalf of the PLF, please urge that the members support:

1. Restoring the \$52,000 that the Governor cut in the Public Library Foundation
2. Request that the legislature continue augmenting this program that is woefully underfunded. (Full funding, according to statute would require \$94,217,000 - yet the PLF baseline currently stands at \$21.3 million!)

Note: CLA will also be working with the Budget Subcommittee members and staff to encourage them to reject the Governor's \$52,000 reduction and create a separate Budget line item in the Budget for the State Library Integrated Library System Replacement Project - so that the project is not jeopardized, and that future funding needs for this program comes out of the state General Fund, and not the PLF baseline. (You do not need to include this in your letters if you do not feel comfortable addressing this complex issue.)

ASSEMBLY BUDGET SUBCOMMITTEE NUMBER TWO ON EDUCATION FINANCE Assemblywoman Julia Brownley, Chair Assemblyman Michael Duvall, Member Assemblyman Mervyn Dymally, Member Assemblywoman Jean Fuller, Member Assemblyman Gene Mullin, Member Assemblyman Sandre Swanson, Member

(Of the above listed members, Assemblymembers Brownley, Duvall, Fuller, and Swanson are newly elected Freshmen and are new to the subcommittee.)

Hearing Date: Wednesday, March 14, 2007 - Support for the Public Library  
Foundation: Budget Item: 6120-221-0001

Sample address:

The Honorable Julia Brownley, Chair  
Assembly Budget Subcommittee Number Two on Education Finance State Capitol Sacramento, CA. 95814

SENATE BUDGET SUBCOMMITTEE NUMBER ONE ON EDUCATION FINANCE Senator Jack Scott, Chair Senator Bob Margett, Member Senator Joe Simitian, Member Hearing Date: Tuesday, April 17, 2007  
Support for the Public Library  
Foundation: Budget Item: 6120-221-0001

## II. LIBRARY BOND BILL SET FOR FIRST HEARING IN SENATE EDUCATION COMMITTEE

Senator Joe Simitian's SB 156, a \$4 billion library construction and renovation bond measure, sponsored by CLA, has been scheduled for hearing in the Senate Education Committee. The hearing will be held on Wednesday, March 28th at 9:30 a.m. in room 4203 at the State Capitol. SB 156 is the work product of an ad hoc committee of CLA members and the Proposition 14 Steering Committee. As mentioned previously, the measure is similar to SB 1161-Alpert, which failed passage on the June 2006 ballot, except for the following:

1. The minimum amount per project has been increased from \$50,000 to \$500,000.
2. The maximum amount per project has been increased from \$20 million to \$30 million.
3. 5% of the total bond amount will be made available for joint-use projects, rather than the specific \$25 million set-aside in the last bond act.
4. There will be no priority given to applicants submitted, but not funded from the 2000 Bond Act (the so-called "Cycle 3" Applicant priority), as the committee felt that too much time will have elapsed with construction costs, etc. to

make this provision appropriate.

Thus, everyone will start on an even, competitive playing field with SB 156.

Over the last few weeks, Senator Simitian has been actively gathering names of potential co-authors to add to the bill. Many of you had excellent meetings with legislators during your "Day In the District" events, and some legislators noted that they wanted to be co-authors on the bond bill during your meetings. Thanks to several of you for passing that information on to our offices - we, in turn, gave that information to Senator Simitian.

Please take a moment today to write the members of the Senate Education Committee and urge their strong support for SB 156-Simitian. The committee will need to receive hundreds of support letters in order to make the necessary impact, as there is tremendous competition this year for bonds, including the Governor's own \$41 billion Strategic Growth Plan, a massive infrastructure bond package that would complement last year's successful bond deal.

MEMBERS OF THE SENATE EDUCATION COMMITTEE Senator Jack Scott, Chair Senator Mark Wyland, Vice Chair Senator Elaine Alquist Senator Jeff Denham Senator Abel Maldonado Senator Alex Padilla Senator Gloria Romero Senator Joe Simitian (\* Bond Bill Author) Senator Tom Torlakson

Sample address:

The Honorable Jack Scott  
Chair, Senate Education Committee  
State Capitol  
Sacramento, CA 95814

-----calix-+  
Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

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-----calix--

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TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

DATE: March 19, 2007

**SUBJECT: Status of Placentia Library Literacy Services (PLLS) Partnerships with the Community.**

Provided below is a list of active PLLS partnerships/coalitions in the community. Those with an asterisk (\*) are pending and have not yet begun.

- ◆ Placentia Rotary Reading Enrichment Program (PRREP) has begun again this school year. In late September and early October we had sign-ups at El Dorado and Valencia High Schools. So far, more than 140 students have signed-up.
- ◆ We partner with Even Start at Ruby Drive Elementary School, where we offer Spanish literacy classes on Friday mornings during the school year.
- ◆ Federal Work Study (FWS) is a partnership among Western State University College of Law, Cal State Fullerton and the Library where qualified FWS students work part-time at the Library and off-site, primarily tutoring children. Cal State Fullerton and PLLS have two additional partnerships: 1. the Intern Program, and 2. Service Learning.
- ◆ PLLS is listed as a participating agency for interns with Valencia High School's Val Tech and International Baccalaureate (IB) programs. We had three IB interns last school year.
- ◆ The homework partnership with H.I.S. House began again in September. The homework club is held Mon.-Wed. from 6:30-8 PM. We have nine (9) school-age students enrolled so far this year.
- ◆ The homework club at Topaz Elementary School is for 7<sup>th</sup> and 8<sup>th</sup> grade students who attend Tuffree Middle School and are graduates of Topaz. The Topaz-Tuffree Homework Club began on September 18.
- ◆ The School District's citizenship class is on hold.
- ◆ The Kraemer-Placentia Library Homework Club started on October 30, in Room 101 and has been averaging over 40 students a day.
- \* On Monday, March 26, the VHS PRREP/Interact Club will host an assembly for the "Disney Show Your Character" project to do the Gang Awareness and Prevention Program (GAPP) for 6<sup>th</sup> grade students from Kraemer Middle School.










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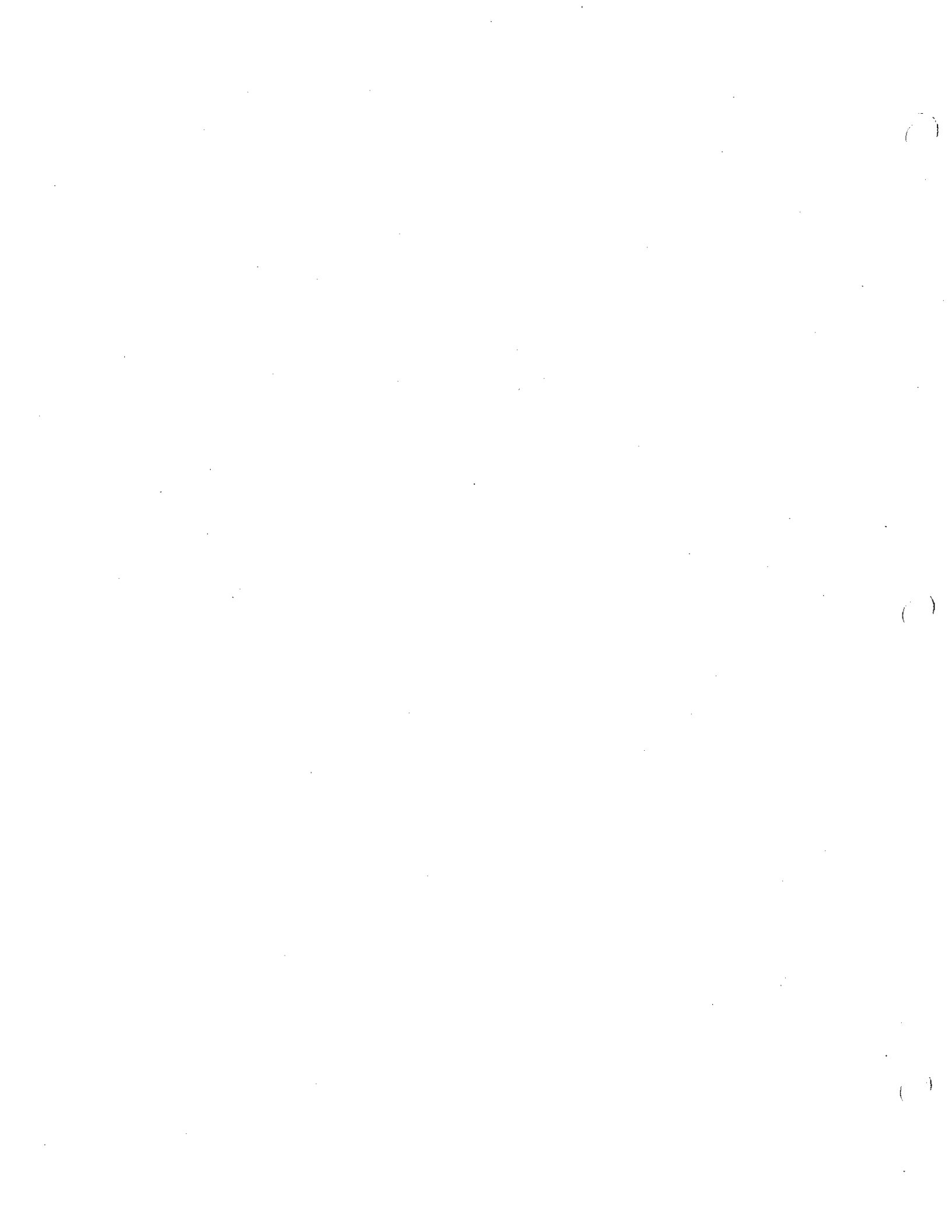
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE : March 19, 2007

**SUBJECT: Poet Laureate.**

Meredith Laskow, Poet Laureate of the Placentia Library District, met with the Program Committee two times in February.

The next poetry workshop will be Saturday, March 24, from 1-4 PM in the Library's Meeting Room.



## Unincorporated Islands Program

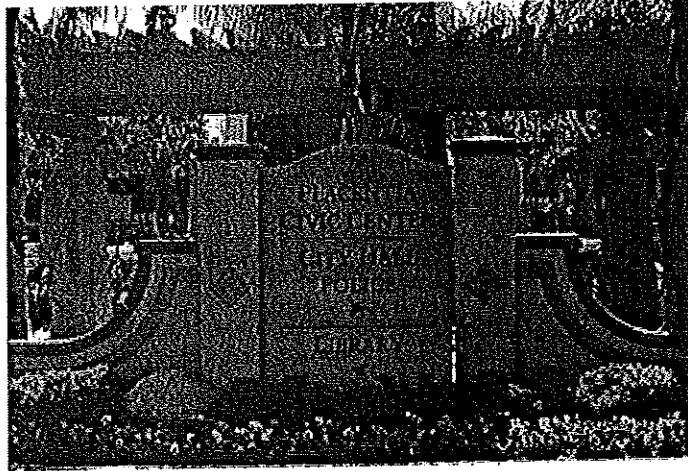
# City of Placentia

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**Unincorporated  
Islands  
Program**



LAFCO received formal notice on June 27, 2006, that the City of Placentia does not wish to pursue the annexation of its one remaining unincorporated island, a 76-acre area located north of Palm Drive. ([Click here for map.](#))

The city stated two primary reasons for ceasing annexation efforts:

- 1) The cost of providing services to the area would exceed the tax revenue generated from the island; and
- 2) The city distributed a survey to the island's 1,000+ to gauge the residents' sentiments about annexation and concluded that the residents, overall, do not support annexation to the city.


The city and LAFCO hosted a community meeting on May 24, 2006, to explain LAFCO's Small Island Annexation Program and the effects a potential annexation would have on island residents. While the city does not intend to pursue annexation, the resource materials presented at that meeting will remain linked to this page for informational purposes. They include a [handout answering frequently asked questions](#) and the LAFCO PowerPoint presentation, which is available for review as a [handout](#) or [web presentation](#).

Please direct inquiries to [Kim Koeppe](#)n, Project Manager, at (714) 834-2556. Further, the City of Placentia's administrative office is



**Agenda Item 30**

**TO:** Elizabeth Minter, Library Director

**FROM:** Jim Roberts, Public Services Manager/Literacy Coordinator 

**DATE:** March 19, 2007

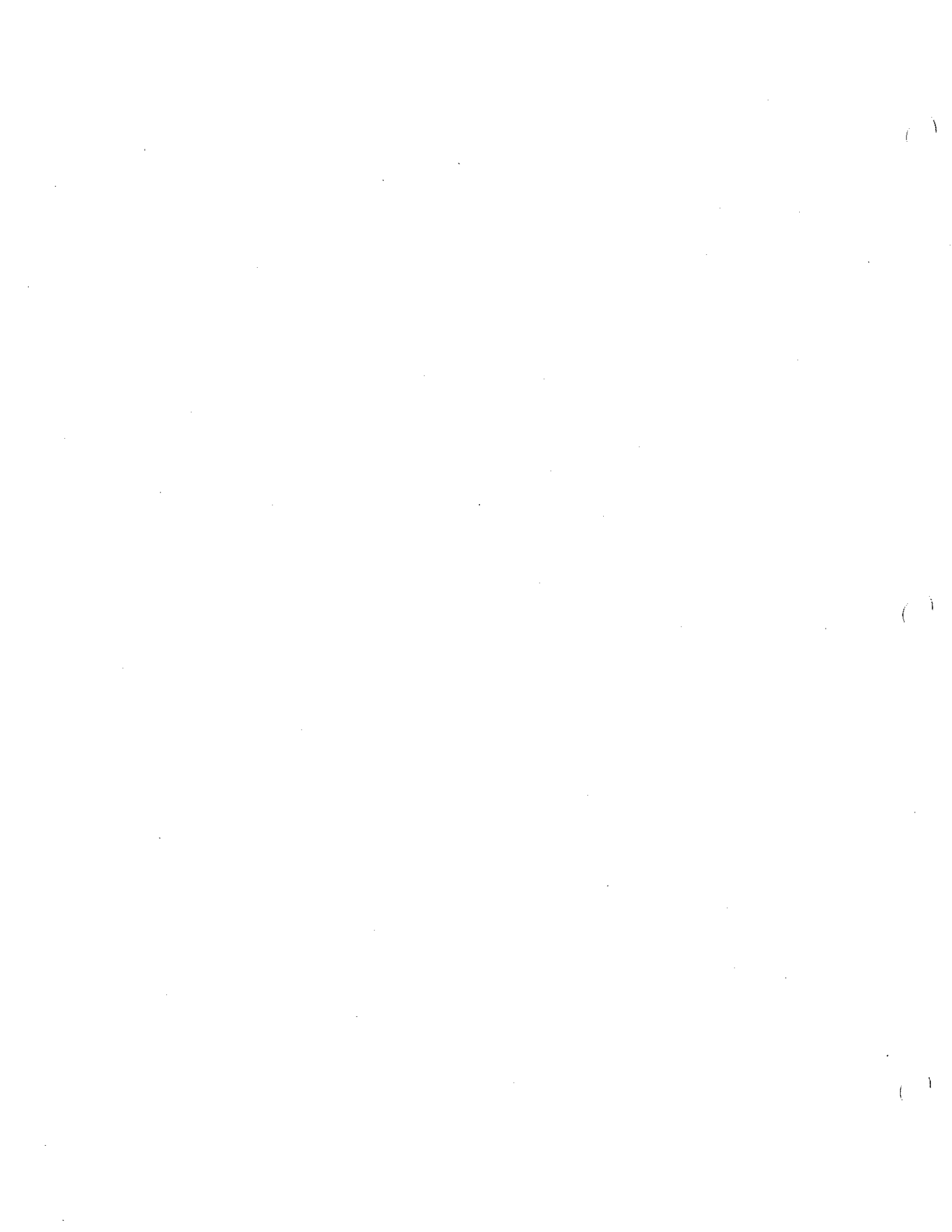
**SUBJECT:** California Library Literacy Services (CLLS) Mid-Year Report, FY 2006/07.

**BACKGROUND:**

Enclosed is the Placentia Library Literacy Services CLLS Mid-Year Report. The Report was completed in February and is required for libraries receiving CA State Library literacy grant funding.

**RECOMMENDATION:**

That the Library Board of Trustees receive and file.



**California State Library**  
**Mid-Year Report FY 2006/2007**Name of Library: **Placentia Library District**[Main Menu](#) | [Reports](#) | [Log off](#)[Back](#)

- 
1. Applicant name and jurisdiction: Placentia Library District
  2. Applicant contact: Jim Roberts Phone: (714) 524-840  
Fax: (714) 528-823 E-mail: jroberts@placentialibrary.org
  3. Address: 411 E. Chapman Ave. Placentia, CA 92870

- Check here if your contact information has changed since last report submitted (including email address).
- Number of Library sites in your jurisdiction that provide direct literacy services (e.g. dedicated literacy staff and office) and/or literacy support services (e.g. literacy referral/materials collection/training site/tutor-student meeting place/etc.)
- Number of other literacy sites in your jurisdiction not in libraries

**Adult Learner Activity Report:**

SEMI-ANNUAL SUMMARY				Last Year	Mid-Year	Final																																																																											
1.	Continuing Adult Learners from prior reporting period			76	99	0	⚠																																																																										
<b>Override Explanation:</b>																																																																																	
81 was the number of adults at the end of FY 2005/06.																																																																																	
2.	Adult Learners who began instruction during this reporting period. (July 1 - December 31)				30	0																																																																											
3.	Total Adult Learners who received instruction during this reporting period.				129	0																																																																											
4.	Adult Learners who left during this reporting period.				45	0																																																																											
5.	Adult Learners remaining at the end of this reporting period.			81	84	0																																																																											
6.	Cumulative total Adult Learners who received instruction this fiscal year. Includes students that were instructed but who left before the end of filing periods.			111	129	0																																																																											
<b>Adult Learner Demographics</b>																																																																																	
7.	<table border="1"> <thead> <tr> <th>Ethnicity</th> <th>Mid-Year</th> <th>Final</th> </tr> </thead> <tbody> <tr><td>Asian</td><td>58</td><td>0</td></tr> <tr><td>Black</td><td>0</td><td>0</td></tr> <tr><td>Latino</td><td>51</td><td>0</td></tr> <tr><td>Native American</td><td>0</td><td>0</td></tr> <tr><td>Pacific Islander</td><td>10</td><td>0</td></tr> <tr><td>White</td><td>2</td><td>0</td></tr> <tr><td>Other</td><td>8</td><td>0</td></tr> <tr><td>Unknown</td><td>0</td><td>0</td></tr> <tr><td><b>Total:</b></td><td><b>129</b></td><td><b>0</b></td></tr> </tbody> </table>		Ethnicity	Mid-Year	Final	Asian	58	0	Black	0	0	Latino	51	0	Native American	0	0	Pacific Islander	10	0	White	2	0	Other	8	0	Unknown	0	0	<b>Total:</b>	<b>129</b>	<b>0</b>	<table border="1"> <thead> <tr> <th>Age</th> <th>Mid-year</th> <th>Final</th> </tr> </thead> <tbody> <tr><td>16-19</td><td>8</td><td>0</td></tr> <tr><td>20-29</td><td>25</td><td>0</td></tr> <tr><td>30-39</td><td>52</td><td>0</td></tr> <tr><td>40-49</td><td>26</td><td>0</td></tr> <tr><td>50-59</td><td>12</td><td>0</td></tr> <tr><td>60-69</td><td>6</td><td>0</td></tr> <tr><td>70+</td><td>0</td><td>0</td></tr> <tr><td>Unknown</td><td>0</td><td>0</td></tr> <tr><td><b>Total:</b></td><td><b>129</b></td><td><b>0</b></td></tr> </tbody> </table>		Age	Mid-year	Final	16-19	8	0	20-29	25	0	30-39	52	0	40-49	26	0	50-59	12	0	60-69	6	0	70+	0	0	Unknown	0	0	<b>Total:</b>	<b>129</b>	<b>0</b>	<table border="1"> <thead> <tr> <th>Gender</th> <th>Mid-Year</th> <th>Final</th> </tr> </thead> <tbody> <tr><td>Male</td><td>13</td><td>0</td></tr> <tr><td>Female</td><td>116</td><td>0</td></tr> <tr><td>Unknown</td><td>0</td><td>0</td></tr> <tr><td><b>Gender Total:</b></td><td><b>129</b></td><td><b>0</b></td></tr> </tbody> </table>		Gender	Mid-Year	Final	Male	13	0	Female	116	0	Unknown	0	0	<b>Gender Total:</b>	<b>129</b>	<b>0</b>
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				Mid-Year	Final	Total																																																																											
8.	Adults referred to other programs (never instructed) this reporting period			0	0	0																																																																											
9.	Adult Learners awaiting instruction or rematch at end of this reporting period			51	0																																																																												
10.	Total number of Adult Learner instruction hours for this reporting period (can include one-on-one tutoring, small group, computer instruction, etc.)			3096	0	3096																																																																											
11.	Number of books given to Adult Learners.			115	0	115																																																																											



**Family Literacy Report:**

The number of Families participating (families can participate in a number of different ways; attending special FFL programs is just one way to participate): An Adult Learner Family must have at least one child under the age of 5.

Note: These are unduplicated counts (except where noted)		Mid-Year	Final	Total
1.	Total Number of Adult Learner Families Served *	10	0	10
2.	Total Number of Children under 5 served in these families.	10	0	10
3.	Total Number of Children age 5 and older served in these families.	5	0	5
4.	Number of books given to FFL families	60	0	60

Volunteer hour information for family literacy is on following page.

**ELLI Report:**

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Total number of ELLI Children served.	366	0	366
2.	Total number of ELLI Parents served.	22	0	22
3.	First or Home Language of ELLI Children served:			
	Spanish	350	0	350
	Vietnamese	12	0	12
	Hmong	0	0	0
	Chinese	0	0	0
	Other:	4	0	4
	Other:	0	0	0
	Other:	0	0	0
	<b>Total</b>	<b>366</b>	<b>0</b>	<b>366</b>
4.	Number of Group Meetings held with just ELLI Children.	2	0	2
5.	Number of Group Meetings held with just ELLI Parents.	2	0	2
6.	Number of Group Meetings held with ELLI Families.	2	0	2
7.	Number of ELLI Attendees as of <i>report date</i> . (cumulative count)	40	0	40
8.	Number of books given to ELLI participants.	366	0	366

Volunteer hour information for ELLI program is on following page.

**MLLS Report:**

Note: These are unduplicated counts(except where noted)		Mid-Year	Final	Total
1.	Number of Children under 5 served.	0	0	0
2.	Number of Children age 5 and older served.	0	0	0
3.	Number of Parents/Caregivers served.	0	0	0
4.	Number of MLLS Site Visits	0	0	0
5.	Number of books given to MLLS families.	0	0	0

Volunteer hour information for MLLS program is on following page.

Note: If you have already counted these as adult learners do not count them here. These are unduplicated counts(except where noted)		Last Year	Mid-Year	Final	Total
1.	Number of ESL Adults served.	0	0	0	0
2.	First or Home Language of ESL Adults served:				
	Spanish	0	0	0	0
	Vietnamese	0	0	0	0
	Hmong	0	0	0	0
	Chinese	0	0	0	0
	Other:	0	0	0	0
	Other:	0	0	0	0
	Other:	0	0	0	0
<b>Total</b>		0	0	0	0
3.	Number of books given to ESL learners		0	0	0
Volunteer hour information for ESL program is on following page.					

**"Other Services:" Report:**

**Include outreach and educational programming to at-risk population provided through your literacy services office and not funded by CLLS.**

Note: These are unduplicated counts(except where noted)			Last Year	Mid-Year	Final	Total
1.	Program #1 Name: Spanish Literacy		41	12	0	12
	Program #1 Service Recipients	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/> Other at risk Children ages 5-17	0	0	0	0
		<input checked="" type="checkbox"/> Other at risk Adults	41	12	0	12
Briefly describe this service. A three-hour Spanish Literacy class is held on Friday mornings at a local elementary school for Spanish speaking students with low Spanish reading and writing skills. Note: there is no "yes" on this form, so the first "no" is "yes."						
2.	Program #2 Name: Topaz-Tuffree Homework Club		61	121	0	121
	Program #2 Service Recipients	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/> Other at risk Children ages 5-17	61	121	0	121
		<input checked="" type="checkbox"/> Other at risk Adults	0	0	0	0
Briefly describe this service. Provide homework assistance at Topaz Elementary For graduates attending Tuffree Middle School.						
3.	Program #3 Name:		31	0	0	0
	Program #3 Service Recipients	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/> Other at risk Children ages 5-17	31	0	0	0
		<input checked="" type="checkbox"/> Other at risk Adults	0	0	0	0
Briefly describe this service.						
4.	Program #4 Name: On-site homework club		0	435	0	435
	Program #4 Service Recipients	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/> Other at risk Children ages 5-17	0	435	0	435
		<input checked="" type="checkbox"/> Other at risk Adults	0	0	0	0
Briefly describe this service. Placentia Achieves School Success (PASS) is held at the Library Mon.-Thurs. from 4-6 PM for K-12 at-risk students. The figures shown are duplicated.						

