

DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES
6:00 PM, WEDNESDAY, February 27, 2013

REGULAR MEETING

AGENDA

MEETING LOCATION:
COUNCIL CHAMBER, CITY OF DIXON
600 EAST A ST., DIXON, CA

1. CALL TO ORDER

2. BUSINESS MEETING

- a. Pledge of Allegiance
- b. Roll Call

Trustees:

1. Gil Piñon, President
2. Irina Okhremtchouk, Vice President
3. Guy Garcia, Clerk
4. Herb Cross, Member
5. Joe DiPaola, Member

Staff:

Vanessa Christman, Library Director

3. NOTICE TO PUBLIC

Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting. The Board President will recognize you for public comment on matters on the agenda at the appropriate time.

4. RECOGNITION OF GUESTS AND PRESENTATIONS

5. CORRESPONDENCE

6. CONSENT AGENDA

Action

- a. Approval of Agenda
- b. Approval of Minutes (Regular Meeting December 20, 2012)

7. PUBLIC COMMENT

Receive

8. LIBRARY DIRECTOR REPORT

Receive

9. OLD BUSINESS

- a. Audit Report (Fiscal Year of 2010-11)

Action

- b. Meeting Schedule Update

Discussion/ Action

- c. DPLD Governance List and Public Forums

Discussion

- d. Election of alternate members to ABX1 26 Committee

Discussion/ Action

10. NEW BUSINESS

- a. Partnering with Community Foundations

Information/ Discussion/ Action

- b. Library Property Bequest

Information/ Discussion/ Action

- c. Community Garden Project

Information/ Discussion/ Action

11. BOARD COMMENTS/ ANNOUNCEMENTS

12. ADJOURNMENT

The Library Director legally posted this agenda in accordance with the Brown Act on: February 22, 2013. In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Library Director's Office at (707) 678-1805. Notification of at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting.

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES**

Subject: CONSENT AGENDA

Agenda Item: 6

Meeting Date: 2-27-13

Items Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY:

PRESENTED BY:

CONSENT AGENDA

- a) Approval of Agenda
- b) Approval of Minutes of 12-20-12 Meeting

MINUTES

DIXON PUBLIC LIBRARY DISTRICT GOVERNING BOARD OF LIBRARY TRUSTEES 6:00 PM, THURSDAY, December 20, 2012

REGULAR MEETING

1. CALL TO ORDER

The meeting was called to order at 6:03 pm by Irina Okhremtchouk, Board President.

2. CLOSED SESSION

4. Announcements from Closed Session

Board President Irina Okhremtchouk reported that the Board took unanimous action to approve a library employee's separation agreement.

3. BUSINESSMEETING

a. Pledge of Allegiance

b. Roll Call

Trustees:

1. Irina Okhremtchouk, President
2. Herb Cross, Clerk
3. Joe DiPaola, Member
4. Guy Garcia, Member

Staff:

Vanessa Christman, Library Director

4. ELECTION OF GOVERNING BOARD OFFICERS

*Board President Okhremtchouk presented a motion to elect the same Library Governing Board officers as the School Board. Motion seconded by Mr. Garcia.
Ayes: Okhremtchouk, Garcia, Cross. Opposed: DiPaola. Motion Passes*

5. NOTICE TO PUBLIC

6. RECOGNITION OF GUESTS AND PRESENTATIONS

Library Director Vanessa Christman stated that there are none to report.

7. CORRESPONDENCE

Library Director Vanessa Christman stated that there are none to report.

8. CONSENT AGENDA

Mr. DiPaola presented a motion to approve the consent agenda, Mr. Garcia seconded the motion. Ayes: All Present, Opposed: None

9. PUBLIC COMMENT

Library patron Byron Chapman stated that he has been pleased to visit the library recently and see a positive change in atmosphere and staff demeanor.

Board member DiPaola thanked the outgoing Board President for her service and the Board as a whole for their actions and hard work throughout the year

10. LIBRARY DIRECTOR REPORT

Library Director Vanessa Christman discussed past library events for the Christmas holiday period and teen outreach efforts by Children Services Librarian Katrina Bergen.

11. OLD BUSINESS

a. Audit Report (Fiscal Year of 2010-11) Discussion/ Action

Library Director Vanessa Christman presented a draft of The Schedule of Findings and Questioned Costs from the 2010-11 Audit by Roach and Associates. Ms. Christman stated that this section is in need of review and response by the Board before a final report is presented.

Mr. DiPaola expressed his displeasure at the gross fiscal mismanagement by prior library management brought to light by the report.

Mr. Cross suggested that the Board adopt all recommendation of the independent auditor in order to rectify the issues brought to light in the report.

Ms. Okhrentchouk stated that the Board needs to direct Ms. Christman as to how to draft responses to the report.

Mr. Garcia stated that he would like to see the library report back about how it has implemented the recommendations in the report.

Member of the public Ginger Emerson stated that the media should be alerted about the report and asked if prior library administration was going to be held accountable for the findings in the report.

Member of the public Byron Chapman stated the he believes that the findings of the report should satisfy the members of the public who questioned the necessity of dissolving the prior library commission.

Mr. Cross presented a motion to adopt all recommendations of the independent audit, Mr. DiPaola seconded. Ayes: All Present. Opposed: None. Motion carries

b. Schedule of Meetings Discussion/ Action

Ms. Christman stated that she was asked to re-agendize the schedule of meetings at the last Board meeting due to sparse attendance.

Mr. Cross stated that he wanted to review the schedule of meetings due to concerns about not having enough time to review materials for both the School Board meetings and the Library Board meetings due to the closeness of both meetings.

