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## 1000.0 INTRODUCTION

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### 1010.0 Manuals

#### A. Overview

The District is governed by an elected Board of Trustees and the applicable laws of the United States, the state of California, and Los Angeles County. To provide a source of this information for the governance of the District this Trustee Policies and Procedures Manual is compiled for the information of the Board of Trustees, the staff and the general public of the District. It is an effort to present a cohesive and consistent picture of actions the Board has taken to establish policy regarding library policies and operation.

Material provided in the Trustee Policies and Procedures Manual comprises the policies adopted by the Board and the administrative rules and regulations of the District. The administrative rules and regulations are either approved directly by the Board of Library Trustees or adopted by the library administration to carry out the operational patterns of service and use of the District facilities as determined by the Board of Library Trustees.

*Adopted May 29, 1984; Revised December 14, 1989; Revised November 14, 1991; Last Reviewed May 8, 2002*

#### B. Updating

Each Member of the Board is responsible for reviewing the Manual annually and recommending updates to the full Board where appropriate. The Administrative Staff ensures that information which changes each fiscal and calendar year is kept up-to-date.

*Adopted May 29, 1984; Revised December 14, 1989; Revised November 14, 1991; Last Reviewed May 8, 2002*

#### C. Possession

Each Manual is considered property of the District and shall be returned to the District when the persons possessing the Manual retires from the Board of Library Trustees or terminate association with the District.

*Adopted May 29, 1984; Revised December 14, 1989; Last Reviewed May 8, 2002*

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### 1020.0 Historical Information and Description of the District

The District is an independent special district which was formed in April 1928 under the provision of Sections 19600-19734 of the California Education Code and encompasses the entire approximate 28 square miles of the Palos Verdes Peninsula.

The purpose of forming the special library district was to permit residents of unincorporated towns and villages to create for themselves an independent, locally controlled library district supported by property taxes and governed by a locally elected Board of Library Trustees responsive directly to the service needs of the community. Since 1928, the Trustees have utilized local revenues to create for the Palos Verdes Library community a public library system which has served as a model for public libraries throughout the country.

Currently, the District provides library services to the cities of Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates, and to a small unincorporated Los Angeles County area, all of which lies within the District's boundaries and represents a population of approximately 71,900 people according to the May, 1999, combined estimate for cities and counties (Report 97 E-4) from the Demographic Research Unit, State Department of Finance.

In 1983, the City of Rancho Palos Verdes annexed the Eastview area lying to the east of the Peninsula. In April 1987, the Los Angeles County Board of Supervisors approved annexation of this area to the District, and in May 1987, the Board of Trustees adopted the Resolution approving the annexation. This added 723.5 acres to the District and a population of 8,000. In November 1989, the Board of Trustees adopted Resolution 89-2 approving the annexation of Bridlewood Circle in Rolling Hills Estates, adding approximately 35 households.

Peninsula Center Library, which is the main library, was completed in 1967 and enlarged in 1995. It is located on Silver Spur Road in the City of Rolling Hills Estates. The District also has two branch libraries, Malaga Cove and Miraleste libraries. Malaga Cove Library, adjacent to Farnham Martin Park in the City of Palos Verdes Estates, was designed by Myron Hunt and built in 1929. It was designated as a historical landmark in 1980 by the Rancho de los Palos Verdes Historical Society and placed on the National Register of Historic Places and the California register of Historical Resources in 1995. In July, 1999, Farnham Martin Park was deeded to the City of Palos Verdes Estates. Farnham Martin Park, designed by landscape architect Frederick Law Olmsted, Jr., was added to the National and State registers in 1996. Miraleste Library was completed in 1970 and is adjacent to the Miraleste Intermediate School in Rancho Palos Verdes.

The District is governed by a Board of Library Trustees which derives its authority from the Education Code and consists of five elected members who must be qualified voters and residents of the District. They serve without pay for four-year staggered terms and may be re-elected.

The Board meets the second Thursday of each month at Peninsula Center Library to conduct its business, which includes making and enforcing all regulations necessary to govern the District, appointing the Director, setting the yearly budget, and appropriating the funds necessary for District operation. The Board delegates administrative duties to the Director who operates under policies set by the Board.

Although the District is politically independent of the Board of Supervisors of Los Angeles County, the County does collect property tax revenues on behalf of the District and provides selected services for a fee, such as conducting elections.