## California Library Literacy Services (CLLS) :: Mid-Year Report 2006/2007

5.	Program #5 Name: Kraemer-Placentia Library Homework Club		0	166	0	166
	Program #5 Service Recipients	<input checked="" type="checkbox"/> Other at risk Children under 5	0	0	0	0
		<input checked="" type="checkbox"/> Other at risk Children ages 5-17	0	166	0	166
		<input checked="" type="checkbox"/> Other at risk Adults	0	0	0	0
Briefly describe this service. Provide homework assistance to students in grades 6-8 at Kraemer Middle School, Mon.-Thurs. from 3:45-5:30 PM. Kraemer Middle School has a student population of over 1,600 students.						
6.	Number of books given to people not part of the CLLS target group.		1200	0	0	0

California Library Literacy Services (CLLS) :: Mid-Year Report 2006/2007

Volunteer Hours - All Programs		Mid-Year	Final	Total
1.	All Volunteer Adult Literacy Instruction (ALS/FFL/MLLS) (Can include one-on-one tutoring, small group, computer instruction, etc. provided by volunteer)	3336	0	3336
2.	ELLI Volunteer Tutor Instructional hours for adults & children	3058	0	3058
3.	ESL Volunteer Tutor Instructional Hours (Not State Library grant supported)	0	0	0
4.	All Other Volunteer Hours in Literacy Services (Non-instructional hours volunteered. Includes training and prep time.)	720	0	720
5.	Families for Literacy (Non-instructional hours volunteered) #5 is a subset of #4	0	0	0
6.	MLLS Volunteer Hours (Non-instructional hours volunteered) #6 is a subset of #4	0	0	0
7.	Total of Volunteer Hours	7114	0	7114
8.	How many non-tutor volunteers do you have in your literacy program?	0	0	0

**Volunteer Tutor Activity Report - Adult Literacy:**

SEMI-ANNUAL SUMMARY		Last Year	Mid-Year	Final	Total
1.	Continuing Volunteer Tutors instructing from prior reporting period.	113	81	0	
2.	Volunteer Tutors who began instructing during this reporting period. (July 1 - December 31)		82	0	
3.	Total Volunteer Tutors who instructed during this reporting period.		163	0	
4.	Volunteer Tutors who left during this reporting period.		78	0	
5.	Volunteer Tutors remaining at the end of this reporting period.	81	85	0	
6.	Cumulative total Volunteer Tutors who instructed this fiscal year to date (YTD)	216	163	0	

Volunteer Tutor Demographics							
7.	<b>Ethnicity</b>	<b>Mid-Year</b>	<b>Final</b>		<b>Age</b>	<b>Mid-Year</b>	<b>Final</b>
	Asian	35	0		16-19	12	0
	Black	3	0		20-29	48	0
	Latino	43	0		30-39	35	0
	Native American	0	0		40-49	25	0
	Pacific Islander	0	0		50-59	27	0
	White	82	0		60-69	13	0
	Other	0	0		70+	3	0
	Unknown	0	0		Unknown	0	0
	<b>Total:</b>	<b>163</b>	<b>0</b>		<b>Total:</b>	<b>163</b>	<b>0</b>
	Male	41	0		Female	122	0
	Unknown	0	0		<b>Gender Total:</b>	<b>163</b>	<b>0</b>

		Mid-Year	Final	Total
8.	Volunteer Tutors trained during this reporting period	82	0	82
9.	Volunteer Tutors awaiting training/matching/re-matching at end of this reporting period.	10	0	
10.	Number of Tutor trainings conducted during this reporting period.	8	0	8
11.	Number of in-service workshops offered for tutors during this reporting period.	0	0	0
12.	New tutors are required to complete _____ # tutor training hours before beginning to tutor.	3	0	

**Staff Commitment**

**Library Personnel (staff is city or county or district employee)**

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
Literacy Coordinator	1	0	0	0	0	0
Literacy Assistant	0	0.5	0.5	0	0	0
Literacy Assistant	0.5	0	0	0	0	0.5
Support Staff	0.5	0	0	0	0	0
<b>Total:</b>	<b>2</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>0.5</b>

**Contract Personnel (not a city/county/district employee)**

Position/Job Title	Report as FTE					
	Adult Program	Family Program	ELLI Program	MLLS Program	ESL	Other
ELLI Off-site Coordinator	0	0	0	0	0	1
<b>Override Explanation:</b>						
Position/Job Title is incorrect. It should read ELLI off-site staff. Another Job Title is "Literacy tutor."						
Other Services	0	0	0	0	0	1
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>FTE Grand Totals:</b>	<b>2</b>	<b>0.5</b>	<b>0.5</b>	<b>0</b>	<b>0</b>	<b>2.5</b>

## Financial Mid-Year Report for Fiscal Year 2006/2007

Budget Categories	Approved Budget								Funding Source	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	\$34,384.00	\$157,028.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$211,412.00	\$54,384.00	\$157,028.00
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$65,000.00	\$0.00	\$0.00	\$60,000.00	\$125,000.00	\$0.00	\$125,000.00
3. Operations	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,000.00	\$41,000.00	\$0.00	\$41,000.00
4. Literacy Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total:</b>	\$34,384.00	\$177,028.00	\$10,000.00	\$75,000.00	\$0.00	\$0.00	\$81,000.00	\$377,412.00	\$54,384.00	\$323,028.00
<b>Total ALS:</b>	\$211,412.00							<b>Grand Total:</b>	\$377,412.00	

Budget Categories	Expenditures for Year to Date								Funding Source for Mid-Year Report YTD	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
1. Salaries and Benefits	\$17,192.00	\$78,514.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$105,706.00	\$27,192.00	\$78,514.00
2. Contract Staff	\$0.00	\$0.00	\$0.00	\$32,500.00	\$0.00	\$0.00	\$30,000.00	\$62,500.00	\$0.00	\$62,500.00
3. Operations	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500.00	\$20,500.00	\$0.00	\$20,500.00
4. Literacy Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Equipment (\$5K+)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Indirect Costs (not to exceed 10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
*	\$17,192.00	\$88,514.00	* Portion of expenditures that will be matched in the funding formula for CLLS							
<b>Total Expended:</b>	\$105,706.00	\$88,514.00	\$5,000.00	\$37,500.00	\$0.00	\$0.00	\$40,500.00	\$188,706.00	\$27,192.00	\$161,514.00
<b>Grand Total Expended:</b>									\$188,706.00	

See how your stats compare

**California State Library  
Mid-Year Report FY 2006/2007**

Name of Library: **Placentia Library District**

[Main Menu](#) | [Reports](#) | [Log off](#)

[Back](#)

**Roles and Goals**

**Total # of adult learners who set at least one goal during this reporting period.**

Note: Ideally this number will be as close to your number of adult learners served as possible, if not exactly the same. (Adult Learner Activity Report on page 2, Question #3)

**129 (100%)**

**GENERAL GOALS**

	<b>Total adult learners who set goals</b>	<b>Total adult learners who met goals</b>	<b>Percentage accomplished</b>
Learn the alphabet	0	0	0 %
Read a book	5	5	100 %
Read newspapers/magazines	0	0	0 %
Write a letter	8	5	62 %
Read e-mail	0	0	0 %
Learn to type/use the keyboard	0	0	0 %
Learn to write on the computer	0	0	0 %
Write and send e-mail	7	7	100 %
Get a library card	6	4	67 %
Use the library regularly	0	0	0 %
Search the Internet	0	0	0 %
Attend a library event	0	0	0 %
Do research at the library	3	3	100 %
Write checks	0	0	0 %
Create a budget	0	0	0 %
Pay bills	0	0	0 %
Speak/present in front of a group	0	0	0 %
Become a volunteer	0	0	0 %
Pass part or all of the GED test	0	0	0 %

**LIFE-LONG LEARNER**

	<b>Total adult learners who set goals</b>	<b>Total adult learners who met goals</b>	<b>Percentage accomplished</b>
Read a menu	9	5	56 %
Listen to a book-on-tape	0	0	0 %
Attend a book discussion	0	0	0 %
Read a holy book/religious text	10	7	70 %
Read a book on recovery	0	0	0 %
Read for pleasure	4	2	50 %
Write creatively	2	2	100 %
Pass the driver's test	0	0	0 %
Use a map	0	0	0 %
Read a bus schedule	1	0	0 %
Read street/traffic signs	0	0	0 %
Make a shopping list	1	1	100 %
Read medicine labels	0	0	0 %
Read health education information	0	0	0 %

**FAMILY MEMBER**

	<b>Total adult learners who set goals</b>	<b>Total adult learners who met goals</b>	<b>Percentage accomplished</b>
Share a book with children/family	8	6	75 %
Help children with homework	10	7	70 %
Take children to library story time	0	0	0 %
Participate in school activities	2	2	100 %
Communicate with school/teachers	12	7	58 %
Join the PTA	0	0	0 %
Help in child's class	0	0	0 %

**WORKER**

	<b>Total adult learners who set goals</b>	<b>Total adult learners who met goals</b>	<b>Percentage accomplished</b>
Read work-related manual	2	0	0 %
Take Phone messages	3	2	67 %
Use a cash register, count and make change	0	0	0 %
Speak up/participate in a meeting at work	0	0	0 %
Read and respond to want ads	3	1	33 %
Fill out a job application	4	1	25 %
Write a resume	1	0	0 %
Interview for a job	8	3	38 %
Obtain a license or certificate	1	0	0 %
Get a job or get a better job or promotion	6	1	17 %

**COMMUNITY MEMBER/CITIZEN**

	<b>Total adult learners who set goals</b>	<b>Total adult learners who met goals</b>	<b>Percentage accomplished</b>
Access other community services/resources	5	1	20 %
Read voter information (Easy Voter Guide)	5	0	0 %
Speak on behalf of the Literacy Program	0	0	0 %
Identify a neighborhood problem and work for a solution	0	0	0 %
Organize a community/neighborhood event	0	0	0 %
Attend a City Council/County Supervisors' Meeting.	0	0	0 %
Register to vote	0	0	0 %
Vote	0	0	0 %
Become a citizen	4	1	25 %



**California State Library**  
**Mid-Year Report FY 2006/2007**

Name of Library: **Placentia Library District**

[Back](#)

People Surveyed for Placentia Library District: 10  
Total Number of People Surveyed for all libraries: 506

Survey Questions for FFL Parents

	LEARNER	PRE TEST			POST TEST			AMT CHANGE		
		Q1	Q2	Q3	Q1	Q2	Q3	Q1A	Q2A	Q3A
1.	A. Hildebrandt	Yes	No	Yes	Yes	Yes	Yes	1x	3x	0x
2.	M. Ortiz	No	No	Yes	No	No	Yes	0x	0x	0x
3.	J. Gutierrez	Yes	No	Yes	Yes	No	Yes	0x	0x	0x
4.	L. Bui	No	No	Yes	No	No	Yes	0x	0x	0x
5.	D. Alvarez	Yes	No	Yes	Yes	No	Yes	2x	0x	0x
6.	C. Sanchez	No	No	Yes	No	No	Yes	0x	0x	0x
7.	P. Garcia	Yes	Yes	Yes	Yes	Yes	Yes	2x	1x	0x
8.	J. Raygoza	Yes	No	Yes	Yes	No	Yes	1x	0x	0x
9.	B. Cornejo	No	No	Yes	Yes	No	Yes	0x	0x	0x
10.	C. Reyes	Yes	Yes	Yes	Yes	Yes	Yes	1x	0x	0x



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Library Director's Report  
**DATE:** March 19, 2007

Activities Report:

- Feb 16 Participated in Friends Bookstore Volunteers Sweethearts reception at Placentia Library
- Feb 20 Library Board Work Session on Policies and Library Board Meeting.
- Feb 21 Linda Demmers met with Managers and staff for the Facility Master Plan.  
CERT Meeting at City Hall.
- Feb 22 Meeting with City Administrator Robert Dominguez and PYLUSD Superintendent Dennis Smith.  
Friends/Foundation *Notations* editorial meeting.  
Friends/Foundation Bylaws Committee.  
Met with Valerie Poole to discuss Performance Improvement Plan.
- Feb 26 Attended retirement luncheon for Orange County Librarian John Adams and presented the Santiago Library System present.
- Feb 28 Library Board Special Meeting.
- Mar 2 Shopped for a prepared flowers for Friends' Authors Luncheon faux wedding.
- Mar 3 Friends' Authors Luncheon at Alta Vista Country Club.
- Mar 5 Friends/Foundation joint Board Meeting.
- Mar 13 Principal for a Day Program at Tynes School.
- Mar 14 Participated in presentation of check from Tenet Health Foundation to Placentia Library Foundation at Placentia Linda Hospital.  
Editorial meeting for *Notations*.

- Mar 15 Friends/Foundation Author's Luncheon evaluation meeting.  
Friends/Foundation Development Committee meeting to discuss leadership succession.

Staff Meetings:

- Feb 21 Linda Demmers made a presentation of the work to date on the Facility Master Plan followed by visits to individual departments.
- Mar 7 Discussed the implementation of the Facility Master Plan survey and promoting it with the public. The emphasis was on the importance of staff promotion and involvement in getting clients interested in completing the survey.
- Jim Uzzo, representative from Tax Deferred Services, made a presentation on deferred compensation and met with individual staff interested in participating or changing their plans.

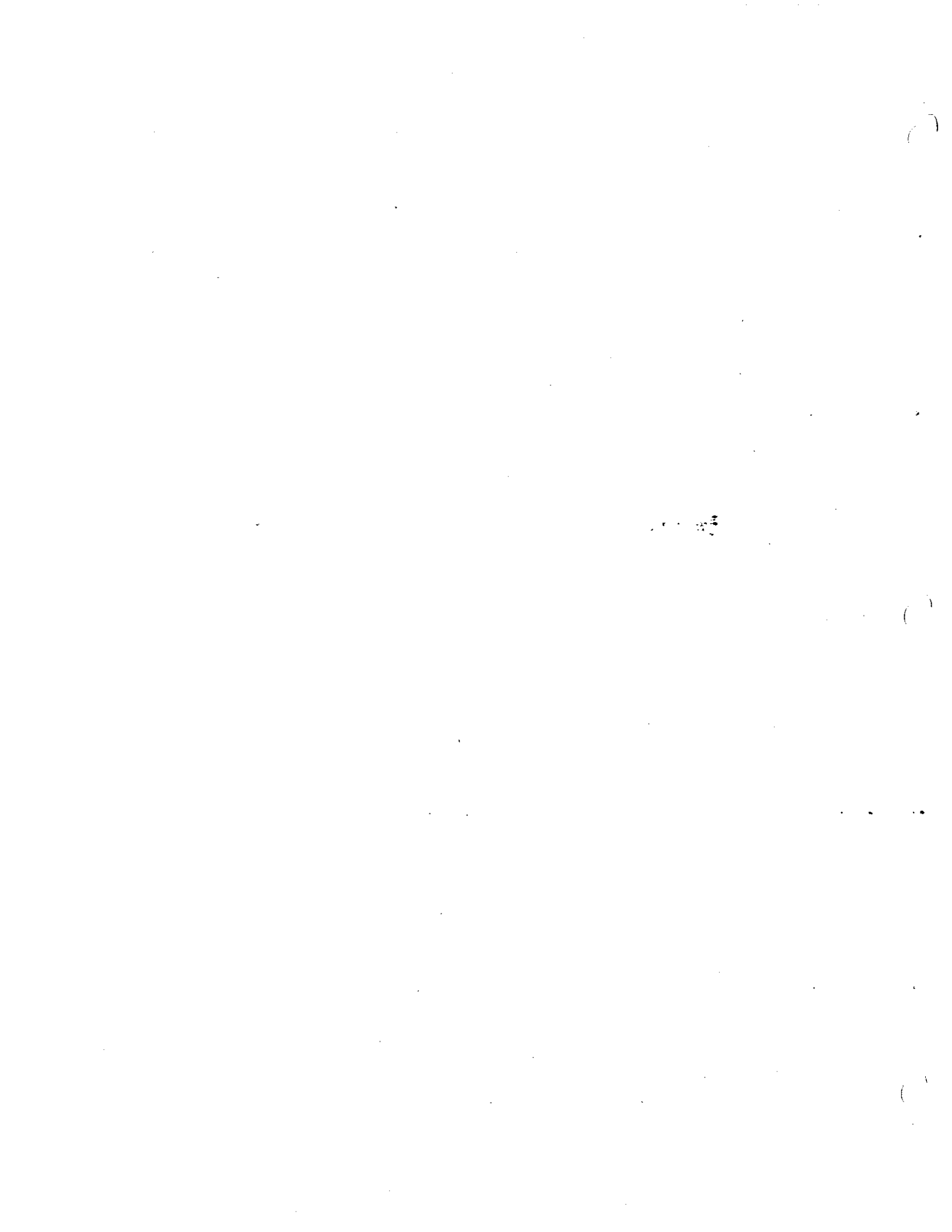
Managers' Meeting

- Feb 22 Discussed introduction and promotion of *Early Placentia*.
- Discussed development of a Library Program Calendar and coordinating it with the web site and sign board, assigned this project to the Program Committee.
- Library Director requested budget suggestions for Fiscal Year 2007-2008 from Managers as soon as feasible.
- Discussed implementation issues with eCommerce.
- Developed distribution plans for the Facility Master Plan survey.
- Discussed staff participation in the Work Session on March 19.
- Mar 13 Discussed communications issues related to web site, Quarterly, Notations, Newsletter for Teachers and Channel 31.
- Began the evaluation process of the survey implementation for the Facility Master Plan and requested a report on activities by each department.
- Discussed performance evaluation schedule for managers and staff not receiving salary adjustments.
- Discussed the Budget development process for Fiscal Year 2007-2008 and reminded managers to submit budget suggestions by March 15.

Discussed Placentia History Room projects; discussed the agendas for upcoming Staff Meetings.

Discussed the Library Director's Performance Improvement Plan, the role of Valerie Pool and the agenda for the Manager Meeting with Valerie on March 26.

Project status reports from each manager.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager *JR*

DATE: March 19, 2007

SUBJECT: Program Committee Report for the month of February.

***ADULT SERVICES***

	Feb 05-06	Feb 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	2	1	8	8
NUMBER OF ATTENDEES	26	40	210	120

***CHILDREN'S SERVICES***

	Feb 05-06	Feb 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	24	27	176	169
NUMBER OF ATTENDEES	676	682	6,744	5,887

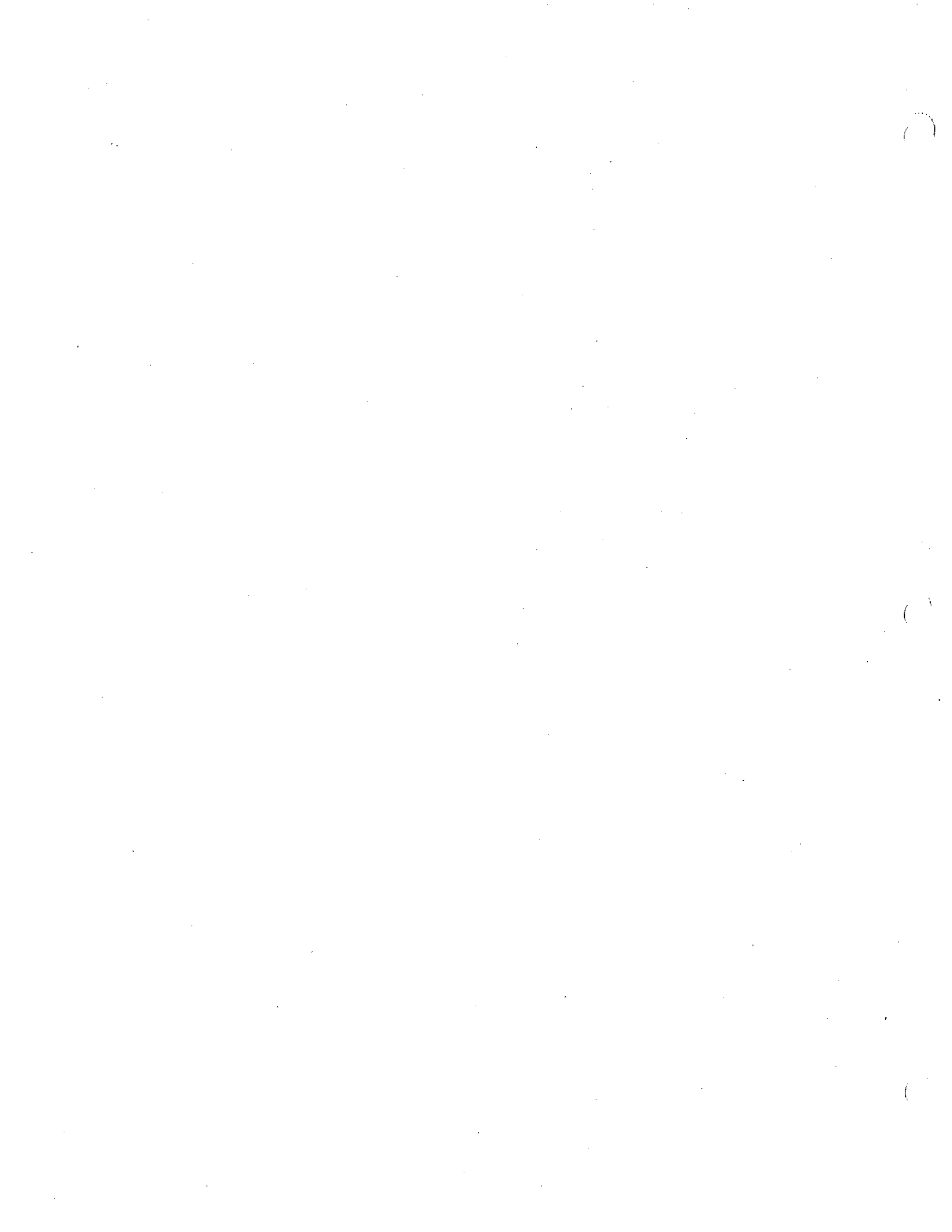
***PROGRAM COMMITTEE***

	Feb 05-06	Feb 06-07	YTD 05-06	YTD 06-07
NUMBER OF MEETINGS	2	2	9	12
NUMBER OF ATTENDEES	10	16	48	89
NEWS RELEASES	1	1	11	7

***LITERACY SERVICES***

	Feb 05-06	Feb 06-07	YTD 05-06	YTD 06-07
Total Tutors	162	136	278	296
Total Students	298	258	325	328
Total Hours	1,146	1,617	8,962	11,458

For more detailed literacy statistics, see Agenda Item 34, pages 2 of 3 and 3 of 3.





To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian

Date: for Board Meeting, March 19, 2007

**Subject: February 2007 Activities in the Children's Department**




TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	100
Story Time I: 6 years & younger	4	122
Story Time II: 6 years & younger	4	113
Music Time I: 6 years & younger	4	180
Music Time II: under 6 years old	3	80
Read to the Dogs event	1	57
After School Craft	1	48
<b>Total February 2007</b>	<b>21</b>	<b>700</b>
<b>Total February 2006</b>	<b>22</b>	<b>767</b>
<b>Current FY to date</b>	<b>190</b>	<b>6587</b>
<b>Previous FY to date</b>	<b>198</b>	<b>7511</b>

CHILDREN'S DEPT. REFERENCE STATS				Feb-07
DATE	IN-PERSON	PHONE	TOTAL	
1	45	5	50	
closed 2				
3	46	4	50	
4	49	1	50	
5	61	4	65	
6	71	4	75	
7	51	7	58	
8	53	6	59	
closed 9				
10	40	3	43	
11	42	0	42	
12	53	5	58	
13	48	4	52	
14	53	5	58	
15	56	0	56	
closed 16				
17	51	2	53	
closed 18				
closed 19				
20	79	5	84	
21	58	4	62	
22	86	0	86	
closed 23				
24	47	3	50	
25	71	2	73	
26	61	6	67	
27	106	11	117	
28	66	6	72	
TOTAL	1293	87	1380	

*CJ*

**Board Meeting March 19, 2007 Agenda item 33**

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator 

DATE: March 19, 2007

**SUBJECT: Placentia Library Literacy Services (PLLS) Activities Report for the month of February.**

**Tutor Training.** We had one workshop on March 4, and six tutors were trained, two high school students and four adults. They are all tutoring or pending.

**Families for Literacy (FFL) Program Status.** There was no FFL programming in December.

**Placentia Rotary Reading Enrichment Program (PRREP).** We began recruiting PRREP tutors at El Dorado High School and Valencia High School in late September and early October, and the response has been tremendous. We anticipate that we could have as many as 150 PRREP tutors this school year.

**Update on the three off-site PLLS homework clubs.** Both the Topaz-Tuffree Homework Club at Topaz Elementary School and the Homeless Intervention Shelter (H.I.S. House) Homework Club were tremendously successful last school year. Both of them started again this school year on September 18. The Kraemer-Placentia Library Homework Club started on October 30 and has been very successful. The homework club there is held Mon.-Thurs. from 3:45-5:30 and has been averaging more than 40 students daily.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI started again this school year in late September. We are active at three elementary schools--Ruby Drive, Topaz, and Tynes--and we have a total of seventeen tutors working with more than 200 grade school students.