Ms. Okhremtchouk stated that she understands Mr. Cross' concerns, however she likes the idea of consolidating School and Library Board meetings to one week to allow Board members to have "time off".

Mr. DiPaola expressed his concern that if Board meetings weren't consolidated to one week it would conflict with participation in his son's academic and extracurricular activities.

Ms. Okhremtchouk agreed with Mr. Cross' recommendation that the Board receive meeting materials earlier.

Mr. Cross suggested Friday as a target day for distributing Board packets.

Mr. Garcia suggested overlaying the School Board meeting schedule with the Library Board meeting schedule in order to do more research on whether or not to change the meeting schedule.

Ms. Christman stated that she will review both schedules and bring them back to the Board for review.

Member of the Public Byron Chapman agreed with Mr. Cross on the necessity of receiving Board Packets earlier in the week for the Library Meetings, and expressed his support of meetings continuing on Wednesday.

c. Review of DPLD Governance Discussion

Ms. Vanessa Christman stated that she was directed by the Board to prepare a list of potential DPL governance options for the Board to review and then later distribute and discuss at a public forum.

Mr. Garcia stated that he believes that the School Board/Library Board structure should stay in place for the remainder of the year, and he does not believe that a Board subcommittee would be a good long term solution. He continued by stating that pursuing legislation for an independent Library Board would be the best option.

Mr. DiPaola presented a motion that the Board delete the library commission option from the list of governance options. Motion was seconded by Ms. Okhremtchouk.

Mr. Cross stated that he believes that no option should be deleted and that the public should be allowed to discuss the library commission option.

Mr. DiPaola responded by stating that he believes that the Board has the right to delete untenable governance options from the list as the Education code creates a commission with little accountability to the Board.

Ms. Okhremtchouk stated that Mr. DiPaola's motion is on the floor, and asked for public input.

Library staff member Susan Werrin expressed her support of the current Board structure and stated that the public has gained trust in the Board.

Member of the Public Ginger Emerson stated that she does not agree with allowing the return of the commission, and that she has concerns with an independent library board.

Member of the public Byron Chapman does not support the idea of returning to the commission governance structure, and that he supports the current School Board governance structure.

Mr. Garcia suggested that the public be allowed to discuss and vote on the commission option.

Mr. DiPaola expressed his displeasure with allowing the commission option to remain on a discussion list due to the problems with commission oversight.

Mr. Cross suggested that Mr. DiPaola should bring those concerns up at a forum and not remove the commission option from the list.

The motion presented by Mr. DiPaola and seconded by Ms. Okhremtchouk to remove the Library Commission from the list of governance options to be discussed at a public forum was put to a vote. Ayes: DiPaola, Okhremtchouk. Opposed: Cross, Garcia. Motion Fails

Mr. DiPaola asked that the list and governance issue be re-agendized at the next Board meeting

11. NEW BUSINESS

Library Technology Implementation Plan

Library Director Vanessa Christman presented a report about the library's technological infrastructure and described the need to hire a IT professional in order to help draft an assessment of the library's current systems and technology needs. She suggested retaining the services of the Galecia Group from Santa Rosa in order to accomplish this project.

Mr. Garcia asked that Ms. Christman be sure to get from the IT professional the ongoing maintenance costs of the new library technological infrastructure.

Mr. DiPaola stated that he met with the IT professional and that he was satisfied that the library could save money by implementing a new technology infrastructure.

Ms. Okhremtchouk spoke up in support of pursuing self-sufficiency and saving money on IT costs.

Mr. Cross asked about cost sharing strategies by joining with other organizations.

Ms. Christman said that she would include that element in a technology plan if applicable.

Mr. DiPaola read two letters in support of a new technology implementation plan from DPL librarians Catherine Dunn and Katrina Bergen.

Mr. Cross asked about how the IT specialist was vetted and Ms. Christman described her process of soliciting the input of other library directors who had attempted similar projects.

Member of the Public David Werrin asked about the IT Professional's portfolio.

Mr. Cross inquired about whether or not the IT professional works with support staff.

Mr. Garcia presented a motion to approve the plan to retain the Galecia Group for an IT infrastructure assessment and implementation plan. Mr. DiPaola suggested that the Board needed to make sure that the contract is not required to first go out to bid. Mr. Garcia

presented an amended Motion to approve the hiring of the Galecia Group so long as the

contract does not need to go out to bid. A mended Motion is seconded by DiPaola. Ayes: All Present. Opposed: None.

12. BOARD COMMENTS/ANNOUNCEMENTS

None.

13. ADJOURNMENT

Meeting is adjourned by Vice President Okhremtchouk at 7:36 pm

DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES

Subject: OLD BUSINESS (Meeting Schedule Update)

Agenda Item: 9b

Meeting Date: 2-27-13

Items Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: VANESSA CHRISTMAN

PRESENTED BY: VANESSA CHRISTMAN

DISCUSSION/NOTES

The library's scheduled meetings for FY 12-13 are attached.

DIXON PUBLIC LIBRARY DISTRICT
LIBRARY GOVERNING BOARD
230 NORTH FIRST STREET, DIXON, CA 95620

Calendar of Scheduled Meetings for 2012/13
4th Wednesday at 6:00 or 7:00 PM

Meeting Location:
Council Chambers, City of Dixon
600 East A St., Dixon, CA 95620 (to be determined)

July 25, 2012

August 22, 2012

September 26, 2012

October 24, 2012

November 28, 2012

December 26, 2012 (Day after Christmas)

January 23, 2013

February 27, 2013

March 27, 2013

April 24, 2013

May 22, 2013

June 26, 2013

NOTE: Meetings will be shifted to another meeting location whenever the City of Dixon exercises its right to priority use of the City Council chamber.