The District believes in planning and evaluation of its services. As part of a planning process in 1988-89, the Board adopted a new mission statement, goals, and roles. The earlier objectives, which had been developed over many years and then officially adopted in 1959, are listed below.

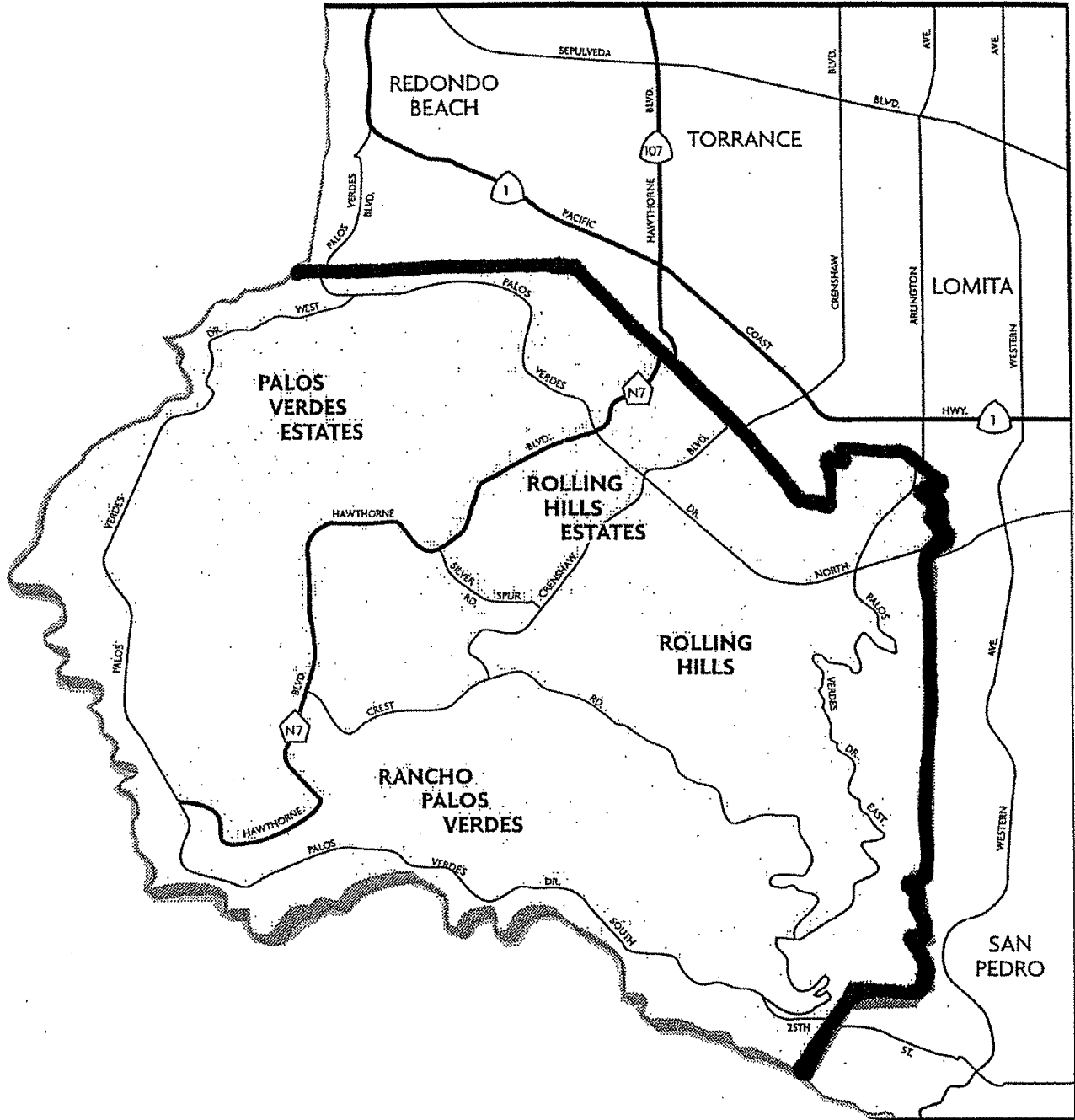
*The District, an institution devoted to public service, is responsible for assembling, preserving and making easily and freely available the printed and other materials that will assist residents to: educate themselves continuously; keep pace with progress in all fields of knowledge; become better members of their community; discharge political and social obligations; develop their creative and spiritual capacities; appreciate and enjoy works of art and literature; make such use of leisure time as will promote personal and social well-being; and contribute to the growth of knowledge. The library shall serve as an unbiased, non-partisan bureau of information for all.*