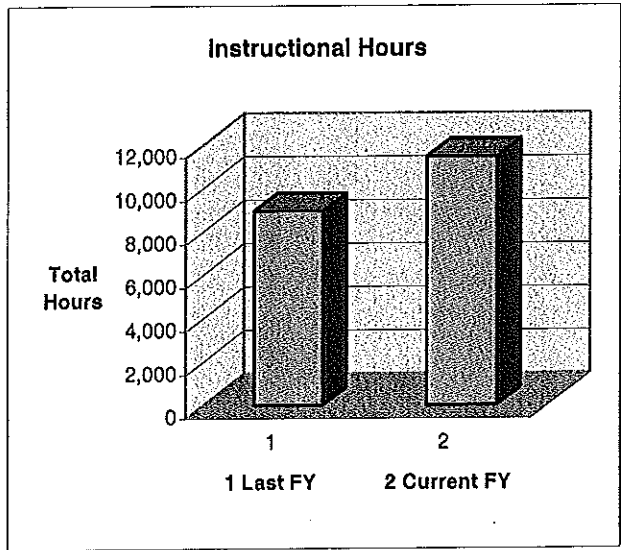
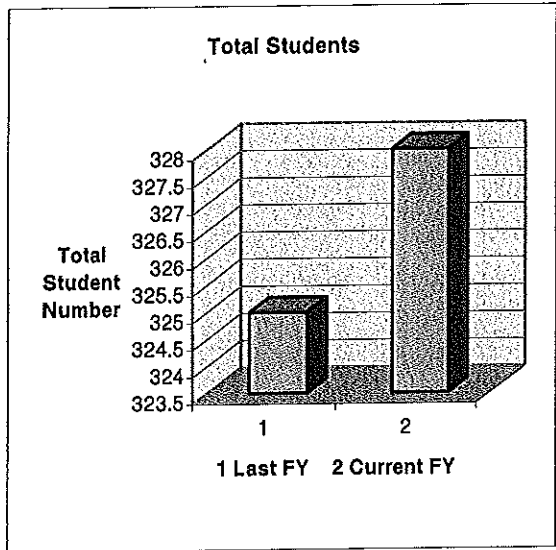
**Federal Work Study (FWS).** Our FWS partnership with Financial Aid at Cal State Fullerton is even stronger in FY 2006-07 than it was last FY. Our Cal State Award for FY 2006-07 has been adjusted to \$110,000. Our FWS partnership is also very strong with Western State University College of Law this FY as we have seven already on board.

**Literacy statistics.** See Agenda Item 34 Pages 2 of 3, and 3 of 3.

# Placenta Library Literacy Services

## Report of Growth and Progress

	Feb 05-06	Feb 06-07	YTD 05-06	YTD 06-07
<b>Tutors</b>				
Adult	78	61	145	101
Teen	84	41	133	91
Hours Instruction	1,146	1,617	8,962	11,458
Other Volunteer Hours	120	120	780	960
Total Hours	1,266	1,737	8,596	11,554
<b>Training Workshops</b>				
Workshops Held	0	1	20	10
Tutors Trained	0	6	167	93
<b>Students</b>				
With Adult Tutors	73	246	1984	246
With Teen Tutors	129	52	131	82
In Groups	0	0	0	0
Total Active Students	202	258	325	328
<b>Families for Literacy</b>				
Family Students	6	5	6	6
Family Tutors	6	5	6	6
Hours of Instruction	80	60	420	540
<b>ELLI Program</b>				
K-6th Grade Students	201	192	201	421
Tutors for K-6th Grade	6	12	15	24
Hours of Instruction	736	284	4,697	3,505
<b>Homework Clubs</b>				
On-Site: Students	70	168	499	804
On-Site Tutors	16	22	30	102
Hours of Instruction	512	172	1,004	850
H.I.S. House Students	8	13	35	51
H.I.S. House Tutors	6	8	20	34
Hours of Instruction	240	134	10,720	714
Topaz Students	18	40	81	203
Topaz Tutors	6	10	39	39
Hours of Instruction	576	340	2,660	3,947
Kraemer Students	NA	90	NA	252
Kraemer Tutors	NA	8	NA	27
Hours of Instruction	NA	600	NA	1,738
<b>Total Tutors</b>	162	136	278	296
<b>Total Students</b>	298	258	325	328
<b>Total Instruction Hours</b>	1,146	1,617	8,962	11,458



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TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MOS*  
DATE: March 19, 2007  
SUBJECT: Reference and Adult Services report for February, 2007

- There was one Program Committee meeting during the month.
- Special library displays included the on-going Placentia Round Table Women's Club Bicentennial quilt. In the trough was another called *Rescue Me, He's Wearing a Moose Hat*, the title by Sherry Halperin that was featured at the spring Author's Luncheon.
- In January near Dr. Martin Luther King's birthday a display concerning Black History Month (February) went into the trough. The next display, placed in late February, promoted Women's History Month.
- On February 26 twenty-seven people attended the program called *Anatolian Adventure*. The speaker was Dr. Charles Frazee, who shared information and photos from his July, 2006 trip to Turkey. He emphasized monuments found in Istanbul and the Cappadocia area and showed a slide show of photos that also included a city built underground and pillars used as living spaces by ancient holy men.
- The new printing station is generally working well. People can use money or their library cards if they choose to add value to them to print from the computers. Patrons are also able to make color copies as well as copies in black and white, a feature unavailable previously.

Statistical Comparisons at the Reference Desk  
February FY 2006/2007

	2006	2007	YTD 05-06	YTD 06-07
Phone Reference Questions	193	203	1,555	1,490
Desk Reference Questions	1,770	1,924	12,857	15,900
E-Mail Reference Questions	7	0	48	5
Ready Reference	38	16	278	183
Instruction	60	143	608	1,553
Computer Use	2,527	2,672	20,665	25,896
Reference Books: In-Library Use	3,459	3,616	24,038	28,364
Patron Database Signups	224	N/A	1,685	933



TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: March 19, 2007  
SUBJECT: **History Room report for February**

History Room visitors in February: fiscal year: 2005-2006: 1  
History Room visitors in February: fiscal year: 2006-2007: 5

Larry Cummings, a volunteer from the One Stop program, began work on February 13<sup>th</sup>. He has completed numbering the envelopes in the newspaper negative collection and is now taking inventory of the books in the Local History's California collection.

The History Room hours are now 1:00 to 5:00 P. M. on Saturdays and 6:00 to 8:00 P.M. on Wednesday evenings.

We received a photo of the Placentia Grammar School class of 1936 from Diana Robles Yorba. A copy was made for the History albums.

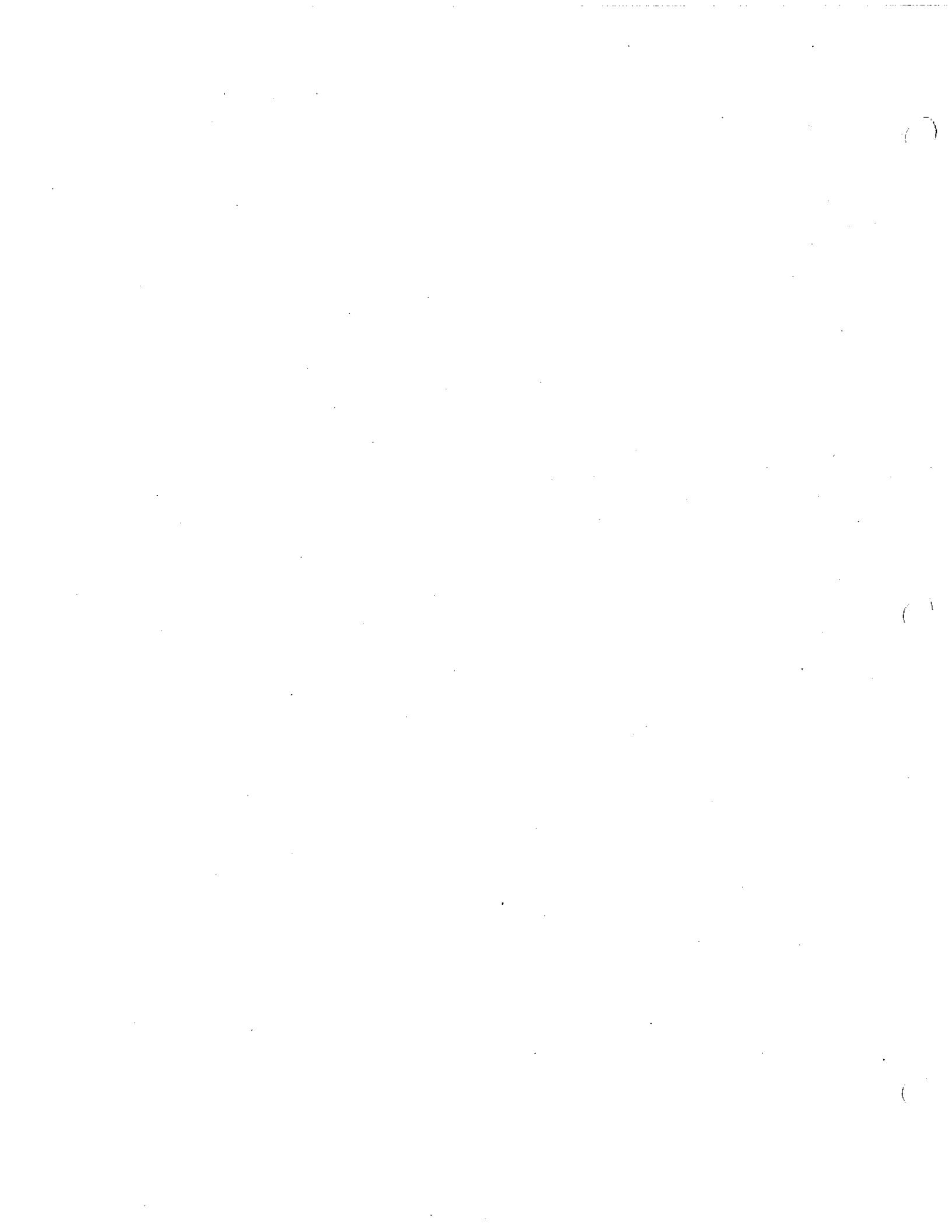
A query was made about the banners in the Library's lobby area. It was explained that these are the Yorba cattle brands from the Rancho era.

Information was sought on the El Dorado housing tract from the 1970s and pictures of the Tri-City Park from the 1950s.

Materials continue to be donated and added to our repository and books continue to be added to the collection.

A viewing of the 1938 Flood video was held and evaluation sheets were submitted. Those in attendance were Jeanette Gardner, Pat Irot, Gary Bell and Larry Cummings.

The date for the availability of the upcoming new book on Placentia is May 1<sup>st</sup>.



# Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager *vn*  
DATE: March 14, 2007  
SUBJECT: **Website and online databases report for February 2007**

- The monthly report on usage of our various online databases is attached.

Last month I reported as follows:

*Please note that there is no statistical report on use of the Library's website. The website has been relocated and updated to a new server, and the reporting service does not kick in until the first month has completed. I expect to be able to report on use of our website next month.*

Unfortunately, the reporting service did not start up until the middle of February. As a result, it will be next month before I can report any meaningful statistical information about the use of our website.

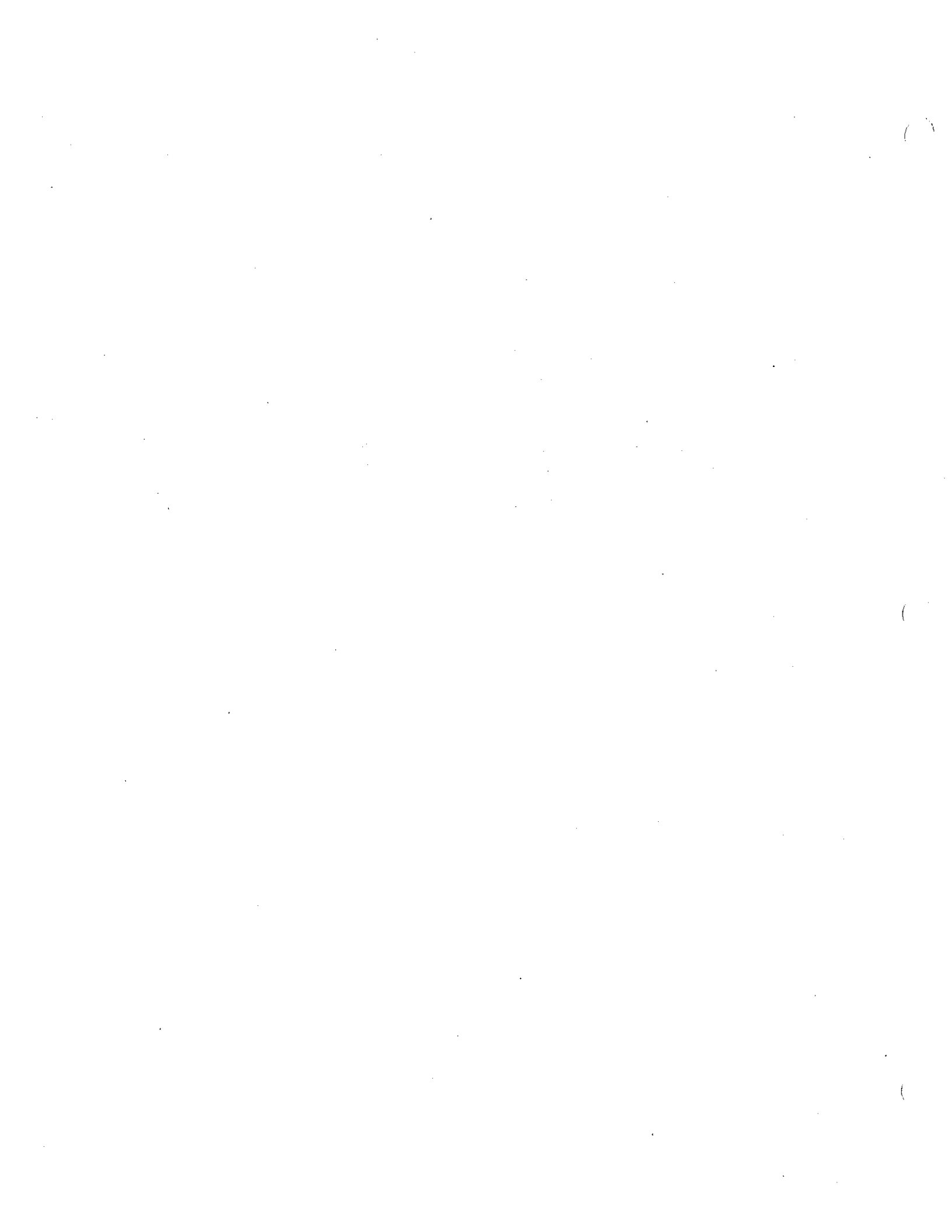


## Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: March 14, 2007  
SUBJECT: **Technology Report for February 2007**

2/2

- Trained another member of staff how to update displays on the outdoor sign. We have set up a weekly routine to review, update and add messages as required.
- Made a number of minor changes to the website in order to improve usability.
- Staff members responsible for selecting new material have begun the annual weeding out of older items that no longer circulate.
- Continued working with members of the History Committee on the time consuming (but interesting) task of cataloguing historical photographs. The Local History Digital Resource Project grant requires that all 200 historical photographs be fully identified and catalogued by the end of June.



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p. m. b. 1-1-7-8-9  
santa ana, calif. 92711  
Placentia News  
Weekly FEB 01 2007

**Jammie time on schedule**

The first Wednesday of every month the Placentia Public Library invites kids to put on their pajamas and come to the children's section to listen to bedtime songs and stories. Two sessions of bedtime stories are offered from 6:30-7:00 p.m. and 7:30-8:00 p.m. The library is at 4110 Chapman Ave. For information, call the library at 714-528-1806.

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Placentia News  
Weekly FEB 01 2007

**ASK US**

**What's in a name?**

Well, after a long hiatus we're re-starting our weekly "Ask Us" column. We realize you can't read, so send in letters and e-mails with any question you can think of about anything in or dealing with Placentia. We here at the News-Times will use all the journalistic know-how and resources at our disposal to come up with an answer.

To start us off, News-Times Editor Heather McInerney asked a question she's always been curious about:

**Question:** Where did the Whitten and Gomez centers get their names?

**Answer:** I posed this question to the Placentia Public Library's resident local historian Gary Bell and his volunteer staffer Pat Irwin. Within a few minutes, they came up with some answers.

The Whitten Center was named after Chief Whitten, a principal of Mabadden Elementary in the 1980s. "A great hero of the 1988 flood," Bell said. "He was responsible for warning a lot of the people in the La Jolla area. He actually went door to door."

Bell said many of the residents didn't expect the flood to be serious, but after Whitten rounded them up to take shelter in the school, they had to stay there for nearly two days.

And according to Pat Irwin, the Gomez Center was named after Jack Gomez, Placentia's first Hispanic councilman. He's also got a street named after him, she said.

Adam Townsend  
Placentia News-Times

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The Register  
Day MAR - 8 2007

**A LOOK AT CITY HISTORY  
PLACENTIA**

Photos documenting Placentia life throughout the history of the city will soon be online photo archive as part of a grant from the state to the Placentia Public Library.

The Placentia Historical Committee and the Placentia Library secured \$5,000 from the California State Library to digitize the pictures. They will be available on the California Digital Library. CallSphere Web site.

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The Register  
Day MAR 01 2007

**PLACENTIA  
Gardening**

The Orange County Master Gardeners will offer a free presentation at 7 p.m. March 12 at the Placentia Public Library, 4110 Chapman Ave. on how to grow herbs and vegetables and how to garden in small spaces. Light refreshments will be available. Information: 714-528-1806 ext. 209. Salsma Subramanian 10/20/07

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santa ana, calif. 92711  
The Register  
Day FEB 07 2007

**PLACENTIA  
Taking Turkey**

Charles Kruse will discuss his latest trip to Turkey at 7 p.m. Feb. 7 at the Placentia Library. Kruse will have photos of ancient and medieval architecture and antique museum ranges. The program is free. For information, call Mary Strickland at 714-528-1806 ext. 209. Adam Townsend 11/24/07 adam@news-times.com

# \$1 million improperly spent

## Placentia's redevelopment agency paid off the city's debt certificates without council approval, a committee says

By SUHMA SARRAMANIAN  
THE ORANGE COUNTY REGISTER

PLACENTIA • The city owes about \$1 million to its Redevelopment Agency, members of the city's Financial Oversight Committee say.

The agency, an arm of the city that promotes and finances redevelopment, helped pay off city-issued debt certificates like bonds.

But the City Council never approved an agreement allow-

ing the transfer in the 2008-09 fiscal year. Staffers apparently allowed the agency to pay off the city's certificates.

"That's pretty embarrassing," said Mark McCauley, the committee's chairman and a certified public accountant. "You have put the burden of the city on the RDA, and you have misused those funds."

The city was already struggling financially. It has racked up \$20 million in debt a sum that will take several years of cuts to city services to pay off

Finance Director Kenneth Beaman said the fund transfer was unintentional. Documents were unclear as to which government entity should pay off the certificates.

"It's hard to interpret these legal documents," Beaman said.

The city raised about \$11 million through the November 2008 certificates of participation to pay off debt and fund construction projects such as renovating McFadden Park and the city's effort to extend train tracks that run through town. The projects were all located within the city's redevelopment area.

The general answer is no,

that's not permitted," said Tom Shirey, executive director of the California Redevelopment Association, an advisory body to municipal redevelopment agencies of the state paying off the city's certificates. "But if there's a nexus between the debt and a benefit to the redevelopment project area, there can be an agreement in place to allow that."

Beaman said he will ask the City Council to approve an agreement to allow the trans-

**CONTACT THE WRITER**  
714-704-3792 or  
suhmanian@oregister.com

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The Register FEB 15 2007  
DAILY

# Placentia gives no details about police chief's leave

## City staff is investigating issues concerning John Schaefer, but no time frame has been made public

By SUHMA SARRAMANIAN  
THE ORANGE COUNTY REGISTER

PLACENTIA • Police Chief John Schaefer has been put on administrative leave, city spokesman Matt Reynolds acknowledged Wednesday evening.

The city did not disclose reasons for the leave, which began on Tuesday. Officials say the city staff is looking into issues concerning Reynolds. Schaefer, who was named police chief in 2004, has helped

his department attract new officers and gangs expand the department's Alhambra and Rosemead contracts for police officers.

Council members were advised by City Attorney Tom Nixon and City Administrator John Dominguez in a closed meeting Monday that the leave was "the



Schaefer

last course of action," Councilman Scott Brady said Wednesday.

The Police Department staff was sent home about the decision Tuesday afternoon, said Nilda Bernis, the Placentia Police Department's community relations officer.

Officials gave no time frame for the investigation's conclusion. Schaefer did not return calls for comment made Wednesday.

The city has not chosen a replacement for Schaefer during his leave, Reynolds said.

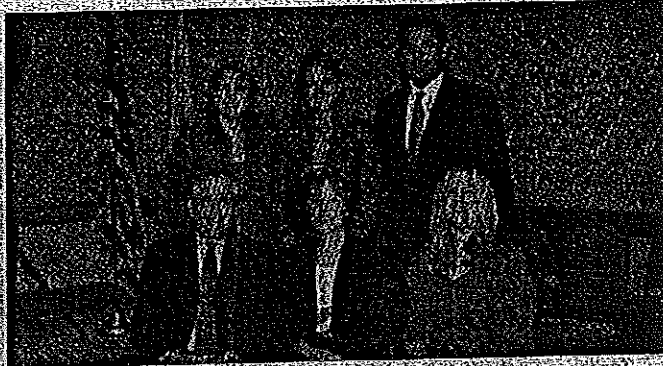
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O.C. Business Journal  
Weekly FEB 19 2007

### Philanthropists Honored With Community Foundation Award

Bill and Vicki Booth—daughter of Peter Ueberroth—Paul and Scottia Evans and the late Dan McCoy were presented with the Excellence in Philanthropy Award, the highest honor bestowed by the Orange County Community Foundation. The recipients' names will be permanently inscribed on the foundation's Philanthropy Hall of Fame.



Shelley Hoss, top left, O.C.C.F. president, Vicki Bill Booth, Paul Scottia Evans, bottom left, and Robin McCoy, Booth, Evans and McCoy honored for excellence in philanthropy.

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p m b 1 1 7 8 9  
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The Register  
Daily FEB 24 2007

## Placentia hires interim chief

### Vincent Giampa, who stepped in before, will take over police for John Schaefer

BY SUSHMA SUPRAMANIAN  
THE ORANGE COUNTY REGISTER

PLACENTIA — The City Council with a 4-0 vote hired an interim police chief Tuesday to replace John Schaefer, who is on administrative leave for undisclosed reasons. Councilman

Greg Bowdard was not at the meeting.

Vincent Giampa, a former La Palma police chief, who served as interim chief for Placentia when Russ Rice retired in 2004, was hired for up to 180 days at a rate of \$96 per hour. The city expects to spend

about \$1,800 a week, a city report says.

"I personally think that John Schaefer has done a great job for the community, and we'll see what happens," Councilman Scott Brady said.

During Schaefer's leave, which began Feb. 13, the city is looking into issues concerning him. Officials said they don't know how long the investigation will take. City officials are

looking into contracting a firm to conduct Schaefer's investigation, city spokesman Matt Reynolds said.

Schaefer, who makes \$141,086 a year, will continue receiving a paycheck from the city during his leave, Reynolds said.

**CONTACT THE WRITER:**  
514-704-31967 or  
ssupramanian@register.com

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p.m. b. 1-1-7-8-9  
santa ana, calif. 92711  
Pacifica News  
(weekly) FEB 22 2007

**Book signing luncheon planned**  
The Friends of the Placentia Library is hosting a book signing luncheon at Alta Vista Country Club starting at 10 a.m. March 3 with author Shirley Halperin who wrote "Rescue Me, He's Wearing a Moose Hat" and "100 Other Days of No..."  
Tickets are \$40 per person at the Placentia Public Library and will not be for sale at the door. For information, call 714-528-1906 ext. 201.