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES**

Subject: OLD BUSINESS (DPLD Governance List/Public Forums)

Agenda Item: **9c**

Meeting Date: 2-27-13

Items Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: VANESSA CHRISTMAN

PRESENTED BY: VANESSA CHRISTMAN

DISCUSSION/NOTES

The list of prospective governance options from the 12-20-12 Board meeting is attached as per request to have item re-agendized.

(Draft) **List of Governance Options Previously Discussed by the
Governing Board of Library Trustees**

1. Continue with Current Structure of Library Governing Board
2. Create an Advisory Library Governing Board Sub-Committee
3. Pursue Legislation to Enable an Independently Elected Library Governing Board
4. Return to the Library Commission System of Governance
5. Pursue Contracting with the Solano County Library System for Library Governance/Management
6. Other Alternatives

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES**

Subject: OLD BUSINESS (Election of Alternate Members to ABX1 26 Committee)

Agenda Item: **9d**

Meeting Date: 2-27-13

Items Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: GILARDO PINON/IAN ARNOLD

PRESENTED BY: VANESSA CHRISTMAN

DISCUSSION/NOTES

Request from ABX1 26 (Redevelopment) Committee chair to have the Board elect alternate member. Verbal presentation/No attachments.

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES**

Subject: NEW BUSINESS (Partnering with Community Foundations)

Agenda Item: **10a**

Meeting Date: 2-27-13

Items Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: VANESSA CHRISTMAN

PRESENTED BY: VANESSA CHRISTMAN

DISCUSSION/NOTES

I have included some information about potentially partnering with a local community foundation in order to start a fund to solicit donations and estate bequests on behalf of the library.



SACRAMENTO REGION
COMMUNITY
FOUNDATION

Agency Endowment Funds

Special Information for Agency Fund Holders



January 2012

Sacramento Region Community Foundation
Handbook for Agency Endowment Funds

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AGENCY FUNDS

What is an Agency Fund?

An Agency Fund is a fund established in the Sacramento Region Community Foundation by a nonprofit organization (an “agency”) for the sole purpose of carrying out that nonprofit’s charitable activities. Since there may be limited benefit to an agency to open an *expendable* fund with the Foundation, most local nonprofits choose to open an *endowment*.

What is an endowment?

An endowment is a commitment to hold the principal of a fund in perpetuity in order to generate earnings that will benefit a charitable use. Earnings from the endowment over time provide a steady income stream, supporting your nonprofit’s programs and services forever.

Who should have an endowment?

A nonprofit organization committed to providing service over the long haul should consider building an endowment. Organizations formed in support of short-term causes or particular events, that lack a broad donor base, or that are relatively new, are unlikely candidates for an endowment.

Endowment vs. operating reserve: Is there a difference?

Yes. A healthy agency should have a fully accessible operating reserve account which covers between three and six months of its basic expenses. An endowment, on the other hand, is a fund where only the earnings on the fund, not the principal amount, are available for disbursement.

What is the minimum required to open an Agency Endowment?

Your organization may open an Agency Endowment with the Foundation with a minimum of \$10,000. Of course, the bigger the endowment principal, the more earnings you will have “available to spend” each year. We encourage nonprofits to grow their endowments.

Will having an endowment conflict with current donors' giving?

It shouldn't. Developing an endowment is very different from fundraising for annual operating support. An endowment effort can be presented to your current donors as an additional way to support your organization, especially through a major or lifetime gift. It shows your foresight as an organization that is planning for its financial future. Strategically minded organizations earmark all planned gifts, such as bequests, for their endowment.

How will the Foundation support our endowment fundraising efforts?

Our reputation as a permanent community resource reassures donors who may be interested in contributing to your agency's endowment. We can help you accept complex gifts such as appreciated stock, real estate, life insurance, or retirement plans. We can assist your donors and their professional advisors in integrating planned gifts into their estate plans to benefit your organization, and provide you with resources for marketing your planned giving program for gifts to your endowment. Finally, your fund will be listed in the Foundation Annual Report and website, circulated throughout the community to financial advisors, corporations, and individuals who are active in philanthropy.

Can we just manage our endowment ourselves?

You can, but consider what may be involved. The Foundation's economies of scale provide your organization the benefits of a diverse investment portfolio, such as solid total returns and low investment fees that typically come only with very large funds. Many boards of directors have members with investment expertise, but while endowments and the Foundation are forever, your board members are not. Managing an endowment also consumes staff and board time for investment management and administration, including audits and tax reporting, that could otherwise be focused on your organization's core mission and fundraising.

With an Agency Endowment, your funds are placed under the full-time oversight of a professional investment consultant. The Investment Committee of the Foundation Board of Directors closely monitors the performance of the portfolio.

What is the Foundation's investment strategy?

In our endowment portfolio, the Foundation employs multiple professional investment managers with experience in specialized sectors of the investment market. Donors to the endowment are assured that their funds are conservatively and prudently managed, consistent with the objectives of earning a return, over time, of 5%-6% plus inflation.

What are the Foundation's fees for managing our Agency Endowment?

The internal administrative fees are currently set at 1.5% of the fair market value of the fund per year and are assessed monthly.

What is the process for establishing an Agency Endowment with the Foundation?