The latest planning philosophies, developed by the Public Library Association, state that public libraries today cannot successfully be "all things to all people", given current fiscal and political realities. Instead, a more pro-active approach is to identify selected areas of need, based on a knowledge of the community, and then to implement programs concentrating on those areas. As a result of this philosophy, the Board adopted in 1990 roles for each library in the District. (See Section 2010.3)

*Adopted May 10, 1984; Revised November 12, 1987; Revised July 12, 1990; Revised September 8, 1994; Revised October 6, 1994; Revised August 8, 1996; Last Reviewed January 1999; Revised August 12, 1999; Revised May 8, 2002; Updated 2007*

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1030.0 Map of Boundaries



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1040.0 Directories

1040.1 Trustees

	<u>Term Expires</u>
<u>Ms. Constance B. Davenport</u>	11/13
<u>Ms. Diane A. Robinson</u>	11/13
<u>Dr. William Lama</u>	11/11
<u>Ms. Frances E. Wielin</u>	11/11
<u>Ms. Nancy V. Mahr</u>	11/11

*Last updated January 2010*

1040.2 Library Administration

The public hours of the Office of the Director are: 8:30 a.m. through 5:00 p.m., Monday through Friday. Phone: 310-377-9584

Director – Katherine Gould, ext. 200

Finance Director - Julie Mattix, ext. 246

Human Resources Manager/Safety Officer – Dallas Millican, ext. 248

Executive Assistant - Merna Marshall, ext. 245

Legal Counsel - (General)

**Richards, Watson, and Gershon**

355 South Grand Avenue, 40th Floor, Los Angeles, CA 90071; 213-626-8484

Legal Counsel - (Labor)

**Liebert Cassidy**

6033 W. Century Blvd., Suite 601, Los Angeles, CA 90045; 310-645-6492

*Last Updated January 2008*

1040.3 Library Support Groups

Peninsula Friends of the Library – Jane B. Jones

P. O. Box 2361, Palos Verdes Peninsula, CA 90274; 310-377-9584, ext. 245

*Last Reviewed March 2004; Last Updated January 2010*

1040.4 System Advisory Board Delegate/Alternate

Delegate: Norma Burns

*Last Updated June 2009*

1040.5 Emergency Numbers

There are specific staff members designated to handle emergency situations when the Director is not on the premises or cannot be reached by telephone. They are listed below:

DISTRICT DIRECTOR, Katherine Gould..... 310-540-3455  
H.R. MANAGER/SAFETY OFFICER, Dallas Millican ..... 310-995-8928

PERSON IN CHARGE OF BUILDING (list kept at all public desks)

FIRE AND PARAMEDICS ..... emergency: 911  
at Peninsula Center (Station #106) ..... 310-373-6539  
at Malaga Cove (Station #2) ..... 310-378-4275  
at Miraleste (Station #83) ..... 310-831-4624

SHERIFF (Peninsula Center & Miraleste: Lomita Station) ..... 310-539-1661  
P.V.E. POLICE (Malaga Cove)..... 310-378-4211

BUILDING & MAINTENANCE PROBLEMS

CALL FIRST:

Charles Crouse, Facilities Manager ..... 310-530-5322 (home) 310-221-2483 (cell)  
Rob Vose, Building Engineer ..... 310-325-9705 (home) 614-7448 (cell)

HEATING & AIR CONDITIONING ..... Call Rob Vose (above)

BOARDING UP WINDOWS (Dandy Glass Inc.) ..... 310-326-1880

STANLEY SECURITY –

Peninsula Center(fire response) ..... 877-476-4968  
Malaga Cove & Miraleste ..... 877-476-4968

RELIABLE ELEVATOR - Peninsula Center elevators 1-2-3-4 acct # 33-138 ..... 562-803-0599

LOCKSMITH (Lazami Lock - Sam) ..... 310-378-1263

PLUMBER (Mattucci) ..... 310-543-2001

ELECTRICIAN (call Rob Vose first—see note above under “call first”)

PEST CONTROL (Dewey) ..... 310-328-0553

Acct #: Peninsula Center: 11932  
Miraleste: 112588-2  
Malaga Cove: 112588-1

*Last Updated April 2010*