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santa ana, calif. 92711  
The Register  
Daily FEB 24 2007

**GARDEN EVENTS 2007**  
"The Art of Bonsai," 10:30 a.m.-4:30 p.m. Feb. 24-25 at The Huntington Library, 1151 Oxford Road, San Marino, features masterpiece specimens demonstrations by bonsai masters and children and adult beginner workshops. \$15/adults, \$12/seniors, \$10/students to age 18, \$6/youth 10 age 12, free/children under 5. 626-405-2100 or [www.huntington.org](http://www.huntington.org)  
Orange County Rose Society monthly meeting, 7:30 p.m. March 1 at the Westminster Senior Center, 8200 Westminster Blvd., Westminster. Dixie Tommy Cairns, winner of the prestigious Dean Hole medal and author of "All About Roses," will present a lecture by the same title with slides. 949-765-9140  
**Orange County Master Gardeners meeting**, 7 p.m. March 2 at the Placentia Library, 411 E. Chapman Ave., Placentia. Diane Gipson will speak about the identification of the difference between warm and cool season vegetables with planting instructions. Kathleen Jones will talk about herbs. Jan Brider will give tips on gardening in small spaces. 714-528-1906, ext. 209  
**Home composting workshop**, 10 a.m. March 3 at Fullerton Arboretum, 1900 Associated Road, Fullerton. Led by Dr. Bill Riley, president, Applied Ecological Systems, and Patrick McNeilly, principal staff analyst of the Orange County Sanitation District. \$7 general admission, \$5 member of the Friends of the Arboretum. Free for residents of Brea, Buena Park, Fullerton, Orange and Santa Ana with proof of residency. Reservations recommended at 714-278-3579, ext. 0  
**California Native Plant Society San Diego Chapter Annual Spring Plant Sale**, 9 a.m.-4 p.m. March 3 at Tree of Life Nursery, 3320 Ortega Highway, San Juan Capistrano. 11 a.m. lecture titled "Backyard Habitats with Native Plants," by Connie Beck. She will discuss garden designs that attract hummingbirds and butterflies. 949-728-0685 or [www.treeoflifeny.com](http://www.treeoflifeny.com)

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p.m. b. 1-1-7-8-9  
santa ana, calif. 92711  
O.C. Post  
Daily FEB 24 2007

**ORANGE COUNTY MASTER GARDENERS**  
7 p.m. Feb. 27 at the Placentia Library, 411 E. Chapman Ave., Placentia. Diane Gipson will discuss differences between warm and cool season vegetables. Kathleen Jones will talk about herbs. Jan Brider will give tips on gardening in small spaces. 714-528-1906, ext. 209

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The Register  
Daily FEB 23 2007

**"A Celebration of January Birthdays"**  
A panel discussion with Dick Cole, Doug DeSantis, Tom Dosselle and others. 7 p.m. Feb. 27, Huntington Beach Central Library, 7111 Central Ave., Huntington Beach. \$10. 714-841-5081, ext. 2213  
**"Anatolian Adventures"** Dr. Charles Frazer discusses his interesting life. Turkey. 7 p.m. Feb. 28, Placentia Library, 411 E. Chapman Ave., Placentia. 714-528-1906, ext. 209

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The Pacific  
Daily FEB 26 2007

# Placentia redevelopment area may expand to boost sales taxes

BY BUSHNA SUBRAMANIAN  
THE ORANGE COUNTY REGISTER

PLACENTIA City officials are looking into adding more area to the redevelopment project after an initial plan projected more shopping developments and less retail space than expected.

The city originally embarked on the redevelopment project, now 100 acres, centered along railroad tracks downtown because the best room community was not drawing the sales tax income it needed to maintain certain city services in the long run.

The current plan would produce just slightly more income, but it would still fall far short of the profits that city officials had anticipated.

A council study session on

adding land to the redevelopment area will be at 7 p.m. Tuesday in the Council Chambers at City Hall, 301 E. Chapman Ave.

Council members asked staffers to look into adding to the current project part of the Chapman corridor, home to the Bargain Basket complex and part of Orangethorpe and Placentia avenues, between Orangethorpe and the Orange (O) Freeway.

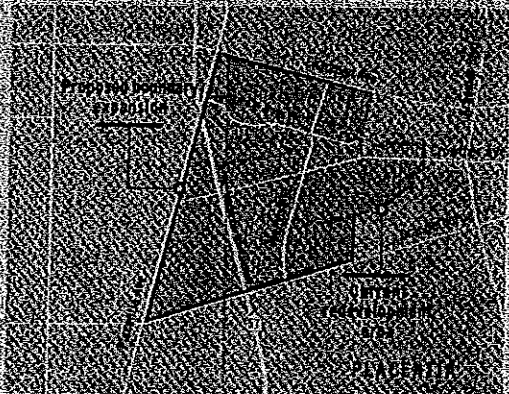
David Bergman, a financial expert with Moule & Polyzoides, the design firm that drew up the specific plan, highlighted these areas as prime locations for big-box stores.

**CONTACT THE WRITER**

714-964-3726  
bsubraman@ocregister.com

## Bigger boundaries

City officials are looking into adding more area to Placentia's redevelopment project after an initial specific plan projected more housing developments and less retail space than expected.



City officials are looking into adding more area to Placentia's redevelopment project after an initial specific plan projected more housing developments and less retail space than expected.



SAFETY COMMITTEE MEETING  
FEBRUARY 26, 2007  
MINUTES

I. Call to Order: 3:45 P.M.

Members Attending: Katie Matas  
Wendy Goodson  
Caroline Gurkweitz  
Esther Guzman

II. Old Business

1. The fire extinguishers were checked by Katie Matas on February 22, 2007.
2. The broken Koala Seat in the public women's restroom was removed. A new one was ordered but has not arrived.
3. "Back Safety" and "Additional Annual Training Subjects for 2007" handouts were distributed at the February 7, 2007 staff meeting.

III. New Business

1. None.

The next meeting will be March 21, 2007 at 11:00 A.M.

Respectfully submitted,



Katie Matas



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Legislative Issues and a Review of the Status of the State Budget and State Library Budget

**DATE:** March 19, 2007

**BACKGROUND**

Agenda Item 25 contains information about current legislation affecting independent special districts and libraries.

President Shkoler may report on his follow-up with Assemblyman Duvall on the request from the California Library Association that local constituents talk with the Assemblyman about funding for the Public Library Fund (PLF) prior to the Assembly Budget Subcommittee Number Two on Education Finance meeting on March 14. (See Attachment A.)

The Library Board may wish to authorize the Library Director and/or Trustee(s) to attend the California Library Association Legislative Day on Wednesday, April 18, 2007. (See Attachment B.)

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.





**Elizabeth Minter**

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**From:** Elizabeth Minter [eminter@placentialibrary.org]  
**Sent:** Tuesday, March 06, 2007 10:49 AM  
**To:** 'Al Shkoler'  
**Subject:** Request to contact Assemblyman Duvall

Please contact Assemblyman Duvall's Office about including PLF funding.

Thanks.

Elizabeth D. Minter  
Library Director  
Placentia Library District  
411 East Chapman Avenue  
Placentia, CA 92870-6198

714-528-1925, Ext. 203 (Office)  
714-476-6837 (cell)

-----Original Message-----

**From:** Jeri Takeda [mailto:jtakeda@mcls.org]  
**Sent:** Friday, March 02, 2007 12:16 PM  
**To:** 'MCLS/SLS/SSCLS/Associate Member Directors'  
**Cc:** shaber; bgallardo; ccarlisle; hfirchow; jstaff; mgermroth; palger; rgarza; rkitamura  
**Subject:** FW: [CALIX:6443] News from the Capitol

-----Original Message-----

**From:** owner-calix@listproc.sjsu.edu  
[mailto:owner-calix@listproc.sjsu.edu] On Behalf Of Laura Fisher  
**Sent:** Friday, March 02, 2007 11:34 AM  
**To:** Calix  
**Subject:** [CALIX:6443] News from the Capitol

**TO:** CLA Members/ Systems/ Network Contacts  
**FROM:** Mike Dillon, CLA Lobbyist and Christina Dillon, CLA Lobbyist  
**RE:** News from the Capitol

## I. ASSEMBLY SUBCOMMITTEE WILL HEAR LIBRARY BUDGET ISSUES ON MARCH 14th

The Assembly Budget Subcommittee Number Two on Education Finance is scheduled to hear the State Library's budget on Wednesday, March 14th at the State Capitol. As we reported to you in our January 30th memo, these six Assembly members are critical. On March 14, they will begin reviewing the Governor's proposed January Budget for the State Library - a Budget which

contains: 1) a \$52,000 reduction to the Public Library Foundation (which is intended to initiate the California State Library's Integrated Library System Replacement Project), and 2) no increase or recommendation regarding Transaction Based Reimbursement.

These six members will then decide to make a recommendation regarding our library issues, or defer the issue until May, when the May Revision of the Budget is released. If funding for the PLF is not included at the subcommittee level, it is almost impossible to get it included later at the larger Budget Conference Committee level. Thus, these next few months of negotiations in subcommittee will be very important, and your letters to the subcommittee are of great value. Please take a moment to write the members of the Assembly and Senate Budget Subcommittees today!

If you are writing letters on behalf of the PLF, please urge that the members support:

1. Restoring the \$52,000 that the Governor cut in the Public Library Foundation
2. Request that the legislature continue augmenting this program that is woefully underfunded. (Full funding, according to statute would require \$94,217,000 - yet the PLF baseline currently stands at \$21.3 million!)

Note: CLA will also be working with the Budget Subcommittee members and staff to encourage them to reject the Governor's \$52,000 reduction and create a separate Budget line item in the Budget for the State Library Integrated Library System Replacement Project - so that the project is not jeopardized, and that future funding needs for this program comes out of the state General Fund, and not the PLF baseline. (You do not need to include this in your letters if you do not feel comfortable addressing this complex issue.)

ASSEMBLY BUDGET SUBCOMMITTEE NUMBER TWO ON EDUCATION FINANCE  
Assemblywoman Julia Brownley, Chair  
Assemblyman Michael Duvall, Member

Assemblyman Mervyn Dymally, Member  
Assemblywoman Jean Fuller, Member  
Assemblyman Gene Mullin, Member  
Assemblyman Sandre Swanson, Member

(Of the above listed members, Assemblymembers Brownley, Duvall, Fuller,  
and  
Swanson are newly elected Freshmen and are new to the subcommittee.)

Hearing Date: Wednesday, March 14, 2007 - Support for the Public Library  
Foundation: Budget Item: 6120-221-0001

Sample address:

The Honorable Julia Brownley, Chair  
Assembly Budget Subcommittee Number Two on Education Finance  
State Capitol  
Sacramento, CA. 95814

#### SENATE BUDGET SUBCOMMITTEE NUMBER ONE ON EDUCATION FINANCE

Senator Jack Scott, Chair

Senator Bob Margett, Member

Senator Joe Simitian, Member

Hearing Date: Tuesday, April 17, 2007 - Support for the Public Library

Foundation: Budget Item: 6120-221-0001

#### II. LIBRARY BOND BILL SET FOR FIRST HEARING IN SENATE EDUCATION COMMITTEE

Senator Joe Simitian's SB 156, a \$4 billion library construction and  
renovation bond measure, sponsored by CLA, has been scheduled for  
hearing in  
the Senate Education Committee. The hearing will be held on Wednesday,  
March  
28th at 9:30 a.m. in room 4203 at the State Capitol. SB 156 is the work  
product of an ad hoc committee of CLA members and the Proposition 14  
Steering Committee. As mentioned previously, the measure is similar to  
SB  
1161-Alpert, which failed passage on the June 2006 ballot, except for  
the  
following:

1. The minimum amount per project has been  
increased  
from \$50,000 to \$500,000.
2. The maximum amount per project has been  
increased  
from \$20 million to \$30 million.
3. 5% of the total bond amount will be made  
available

for joint-use projects, rather than the specific \$25 million set-aside in the last bond act.

4. There will be no priority given to applicants submitted, but not funded from the 2000 Bond Act (the so-called "Cycle 3" Applicant priority), as the committee felt that too much time will have elapsed with construction costs, etc. to make this provision appropriate. Thus, everyone will start on an even, competitive playing field with SB 156.

Over the last few weeks, Senator Simitian has been actively gathering names of potential co-authors to add to the bill. Many of you had excellent meetings with legislators during your "Day In the District" events, and some legislators noted that they wanted to be co-authors on the bond bill during your meetings. Thanks to several of you for passing that information on to our offices - we, in turn, gave that information to Senator Simitian.

Please take a moment today to write the members of the Senate Education Committee and urge their strong support for SB 156-Simitian. The committee will need to receive hundreds of support letters in order to make the necessary impact, as there is tremendous competition this year for bonds, including the Governor's own \$41 billion Strategic Growth Plan, a massive infrastructure bond package that would complement last year's successful bond deal.

#### MEMBERS OF THE SENATE EDUCATION COMMITTEE

Senator Jack Scott, Chair  
Senator Mark Wyland, Vice Chair  
Senator Elaine Alquist  
Senator Jeff Denham  
Senator Abel Maldonado  
Senator Alex Padilla  
Senator Gloria Romero  
Senator Joe Simitian (\* Bond Bill Author)  
Senator Tom Torlakson

Sample address:  
The Honorable Jack Scott

Chair, Senate Education Committee  
State Capitol  
Sacramento, CA 95814

-----calix+  
Views expressed on CALIX are the opinion of the sender and do not necessarily reflect the position of the California Library Association.

How to get off CALIX: Subscribers are strongly encouraged to keep abreast of CLA and California library news via this mailing list. To sign off from the list, send email to [listproc@listproc.sjsu.edu](mailto:listproc@listproc.sjsu.edu) with the following request: SIGNOFF CALIX or UNSUBSCRIBE CALIX in the body of the message. Make sure your subject line is blank and nothing other than the command is in the body of the message.

-----calix--




**Library Legislative Day 2007****April 18, 2007****Sacramento Convention Center****Who Should Attend?**

All library staff, advisory board members, commissioners, trustees, friends and library supporters who care about California's libraries should participate in this year's program.

**Why Should I Attend?**

- To learn effective legislative advocacy techniques
- To show legislators that all types of libraries are supported by their constituents and to make our presence felt in Sacramento
- To tell our story -- how academic, public, school and special libraries have improved the lives of Californians and why continued support is imperative during this tough economy
- To thank legislators for current and past support of libraries

**Register Today!**

- Online Registration
-  Fill-in Form (278k)

**Meet Your Legislators**

- Meeting Registration

**2007 Position Papers**

*Please check back at the end of March for position papers.*

**Where, When and How Much Is It?**

This year's program is scheduled to begin at 8:00 am at the Sacramento Convention Center, 1400 J Street, Room 202 in Sacramento. You will be briefed on the issues by CLA and CSLA lobbyists prior to your legislative visits. The advance registration fee for the day is \$25, and includes all materials. On-site registration will be an additional \$5. Lunch is on your own.

**How Do I Register?**

You may complete the registration form above and mail it to the California Library Association. Or you may register online to receive immediate confirmation.

**How Do I Make Appointments With Legislators?**

To register for an appointment with your legislator, go to the Library Legislative Day Database [www.legiday.net](http://www.legiday.net).

At the login screen, enter:

**Account Name:** member

**Password:** member

After you hit enter you will be taken to a new screen. Click on "**legiday**." This will take you to a listing of all legislators in the database. Legislators are listed in district order by default. By clicking the headers of the columns you can sort the list by individual field. Also note there are other navigation tools in the header of list of legislators, e.g. alphabetical shortcuts and links to individual legislative houses. For each legislator, click on either "**View**" or "**Sign Up**" to the left of the legislator's name to bring up a screen with the legislator's appointment information. You will then be prompted to enter your name and contact information.

**NOTE:** If you are a member of CLA, CSLA, or CALTAC, the database will


automatically retrieve the contact information on record for you. If the database brings up a list of names and you are not on that list, you may register your name and email address by following the instructions at the top of the screen.

Please note that signing up for the legislative visit is not the same as registering for the event.

**Where can I stay?**

There are a number of hotels in downtown Sacramento within easy walking distance of the legislature and the Convention Center. Visit the Sacramento Convention and Visitors Bureau website for hotel information.

**Helpful Information**

- Take a virtual tour of the State Capitol
-  Where to Eat In Sacramento (93k)



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Status report on the merger of the Placentia Library Foundation with the Friends of Placentia Library and discussion about the Library Board of Trustees' participation in the Placentia Library Friends Foundation.

**DATE:** March 19, 2007

**BACKGROUND**

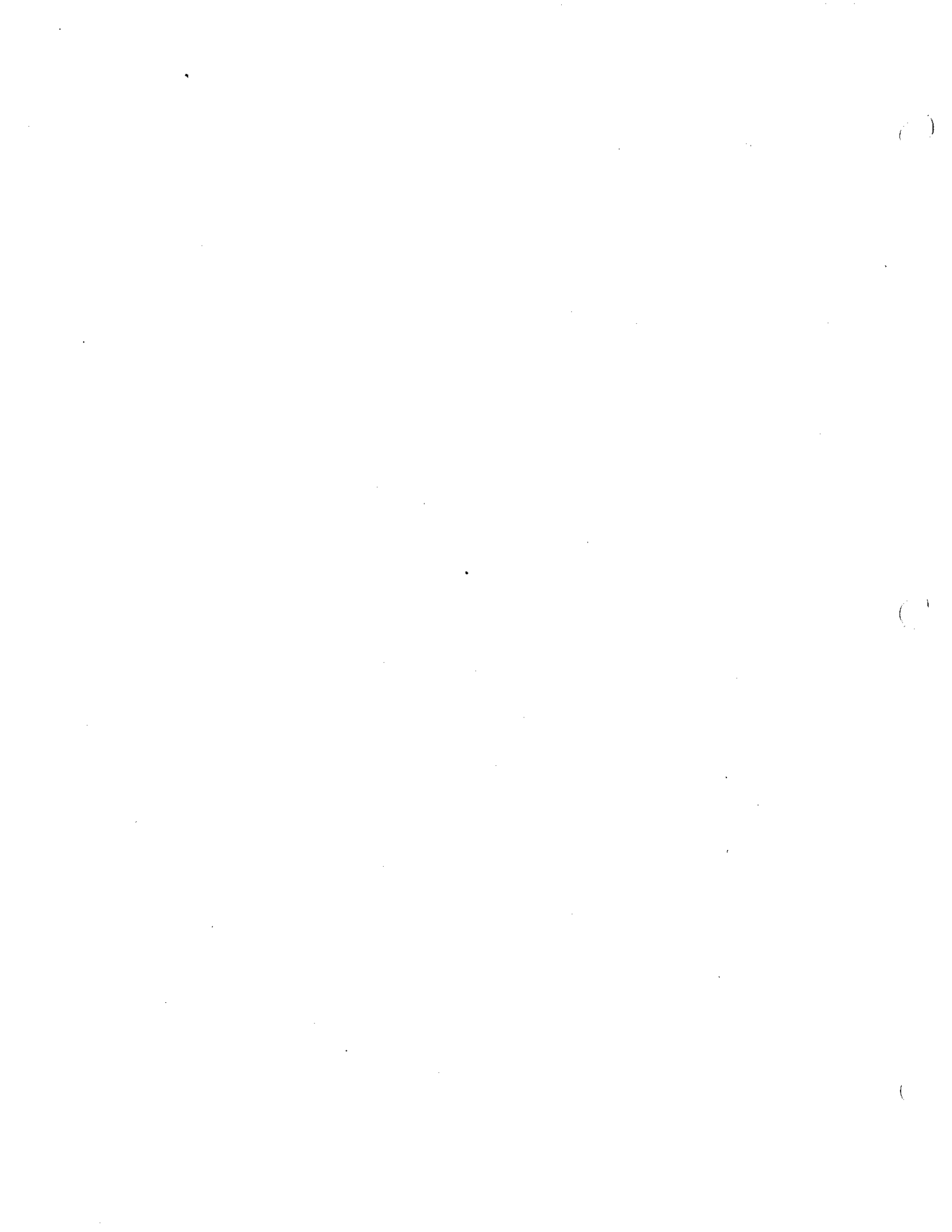
President Shkoler will report on the meeting of the Friends Board of Directors on March 5, 2006. The Bylaws as approved by the Friends Board and submitted to Freeman, Freeman & Smiley for review are Attachment A. The discussion draft of the Memorandum of Agreement as presented to the Friends by the Library Board is Attachment B.

Trustee DeVecchio will report on the meeting of the Development Committee to discuss leadership succession for the Placentia Library Friends Foundation.

The next joint Friends/Foundation Meeting will be on Monday, April 9, 2007 at 7:00 P.M. in the Meeting Room. This will be the last Board of Directors meeting before the Annual Meeting on April 20, 2007 at 6:30 P.M.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.



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BYLAWS

OF

PLACENTIA LIBRARY FRIENDS FOUNDATION

ARTICLE I: NAME AND OFFICE

Section 1. Name

The name of this corporation shall be Placentia Library Friends Foundation (organization), a non-profit entity incorporated under the laws of the State of California.

Section 2. Office

The principal office for the transaction of business of the organization is located at the Placentia Library District, County of Orange, California. The Board of Directors (Board) is authorized to change the principal office from one location to another in this County.

ARTICLE II: MISSION STATEMENT

The purpose of the Placentia Library Friends Foundation is to assist Placentia's public library through enhancing library programs, developing and managing capital and endowment projects, promoting volunteer programs, and providing educational and cultural opportunities for its membership and Library users.

ARTICLE III: MEMBERSHIP

Section 1. Membership

Membership in the organization shall be open to those individuals, organizations or corporations who subscribe to the purposes of this organization and who otherwise fulfill the requirements of these Bylaws.

Section 2. Classes and Dues

Membership in this organization shall be comprised of such classes and dues categories as determined by the Board. Dues are payable annually and are based on the calendar year.

1 Section 3. Annual and Special Meetings  
2

- 3 a. Annual meeting of the membership shall be held during the month of April at a time  
4 and place determined by the Board and noticed by mail to the members at least two  
5 (2) weeks in advance. The agenda shall include, but not be limited to, a summary of  
6 the events and activities of the year; a Treasurer's report of the receipts, expenditures,  
7 and state of the monies and property of the organization; and an introduction of the  
8 Board for the ensuing year.  
9
- 10 b. Special meetings of the membership may be called at any time by the Board and must  
11 be called upon written request of twenty (20) members to the President. The  
12 membership must be notified by mail, stating in detail the purpose(s) for the meeting,  
13 at least two (2) weeks prior to the proposed date. Business transacted at a special  
14 meeting shall be confined to the purpose(s) stated in the notice and related matters.  
15

16 Section 4. Quorum and Voting  
17

- 18 a. The presence in person of 10% of the members of the organization shall constitute a  
19 quorum for the transaction of business at any meeting of the membership. A member  
20 in good standing is entitled to one vote. There shall be no proxy voting.  
21
- 22 b. A meeting at which a quorum is initially present may continue to transact business  
23 notwithstanding the loss of a quorum due to withdrawal of members provided that  
24 any action taken thereafter must be approved by at least a majority of the required  
25 quorum for that meeting.  
26

27 Section 5. Honorary Membership  
28

29 Honorary membership on the Board may be awarded to an individual who has contributed to the  
30 success of the organization in a significant manner. There may be two (2) such honorary  
31 members in effect at any one time serving for a term of one (1) year. They shall not have voting  
32 rights. The honorees shall not affect the number of active Board members; they shall be invited  
33 to all regular and special meetings of the Board.  
34  
35

36 **ARTICLE IV: BOARD OF DIRECTORS**  
37

38 Section 1. General Powers  
39

40 Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the  
41 Articles of Incorporation and these Bylaws relating to action required to be approved by the  
42 membership, the business and affairs of the organization shall be managed and all corporate  
43 powers shall be exercised by or under the direction of the Board.  
44

1 Section 2. General Powers as to Negotiable Paper

3 The Board may, from time to time, authorize the making, signing or endorsing of checks, drafts,  
4 notes and other negotiable papers or other instruments for the payment of monies and designate  
5 the persons who shall be authorized to make, sign, or endorse the same on behalf of the  
6 organization.

7  
8 Section 3. Number and Terms

9  
10 The authorized number of Directors shall be no less than 13 nor more than 21. The term of each  
11 Director shall be three (3) years and for as many successive terms as elected. The terms shall be  
12 staggered so that one-third of the positions expire each year.

13  
14 Section 4. Nominations

15  
16 a. At least three (3) months prior to the annual meeting, the Board shall publish in the  
17 organization's newsletter, or send directly to the members, a request for volunteers to  
18 serve on the Board. Responses shall be forwarded to the Board Development Committee.

19  
20 b. Two (2) months before the Annual Meeting, the Board Development Committee shall  
21 report to the Board the list of nominees for vacant Director positions.

22  
23 Section 5. Elections

24 A ballot listing candidates for the Board shall be mailed to all members of the organization at  
25 least two (2) weeks prior to the Annual Meeting. All voting shall be done in writing. Ballots  
26 must be received at the Library five (5) days prior to the Annual Meeting. There shall be no  
27 nominations from the floor at that meeting. Candidates receiving the highest number of votes up  
28 to the number of Directors to be elected shall be elected.

29  
30  
31 Section 6. Vacancies

32  
33 Vacancies arising on the Board shall be filled by appointments made by the remaining Board  
34 members for the balance of the unexpired term. A vacancy shall be deemed to exist on the death,  
35 resignation, or removal of any Director.

36  
37 Section 7. Meetings and Quorum

38  
39 Meetings of the Board shall be held monthly unless otherwise determined, but in no event, less  
40 than quarterly. They shall be held at the Library unless otherwise noticed. A simple majority of  
41 the total Board members is the quorum necessary for transacting business.