When you have decided to create an endowment, you work with our staff to complete a formal Agency Endowment Fund Agreement to be signed by representatives of your organization and the Foundation. Once the Foundation has received the signed Fund Agreement and your check, we will open your Agency Endowment, assign a unique account identification code, and invest your funds in accordance with the Foundation's endowment policy.

How will we be notified of financial activity and investment performance for our endowment fund?

We encourage fund representatives to sign up for online access to DonorCentral, where fund statements can be viewed any time simply by going to www.sacregcf.org and clicking on "For Our Donors." After logging on to DonorCentral, you can view the current quarterly statement as well as the previous year-end statement.

We also mail out fund statements semi-annually to all fund representatives. Reports indicate the balance of your fund, the amount that is available to spend (ATS) for the year, investment returns, and any contributions, expenditures, or fees.

How is the ATS amount determined?

The Foundation appropriates so much of the fund as it deems prudent, in accordance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and the Spending Policy adopted by the Foundation.

The dollar amount is determined by calculating a percentage (currently 4%) of the fund's balance, averaged over the previous 12 quarters (or since inception for funds less than three years old).

A new endowment must be established prior to the 4th quarter, or by September 30, in order to generate an ATS amount for the following year. The first fund statement of the new year will indicate your ATS amount for that year.

How do we obtain our ATS amount each year?

With an Agency Endowment, you have 3 options:

- You may request a distribution to your organization electronically via DonorCentral or by submitting a Grant Recommendation form;
- You may request that the Foundation automatically send your organization the ATS each year (generally in June);
- You may request that the ATS not be distributed but remain in the principal until your endowment reaches a certain amount.

Please note that you may spend the ATS amount each year but are not required to. If you do not request it, it will automatically revert to principal at the end of the year; unspent funds are not carried forward.

What will happen to our endowment in the event that our organization ceases to exist?

The Agency Endowment Fund Agreement will ask that you indicate a successor use for your endowment in the event of your organization's dissolution. You may request that the Foundation distribute the annual ATS to nonprofit public charities that meet needs in a specific field or geographic location of your choosing, or you may designate a particular agency. You may also designate the Foundation as the recipient, to use the endowment spendable earnings for the community's greatest needs. The Foundation is legally and ethically bound to honor the charitable intent of your fund and the instructions that you provide for its continuance. Though we hope that the contingency plans are never necessary, it is reassuring to know that the good work of your organization's endowment will be carried out in perpetuity.



Contact Us

We are here to work with you, to answer your questions and to help fulfill your philanthropic goals. The Foundation's knowledgeable staff can assist you with the business and program details of your fund.

If you have a question about your fund statement, just call or e-mail. If you have other questions and are not certain who to contact, just call and we will be happy to direct you.

Key staff to help you

Ruth Blank	Chief Executive Officer	Ruth@sacregcf.org
Shirlee Tully	Chief Marketing & Development Officer	Shirlee@sacregcf.org
Jim McCallum	Chief Financial Officer	Jim@sacregcf.org
Priscilla Enriquez	Chief Giving Officer	Priscilla@sacregcf.org
Tina Bryce	Grants & Scholarship Manager	Tina@sacregcf.org
Fran Baxter-Guigli	Donor Services Officer	Fran@sacregcf.org

Sacramento Region Community Foundation

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SACRAMENTO REGION
**COMMUNITY
FOUNDATION**

YOUR PARTNER IN GIVING



ESTABLISHING A FUND

TWO BASIC DECISIONS

As a potential Donor/Fundholder, there are two basic decisions required of you before we can create a component Fund at Solano Community Foundation. We will set up the Fund in your name, in the name of your family or business, in the name of your nonprofit organization, or in honor of any person or other organization you choose. [Click here](#) to view information regarding the required **SCF Fund Agreement**.

#1. Endowed or Non-Endowed? Your first decision is to determine the length of time you desire to have a Fund at the Foundation. All Funds established with SCF are classified as either Endowed or Non-Endowed assets held.

- Endowed funds are permanent and remain under the management of the Solano Community Foundation in perpetuity, continuing to benefit the organizations and causes you select forever. Endowed Funds earn dividends and gains and are assessed annual administrative fees. To learn about **Fund Minimums & Fees**, [click here](#).
- Non-Endowed Funds are not permanent. The fund balance may be granted at any time, as one or more disbursements, following the policies and procedures in place.

#2. Scholarship Fund or Non-Scholarship Fund? The second decision regards the overall giving (grantmaking) intent. All Funds are subject to the federal and state laws and regulations governing component funds. To learn about **Rules for All Funds**, [click here](#). Scholarship awards (grant disbursements) are made to the institution the student is enrolled at, or plans to attend, not to the student directly. Scholarship Funds and can be either endowed or non-endowed.

- Scholarship Funds are subject to specific rules in addition to the rules for all funds. Disbursements from Scholarship Funds are intended to provide financial support for students at qualified educational institutions. They have specific eligibility and application criteria, a structured scoring system, and a selection committee to advise the Fundholder.
- Non-Scholarship Funds are established for the benefit of local nonprofit organizations, to support the programs and services offered within a community. These funds can be further defined as "Designated Funds" or "Field of Interest" to better target organizations working in specific areas (the arts, environment, education, youth, seniors, veterans, etc.).




WHY ESTABLISH A FUND?

As the Donor, you may give cash, appreciated stocks, real estate, or other assets to establish your Fund. Most charitable gifts qualify for the maximum tax advantage under federal law.