1 Section 8. Removal of a Director

2  
3 The Board, by a two-thirds majority written ballot of the Directors present at any stated meeting,  
4 may remove any Director for excessive absences or who has engaged in activity not in the spirit  
5 of the organization. Excessive absence is defined as being absent from three successive  
6 meetings without the approval of the Board.  
7

8 Section 9. Compensation

9  
10 The Directors may receive no compensation for their services as Directors. However, Directors  
11 may receive actual and necessary expenses incurred in attending events and training on behalf of  
12 the Board.  
13

14 Section 10. Ex-Officio Directors

15  
16 The Library Director, the Coordinator of Development & Volunteer Services and up to two (2)  
17 Library Trustees appointed by the Library Board of Trustees shall be ex-officio voting Directors  
18 of the Board.  
19

20  
21 **ARTICLE V: OFFICERS AND RESPONSIBILITIES**  
22

23 Section 1. Officers and Terms

24  
25 The officers of the Board shall be President, Vice President, Secretary, Treasurer and Financial  
26 Secretary plus other positions that the Board deems necessary. Their term of office shall be for  
27 two (2) years; no one may serve in the same office for more than two successive terms.  
28

29 Section 2. Election of Officers

30  
31 At the March Board meeting, the Board Development Committee shall present the slate of  
32 candidates for vacant Board offices. At the May Board meeting, the Board shall elect officers  
33 who shall assume their duties immediately.  
34

35 Section 3. President

36  
37 The President shall, subject to the approval of the Board, generally supervise, direct, and manage  
38 the business and officers of the organization; conduct all meetings of the membership and Board;  
39 have the power to establish committees and chairpersons with Board approval; have the authority  
40 to represent the organization; and be an ex-officio member of all committees. The President  
41 shall arrange for an audit of the books of accounts at the end of the fiscal year by persons  
42 independent of the Board.  
43

1 Section 4. Vice President

2  
3 The Vice President shall discharge the duties of the President in the event of the President's  
4 absence or inability to act, and have such other powers and perform such other duties as may be  
5 prescribed by the Board or the President. The Vice President shall chair the Major Gifts and  
6 Planned Gifts Committee.

7  
8 Section 5. Secretary

9  
10 The Secretary shall give notice of all meetings of the membership of the organization; attend all  
11 Board and membership meetings; keep a true and accurate record of all proceedings; carry on the  
12 correspondence of the organization as instructed by the Board; and provide all Directors with a  
13 copy of the current bylaws and budget.

14  
15 Section 6. Treasurer

16  
17 The Treasurer shall monitor the preparation and maintenance of adequate and accurate books and  
18 records of the organization by the office of the Manager of Administrative Services; review the  
19 structure and content of financial reports with the Finance and Investment Committee; make  
20 financial reports to the Board at its regular meetings and to the membership at the Annual  
21 Meeting; prepare the annual budget for presentation at the December Board meeting and  
22 adoption at the January Board meeting; collaborate with the Financial Secretary to ensure the  
23 collection of all monies due to the organization and the deposit of these and other valuables in  
24 the name and to the credit of the organization; disburse funds by order of the Board by means of  
25 the budget; and serve on the Finance and Investment Committee. The Treasurer shall ensure the  
26 preparation of the financial reports required by the State and Federal government. The books of  
27 account shall be open for inspection to any member at any reasonable time. All accounts shall be  
28 audited annually.

29  
30 Section 7. Financial Secretary

31  
32 The Financial Secretary shall count all cash; prepare the deposits of cash and checks; deliver  
33 deposits to the bank; give copies of deposit tickets and all bank receipts to the office of the  
34 Manager of Administrative Services; serve on the Finance and Investment Committee; and  
35 perform such other duties as may be requested by the Treasurer or prescribed by the Board.  
36

37  
38 ARTICLE VI: COMMITTEES

39  
40 Section 1. Standing Committees

- 41  
42 a. The Board may designate such committees as deemed necessary to carry out its work.  
43 These might include Finance and Investment, Membership, Book Store and  
44 Volunteers, Major Gifts and Planned Gifts, Publications and Publicity, Programs,  
45 Board Development and Donor Recognition.

- 1           b. The committees have the purpose and authority delegated to them by the Board.  
2           Each committee shall be chaired by a member of the Board; committee participants  
3           need not be Directors, but must be members of the organization. The committees  
4           shall meet as needed and make reports and recommendations to the Board.  
5

6   Section 2. Other Committees  
7

8   The Board may designate other committees as deemed necessary. The committees shall have the  
9   authority as delegated to them by the Board.  
10

11  
12                                   ARTICLE VII: FISCAL YEAR  
13

14   The fiscal year of this organization shall begin on January 1 and end on December 31 of the  
15   same year.  
16

17  
18                                   ARTICLE VIII: BYLAWS AMENDMENTS  
19

20   The Bylaws of this organization may be amended by a majority vote of the members present at  
21   the Annual Meeting. Members must be notified at least two (2) weeks prior to this meeting that  
22   changes are being proposed and that copies of these changes are available for inspection at the  
23   Library.  
24

25   The organization shall keep in its principal office a copy of current Bylaws which shall be open  
26   for inspection by its members.  
27

28  
29                                   ARTICLE IX: INDEMNIFICATION  
30

31   The corporation may indemnify any of its agents against any liability asserted against or incurred  
32   by the agent in such capacity or arising out of the agent's status as such, as may be allowed by  
33   California Nonprofit Corporation Law and any future amendments to it.  
34

35  
36                                   ARTICLE X: INSURANCE  
37

38   The Board may authorize the purchase and maintenance of insurance on behalf of any agent of  
39   the organization against any liability asserted against or incurred by the agent in such capacity or  
40   arising out of the agent's status as such, whether or not this organization would have the power  
41   to indemnify the agent against that liability.  
42

43  
44                                   ARTICLE XI: INSPECTION BY DIRECTORS  
45



1 Every Director shall have the absolute right at any reasonable time to inspect all books, records,  
2 and documents of every kind and the physical properties of the organization. This inspection  
3 may be made in person or by an agent or attorney, and the right of inspection includes the right  
4 to copy and make extracts of documents.  
5

6  
7 ARTICLE XII: DEDICATION OF ASSETS AND DISSOLUTION

8  
9 Section 1. Assets

10  
11 The properties and assets of this nonprofit organization are irrevocably dedicated to public,  
12 educational, or charitable purposes. No part of the net earnings, properties, or assets of this  
13 organization shall inure to the benefit of any private person or individual.  
14

15  
16 Section 2. Dissolution

17  
18 In the event of the dissolution of this organization, all assets shall be turned over to the public  
19 library serving the City of Placentia or, if this is not possible, to another nonprofit charitable or  
20 educational organization selected by a majority of Directors at the time of such dissolution.  
21

22  
23  
24 ARTICLE XIII: PARLIAMENTARY AUTHORITY

25  
26 All meetings shall be conducted according to the most current edition of *Robert's Rules of*  
27 *Order, Newly Revised*, except when in conflict with these Bylaws or with the laws of the State of  
28 California.  
29

30  
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34  
35 CERTIFICATION OF SECRETARY

36  
37  
38 I, the undersigned, am the duly elected Secretary of the Placentia Library Friends Foundation. I  
39 certify that the Bylaws of said organization were approved by the Board on \_\_\_\_\_  
40 and ratified by the members at the Annual Meeting on \_\_\_\_\_.  
41

42  
43  
44 \_\_\_\_\_, Secretary  
45



*Discussion draft presented by the Library Board of Trustees, March 5, 2007*

MEMORANDUM OF UNDERSTANDING

Placentia Library Friends Foundation

Placentia Library District

[insert date here]

1  
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7       **1. Introduction.** The Placentia Library Friends Foundation (the "Friends")  
8 is a nonprofit organization, qualified under Section 501(c)(3) of the Internal Revenue  
9 Code. The Friends is governed by a Board of Directors elected by its members. As a  
10 volunteer organization, the Board of Directors is responsible to its members and donors  
11 who provide financial and in-kind resources for the Friends' programs in support of the  
12 Placentia Library District (the "Library").

13  
14       The Friends recognizes that the Library is an independent district governed by a  
15 five member Library Board of Trustees, whose members are elected in accordance with  
16 state statute.

17  
18       **2. Mission/Purpose.** The Vision of the Placentia Library District is to  
19 inspire exploration, open minds and bring people together. The Purpose of the Placentia  
20 Library District is to provide services and materials to our ever changing and diverse  
21 community. To accomplish this goal the Library will: Provide a qualified staff to  
22 acquire, organize, and maintain a collection of print and non-print materials in an easily  
23 accessible facility and assist the public with its use; provide literacy outreach and  
24 services to the community; provide a special collection to document and preserve  
25 Placentia's History and Authors; and present programs and provide technology access to  
26 everyone in order to promote reading and lifelong learning.

27  
28       The purpose of the Placentia Library Friends Foundation is to assist Placentia's  
29 public library through the enhancement of library programs, developing and managing  
30 capital and endowment projects, promoting volunteer programs, and providing  
31 educational and cultural opportunities for its membership and Library users.

32  
33       **3. Programs.** The Library owns its facilities and collections and is  
34 responsible for its operating budget and basic financial needs. The Friends through its  
35 members and donors, and in consultation with and the approval of the Library Director  
36 and Trustees, underwrites specific programs, which enhance the quality and effectiveness  
37 of the Library as well as promotes increased attendance and revenue. These programs  
38 may include, but are not limited to: capital projects and new construction; additions to  
39 collections; educational programs, public relations, marketing and advertising programs,  
40 community wide special events; and professional staff development.

41  
42       **4. Fundraising.** The Friends develops and implements fundraising  
43 programs in concert with and subject to the approval of the Library Board of Trustees.  
44 To accomplish this, the Friends solicits and manages gifts for operations, endowments

*Discussion draft presented by the Library Board of Trustees, March 5, 2007*

1 and special projects. With funds from membership dues as well as contributions from  
2 donors, annual support for the Library is provided.

3       **5. Friends' Responsibilities.** The Board of Directors is responsible for  
4 disbursing funds to the Library for the purchase of materials and support of programs.  
5 Written documentation will be maintained for each disbursement including, but not  
6 limited to, the date, the amount and the purpose of the disbursement and to whom paid.  
7 This documentation will be made available for review upon the request of the Library. In  
8 addition, an annual report will be provided to the Library that includes an itemization of  
9 funds received, disbursements made and a statement of assets on hand. The Library may  
10 examine the books and records of the Friends with respect to receipts and disbursements  
11 made on its behalf, upon reasonable notice during normal business hours. Furthermore,  
12 the Friends will provide the Coordinator of Development & Volunteer Services with a  
13 petty cash fund. The Library Board of Trustees may request a formal audit of the  
14 Friends' accounts.

15  
16       **6. Library's Responsibilities.** The Library staff and Trustees may develop  
17 and supervise projects funded by the Friends to ensure compliance with the Library's  
18 mission and purpose. Funds received from the Friends may be expended only for the  
19 purposes for which they are allocated to the Library. The Library will furnish the Friends  
20 with an annual report for all Friends projects. The Friends may examine the books and  
21 records of the Library with respect to any funds transferred to the Library by the Friends  
22 upon reasonable notice during normal business hours. Furthermore, the Trustees agree to  
23 supply the Friends with staff and a donor database to assist with publications and  
24 activities. The Library also grants to the Friends the use of the Library's name and  
25 facilities for activities.

26  
27       **7. Friends Board of Directors/Library Representations.** A member of  
28 the Placentia Library Trustees and the Director of the Library or designee, shall serve as  
29 voting, ex-officio members of the Friends Board of Directors.

30  
31       **8. Relationship between the Library Director and the Friends.** The  
32 Friends will support efforts by the Library Director to fulfill the Library's mission. The  
33 Friends, Trustees and staff will work together in harmony to accomplish mutually  
34 established goals and objectives that benefit the Library.

35  
36       **9. General.** The Friends and its Board of Directors have no right or  
37 authority to obligate the Library without its express consent. The Library Board of  
38 Trustees and its Library Director have no right or authority to bind or obligate the Friends  
39 without its expressed consent.

40  
41       **10. Amendments.** This Memorandum may be amended, supplemented  
42 or terminated only by and with the consent in writing of all the parties.  
43

*Discussion draft presented by the Library Board of Trustees, March 5, 2007*

1           WHEREFORE, the parties hereto have executed and delivered this Memorandum  
2 as of the date and year first above written.

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PLACENTIA LIBRARY DISTRICT

PLACENTIA LIBRARY FRIENDS  
FOUNDATION

By: \_\_\_\_\_  
Its:   Library Director

By: \_\_\_\_\_  
Its:   President

By: \_\_\_\_\_  
Its:   President, Board of Trustees



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** Amendment of Placentia Library District Policy 3040: Expense Authorization & Petty Cash

**DATE:** March 19, 2007

### BACKGROUND

At its meeting on February 20, 2007 the Library Board of Trustees adopted as a first reading amendments to Placentia Library District Policy 3040 – Expense Authorization & Petty Cash.

Placentia Library District Policy 3040 – Expense Authorization & Petty Cash as amended, Attachment A, is presented for final adoption.

### RECOMMENDATION

Adopt Placentia Library District Policy 3040 – Expense Authorization & Petty Cash, as amended February 20, 2007, as a final reading.





# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Expense Authorization & Petty Cash  
**POLICY NUMBER:** 3040

**3040.1** All purchases made for the District by staff will be authorized by the Library Director, and will be in conformance with the approved District budget.

**3040.2** Any commitment of District funds for a purchase or expense greater than \$10,000.00 will first be submitted to the Board of Directors for approval, or will be in conformance with prior Board action and/or authorizations.

**3040.3** A "petty cash" checking account fund will be maintained in the District office having a balance-on-hand maximum of \$10,000.00. Included in this fund will be a \$550.00 Circulation Cash Register cash fund and a \$100.00 Office Petty Cash fund.

**3040.3.1** Petty cash may be advanced to District staff or Trustees upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same will be submitted to the Library Director, and any remaining advanced funds will be returned. The maximum petty cash advance will be \$100.00.

**3040.3.2** No personal checks will be cashed in the petty cash fund.

**3040.3.3** The petty cash fund will be included in the District's annual independent accounting audit.

**3040.4** Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash will be reimbursed upon request from the District's petty cash fund. In those instances when a receipt is not obtainable, the requested reimbursement will be approved by the Library Director prior to remuneration.

**3040.4.1** Travel reimbursement requests and expense reimbursements submitted by the Library Director will be signed by the Library Board President or Secretary. They may be signed by any other Trustee only if neither the Library Board President or Secretary are not available.

**3040.5** In compliance with the Orange County Counsel opinion A-1000, dated June 20, 1983, stating, "...a local public entity, by resolution may authorize an employee to perform the functions of the governing body with respect to the allowance, compromise or settlement of a claim that is \$20,000 or less" the Board of Trustees authorizes the Library Director to process claims for items totaling less than \$20,000 of routine, budgeted expenses. These claims shall be signed by the Library Director and countersigned by one Trustee.

3040.5.1 Claims for routine, budgeted expenses processed for payment between Library Board Meetings and totaling more than \$20,000 may be signed by three trustees.

3040.5.2 In the absence of the Library Director three Trustees may sign Claims for routine budgeted items without any restriction in the amount of the Claim.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EM*  
**SUBJECT:** Status Report on the preparation of the Facility Master Plan.  
**DATE:** March 19, 2007

**BACKGROUND**

A Work Session to discuss the Facility Master Plan with Library Consultant Linda Demmers will be held immediately preceding the Library Board Meeting.

The purpose of this Agenda Item is to allow for Board discussion and action to be taken on any recommendations that are identified and discussed at the public Work Session.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Elizabeth D. Minter, Library Director

**FROM:** Wendy Goodson, Administrative Services Manager *WG*

**SUBJECT:** Request to add Prepaid Legal Services, Inc. as an optional, employee-paid benefit through payroll deduction for Placentia Library District for regular employees regardless of the number of hours worked.

**DATE:** March 19, 2007

**BACKGROUND**

Prepaid Legal Services, Inc. (PLSI) offers legal plan services to individuals in a wide variety of public and private organizations. PLSI provides professional legal services for everyday events such as house or car buying, creating wills, and identity theft issues. Attachment A provides a descriptive summary of the benefit.

There is no cost to the District. This benefit is optional for all library employees and is at the expense of the library employees.

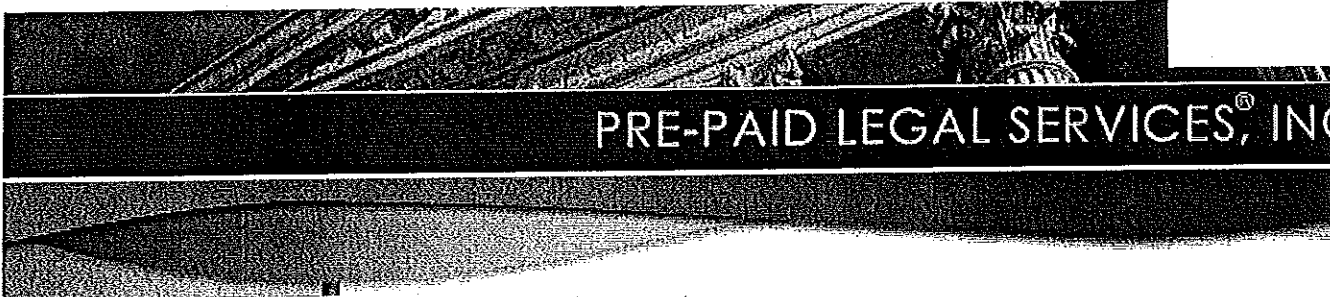
**RECOMMENDATION**

Approve the addition of Prepaid Legal Services, Inc. as an optional, employee-paid benefit through payroll deduction for Placentia Library District regular employees regardless of the number of hours worked;

Authorize the Library Director to sign the Prepaid Legal Services, Inc. payroll deduction authorization form.

Prepared by: Wendy Goodson





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[Plan Benefits](#)

[Cost](#)

[Enrollment and Administration](#)

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[FAQ's](#)

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## Why Pre-Paid Legal?

Employees don't merely shop employers. They shop benefits. A Pre-Paid Legal plan gives you a competitive advantage for recruiting new employees and keeping them.

### **A proven concept in employee benefits**

A leading provider and pioneer in the legal service plan industry in North America, we have the experience and proven service record to save you and your employees time and money.

### **How the Legal Service Plan Works**

Members are served by a provider law firm, which has been carefully screened and selected by Pre-Paid Legal. To use the plan, members simply call their provider law firm directly at the toll-free number on their membership card when they have a legal question or problem.

It's really that simple. Pre-Paid Legal does all the work; no flipping through a yellow-pa-style catalog for a qualified lawyer; no claim forms, no worries about being able to afford lawyer – just peace of mind.



### **Identity Theft – America's Fastest Growing White Collar Crime**

On average, identity theft victims will spend \$1,500 in out-of-pocket expenses and an average of 175 hours in efforts to resolve the many problems caused by this crime. - *Federal Trade Commission: When Bad Things Happen to Your Good Name, September 2003*

Help your employees take steps to protect their personal and financial well being with this exceptional product. Generally other identity theft plans will provide coverage for a specific credit card or bank account. We help your employee with all issues related to identity theft. Other plans will provide assistance, tell your employee how to handle certain issues, and provide them with forms, but we will actually do most of the work it will take to restore employee's identity if it is stolen! Benefits include:

- Credit Reports
- Continuous Credit Monitoring
- Identity Restoration

With the Identity Theft Shield™ you're backed by toll-free access to experienced professionals from a division of the world's leading risk consulting company, Kroll Background America.

Please see [plan benefits](#) for full information and exclusions that may apply.

## **Expanded Family Plan**

### **Preventive Legal Services**

#### Phone Consultations on Unlimited Matters

As a member, you can consult with your Provider Law Firm toll free by phone on any personal or business-related matter. Just call your Provider's toll-free number during regular business hours when you have a legal problem or question.

#### Phone Calls and Letters...

A phone call or letter from your Provider Lawyer can get you the results you want fast. Your Provider Lawyer will recommend a letter or phone call when that is the best step for you. One call or letter per personal subject related matter is free with your membership. Plus, you'll receive two business letters each year at no additional cost! Additional assistance for same subject at 25% discount.

#### Contract and Document Review...

You can have an unlimited number of personal legal documents, up to ten pages each, reviewed by your Provider Lawyer. Included each year is one business document review at no additional cost! Your Provider Lawyer will analyze the documents and suggest changes for your benefit before you sign.

#### Wills for You and Your Family...

A Will for you at no additional charge, not just a "simple" Will, but one that meets most Americans' needs - with free yearly reviews and updates. Wills for covered family members are just \$20 each; changes and updates \$20. Trust preparation is available at a 25% discount.

\* Additional Information & Exclusions

### **Motor Vehicle Legal Expense Services**

#### Minor Legal Expenses

Your Provider Lawyer will represent you or your covered family members against moving traffic violations at no additional cost to you. Now you can have help with traffic tickets and not have to worry about the cost of representation.

#### Major Legal Expenses

Your Provider Lawyer will defend you or your covered family members when you are charged with Manslaughter, Involuntary Manslaughter, Negligent Homicide, or Vehicular Homicide at no added cost to you.

And add up to 2.5 hours for help with..



- Damage recovery service
- Driver's license assistance
- Personal injury legal expenses

\* Additional Information & Exclusions

### **Trial Defense Services**

Lawsuits cause tremendous emotional and financial stress. Your Pre-Paid Legal membership offers assistance when you need it most.

Up to 75 hours of lawyer time...

During your first membership year, you have up to 75 hours of your Provider Lawyer's time at no additional cost when you or your spouse is named defendant or respondent in a covered civil or criminal action filed in a court of law. The criminal action must be one which arises out of the direct performance of the covered person's employment activities. Your Provider Firm can advise you of the documents required to determine coverage under this benefit.

Of these 75 hours, up to 17.5 hours may be used for all legal services rendered in defense of the covered suit prior to actual trial. Up to 57.5 of the remaining hours are available for actual trial time including covered criminal preliminary hearings.

Your hours of service increase...

When you renew your membership, your hours of lawyer time increase as follows:

2nd year renewal: Up to **140** hours of assistance at no additional charge including up to 23 hours of pre-trial time.

3rd year renewal: Up to **205** hours of assistance at no additional charge including up to 28.5 hours of pre-trial time.

4th year renewal: Up to **270** hours of assistance at no additional charge including up to 34 hours of pre-trial time.

5th year renewal: Up to **335** hours of assistance at no additional charge including up to 39.5 hours of pre-trial time.

\* Additional Information & Exclusions

### **IRS Audit Legal Services**

Your Pre-Paid Legal membership will help you defray the costs of an IRS audit and give you the legal support you need.

Up to 50 hours of lawyer time...

You have up to 50 hours of your Provider Lawyer's time available at no additional cost when you or a covered family member receives

written notice of an IRS audit or are requested to appear at IRS offices regarding your tax return. Your 50 hours are available as follows:

Up to one hour for consultation, advice, and assistance when you receive written notice from the IRS of audit or appearance.

If there is no settlement within 30 days, you have up to 2.5 hours for audit representation, negotiations, phone conversations, and settlement conferences prior to litigation.

If there is no settlement without litigation, up to 46.5 of the remaining hours are available for actual trial appearance if the IRS sues you, or you pay the disputed tax and sue the IRS.

\* Additional Information & Exclusions

**Other Legal Services**

Your Provider Lawyer will render assistance at a 25% reduction to his or her standard hourly rate\* for you or your spouse should you need legal services not covered by this plan. A retainer may be required for services being rendered under this benefit. Five days are required for preparation for court representation.

\*Hourly rates for Referral Lawyers and court appearances may vary.

\* Additional Information & Exclusions

**Additional Information & Exclusions:**

*Due to regulatory requirements, benefits and rates vary in certain states and provinces. The information contained on this material is for illustrative purposes only and is not a contract. It is intended to provide a general overview of plan coverage; only a plan contract can give actual terms, coverage, amounts, conditions and exclusions.*

Phone Consultation: Nevada residents limited to 50 hours of telephone consultation per year.

Letters and Phone Calls: A letter or phone call per subject matter is available if advisable in your Provider Law Firm's sole discretion.

Contract and Document Review: Nevada residents limited to 5 personal legal documents reviewed per year.

Will Preparation: Trust preparation is available at a 25% discount. A standard Will with yearly updates provided for the primary member at no additional cost. Covered family members can also have their Will prepared for \$20 each, with yearly updates for only \$20.

Motor Vehicle Legal Services: These services are available 15 days after enrollment. Representation under this benefit is provided when the member has a valid driver's license and is driving a properly licensed motor vehicle. Any fines and court costs are the member's expense. Pre-existing conditions, charges of DUI/DWI related matters, drug-related matters, hit-and-run related charges, leaving the scene of an accident, and unmeritorious cases are excluded. Commercial vehicles with more than two axles are not covered. These services are limited to two and one-half (2-1/2) hours of lawyer time per claim and do not include the filing of a lawsuit and exclude personal injury and property claims that exceed \$2,000. However, you may receive a 25% discount and consult with your Provider Law Firm under the toll-free consultation benefit for any exclusions under this benefit.

Trial Defense Services: This coverage applies only to the named member and spouse. Divorce,

separation, annulment, child custody or other divorce-related matters, bankruptcy, charges of DUI/DWI, drug-related matters (whether prescribed or not), hit and run, leaving the scene of an accident and civil or criminal charges occurring as a result of operating a commercial vehicles with more than two axles are not covered under this benefit, but are covered by the preferred member discount. Additional exclusions under this benefit: Being named in a civil lawsuit or having criminal charged filed against you because you are listed as an owner, management or associate of the business and you had no direct involvement with the act or matter that gave rise to the lawsuit or criminal charge. Those charges are covered with your preferred member discount. If the lawsuit was filed because of something that occurred prior to your membership or because of conditions that were reasonably anticipated or foreseeable prior to your enrollment, then the lawsuit is excluded from your Trial Defense benefit. This exclusion applies even if the lawsuit is filed after you become a member. These lawsuits are covered with your preferred member discount. Class actions, interventions or amicus curiae filings in which the covered member is a party (or potential party) are excluded. Also, this coverage does not include garnishment, attachment or any other appeal. Your Provider Law Firm has the right to determine whether or not your claim or defense to a matter will prevail in court or is frivolous or without merit. This includes deciding whether or not to appeal any judgment or decision. Your Provider Law Firm also has the right to present your claim or defense according to their independent professional judgment. Pre-Paid Legal will not influence or attempt to modify how your Provider Law Firm provides their professional services.

IRS Audit Legal Services: Does not cover business tax returns, garnishment, attachment or any other appeal, class actions, interventions or amicus curiae filings, charges of tax fraud or income tax evasions, Trust returns, payroll and information returns, partnerships, corporation returns or portions thereof that are included in the member's tax returns, pre-existing conditions - where member has been notified by the IRS prior to enrollment, and services rendered by an enrolled agent. Coverage includes the return due on April 15th of the first membership year.

Preferred Member Discount: Depending on your legal needs, a retainer may be required by your Provider Law Firm prior to services being rendered under this discount. Your Provider Law Firm is responsible for determining the amount of the retainer and any other anticipated costs. Other costs you may incur include fines, court costs, penalties, expert witness fees, bonds, bail bonds, and any out-of-pocket expenses. These costs are your responsibility and are not included as part of membership benefits. Your Provider Law Firm cannot provide any legal services until payment of the retainer and other costs have been made. If you need representation in court, you must notify your Provider Law Firm at least five business days in advance so they may prepare for your case.

Go to [top](#).



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Development of Budget Process and Calendar for Fiscal Year 2007-2008  
**DATE:** March 19, 2007

**BACKGROUND**

The Library Director will present a status report on the implementation of the Strategic Plan and a calendar for the development of the Budget for Fiscal Year 2007-2008.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

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# Board & Administrator

FOR BOARD MEMBERS

February 2007 Vol. 23, No. 6

Editor: Jeff Stratton

## Remove staff from the administrator evaluation process

**A** Texas board recently sent the nonprofit's 30 employees an evaluation document and asked staff members to evaluate their President/CEO. The board told employees the responses would be kept confidential. Employees pounced on the opportunity, and attached anonymous gripe sheets to the evaluations detailing their problems with the administrator's management style.

There are two reasons why The Board Doctor thinks asking staff to evaluate the administrator is a bad idea, and one of them has the potential to harm the organization.

1. *Board members evaluate IF the nonprofit's goals were met, not HOW the goals were accomplished.* If the board needs to assure itself that staff is happy, they should review turnover rates, any filed staff grievances and other evidence of staff contentment.
2. *The chain of command disintegrates when*

*employees communicate directly with the board through an administrator evaluation.* The board compounds the problem if it invites the staff to anonymously evaluate the administrator. Including employees in this process usually opens the door for employees to go directly to the board with any issue.

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*The board compounds the problem if it invites the staff to anonymously evaluate the administrator.*

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Below you'll find a schedule of activities for administrator evaluation. These tasks provide a process for properly evaluating your executive director. ■

## Schedule for administrator evaluation

**T**his year-round set of events will allow the board to obtain a full picture of the executive director's performance.

1. *Ask your administrator to prepare a set of written objectives that he will focus on for the coming year.* Three to five objectives are standard.
2. *The board and administrator should discuss and then agree to the set of objectives.* At the same time, agree to the evaluation form the board will use to evaluate the administrator and a schedule.
3. *Ask your administrator to prepare and deliver a written and verbal mid-year progress report on*

*his or her objectives, and the nonprofit's performance to date to the board.*

4. *At year end, prepare and deliver the administrator's evaluation.*
5. *Review the administrator's compensation and benefits package and make necessary adjustments.* Review the administrator's job description at this time.
6. *Annually, the board should perform its own self-evaluation and set goals for the coming year.* The administrator should use these board goals to develop his objectives for the coming year. ■

# Make time for board personal performance appraisals

**B**oard & Administrator recently surveyed its readership and asked whether or not the board evaluates its own performance. The results were surprising, as only 37% of boards give themselves a performance appraisal.

In a time of increased accountability for nonprofit organizations and potential Sarbanes-Oxley type

practices becoming the "best practice" standard for nonprofits, boards should take a close look at how they are fulfilling their obligations. One easy way to get started on the path toward full board self-appraisal is for individual board members to assess their own performance and contributions. The form below provides a model that will help you do this. ■

## Board Member Self-Evaluation Form

Name: \_\_\_\_\_ Terms served: \_\_\_\_\_

Committees served: \_\_\_\_\_

Officer positions held: \_\_\_\_\_

Gift to nonprofit this year:\* \_\_\_\_\_

Organization events attended this year: \_\_\_\_\_

1. Describe your contributions to this organization: \_\_\_\_\_

2. Comment on your meeting preparation, attendance and participation: \_\_\_\_\_

3. What contributions, projects and events would you like to make in another term? \_\_\_\_\_

4. The board expects members to make an annual gift to the nonprofit "commensurate with their ability." Do you feel you meet this expectation? Why or why not?\* \_\_\_\_\_

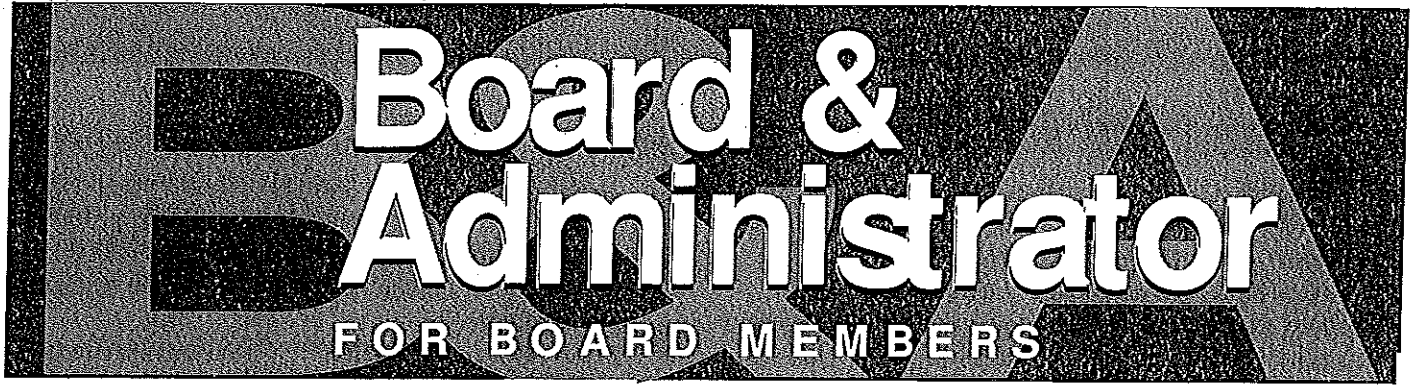
5. Do you support the executive director and respect his role as day-to-day administrator of the organization? Why or why not? \_\_\_\_\_

6. What can the board do to make you a more effective member? \_\_\_\_\_

\* If applicable. Not all nonprofit organizations accept gifts.



Ed



January 2007 Vol. 23, No. 5

Editor: Jeff Stratton

## Understand board responsibilities with an annual review

**T**he first of the year is a good time for a refresher course on board responsibilities. Review the following points to reinforce your knowledge. The board's duties are broad in scope, involving several important responsibilities.

### Key Points

- *The board meets the needs of the population the organization serves.* A board establishes the mission and creates a vision for the organization. The board must also interpret stakeholder and the community needs to the nonprofit, while communicating the organization's vision and successes. The board is also responsible for monitoring the performance of the organization. An effective method for evaluating the organization is to appraise the performance of the executive director annually.
- *The board establishes policy.* Board policy guides the organization's actions. Implementation of board policy is delegated to the administrator, who oversees employees as they implement board policy.
- *The board develops and monitors strategic plans.* A board works with its administrator to identify the nonprofit's strategic goals, mapping out its future direction. This is how the board sets the organization's priorities.
- *The executive director develops annual plans to achieve the board's long-term objectives for the organization. The administrator reports regularly on progress toward the strategic goals.*
- *The board monitors finances.* The board approves the nonprofit's annual budget. The budget should reflect the organization's current vision. The board will also approve contracts and property purchases.
- *The board practices teamwork.* Board members must work cooperatively with their colleagues on the board, and with their executive director. Teamwork will affect nearly everything the board does: meeting efficiency, conflict management, evaluation of the administrator and the organization, and board development activities. Without a commitment to teamwork, boards accomplish very little.
- *The board supports the administrator.* The board hires an administrator to serve as the organization's manager. A board needs to provide adequate compensation and benefits to its administrator. Annually, the board should evaluate the administrator's performance. After the board establishes strategic direction for the nonprofit, and sets policy, the board delegates implementation of these matters to the executive director. The administrator has responsibility to oversee all day-to-day operations of the nonprofit, without board interference. ■

## Focus board on the four accountabilities

**I**s there a better way for your board to spend its time? Herman B. ("Dutch") Leonard, chair, Governing for Nonprofit Excellence: Critical Issues for Board Leadership program at Harvard Business School,

has identified four accountabilities for boards. The board should concentrate its efforts on each of the four

*continued on next page*

*Continued from previous page*

accountabilities, said Leonard, without emphasizing one area over the others to ensure it is concentrating on issues of importance to the nonprofit.

1. **Board and management accountability.** The board needs to be accountable and hold management accountable for accomplishing the organization's mission and vision, Leonard said.
2. **Accountability for strategy.** There needs to be an organized set of programs and actions that the organization is taking to help it deliver on its mission, Leonard said.
3. **Accountability for performance.** "The third accountability takes the mindset that there are

specific things we are trying to do and we need a performance management framework for producing and generating outcomes," Leonard said. "It's accountability for the performance of the things we decide to do."

4. **Fiduciary accountability.** "The board can establish that no one is stealing the money and that we are true to our stated purposes as an organization," he said.  
"What I see is too much attention being paid to the fiduciary piece. Too many boards feel they have done their jobs if all is well in hand on the fiduciary side." ■

## Plan the nonprofit's strategic direction

**T**he current condition of your organization depends on how well its previous boards have planned. But your organization's future depends on how well your current board plans today. Unfortunately, too many boards live day-to-day and dollar-to-dollar, which makes it a challenge to plan for the future.

By delegating the day-to-day management of your organization to the executive director, the board frees itself for the key task of planning the future. With social, legal, political and economic variables changing almost daily, planning may seem like a futile exercise. But change is the very reason the board should have plans to anticipate and be ready for what the future will bring to the nonprofit.

Boards need to take the lead in long-range, strategic planning. And once you've formulated a written plan, you should monitor progress each year.

The board's responsibility to plan for the organization's future is an important one. Every board member should ask three planning questions:

1. What kind of future are we going to give this organization?
2. How can we plan for a healthy future?
3. How can we anticipate problems before they happen?

In the box below, you will find a Long-Range Needs Assessment Policy that an Iowa board uses to communicate its commitment to long-term planning. ■

### Long-Range Needs Assessment Policy

**A**n Iowa board uses the following board policy statement to communicate its commitment to planning and accountability for the long-term needs of the organization.

The Board shall conduct ongoing needs assessment, soliciting information from business, labor, industry and community members regarding their expectations for the organization's services. In conjunction with this ongoing needs assessment, the Board shall authorize the appointment of a committee, representing employees, stakeholders and community members, to make recommendations to assist the Board in determining the priorities of the organization. The board shall appoint two board members to the committee, and the executive director will be a member of the committee.

As a result of the Board and committee's work, the Board shall determine major needs and rank them in priority order. The Board shall develop long-range goals and plans to meet the needs; the executive director shall establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of performance. The board shall evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of results. The Board shall annually report the organization's progress made under the plan to the committee, and stakeholders. ■

# It's all good

A blog from five OCLC Online Computer Library Center staff about all things present and future that impact libraries and library users. A conversation that starts with the Environmental Scan and wanders around from there. This content is not vetted by OCLC. Everything you read is purely the personal reflections about what's going on in libraryland, informed by our birds-eye views from the center of the WorldCat universe (Dublin, Ohio, USA and beyond).  
<http://www.oclc.org/>

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- [Attend the Information Literacy online discussion ...](#)
- [My excuse for ADD, Or](#)

WEDNESDAY, MARCH 14, 2007

## California Dreamin'...and Delivering!

Joan Frye Williams and I did 2-1/2 hours on the changes in the library world this morning at the Buena Vista Branch of the Burbank Public Library. We had some terrific discussion, especially when a trustee from one of the area public libraries challenged us about dumbing down libraries.

After Joan and I wrapped up, six local librarians talked about some initiatives their institutions were taking.

Erin Pawlus of the Burbank Public Library talked about the very entertaining blog she and some of her colleagues have done. She also included some principles her team put together for what and why they would blog.

Terri Maguire from the County of Los Angeles Public Library discussed a consultancy Paco Underhill (author of Why We Buy and The Call of the Mall) is doing for the library. Watch for the results of this work to be published: it could be incendiary. One key finding: only 9% of library users ever use the OPAC there.

David Campbell from Palos Verde Library District talked about a staff training opportunity the library had launched. Everyone who completes training gets an MP3 player and is entered into a drawing for a digital camera, an iPod or a Wii. The training consists of 10 exercises, including starting a blog, posting a photo album to Flickr, and create an RSS feed

Nanette Schneir of the Santa Monica Public Library demonstrated the Vocera communication system her library uses. It is extremely cool---it allows staff to range throughout the building while still being able to handle reference calls or back up the desk.

Karen Schatz described the new Help Desk that replaced the old reference desk at the Oxnard Public Library. It's staffed by trained (but not-MLS) employees, it's placed in a very visible, highly strategic location, and it allows the reference librarians to provide more quality and quantity time with customers who really need help.

Finally, Danis Kreimeier and John Legree (whom Danis referred to as he library's "IT Bad Boy") talked about some of the outstanding innovations they have added to the Yorba Linda Public Library web site. The "Book Feed" includes a constantly updated list of the books that have been returned to the library, the list of the Top 10 requested items in the collection, and a real time list of materials on order, for example. They also have a section where teens can review books, and a dynamic read advisory system.

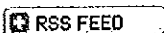
So I learned a heck of a lot more than I taught today. A fine finish to my too brief visit to Southern California. (Photos of San Juan Capistrano and

[Information Overload Is](#)

[Good...](#)

[U.S. Library Bill of Rights](#)

[View from the outside](#)



Dana Point coming as soon as I can dump my photos to the album.)  
Labels: [Burbank Public Library](#), [County of Los Angeles Public Library](#),  
[George, Joan Frye Williams](#), [Oxnard Public Library](#), [Palos Verde Public Library](#),  
[Santa Monica Public Library](#), [Yorba Linda Public Library](#)

posted by George @ 2:19 AM

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**1 Comments:**

**Genny said...**

Regarding the consultancy for County of Los Angeles Public Library:  
I'm kind of surprised that as many as 9% use the OPAC in the library.  
The vast majority of all our systems use by patrons comes from  
outside the library. They go to our web servers to get event calendar,  
reserve their books, etc. Then when they arrive at the library, they  
pick up the books they already reserved online from home.

It seems from my experience that most of the people who physically  
come into the library to start their search for a book either (a) browse  
a known section such as their favorite author in Fiction or (b) ask  
library staff to point them to a Dewey range to browse.

My theory is that there is very, very little overlap between the in-  
library book-browsing population and the online-at-home population.  
Trying to develop a single web or OPAC system to serve the needs of  
these divergent audiences (not to mention the needs of the staff) may  
be a completely futile undertaking.

7:05 PM

[Post a Comment](#)

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**Links to this post:**

[Tops-Post-California Dreamin'...and Delivering!](#)

[Create a Link](#)

[<< Home](#)

# CSL \* CONNECTION

The California State Library | Founded 1850

Issue No. 45

CSL Connection -- A quarterly publication of the California State Library

SPRING 2007

## TABLE OF CONTENTS

State Librarian Update

State Spotlight

California History  
collection highlighted

New and renovated library  
openings around the state

CSL Research Bureau  
partnerships

CSL teams up to develop  
a new state portal

Bringing homework help  
to California students

Oakland Public Library's  
Dewey Pictograms

3CHE projects:  
Bodle State Historic Park

CSL Librarian earns the  
2006 Eckard Award

Van Nuys Branch Librarian  
wins New York Times award

El Dorado Hills Library hailed as  
"Best Public Project" 2006

Field Feedback

Return to Connection  
Home Page

## CONTACT INFO

## *In this issue:*



State Librarian of California,  
Susan Hildreth

## Update from the State Librarian

After a very hectic fall, December was a bit quieter for me. Early in the month, I was honored to join Yolo County Library staff at their retirement party for County Librarian Mary Stephens. Mary, my first "boss" in California, has been a great role model and mentor for me. After 37 years of dedicated service to Yolo County, she deserves a relaxing and enjoyable retirement with her new husband Les. On December 2nd I attended the grand opening of the Manor Branch in San Leandro. This light-filled building in a dense, urban setting is a jewel for its diverse bay area neighborhood. On December 5th, California State Library (CSL) staff participated in the

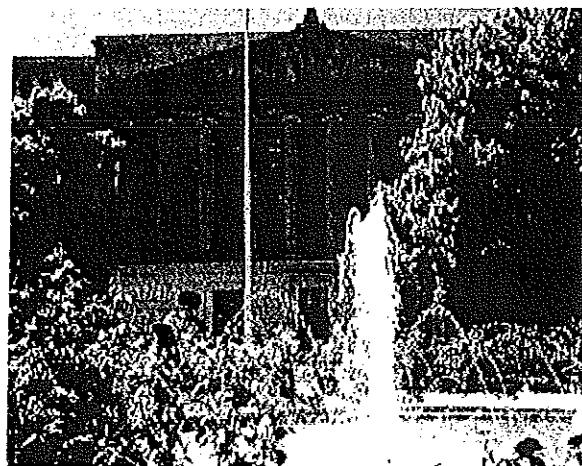
orientation for new Assembly members by hosting a lovely lunch in Gillis Hall, the main reading room in Library and Courts I. Although we did not lobby for library issues, Special Collections Curator Gary Kurutz provided an entertaining history of the State Legislature and the CSL.

Mid-month, I traveled to Washington for the December 10th - 11th National Library Agenda brainstorming. Under the leadership of American Library Association President Leslie Burger, attendees represented all types of libraries, library interests, and major library partners. At the brainstorming, we developed key themes on library roles and services that libraries can tailor to their various settings. You can find more information on this topic by visiting <http://wikis.ala.org>.

I presented my quarterly State Librarian webcast on December 12th and I've received excellent feedback from folks statewide. I really enjoy presenting information on the web that our library community finds valuable and interesting! If you missed the live webcast, please check the archived version at <http://infopeople.org>.

Just before the holidays, I attended the December 14th grand opening of the Fairfield-Cordelia Branch Library in Solano County. This building was planned for the convenience of the customers and is in a great location in a suburban commercial center. I had a great holiday in New York City with my daughters, but I'm sorry to say we did not have a white Christmas.

My 2007 got off to an exciting start when I had the honor of attending Governor



California State Library.



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

## TABLE OF CONTENTS

State Librarian Update
State Spotlight
California History collection highlighted
New and renovated library openings around the state
CSL Research Bureau partnerships
CSL teams up to develop a new state portal
Bringing homework help to California students
Oakland Public Library's Dewey Pictograms
CCHE projects: Bodie State Historic Park
CSL Librarian earns the 2006 Eckard Award
Van Nuys Branch Librarian wins New York Times award
El Dorado Hills Library hailed as "Best Public Project" 2006
Field Feedback
Return to Connection Home Page

## CONTACT INFO

## Update from the State Librarian, cont. from page 1

Schwarzenegger's inauguration on January 5th. Unfortunately, because of a holiday skiing accident, the Governor had to take the stage in the Sacramento Memorial Auditorium on crutches. I know that he does not like being seen publicly on crutches; and, as soon as he walked on stage, his sons ran up and took charge of the crutches. It was fun to see my San Francisco "boss," former Assembly Speaker and Mayor Willie Brown, perform as master of ceremonies for the event. My "celebrity sightings" that star-studded day included Tom Arnold and Rob Lowe!

While attending the American Library Association Midwinter meeting in Seattle, my duties as president of the Public Library Association did not leave me much time to sightsee in the great host city of Seattle. But I was lucky to go to several sessions at the Seattle Public Library, a facility that impressed me tremendously. Please be sure to include a tour of Seattle's library on your next trip to the northwest.

In late January I attended two excellent symposiums in Sacramento. On the 26th the California State University at Sacramento (CSUS) sponsored Visions of Change: Academic Libraries in Transition. I enjoyed listening to many presenters including R. Bruce Miller, the founding University Librarian at the University of California Merced, who, in a talk called, "...what they will be," (from the University Library's motto), gave a first-hand glimpse at the work involved in launching a new university library. The Visions for Change speakers showed audience members that academic libraries face challenges similar to those of public libraries. On January 30th, the California Arts Council held its 2007 statewide conference of arts educators, Reflecting ~ Reframing ~ Responding. At the conference, I was lucky to hear keynote speaker Dana Gioia, chairman of the National Endowment for the Arts (NEA), a native Californian, and a big library supporter. Gioia has reinvented the NEA and is making great strides in supporting all kinds of arts programming in this nation. One can see Gioia's efforts on behalf of our libraries in the Big Read and other literary initiatives.

I started off February with a trip to Los Angeles and the opening of the Harbor Gateway Branch of the Los Angeles Public Library. Harbor Gateway is a green building that will make a huge difference in a community that addresses gang violence on a daily basis. Mayor Antonio Villaraigosa attended the event and remained through the entire opening ceremonies - he is clearly a great library supporter!

February has two holidays for state employees, but I worked on both days! On February 12th, Lincoln's Birthday, CSL technology consultant Rush Brandis and I traveled to San Mateo to meet with representatives from CENIC, California's high-speed education network, and the American Library Association's Office of Information Technology Policy. We hope that CENIC may consider including public libraries in this broadband network and hopefully we can partner on several demonstration projects to see how that would work. I was happy to spend February 19th, President's Day, at the Broadmoor in Colorado Springs attending the SirsiDynix Executive Institute. The Institute offered a number of exciting speakers including Lee Rainie, Director, Pew Internet and American Library Project; Helene Blowers, Technology Director from Charlotte and Mecklenburg County Library who developed great Web 2.0 training; and Stephen Abram, SirsiDynix Vice President of Innovation and a hit speaker at last fall's California Library Association Conference.

I had a great trip to Lompoc on Friday, February 23 and met with the Black Gold Administrative Council in the morning, and the Lompoc Library Board of Trustees in the afternoon. I was on hand for the exciting ribbon cutting on Saturday February 24th at the beautiful library in Folsom, which has been planned for over 12 years. On February 26th and 27th, the CSL hosted a research team from the American Library Association Washington office who are investigating broadband connectivity for public libraries nationally, thanks to the support of the Gates Foundation. The team is visiting seven states and California was the first! As I write this column, I am off to the Public Library Association (PLA) Spring Symposium in San Jose. This marks the first time the event has left Chicago and we are proud that PLA chose California as their venue! Have a great spring.



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

#### TABLE OF CONTENTS

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- OCHE projects: Bodie State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

#### CONTACT INFO

## State Spotlight: Cal/EPA Library offers research on environment

The California Environmental Protection Agency (Cal/EPA), the state agency charged with restoring, protecting and enhancing California's environment, and to ensuring the state's public health and economic vitality, has a library full of resources about our environment. The library is open to the public, and Cal/EPA staff will try to fill interlibrary loan requests from public libraries.