- You are able to stay directly involved in the good work your gift makes possible. You can recommend an area or organization you'd like your gift to support, or rely on the community foundation's experienced staff to determine and address the areas of greatest need in our community.
- Our board issues all grants made from the Fund, in the name of the Fund, acknowledging your philanthropic purpose. Or, if you prefer, grants can be made anonymously.
- We handle all the administrative details and make the required reports.
- Your initial gift, future gifts, and all earnings from your gift (if a permanent fund) is source of community capital, helping do good work forever.
- You receive the tax benefits in the year your charitable gift is made.

Information about our spending policy, the method by which funds are pooled, reporting procedures and requirements, donor services, community development fees, waiting periods, minimum establishing gifts, and eligible grantees can be found at the document links in the column to the right.

HELPFUL DOCUMENTS

-  [New Fund Questionnaire](#)
-  [Establishing an Endowed Fund](#)
-  [Establishing a Non-Endowed Fund](#)

For Scholarship Funds

-  [New Scholarship Fund Questionnaire](#)
-  [Scholarship Policy and Procedures](#)



470 Chadbourne Road
 Suite D
 Fairfield, CA 94534
 707-399-3846 ph
 707-399-3849 fax
 www.solanocf.org

New Fund Questionnaire

Basic Information -Primary Fundholder

First Name:	Last Name:	
Title:	Organization:	
Mailing Address:	Email Address:	
City:	State:	Zip:
Home Phone:	Website Address:	
Work Phone:	Cell Phone:	

Basic Information – Co-Fundholder

First Name:	Last Name:	
Title:	Organization:	
Mailing Address:	Email Address:	
City:	State:	Zip:
Home Phone:	Website Address:	
Work Phone:	Cell Phone:	

For the Foundation to best understand your philanthropic goals, we ask for the following information. Please provide brief answers; continue on a separate sheet if necessary

Fund Purpose and Goals

- What is your overall purpose for establishing this fund?

- What is your target date for establishing this fund? Is this an endowment (permanent)?

- What philanthropic outcomes do you hope to achieve by establishing this fund? Are they specific and measurable?

SCF New Fund Questionnaire (continued)

- What demographic group or population of citizens will benefit from the grants made from this fund?
-

- What geographic community or communities will this fund serve?
-

- Who will serve as Donor Advisor(s)? Will there be a successor Donor Advisor? Will there be an advisory committee? If so, in what capacity?
-

Funding Plan

- When do you expect to provide the Establishing Gift for this fund? What is the amount you anticipate giving, and in what form? (check/stock transfer)
-

- How many gifts/contributions do you anticipate being deposited to this fund in the first 12 months of existence?
-

- What amount of gifts/contributions do you anticipate being deposited to this fund on a continuing annual basis?
-

- Do you intend to seek contributions for this fund through grant applications and funding requests to potential Donors? Do you have any funding requests or applications pending?
-

- Do you expect to hold any kind of fund-raising events to generate contributions to this fund? What are these events or campaigns and when do you expect to hold them?
-

SCF New Fund Questionnaire (continued)

Grant-making (distributions) Plan

- When do you anticipate making your first grant or scholarship from this fund, and for what amount?

- Do you have a written plan of grant-making activity or a program description for disbursements from this fund? If so, please attach it.

- How many grants or scholarships, and in what amounts, do you anticipate making from this fund on an annual basis?

- Do you understand that distributions from this fund for any purpose other than grants to public charities or scholarship payments are prohibited?

Donor Services Requirements

- Will you pursue media support from the Foundation to help promote your fund-raising or grant-making? What types of support will you pursue?

- How frequently will you require a financial statement (fund statement) regarding gift and grant activity for this fund?

- What are your expectations regarding donor services? Do you want to be contacted on a routine basis with information about Foundation programs and operations?

- Do you have any questions or concerns that you would like to address immediately?

Interviewed conducted by: _____

Date completed: _____



Establishing an ENDOWED (Permanent) Fund Information Summary Sheet

Permanence. An endowed fund is a permanent fund that earns dividends and gains from investment. When you establish an endowment fund, the gift assets are held as permanently restricted monies, in compliance with federal UPMIFA regulations. All gifts donated to an endowed fund are made to the Solano Community Foundation (SCF) and are irrevocable. Contributions may be made at any time to an endowed fund. All donations received are acknowledged in writing by SCF. The Donor/Fundholder may recommend grants from the posted earnings of the endowed fund. SCF Board approval is required to make grant disbursements. Amounts of up to 4% of the fund balance, while not invading principal (the total permanent gift amount), may be disbursed each year. This policy ensures that contributions will be made in the Donor's name (or the name of the fund) in perpetuity.

Eligible Grantees. Only 501c (3) public charities may be recommended as grant recipients. Requesting or using funds to fulfill memberships or pledges, to pay for attendance or for admission to events or social functions, or for anything that provides benefits to the Donor, advisors, or related parties is prohibited. Donor funds may not be used to make grants directly to individuals or grants to organizations for the benefit of specified individuals.

Waiting Period. To assure an endowed fund has sufficient time to produce earnings from which to make grants, a Donor/Fundholder must wait twelve consecutive quarters from the date the fund is established, before recommending grant disbursements. A Donor may wish to designate a portion of any gift as unrestricted monies for grantmaking while waiting for the permanent gift principal to grow.

Community Development Fees. Annual administrative fees, known as Community Development Fees or just fees, are assessed for each fund held to help support Foundation operation and programs. A larger fund balance realizes a lower Annual Percentage Rate (APR) in determining fees. SCF calculates and collects fees at the end of each month, based on the reconciled fund balance. The current cumulative, stepped-fee structure used for endowed funds is shown below. Using this formula, the existing dollar amount in each tier (step) is multiplied by the "fee percent" assigned to each tier. The cumulative tier amounts added together represent the total annual fee amount. APR is calculated by dividing the total fee amount collected by the fund balance.