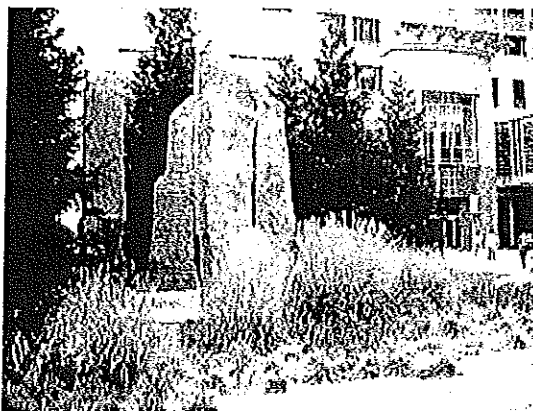
The Cal/EPA library combines the libraries of the Air Resources Board, Integrated Waste Management Board, and the Department of Toxic Substances Control, agencies that joined when they all moved into the magnificent Cal/EPA building in downtown Sacramento in the late nineteen-nineties.

### Cal/EPA collection

Because Cal/EPA's collection reflects subject interests of the Air Resources Board, Integrated Waste Management Board and the Department of Toxic Substances Control, it addresses everything from air pollution to recycling to hazardous waste. Under such headings as *Scientific literature, Legal Research, Business/Industries and Maps*, customers will find over 200 journals dating back to the 1960's, 100-150 active subscriptions, and over 20 thousand hard copy reports and texts, many of which professional Cal/EPA staff has written.

The Air Resources Board (ARB), a national leader in air pollution sciences, has a large collection comprised largely of reports concerned with air pollution and atmospheric science, a field that addresses not just automobile exhaust but how power plants, tobacco smoke, perfume, and even air purifiers can compromise California's air resources.

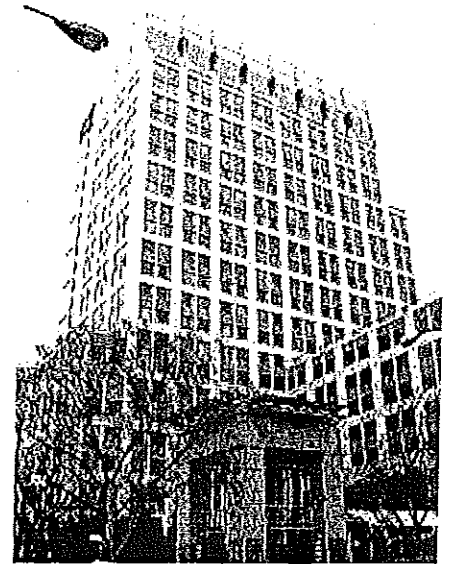
### Cal/EPA Library team proud of customer service



Indigenous landscaping at Cal/EPA entrance.

laboratories and in the field, so they rely on the Cal/EPA library for what Hoffman calls their "bibliographic needs." "We search the literature for them and track down books and journals in their field," he says.

Hoffman's staff includes Department of Toxic Substances Control Librarian Marianne



New Cal/EPA building in Sacramento.

Cal/EPA's Supervising Librarian, John Hoffman, a librarian since 1987, says that like many people who work at Cal/EPA, he has always had an interest in protecting California's natural resources. "I backpack the Sierras and the Lost Coast and I want to see incredible ecosystems like those protected and safe. The work we do at the Cal/EPA library supports California's scientists and researchers in their efforts on behalf of California's environment," Hoffman says.

Cal/EPA's engineers and scientists do much of their research in universities,



CALIFORNIA STATE LIBRARY  
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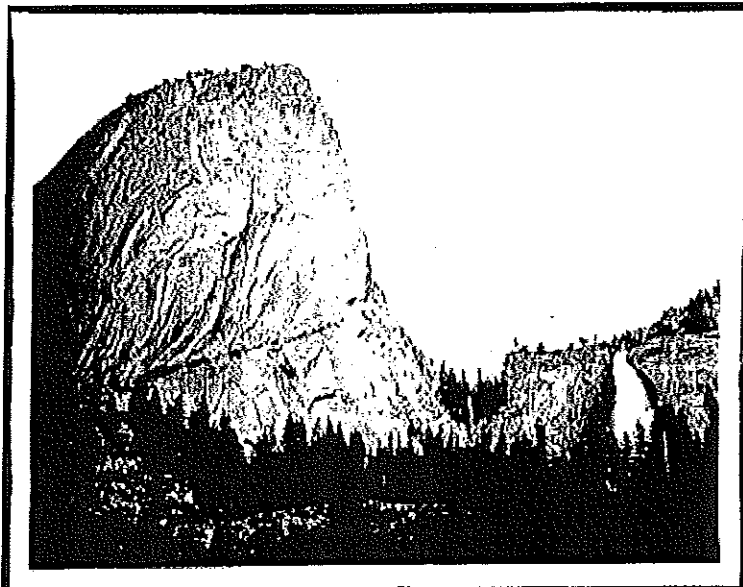
## California History collection highlighted in prominent publications

As they do with many libraries with regional history collections, writers, publishers, and producers regularly turn to the California State Library (CSL) for photographic gems to stunningly illustrate their projects. In just the past year 230 of the historical images housed in the CSL's California History section have found their way into deluxe "coffee table" books, historical documentaries, textbooks, and more.

### TABLE OF CONTENTS

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- CCHE projects:  
Bodie State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

### CONTACT INFO



Mt. Broderick and Nevada Falls, Yosemite Valley, Mammoth plate albumen photograph featured in *Art of an American Icon: Yosemite*, [Watkins, Carleton E. ca. 1865]

CSL photos were showcased in items like *Art of an American Icon: Yosemite* published jointly by the University of California Press and Autry National Center. The book includes a chapter by CSL Special Collections Curator Gary F. Kurutz on pioneer photography in the great valley. And many CSL images were selected to illustrate the book.

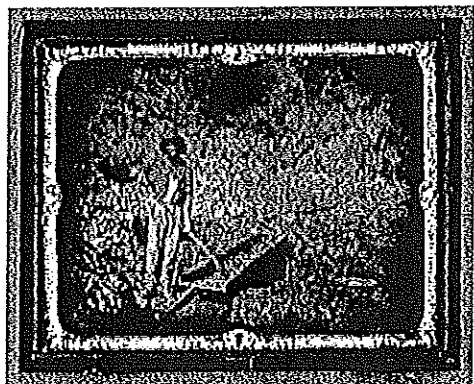
Windgate Press of Sausalito has made

extensive use of the CSL's rich pictorial resources to publish such elegant books as *The Architectural Terra Cotta of Gladding McBean*; *California Calls You: The Art of Promoting the Golden State*; *A Southern California Album: Selected Photographs, 1880-1920*; and *Mt. Shasta Camera: The Photographs of Charles R. Miller*. All of these award-winning titles were based primarily on CSL collections. Presently, the Windgate Press is producing a book on art deco architecture in Southern California. The CSL's Mott Studios Collection is the primary resource for what promises to be a spectacular volume.

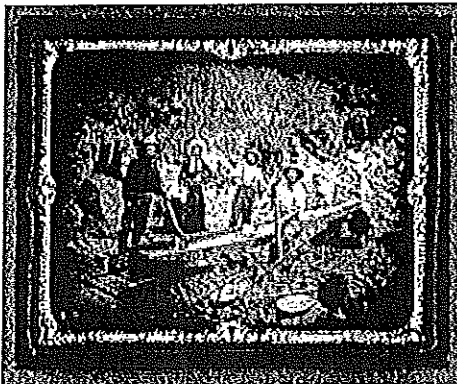
### Photos of diverse Californians most popular

According to Kathy Correia, the CSL supervising librarian who handles many CSL

photo requests, California History's most requested items are daguerreotypes of Gold Rush miners, such as the 1852 image of people in Auburn ravine. Correia says the daguerreotypes are in great demand because they show ethnic diversity in the minefields (They also show a woman which is rare). Gary Kurutz explains, "Modern historians and writers have discovered the important contributions of



African American gold miner in Auburn Ravine, 1852 [Daguerreotype]



Gold Rush miners with woman in Auburn Ravine, 1852 [Daguerreotype]

CONTINUED ON PAGE 13



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1950

TABLE OF CONTENTS

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- OCHE projects: Bodie State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

CONTACT INFO

## New and renovated library openings around the state

### Bond Act Library Openings

#### Dorris Library opens to serve Siskiyou community

Wednesday, November 15, 2006, was a special day in the City of Dorris because of the official opening of the new Dorris Library, a branch of the Siskiyou County Library. The new building is 3,300 square feet and is significantly larger than the previous library that was 400 square feet. New services include a Homework Center, a Toy Library, Spanish Language and bi-lingual Collections, and a Meeting Room all of which will be well used by the 886 residents in this sparsely populated high desert area in Northern California.



Dorris Library ribbon cutting: Gayle Emmons, Butte Valley Branch Library Assistant; Curtis Purnell, California State Library; Marcus Lerch; Patricia Cacka-Williams; Flo Eddy, Butte Valley Friends of the Library, Barry Shiohita, Siskiyou County Administrative Officer. [Photo courtesy City of Dorris]

For complete details about the Dorris Library construction project, please visit their [page](#) on the California State Library website.



Ribbon cutting event at the opening of the Fairfield Cordelia Library. Left to right: Simona Padilla Scholtens, County Auditor; Harry T. Price, City of Fairfield mayor; Assembly member Lois Wolk; Senator Mike Machado; Mayrene Bates, Solano County Office of Education Trustee; Dee Alarcon, Solano County Office of Education Superintendent; Susan Hildreth, California State Librarian. [Photo courtesy Solano County Library]

#### Fairfield Cordelia Library opens in December

Fairfield Cordelia Library, a branch of the Solano County Library, was officially opened on Thursday, December 14, 2006. The new 15,600 square foot library includes a collection of 47,000 items, 40 public computers, 3 group study rooms, and 12 study carrels.

For complete details about the Fairfield Cordelia Library construction project, please visit their [page](#) on the CSL website.

#### Temecula Public Library opens in 2nd fastest growing California city

On Thursday, December 14, 2006, the new Temecula Public Library was officially opened. The 34,000 square foot building is located in the second fastest growing city in the state with a 3,137% overall population increase between 1980-2000 and a 3,700% increase in the school population. Eighty-three percent of Temecula households have



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

#### TABLE OF CONTENTS

State Librarian Update

State Spotlight

California History  
collection highlighted

New and renovated library  
openings around the state

CSL Research Bureau  
partnerships

CSL teams up to develop  
a new state portal

Bringing homework help  
to California students

Oakland Public Library's  
Dewey Pictograms

CCHE projects:  
Bodie State Historic Park

CSL Librarian earns the  
2006 Eckard Award

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"Best Public Project" 2006

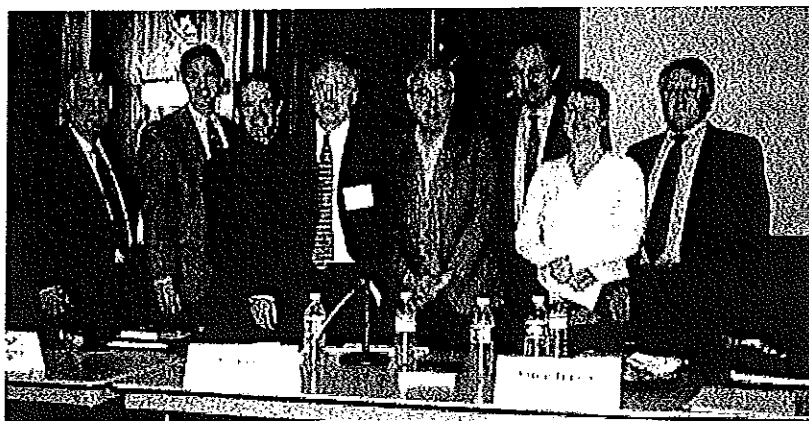
Field Feedback

Return to Connection  
Home Page

#### CONTACT INFO

## CRB partners with think tanks to educate Capitol policymakers

The California Research Bureau (CRB), the California State Library's own think tank, provides its clients – the Governor's Office, the Governor's cabinet, California legislators, other elected officials and their staff – with information and analysis on a broad range of issues. CRB publications range from confidential memos to public reports that customers can access on the California State Library website. CRB also consults on legislation and educates through policy seminars, and provides policymakers "up close and personal" learning experiences through environmental field trips.



Speakers at the PPIC presentation on Sacramento-San Joaquin Delta policy options. Left to right: Joe Grindstaff, Director, California Bay-Delta Authority; Alf Brandt, Assembly Committee on Water, Parks & Wildlife; Dr. Jeff Mount, Geology Dept., UC Davis, and Chair, CALFED Independent Science Board; Dr. Jay Lund, Civil and Environmental Engineering Department, UC Davis; Dr. Peter Moyle, Department of Wildlife, Fish and Conservation Biology and Geology Departments, UC Davis, and Associate Director, UC Davis Center for Watershed Sciences; Dr. Richard Howitt, Dept. Chair, Agricultural and Resource Economics, UC Davis; Dr. Ellen Hanak, Director, PPIC Economy Program; and Dr. William Fleener, Civil and Environmental Engineering Department, UC Davis.

In addition to CRB, several other research organizations are publishing important work that impacts state policy about which California decision-makers should hear. The research organizations though, don't enjoy CRB's access to an audience that includes Governor's Office staff, agency and department staff, legislative consultants and advisors, legislative counsel members, Legislative Analyst's Office staff, Little Hoover Commission members, and other members of oversight agencies. As a result, CRB Director Dean Misczynski has entered into an "inter-policy" relationship with other research organizations or think tanks. CRB provides an entrée to the CRB audience and, in return, CRB's clients receive additional opportunities to become informed.

### How the think tank partnership works

Today, organizations such as the Public Policy Institute of California (PPIC) turn to the CRB to get the word out about their policy seminars and to provide space (magnificent Room 500 in the Stanley Mosk Library and Courts Building is a favorite among speakers) for those events. The think tanks also borrow CRB's successful seminar formula for busy staff: a noontime program with a free lunch (I have to eat so I might as well learn something while I do...).

To PPIC, one of CRB's long time partners, presenting research results "live" to influential audiences is key to its work. After PPIC conducts large-scale public opinion surveys on the social, economic, and political attitudes of Californians throughout the state, PPIC researchers regularly report on these survey results and election issues. PPIC's recent policy luncheons with CRB have included in-depth looks at the state's business climate, policy options on the Sacramento-San Joaquin Delta, and California's



**TABLE OF CONTENTS**

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- OCHE projects: Bodie State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

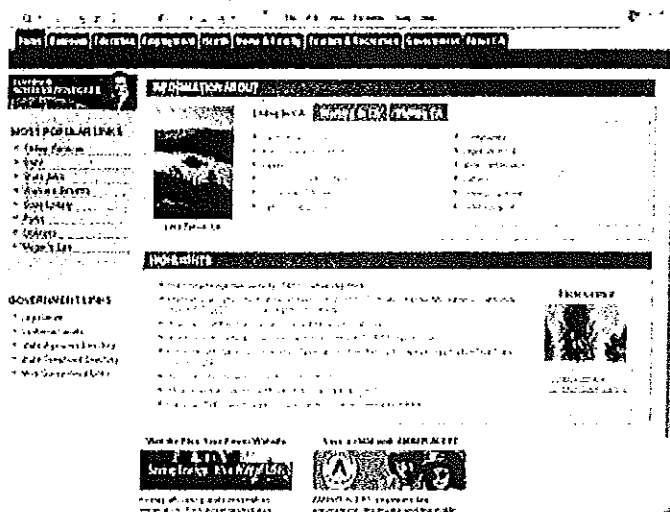
**CONTACT INFO**

## Simplifying access to online government information and services: the California State Library teams up to develop a new state portal

The California state portal, the online face of state government, has a new look and feel. Under the leadership and direction of California's State Information Officer, J. Clark Kelso, State and Consumer Services Agency Secretary Rosario Marin, and State Librarian Susan Hildreth, the California State Library (CSL) teamed up with several state agencies and departments to help with the redesign of the portal. The leadership team's vision was to recreate the state portal as a virtual "service center" that would cater to the customers' needs, not what the government thought those needs were.

### First steps: CRB Framework report and CSL team

In 2005, Kelso requested that the California Research Bureau (CRB) research and write a framework document, Policy and Management Issues Framework – Statewide Portal Project, which was published in early 2005. A team of people from the CSL and a staff member on loan from the California Department of Motor Vehicles, researched issues, trends and standards in areas such as portal governance, design, development, funding, and security. The CSL team interviewed several state agencies to identify the "good" and the "bad" of the then current state portal. They spent hours researching what issues others in state and federal government faced in redesigning their portals, including an excellent presentation by the Canadian team that developed New Brunswick's well-received portal. The CRB framework report acted as a guide for the next steps in the portal project.



Snapshot of new California State Portal.

### Next steps: CSL team forms IOUCA, larger working group of other state department reps

The CSL team's next assignment was to establish and lead a group that would research and recommend standards and best practices in portal design. The CSL team formed Information Organization, Usability, Currency, and Accessibility (IOUCA), a working group made up of members from several state departments including Department of Rehabilitation, Department of Health Services, Board of Equalization, Franchise Tax Board, Department of Motor Vehicles, Department of Food and Agriculture, Employment Development Department, and many others. The IOUCA group's task was to write recommendations for standards that would help create a state portal through which customers would easily and quickly find what they needed or wanted. The three standards were:

- Accessibility (how to create a site that meets the legal standards for accessibility)
- Usability (how to make the site easy and intuitive for customers), and
- Separating Presentation from Content (how to change the look and feel of a site without having to re-code every page in the site).



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

#### TABLE OF CONTENTS

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- CCHE projects: Bodie State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

#### CONTACT INFO

## Bringing homework help to California students

Despite teachers' good intentions, homework tends to be students' least favorite after-school activity. Not only are assignments often difficult to do, but sometimes kids are unable to get the homework assistance they need at home, prompting many of them to come to the library for help.

Luckily, the California State Library (CSL) recognizes this need and so has supported Live Homework Help—the online tutoring service provided by [Tutor.com](http://Tutor.com)—for the past five years through Library Services and Technology Act (LSTA) funds. Last year alone, almost 72,000 tutoring sessions were transacted thanks to the CSL's program. Not surprisingly, the combined total number of questions about science (13,000 queries), English/grammar (12,000), and social studies (5,500) was far less than the number of math-related (41,000) tutoring sessions logged in. Although the service is available to kids grades 4 -12, as well as to college freshmen, most of the users come from high school (41%) and middle school (38%). However, students of all ages love the service. "My tutor, Ginger, was really helpful in outlining what my essay should look like," one 10th grader offered, while a younger student praised helpers Kallie and Sarah. "I feel very confident now," the 8th grader said.

To allow more libraries to participate in the program, State Librarian Susan Hildreth asked last year's library participants to pay at least 25% of this year's Live Homework Help subscription costs, freeing up LSTA monies to add more libraries in 2006/07. New participant libraries were determined through a competitive process that asked applicants to show strong evidence of student need as well as strategies for marketing and sustaining the program. Twenty-one public libraries were eventually invited on board, increasing the current number of participating jurisdictions to forty-six—plus the state librarian wants to add even more libraries next year. The process for applying to participate in 2007/08 will be announced by mid-March.

In addition to Live Homework Help, the CSL is piloting a second online tutoring service, called [Brainfuse](http://Brainfuse), which until now has been used exclusively by school districts. Similar to Live Homework Help, Brainfuse enables students to communicate one-on-one with tutors in real time, while also offering self-paced study modules by grade and subject. Students can also leave their homework with a tutor, who will then provide feedback within twenty-four hours. Brainfuse was launched at both the Palmdale and Santa Clara County libraries earlier this year. If the pilot is successful, then the CSL hopes to extend this service to other jurisdictions throughout California.

For further information about Live Homework Help or Brainfuse, please contact Library Programs Consultant Cindy Mediavilla at [cmediavilla@library.ca.gov](mailto:cmediavilla@library.ca.gov) or 310-915-8588.

### Field Feedback:

## The California State Library hears from you!

### CSL Connection "outstanding"

I just want to send you a note both thanking you and congratulating you on your outstanding publication—*CSL Connection*. As a trustee of our local library it is nice to be informed and updated on all the various aspects of library work throughout our state and to feel a part of the efforts of the State Librarian and her staff.

The table of contents makes it easy to find any article that would be of interest and the variety of subject matter makes this publication a good read for anyone--not just those in the library field. The color photographs and the historical content are particularly enticing!

If you have not already done so, please think about sending this publication to the national level for perusal and consideration. Again, thank you.

Ruth M. Workman, Member, Board of Trustees  
Benicia Public Library

CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

TABLE OF CONTENTS

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- OCHE projects:
  - Bodle State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

CONTACT INFO



**Magic Tricks**

**793**

"Magic Tricks" pictogram

## Oakland Public Library's Dewey Pictograms

Oakland Public Library customers have an alternative way of searching Oakland's stacks – pictograms, reproducible colored images portraying collections within the Dewey Decimal Classification System, a scheme that can intimidate people who do not read well.

Pictograms represent subject areas library customers most often request. A cell, a fish, and a salamander comprise the pictogram for "Biology & Evolution." A rabbit popping out of a black top hat is the image for "Magic Tricks." Oakland Public Library has mounted 88 pictograms, along with the word in the subject area and the Dewey number in its bookshelves and at the end of shelving units. Shelby Designs & Illustrates in Oakland created the 88 images.

For people with learning disabilities, who make up 17 to 20% of the general population, pictograms not only help them navigate the Dewey Decimal System, the images also change the way these library customers view, and use, their local library. An excellent example of universal access, pictograms also make using the library easier for non-native speakers and adult learners.



**Biology & Evolution**

**570**

"Biology & Evolution" pictogram

### California State Library collaborates on Oakland program

Oakland Public Library launched its pictograms program by collaborating with the East Bay Learning Disabilities Association and the California State Library (CSL) as part of the CSL's ongoing support of accessibility programs in California libraries. The CSL does this through funding from the Library Services and Technology Act.

The CSL awarded Oakland the \$33,000 grant in FY 2003/04 as part of a larger LSTA priority grant called "Public Library Services for People with Disabilities." The Oakland project was entitled "Awareness and Inclusion: Library Patrons with Learning Disabilities."

State Librarian of California Susan Hildreth says, "Oakland Public Library's pictogram project represents what California libraries are doing to make their facilities more accessible to customers with special needs. It's a great program and I'm proud that the California State Library was able to help."

### Customers "delighted" with pictograms

Lynne Cutler, Disability Services Advocate at the Oakland Public Library, comments that customers "express delight" at the pictograms.

Cutler says, "A mother and daughter said they wished other libraries had pictograms. A young man who has Asperger syndrome and has worked at our information Desk for several years uses pictograms when he researches a reference question. Our Children's Librarian says that since they put the pictograms up, the children run straight to certain subjects, like dinosaurs." Cutler says that about 100 libraries (including 3 in Canada) and schools have asked about sharing Oakland's pictograms. The Oakland Unified School District has adopted pictograms and the Literacy Committee of the American Library Association (ALA) is considering standardizing pictograms and spreading their use.

Interested parties can view and download the pictograms for the Oakland project from the California Library Literacy Services website at <http://www.libraryliteracy.org/>.

For more information about the Oakland Public Library's pictogram program please contact Lynne Cutler at the Oakland Public Library at 510-238-4974 or email at [lcutler@oaklandlibrary.org](mailto:lcutler@oaklandlibrary.org).

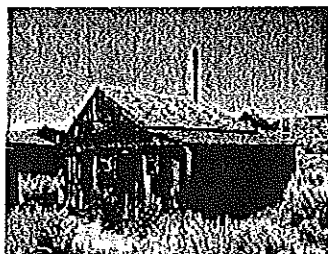
For more information about the California State Library's support of accessibility in California public libraries please contact Jacqueline Brinkley at (916) 651-0376 or email at [jbrinkley@library.ca.gov](mailto:jbrinkley@library.ca.gov).



## TABLE OF CONTENTS

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- CCHE projects:
  - Bodie State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

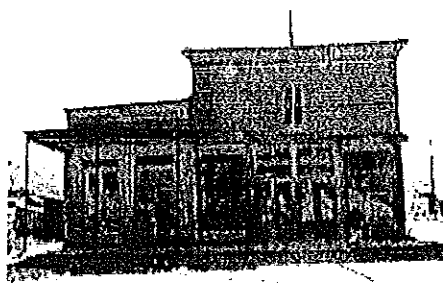
## CONTACT INFO



Bell Assay office in Bodie.  
[Photo courtesy Terri Gessinger]

# CCHE project: Bodie State Historic Park

Bodie State Historic Park, California's official Gold Rush ghost town, sits on a high Mono County plain at the Nevada border. Some 250,000 visitors a year trek to the Bodie site to taste life as it might have been 150 years ago. According to state park officials, people from all over the world become addicted to Bodie's barren "wild west" mystique and come back to Bodie again and again.



Wheaton Hollis building in Bodie.  
[Photo courtesy Terri Gessinger]

Bodie's desolate environment has weakened Bodie's few standing buildings. For over a century they have endured not only the coldest winters in California but also frequent earthquakes from nearby Mammoth Mountain volcano. Though legislation requires Bodie's buildings remain in "arrested decay" (the condition in which the Department of Parks and Recreation received the site in 1962), the buildings still need to be stabilized - their roofs repaired, their floors and foundations shored.

Thanks in part to a \$275,000 grant from the California Cultural and Historical Endowment (CCHE), the buildings of this wilderness settlement will survive. The Sierra State Parks Foundation (SSPF), the organization that provides operational funds to maintain Sierra Districts State Parks including Bodie, applied for, and won, the state grant that is still being finalized. Since Bodie is both a California historic landmark, and a National historic site, the SSPF also received \$275,000 in matching funds through "Save America's Treasures," a federal grant through the National Park Service.

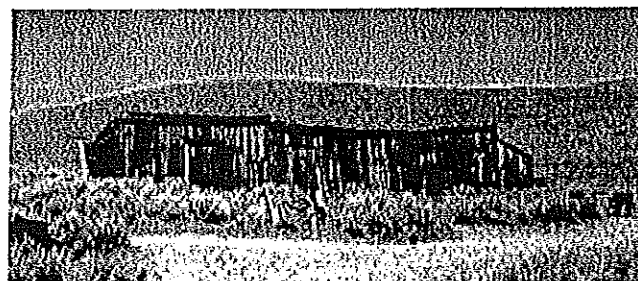
Susan Fitzgerald Reichert, SSPF Executive Director, explains that eight of Bodie's buildings, a mule barn, the Wheaton and Hollis Hotel, Standard Mine Assay Office, Sam Leon Barber Shop, Bell Assay Office, Tom Miller Stable and Ice House, Boone Store and the Reddy Residence, will receive crucial repairs with the grant funds. Because the Federal Department of Interior requires that preservation teams use traditional materials on historic structures whenever possible, the Bodie group, including an archeologist, will try to use construction materials (such as mortar from Bodie) that 19th century builders used.

## Bodie's history preserved

Author of Bodie's Gold and SSPF Vice President, Marguerite Sprague says although miners found small amounts of gold on the mesa in 1859, Bodie didn't boom to life until 1878 when a collapsed 120-foot mine shaft unearthed a dazzling gold vein to miners. Bodie's population of mostly men (only 10% were women) shot to more than 8,000 including 300 Chinese residents. Soon 450 businesses, from millinery shops to slaughterhouses to saloons, were thriving in the barren landscape. Bodie's water level - only 250 feet below the earth - ended Bodie's boom. Miners went broke paying to pump water out of the gold mines and left, quickly.

There is still gold in Bodie, and probably lots of it, but Bodie's value is even greater than its ore. Thanks to the California Desert Protection Act of 1994 (which includes the Bodie Protection Act) no entity can mine this precious land that is home to California history. Now with help from CCHE funding, the buildings standing there will illustrate that history for many years to come.

For more information about the California Cultural and Historic Endowment, please contact Executive Officer Diane Matsuda at (916) 651-8768 or email at [dmatsuda@library.ca.gov](mailto:dmatsuda@library.ca.gov).



Tom Miller Stable in Bodie.  
[Photo courtesy Terri Gessinger]



## California State Library staffer earns the 2006 Eckard Award

California State Library (CSL) Library Programs Consultant Ira Bray earned the 2006 Helen M. Eckard Award, an honor for innovative and exemplary use of FSCS (Federal-State Cooperative System for Public Library Data) Public Library data.



2006 Eckard winner, Ira Bray of the California State Library

Bray manages the CSL's [library statistics](#) page on the [CSL website](#). The page provides statistical information about California's public, academic, special and county law libraries. An electronic version of California Library Statistics annual publication is provided on the statistics page as well as numerous resources for other data about California's libraries.

CSL statistics describe the collections, service, financing, and staffing of each library. Libraries use this information for local planning purposes and for comparison with other libraries. Statewide, the data support budget requests and understanding of the impact of legislation affecting public libraries. The information provided is also useful to library and public policy researchers, the public, journalists and others.

The FSCS steering committee that decides upon the Eckard award includes representatives from [NCLIS](#) (The National Commission on Libraries and Information Science), [NCES](#) (The National Center for Education Statistics), [CENSUS](#), the [American Library Association](#) and elected representatives from the [State Data Coordinators](#).

State Librarian Susan Hildreth says, "The California State Library's statistics page is an outstanding resource due largely to Ira Bray's excellent work. His award is greatly deserved."

A full description of the Eckard Award can be found at: <http://www.nclis.gov/statsurv/surveys/fscs/awardsFSCS/eckard.pdf>.

For more information about the CSL's [library statistics page](#), contact Ira Bray at (916) 653-0171 or email at [ibray@library.ca.gov](mailto:ibray@library.ca.gov).

### TABLE OF CONTENTS

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- 7CHE projects: Bodie State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

### CONTACT INFO

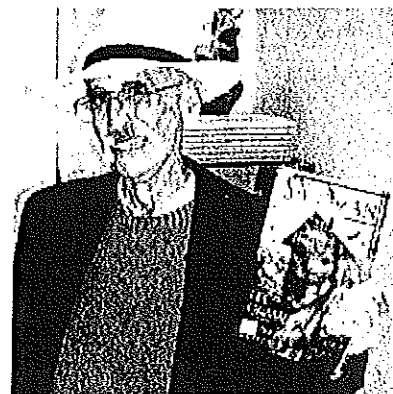
## Van Nuys Branch Librarian wins award

Young Adult Librarian at the [Van Nuys Branch](#) of the [Los Angeles Public Library](#), Peter Mann, has won the 2006 *New York Times* Librarian Award for the western region of the United States. One of 22 public library winners, Mann received \$2500 and a commemorative plaque at an awards ceremony in the executive suite of the *Times* building in New York City December 13.

A committee of national library leaders selected the award-winning librarians from nomination letters extolling the librarians' work within their local communities. Mann won the Times award because he uses library service to change the lives of Van Nuys's homeless. "The library is a way out," Mann says. "People learn marketable skills, such as how to set-up a website, by just being in the library. They learn here, and then they teach other people."

In 2005, a group of girls from a Children of the Night rescue school also nominated Mann for the *Times* award. In that year, Mann had done library outreach at the school, acquiring institutional library cards for the girls so they could use their library's services while studying for their GEDs.

Mann says he is deeply honored to have received the award, but he is not alone in helping people at risk in the Van Nuys community. "Many of my library colleagues are as worthy as I am, if not more," he says.



New York Times winner Peter Mann of Van Nuys Branch Library [Photo courtesy Cherrill Mann]



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

#### TABLE OF CONTENTS

- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- CCHE projects:  
Bodle State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

#### CONTACT INFO

## El Dorado Hills Library hailed as "Best Public Project" 2006



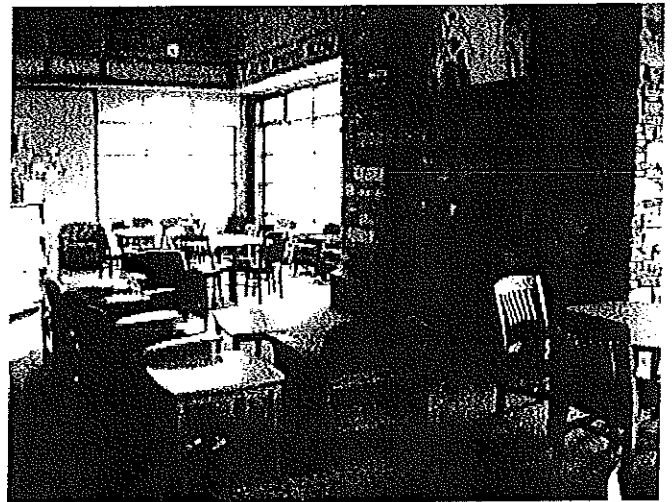
El Dorado Hills Library  
[Photo courtesy of El Dorado Hills Library]

The El Dorado Hills Library has won the Sacramento Business Journal Award for "Best Public Project" in 2006. The award was announced at a breakfast at the Sacramento Hyatt Regency February 9th.

The 16,000 square foot library opened in February 2006. It features an adult reading room with fireplace, a separate story time room, a young adult area, an automated circulation system, and a capacity for 60,000 volumes.

Branch Manager Susan Covington says the library's warm interior and compatibility with local architecture particularly impressed Business Journal judges. Covington says, "We feel privileged to have been given the award, but the accolades should really go to the architectural firm Murray and Downs, and to El Dorado County Architect Kathleen Beichley. Their work is breathtaking."

For more information about the El Dorado Hills Library please contact Susan Covington at 916-358-2502 or email [susan.covington@eldoradolibrary.org](mailto:susan.covington@eldoradolibrary.org).



Adult reading area in the El Dorado Hills Library.  
[Photo courtesy El Dorado Hills Library]





CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

#### TABLE OF CONTENTS

State Librarian Update

State Spotlight

California History  
collection highlighted

New and renovated library  
openings around the state

CSL Research Bureau  
partnerships

CSL teams up to develop  
a new state portal

Bringing homework help  
to California students

Oakland Public Library's  
Dewey Pictograms

OCHE projects:  
Bodie State Historic Park

CSL Librarian earns the  
2006 Eckard Award

Van Nuys Branch Librarian  
wins New York Times award

El Dorado Hills Library hailed as  
"Best Public Project" 2006

Field Feedback

Return to Connection  
Home Page

#### CONTACT INFO

## State Spotlight, cont. from page 3

Leach, two library technical assistants, an information technology specialist, and a staff analyst. "When our customers - staff, other librarians, and members of the public - seek California environmental materials, our library team is ready. Anyone can call us or use the email address in on the contact page on our website. We also welcome customers in our reference center." At the Cal/EPA library's reference center in Sacramento customers may quickly look-up directories for various environmental and government agencies, legal materials concentrating on the regulatory aspects of environmental law such as the California Code of Regulations, scientific resources such as the *Kirk Othmer Encyclopedia of Chemical Technology* and a host of other materials.

In addition to using the Cal/EPA Library for interlibrary loans, people who work in libraries will find the library's website an excellent online resource for customers researching environmental issues. The Cal/EPA Library catalogs are available online as are a list of related links.

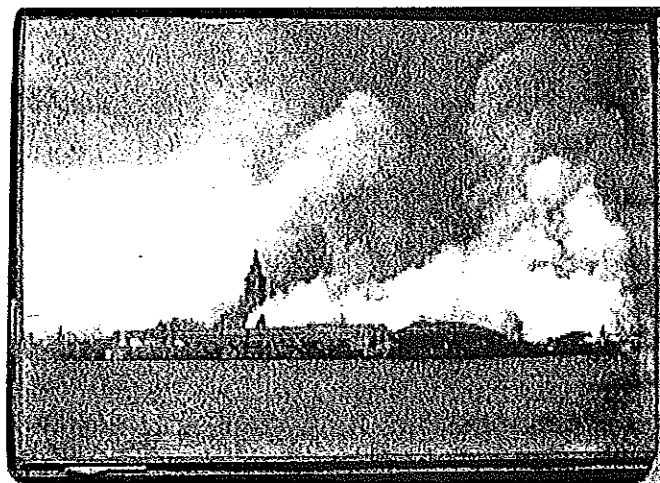
For more information about Cal/EPA Library services please contact John Hoffman at (916) 323-2257.

## California History collection highlighted, cont. from page 4

California's amazingly varied pioneers who rushed here from all points of the globe." The CSL daguerreotype of an African American miner is featured in *Blacks in the California Gold Rush* by Rudy Lapp.

### Need for historic photos comes in "waves"

Correia reports that image requests come in "waves" paralleling historical events and anniversaries. In early 2006, just before the 100th anniversary of the 1906 San Francisco earthquake, Correia says the California History Section was "swamped with earthquake and fire requests." The CSL's 1906 photos appeared in dailies from the *San Francisco Chronicle* to the *San Diego Tribune* as well as in exhibits at the California State Capitol, and on the Bancroft Library commemorative website of the 1906 earthquake and fire.



CSL photograph shows destruction of 1906 earthquake and fire of San Francisco.

### Reprint process protects CSL treasures

The CSL's some 130,000 images are in the California History Room's temperature controlled storage areas. Customers may view approximately 12,000 digitized images on the picture catalog or they may visit the California History Room to see thousands more images. If customers wish to have reproductions made of an image, customers can view price lists and additional information on the CSL webpage or contact the California History Room for more information at (916) 654-0176. If customers wish to use an image in a book, publication, exhibit or website, they need to request permission to use the item. Additional information is on the California History webpage at: <http://www.library.ca.gov/CalHist/index.cfm>.

For more information about purchasing reproductions or using images from the California History Room's collection please contact Kathy Correia at (916) 653-0771 or email at [kcorreia@library.ca.gov](mailto:kcorreia@library.ca.gov).



CALIFORNIA STATE LIBRARY  
FOUNDED 1850

TABLE OF CONTENTS

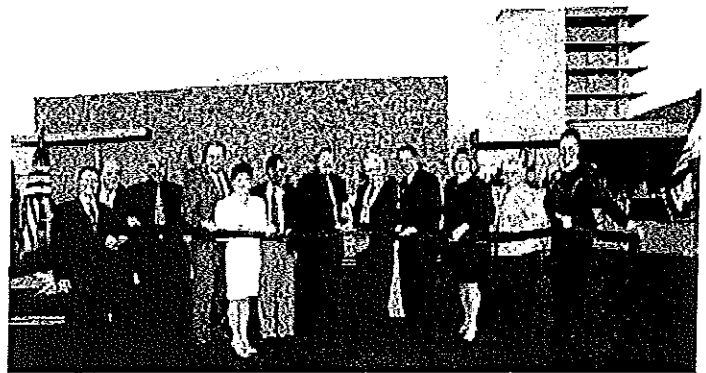
- State Librarian Update
- State Spotlight
- California History collection highlighted
- New and renovated library openings around the state
- CSL Research Bureau partnerships
- CSL teams up to develop a new state portal
- Bringing homework help to California students
- Oakland Public Library's Dewey Pictograms
- CCHE projects: Bodie State Historic Park
- CSL Librarian earns the 2006 Eckard Award
- Van Nuys Branch Librarian wins New York Times award
- El Dorado Hills Library hailed as "Best Public Project" 2006
- Field Feedback
- Return to Connection Home Page

CONTACT INFO

## New and renovated library openings, cont. from page 5

children under the age of 18. Temecula's library will offer children an environment of excitement and wonder where they can discover and enjoy books and reading. It will also provide services and resources relevant to the needs of students ages 12 to 18, and to adults in the community.

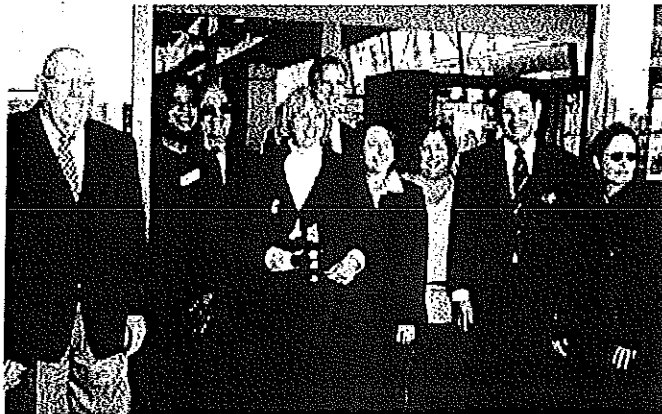
For complete details about the Temecula Public Library construction project, please visit their [page](#) on the CSL website.



Ribbon cutting ceremony at the grand opening of the new Temecula Public Library. Left to right: Shawn Nelson, City Manager; Richard Hall California State Library; Mike Naggar, Councilmember; Jeff Stone, Riverside County Supervisor; Mary Ann Edwards, Councilmember; Chuck Washington, Mayor Pro-Tem; Ron Roberts, Mayor; Grace Mellman, President, Friends of the Library; Jeff Comerchero, Councilmember; Nancy Johnson, Riverside County Librarian; Barbara Tooker, Temecula School Board Member; Charlotte Fox, Community Services Commissioner. [Photo courtesy City of Temecula]

## Manor Community Branch opens in San Leandro

Manor Community Branch Library, a branch of the San Leandro Public Library, opened on Saturday, December 2, 2006. The new 9,500 square foot library replaces a smaller branch and includes 30 new computers, an expanded children's area and a fireplace



Ribbon cutting ceremony for the new Manor Community Branch Library. Left to right: Library Director David Bohne, Councilmember Surlene Grant; Councilmember Tony Santos (Mayor-elect); City Manager John Jermanis; Councilmember Joyce Starosciak; Councilmember Glenda Nardine; Councilmember Sill Stephens; Chairperson Library-Historical Commission Denise Bownds Kaplan. [Photo courtesy City of San Leandro]

where families can gather and share stories. The service area has a population of 28,000 residents and nine schools, and because geographic barriers isolate the area from the rest of the city, the new library is seen as a "civic" gathering place in the neighborhood.

For complete details about the Manor Community Branch Library construction project, please visit their [page](#) on the California State Library website.

Mayor of Los Angeles Antonio Villaraigosa welcomes crowds at the opening day of Harbor Gateway-City Library. [Photo courtesy Gary Leonard]



## Harbor Gateway - City Library opens in Los Angeles

On Thursday, February 1, 2007, the new Harbor Gateway - City Library of the Los Angeles Public Library was officially opened. The new 14,621 square foot library is located in a community that is more racially diverse (51.84%) than California and US averages. The new library includes access to computers, homework assistance and a homework center. Teens will have a variety of programs, services and materials that focus on current interests

CONTINUED ON PAGE 15



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

## TABLE OF CONTENTS

State Librarian Update

State Spotlight

California History  
collection highlighted

New and renovated library  
openings around the state

CSL Research Bureau  
partnerships

CSL teams up to develop  
a new state portal

Bringing homework help  
to California students

Oakland Public Library's  
Dewey Pictograms

SCHE projects:  
Bodie State Historic Park

CSL Librarian earns the  
2006 Eckard Award

Van Nuys Branch Librarian  
wins New York Times award

El Dorado Hills Library hailed as  
"Best Public Project" 2006

Field Feedback

Return to Connection  
Home Page

## CONTACT INFO

## ***New and renovated library openings***, cont. from page 16

and leisure activities while adults will have easy access to services and programs that help them find, evaluate, and use information effectively.

For complete details about the Harbor Gateway - City Library construction project, please visit their [page](#) on the California State Library website.

## ***Locally funded library openings***

Some California libraries have locally raised all funds for constructing or renovating library facilities in their communities. If you know of a library construction or renovation project in your area, please [email](#) CSL Connection Editor Sarah Dalton and we will include a profile of that library in an upcoming issue of *CSL Connection*.

### **West Portal Branch of San Francisco Public Library reopens following two-year renovation**

The West Portal Branch of the San Francisco Public Library reopened its doors on February 10 after a much-needed upgrade. San Francisco Mayor Gavin Newsom, San Francisco Supervisor Sean Elsbernd, City Librarian Luis Herrera, and members of the community attended the celebration.

West Portal is the second branch to be renovated under the city's Branch Library Improvement Program, which is funded by a \$105.9 million bond measure passed by San Francisco voters in

November 2000. The building is now seismically safe and fully accessible. A new elevator with street entrance allows easy access for parents with children and people with disabilities. A new addition at the rear of the building includes the elevator, new public restrooms and staff work areas. Project costs totaled \$4.6 million.

Friends of the San Francisco Public Library worked in partnership with neighborhood residents, small business owners and community leaders over the past two years to raise funds, awareness and support for the branch improvements. The West Portal Library Campaign Committee raised more than \$150,000 to pay for furnishings, fixtures and equipment at the branch—expenses not covered by the bond.

Building architects Thomas Hacker Architects Inc., of Portland, Ore. and Karin Payson Architects + Design of San Francisco took great care to preserve and restore the architectural beauty and historic character of the library. Inside the branch, ceiling stencils and woodwork were restored and lighting fixtures consistent with the building's WPA-era style were installed.

For more information about the West Portal Branch Library, please call (415) 557-4277, or visit [www.sfpl.org](http://www.sfpl.org).



Ribbon-cutting at West Portal Branch Library re-opening. Left to right: Library Commissioner Jewelle Gomez; San Francisco Supervisor Sean Elsbernd; San Francisco Mayor Gavin Newsom; City Librarian Luis Herrera. [Photo courtesy San Francisco Public Library]



CALIFORNIA  
STATE LIBRARY  
FOUNDED 1850

#### TABLE OF CONTENTS

State Librarian Update

State Spotlight

California History  
collection highlighted

New and renovated library  
openings around the state

CSL Research Bureau  
partnerships

CSL teams up to develop  
a new state portal

Bringing homework help  
to California students

Oakland Public Library's  
Dewey Pictograms

CCHE projects:  
Bodie State Historic Park

CSL Librarian earns the  
2006 Eckard Award

Van Nuys Branch Librarian  
wins New York Times award

El Dorado Hills Library hailed as  
"Best Public Project" 2006

Field Feedback

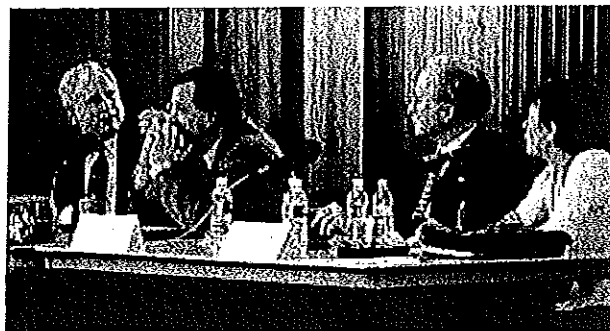
Return to Connection  
Home Page

#### CONTACT INFO

## CRB, cont. from page 6

community college students.

Another CRB think tank partner, the Communication Partnership for Science and the Sea (COMPASS), presents a noontime series with CRB that features California's leading marine scientists sharing information and new findings. In the past year, COMPASS has presented seminars on the projected impact of climate change on coastal communities and marine ecosystems, the impact and use of oilrigs, and the impact of bacteria on beaches.



PPIC speakers discuss Sacramento-San Joaquin Delta policy at CRB luncheon. Left to right: Joe Grindstaff, California Bay-Delta Authority; Alf Brandt, Assembly Committee on Water, Parks & Wildlife; Dr. Jay Lund, Civil and Environmental Engineering Department, UC Davis; and Dr. Ellen Hanak, Director, PPIC Economy Program.

## More policy seminars on the horizon

Dean Misczynski continues to forge new relationships with research organizations. New America in California, part of the New America Foundation, recently joined CRB's noontime policy seminar circuit. They have presented seminars on a citizen's assembly for political reform, prescriptions for health care reform, and the dangers of globalization. The University of California, Sacramento Center has offered policy seminars on global competitiveness, California's information technology policies, and on the changing characteristics of immigration. Stanford University has shared findings on global warming, and Hastings Law School faculty has discussed flood control policy. These policy events are getting increasingly popular...and crowded. The regulars are beginning to come early to make sure they get a seat and the caterers' famous beer bread.

For more information, or to be notified about CRB lunchtime policy seminars, please contact Dean Misczynski at [dmisczynski@library.ca.gov](mailto:dmisczynski@library.ca.gov).

## CSL teams up to develop new state portal, cont. from page 7

IOUCA presented their recommendations to the Portal Review Board and Steering Committee. The Steering Committee adopted the standards in July 2006. These standards together with consultation from IOUCA members helped the newly formed California eServices Office and Portal Redesign Team develop the new customer-centered state portal.

### Going Forward: Executive Steering Committee sponsors state portal

In mid-2006, Kelso formed a Steering Committee to be the executive sponsor of the state portal. The Steering Committee includes Kelso, Secretary of State and Consumer Services Marin, and State Librarian Hildreth. In addition to sponsoring the state portal, the Steering Committee oversees the development of "service centers" which bring together information from several agencies and departments so that customers need only look in one place for the information. Several service centers, such as the California Tax Service Center, have already been created and many more are in development.

The Steering Committee is taking an active role in ensuring that the state portal will continue to provide an entry into state government that all can trust and that is responsive and courteous to customers' needs.

For more information about the California State Library's role in the State Portal redesign project, please contact Kristine Oglivie in California State Library Government Publications at (916) 651-6800 or email at [kogilvie@library.ca.gov](mailto:kogilvie@library.ca.gov).



## Contact Information

# CSL \* CONNECTION

The California State Library : Founded 1850

### Susan Hildreth

*State Librarian*

(916) 654-0174

[shildreth@library.ca.gov](mailto:shildreth@library.ca.gov)

### Sarah Dalton

*Communications*

*Editor*

(916) 654-1483

[sdalton@library.ca.gov](mailto:sdalton@library.ca.gov)

#### Spring 2007 Contributors:

Tom Andersen  
Jacquie Brinkley  
Clarence Caesar  
Bessie Condos  
Kathy Correia

Sarah Dalton (Ed.)  
Lisa Foster  
Liz Gibson  
Susan Hildreth

Gary Kurutz  
Cindy Mediavilla  
Dean Mischynski  
Vera Nicholas

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Please submit suggestions to the Connection editor, [Sarah Dalton](mailto:sdalton@library.ca.gov).

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