- For the first tier, fund balance amounts of up to \$99,999 are assessed a 4.0% annual fee.
- (Note: Funds with a balance of \$10,000 or less are assessed a minimum annual fee of \$400).
- For the second tier, the fund amount from \$100,000 to \$299,999 is assessed a 3.5% fee.
- For the third tier, the fund amount from \$300,000 to \$499,999 is assessed a 3.0% fee.
- For the fourth tier, the fund amount from \$500,000 to \$999,999 is assessed a 2.0% fee.
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**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES**

Subject: NEW BUSINESS (Library Property Bequest)

Agenda Item: **10b**

Meeting Date: 2-27-13

Items Submitted For:

- CONSENT
- PUBLIC HEARING
- ACTION, INFORMATION, DISCUSSION
- ACTION
- RESOLUTION
- RECEIVE
- DISCUSSION

SUBMITTED BY: VANESSA CHRISTMAN

PRESENTED BY: VANESSA CHRISTMAN

DISCUSSION/NOTES

The library has been contacted by a former patron in another state in order to set up a donation of property in Dixon to the Library in the patron's will. I will provide the Board with a verbal report of the details of the patron's request. -VC

DIXON PUBLIC LIBRARY DISTRICT
GOVERNING BOARD OF LIBRARY TRUSTEES

Subject: NEW BUSINESS (Community Garden Project)

Agenda Item: 10c

Meeting Date: 2-27-13

Items Submitted For:

- CONSENT
 PUBLIC HEARING
 ACTION, INFORMATION, DISCUSSION
 ACTION
 RESOLUTION
 RECEIVE
 DISCUSSION

SUBMITTED BY: VANESSA CHRISTMAN

PRESENTED BY: VANESSA CHRISTMAN

DISCUSSION/NOTES

Members of the public have expressed interest in utilizing the library's vacant lot and turning it into a community garden. Information about similar projects is included.

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Children's garden takes root at S.F. library

Joe Eaton and Ron Sullivan

Published 4:00 am, Sunday, December 20, 2009

VIEW: LARGER | HIDE

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PREV NEXT



Marfeli Luna, a 5th grader at the Tutoring Center a program run at Marshall School by Mission Graduates, gets her hands dirty in the children's garden at the Mission Branch of the San Francisco Library. Photo: Janet Moyer Landscaping



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As a rule, libraries don't mix with muddy little hands. But that's what's happening at the San Francisco Public Library's Mission Branch, where a Teaching Garden opened this fall. With the help of a designer and a gardening instructor, interim Children's Room Manager Lia Hillman has turned an unused patio into a unique resource to teach sustainable urban gardening.

Hillman, who's also trained as a chef, was inspired by Mayor Gavin Newsom's directive to assess city properties for food-growing possibilities.

"I was staring at the patio lining the back side of the library," she recalled. She saw possibilities and contacted Nicole Brisebois, youth program coordinator with the nonprofit

Garden for the Environment, about starting classes for elementary-school kids. Brisebois jumped at the chance. First, though, they needed a garden.

On a Sunday Street Day, when some of the city's streets are temporarily closed to automobile traffic, Hillman dropped by landscape designer Janet Moyer's outdoor display on Valencia Street and explained what she had in mind. "I could probably get the lumber, the soil and the irrigation system," Moyer's partner Michael Hoffman told her. "Would that be enough?"

"My first concern was who was going to take care of the garden," Moyer said. "With this kind of investment, we wanted to make sure it would be sustainable."

The solution: a satellite-controlled "smart drip" irrigation system, donated by Toro. It was designed for agriculture, but Moyer has been using it for urban clients for four years. The weather stations that collect the data are on various federal buildings in the city. "They send data to a company in Petaluma that interprets it, then sends a message by pager. It gets adjusted every day."

Moyer designed and built a 35-foot raised vegetable bed, from natural redwood: "We made it 15 inches tall so it can provide support for children to reach in, or double as seating. It's just 3 feet wide so the kids can reach in; they don't have to walk on it to maintain it."

"Our facilities department was super-cooperative," Hillman said. "We started planning the garden in August, and it was ready for our first class on Oct. 16."

The Department of Public Works installed a tempered-glass panel to filter the un-scenic alley view. Hillman and Brisebois volunteered at Sunnyside Organics Seedlings in Richmond. "In exchange, the owner gave us as many plants - kale, chard, arugula, cilantro, beets, garlic - as we could fit in Nicole's pickup truck," Hillman said.

Classes are geared to second- and fifth-graders from nearby Marshall Elementary School, most from Spanish-speaking working-class families. The students are participants in an after-school tutoring program run by the local nonprofit Mission Graduates. "The kids are so excited about it," Hillman said. "Some of them normally don't ever get to put their hands in the dirt. The first class was right after a big storm and the ground was really wet. They literally bathed themselves in mud."

Brisebois said the students "get excited about just the smells and the textures." The library provides reusable T-shirts and a hand washing station so those smells and textures don't accompany students inside.

"So far, we've done transplanting and planting," Brisebois said. Seedlings from Sunnyside went into the ground in October, along with garlic bulbs and fava beans. "For the second class, we top-dressed the soil with compost and mulched it with straw and hay from a Halloween pumpkin patch." She plans to make compost on-site with a "worm condo," a stack of bins separated by screens: "When the worms finish one bin, they move up."

December's lesson plan involved maintenance, harvesting and a tasty salad. "They had seconds and thirds, and one wanted a fourth bowl," Hillman said.

In January, Hillman will resume her regular job at the library's Potrero Branch, but Brisebois will work with the Mission staff at least through May. "We should have a really great summer garden with the amount of sunlight we get here," she said. "A couple of students from Garden for the Environment's compost trainer program have volunteered to teach bilingual teen and adult classes."

Other libraries embrace green landscaping, but Brisebois thinks the Mission Branch project is unique: "I haven't heard of a library that's doing something like this. The library gardens of my youth were never edible."

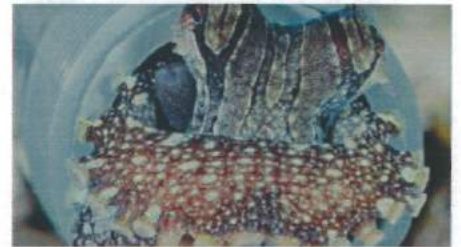
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Gardens at Libraries

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[The Huntington Library](#) is a research library in California with an 120 acre botanical [garden](#) on its grounds. While few (if any) public libraries boast the acreage that this private nonprofit library sits upon, library gardens are taking off as a vital addition to the landscape and mission of public libraries nationwide. Many libraries host garden workshops and provide books and other materials to serve the needs of gardeners. This article will explore the use of actual gardens affiliated with libraries, and their use as living laboratories, ecologically diverse environments, and civic space, as well as collaborative and marketing resources.



Japanese Gardens at Huntington Library, San Marino, CA; CC: Altair78; Used with permission.

Why should libraries have gardens?

As public libraries in particular are tasked with finding collaborative partners for their services and need to expand their mission to incorporate more "library as place" social planning, gardens are becoming more prevalent in the library landscape. Issues such as sustainability, education, outreach and welcoming the community are all directly addressed by gardens at libraries.

Many library gardens are associated with children's programs. They may focus on teaching children about growing food, such as the [San Francisco Teaching Garden](#) and the [Beaver Dam Community Garden](#). These gardens may also donate food to local food pantries. Children's gardens may be play spaces, or geared toward teaching organic techniques. The Wayne Community Garden, hosted by the Wayne County Public Library has as its goal "to cultivate plants and people through gardening" (WCPL community garden, n.d.)

At the [Madisonville, Ohio Library Garden](#) the children's librarian became "interested in getting a learning garden growing on the library's side yard. Since the library is already a gathering place for the community, it made sense to offer the space and information we have access to about gardening, composting and the use of Rain Barrels" (Growing community, 2010). The [Salem Community Garden](#) in Wisconsin states that its reasons for having a five-acre garden are to:

- Beautify the landscape
- Improve wildlife habitat
- Limit the use of pesticides and other chemical applications
- Create a more diverse landscape
- Reduce maintenance
- Provide gardening information based on first-hand experience

It has been certified as a National Wildlife Federation Backyard Habitat and holds a series of children's programs each summer which has a waitlist because community interest is so high. (Gardens, n.d.).

Some library gardens act as memorial spaces, like the [Warrenton Library Garden](#) and the [Ruth V. Perkins Reading Gardens](#). Library trustees, friends, staff or donors are honored with gardens. Other gardens may be on [rooftops](#) or in fact comprise the roof surfaces as [greenroofs](#). Library gardens differ from more conventional landscaping because the gardens are used as outreach or educational adjuncts to the library building.



Beaver Dam Community Garden, Beaver Dam, WI; Copyright holder, BDCL; Used with permission.

Public Library Gardens

The [Glendale Arizona Xeriscape Botanical Garden](#) is located on the grounds of the Glendale Main Library. This desert garden is a perfect example of the possibilities of collaboration and education through landscaping. The garden project was funded by the Arizona State Library, Archives and Public Records Agency, Institute of Museum and Library Services, City of Glendale Water Conservation Office, Glendale Community College, Historic Sahuaro Ranch, University of Arizona Cooperative Extension and the library. [Tales from the Garden](#) is a publication detailing the plants in this landscape, and some local history about the plants and those who collected them. The library's [website](#) offers a useful interactive [map](#) and listing of the plants in the garden, lists of library classes and opportunities for volunteers (Water conservation-xeriscape, 2010).



Glendale Xeriscape Garden, Glendale Main Library, Glendale, AZ; Copyright holder: George & Audrey DeLange;

Permission pending.

The [Beaver Dam Community Garden](#) was a response to many aspects of the library's mission, from education and programming to a sense of place and even collection development. Librarian-gardener Anita Streich explains "I really felt many people had a disconnect between the food that's produced, how it comes about, and how it gets to your grocery store. We looked at this as a teaching opportunity. Over the years it's been used for educational programs for kids and adults, providing cut flowers, and produce for the food pantry" (Tillema, 2009, p. 17). Designer Shannon Barniskis spoke to the need for a multisensory garden: "We wanted places for kids to hide and dream and lay down on the lawn and think of things. We didn't want them to just walk through, we wanted them to interact" (Tillema, p. 18). Streich mentions that the garden affects collection development. She seeks to reflect the learning that occurs in the garden with books that support similar experiences at home. Staff members eat lunch in the garden, community members make salsa from the fruits of the garden, and children learn about organic pest management and edible flowers in the garden. Partnerships with the Senior Center and Food Pantry bridge generations and socio-economic divides.



Beaver Dam Community Garden, Beaver Dam, WI; Copyright holder: BDCL; Used with permission.

The [Southfield Public Library's](#) Imaginarium garden looks quite different from either of the preceding public library gardens, but the mission is similar: to connect library users to "the central themes of the Library, those of discovery, exploration, and the preeminence of reading" (L. Taylor, personal communication, April 29, 2010). Landscape designer Paul Andriese collaborated directly with the library's architect, Eddie Davis of Phillips Swager Associates, and the Library. Ornamental grasses, flowering trees and birdhouses fill the courtyard. The surrounding brick wall features 36 tiles by Laurie Eisenhardt of Royal Oak, which take viewers on a tour through the seasons. A sculpture of three books is the focal point of the garden. "Children can climb on *The Very Hungry Caterpillar* and be inside *Alice in Wonderland*" (L. Taylor, personal communication), while the book *The Secret Garden* floats above them. Laurie Taylor, the coordinator of Youth Services, notes "As you enter the youth room the wall has the letters W.O.W. which stand for Worlds of Wonder. We always tell school children who come into the Library for tours that a Library card will open our Worlds of Wonder for them" (personal communication).



Imaginarium Garden, Southfield Public Library, Southfield, MI; Copyright holder: Crissim Metz Andriese, Phillips Swager, Southfield Public Library; Used with permission.



Imaginarium sculpture, Southfield Public Library, Southfield, MI; Copyright holder: Crissim Metz Andriese, Phillips Swager, Southfield Public Library; Used with permission.

The Madison Public Library of Alabama has a Children's Living Library [garden](#), in which art, music, sustainability and gardening classes will be taught. The garden features a life-sized Scrabble board, an amphitheatre for storytimes and themes from the children's book *Where the Wild Things Are*. Partners for this project include: Madison County Beekeepers Association, the Huntsville Botanical Garden, the Madison Gardening Club, the Madison Beautification and Tree Board, and the Madison County Soil and Water Conservation District, and the Madison Sustainability Committee. Professional landscape architect Lori Severin with 4Site, Inc. donated the design of the garden (Library, n.d.).

Some library gardens are more sculptural than botanical, such as the Cleveland Public Library's [Eastman Reading Garden](#). The use of the term "garden" in this context is more about the idea of an outdoor area. Maya Lin, also known for her [Langston Hughes Library](#) and Vietnam Veteran's Museum, created the sculpture for this courtyard space, called "Reading a Garden." While few plants are used in this garden, the juxtaposition of playfulness and peace make this a gardenlike synthesis of art, architecture and landscape (Cleveland Public Library, 2010).

An Academic Library Garden

The [Greatwood Gardens](#) at Goddard College were designed by Arthur Shurcliff and built between 1908 and 1918. In 1996 the gardens were added to the National Register for Historic Places. Shurcliff was an associate of famous American landscape architect Frederick Law Olmsted and they founded the first four-year landscape architecture school at Harvard. Shurcliff went on to design landscapes in Colonial Williamsburg and Sturbridge Village ("Arthur Asahel Shurcliff," n.d.).



Greatwood Gardens, Goddard College,
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A Special Library Garden

Like the Huntington Library and Garden, Winterthur is a private research library that is surrounded by award-winning botanic gardens. 60 acres of professionally-maintained gardens were designed by Henry Frances du Pont and Marion Coffin. The [library](#) is for scholars researching the history and culture of the United States from Colonial times onward.



Winterthur Garden, Winterthur, DE;
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Funding

On April 20, 2010, the State Library of Ohio announced that it was awarding \$76,285 in IMLS Special LSTA Growing Community Grants to several public libraries. For example, "Plain City Public Library, \$7,045 to help turn vacant library green space into a library garden that will assist the city in beautification initiatives, provide opportunities for library programs, and help support the local food pantry. Community members will be able to "check out" garden beds. Although the space would be free of charge they would need to pledge either food or volunteer hours to the library/food bank. A children's garden will include activities associated with the Summer Reading Program and for adults there will be a speaker series featuring members of the Madison County Master Gardeners and local culinary talents" ("April," 2010).

The Beaver Dam Community Garden is funded from the library's programming funds, since it is used as both the theme for and location of much of the summer programs. The award-winning Southfield Library Imaginarium is funded in part by the Friends of the Library (L. Taylor, personal communication, April 29, 2010).

Challenges

The Beaver Dam Community Library has faced many challenges with their community garden. Finding time to water, volunteers to weed, resources for trellises, graffiti and theft of vegetables have been just a few of the problems faced by this garden library. Other libraries face similar issues, as well as funding considerations and lack of space. Despite the challenges, more and more libraries are incorporating gardens into their landscape and programming plans. The 2010 National Library Week theme was Communities Thrive @ Your Library. This theme of public library service is a natural fit with the idea of the library garden.

Links

[The Huntington Library](#)
[San Francisco Teaching Garden](#)
[Beaver Dam Community Garden](#)
 Madisonville Library (PL Cincinnati & Hamilton Co., OH) Garden [video](#) and [story](#)
[Salem Community Garden](#)
[Warrenton Library Garden](#)
[Ruth V. Perkins Reading Gardens](#)
[Glendale Arizona Xeriscape Botanical Garden](#)
[Southfield Public Library's](#) Imaginarium garden
[Eastman Reading Garden](#)
[Greatwood Gardens](#) at Goddard College
[Winterthur gardens](#)
 Bushwick Library (Brooklyn NY) Community [Garden](#)
 Landa Community [garden](#) Garden of the San Antonio (TX) Public Library
 Schreiber (ON) Public Library Community [garden](#)
 Karl Gercens photographs of the [Winterthur](#) gardens.

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Resources

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