Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Job Description – Coordinator of Development & Volunteer Services**

POLICY NUMBER: **2320**

2320.1 A non-exempt paraprofessional classification under the general direction of the Manager of Administrative Services. Works directly with the library director, library managers, library support organizations and volunteers. Performs a variety of complex, responsible activities requiring strong organizational, writing, verbal and interpersonal communication skills.

2320.1.1 Functions as the coordinator of volunteers for all library activities..

2320.1.2 Prepares all library publications, print and electronic.

2320.1.3 Serves as the staff liaison and development director for the library's support organizations.

2320.1.4 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2320.1.5 Carries out the expressed policies of the Board of Trustees. Communicates and assists in the execution of the goals and objectives of the Board to the staff, volunteers, library support organizations and the community.

2320.1.6 Prepares monthly and annual reports as assigned by the Manager of Administrative Services.

2320.1.7 Supervises clerical staff and volunteers.

2320.1.8 Is eligible to apply to become a California Notary Public in compliance with the provisions of Placentia Library District Policy 2125.

2320.2 Typical Tasks

2320.2.1 Coordinates volunteers for all library activities:

2320.2.1.1 Recruits, trains, coaches, assigns tasks for and evaluates volunteers.

2320.2.1.2 Collects and maintains volunteer records and prepares reports on volunteer activities.

2320.2.1.3 Devises and implements volunteer recognition programs and events.

2320.2.1.4 Maintains collaborative relationships with the Volunteer Center of Orange County and Placentia-area community organizations and educational institutions supporting the library's activities and programs.

2320.2.1.5 Meets regularly with library managers, staff, Friends Book Store Manager and others to coordinate the activities of library volunteers, determine the need for volunteers and evaluate their effectiveness.

2320.2.2 Prepares all library publications, print and electronic:

2320.2.2.1 Prepares news releases for library programs.

2320.2.2.2 Develops and maintains a working relationship with the local news and feature staff at the Orange County Register, Placentia News Times, Los Angeles times and other regional publications.

2320.2.2.3 Prepares the District's submission to the Placentia Quarterly.

2320.2.2.4 Prepares the District's newsletter and other brochures, bookmarks and publications in support of library programs

2320.2.2.5 Prepares cable television announcements and coordinates programs.

2320.2.2.6 Prepares library program and support organization information for the library website.

2320.2.2.7 Advises the Manager of Public Services about public relations activities and publications for adult services, children's services, literacy services and the Placentia History Room.

2320.2.2.8 Coordinates other public information activities as assigned by the Manager of Administrative Services.

2320.2.2.9 Coordinates job orders with printers, designers, proof readers, mailing houses and other library publication vendors and reviews and approves their invoices for payment.

2320.2.2.10 Maintains a calendar of library publication schedules and coordinates submission deadlines with library managers, staff and support organizations.

2320.2.2.11 Coordinates and prepares library signage.

2320.2.3 Serves as the staff liaison and development director for the Library's support organizations:

2320.2.3.1 Attends all Friends of Placentia Library Board of Directors, Committee and Membership meetings and Placentia Library Foundation Board of Directors and Committee Meetings.

2320.2.3.2 Assists the Placentia Library Foundation President with preparing meeting agendas. Prepares the Placentia Library Foundation Board of Directors meeting packets.

2320.2.3.3 Requests deposit of donations, payment of invoices, and issuance of checks for the support organizations with the Manager of Administrative Services and/or Treasurer of the Friends of Placentia Library and/or the Treasurer of the Placentia Library Foundation.

2320.2.3.4 Maintains the files and official records for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.5 Takes and prepares minutes for the Placentia Library Foundation Board of Directors and Committee meetings.

2320.2.3.6 Provides staff support for fund raising projects and membership campaigns for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.7 Maintains donor records.

2320.2.3.8 Prepares donation receipts and acknowledgment letters for the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.9 Manages the donor software and donor communications activities for the Friends of Placentia Library and the Placentia Library Foundation

2320.2.3.10 Presents recommendations for fund raising projects and membership promotions to the Friends of Placentia Library and the Placentia Library Foundation.

2320.2.3.11 Coordinates and monitors the application process for grants prepared in the name of the Friends of Placentia Library or the Placentia Library Foundation. Helps evaluate the appropriateness of specific grant opportunities to District activities and projects.

2320.2.4 Serves as a member of the Library Program Committee and prepares its news releases, publications and bulletin board displays.

2320.2.5 Coordinates the library's holiday displays, decorating and participation in the Heritage Day Parade and other community events.

2320.2.6 Assists the public in making the most effective use of the Library's collection and facility.

2320.2.7 Serves as a United States Passport Application Acceptance Agent.

2320.2.8 Prepares and submits reports of activities to the Manager of Administrative Services as required.

2320.2.9 Performs other duties as assigned by the Manager of Administrative Services.

2320.3 Required Qualifications. B.A. or B.S. degree, a valid California driver's license, and United States citizenship. Preference will be given to applicants possessing a certificate in fund raising.

2320.4 Knowledge and abilities:

2320.4.1 Knowledge of the principles of fund raising and non-profit management.

2320.4.2 Knowledge of grant writing techniques and application procedures.

2320.4.2 Knowledge of personal computer hardware and software operations including word processing, spreadsheet, database management, publishing, graphics and photo management.

2320.4.3 Knowledge of the principles of volunteer management.

2320.4.4 Knowledge of the principles of effective print and electronic communication and design for newsletters, brochures and other publications.

2320.4.5 Knowledge of current events and literature.

2320.4.6 Ability to apply the knowledge listed above.

2320.4.7 Ability to make effective public presentations.

2320.4.8 Ability to read, analyze and interpret professional publications and staff reports.

2320.4.9 Ability to respond to common inquiries or complaints from Library customers.

2320.4.10 Ability to follow District policies and procedures.

2320.4.11 Ability to analyze difficult problems and recommend solutions.

2320.4.12 Ability to work independently with minimal supervision.

2320.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2320.4.14 Ability to organize, manage work flow and multi-task with frequent interruption.

2320.4.15 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2320.5 Physical Demands

2320.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2320.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2320.5.1.2 Must possess mobility to operate a motor vehicle.

2320.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2320.5.1.4 Must be able to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2320.5.1.5 Must be able to stand; walk; and stoop, kneel, or crouch.

2320.5.1.6 Must be able to push or pull book carts weighing up to 250 pounds and have the strength to pick up and carry supplies weighing up to twenty pounds.

2320.5.1.7 Must be able to see to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2320.5.1.8 Must be able and willing to attend meetings outside of regular work hours and travel overnight.

2320.6 Work Environment

2320.6.1 The work environment characteristics described here are representative of those an employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2619.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

orange county council of governments

Regular Meeting of the

BOARD OF DIRECTORS

Meeting Date / Location

Thursday, September 28, 2006
10:00 a.m. – 12:00 p.m.
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, California

AGENDA ITEM ***STAFF*** ***PAGE***

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL (Chair Richard Dixon)

Richard Dixon, Chair, District 13
Art Brown, Vice-Chair, District 21
Paul Glaab, District 12
Leslie Daigle, District 14
Cheryl Brothers, District 15
Vacant, District 16
Lou Bone, District 17
Christine Barnes, District 18
Robert Hernandez, District 19
Marilyn Poe, District 20
John Beauman, District 22
Debbie Cook, District 64

Bob Ring, Cities At-Large
Bill Campbell, County At-Large
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Jim Ferryman, OCSD
Cathy Green, OCTA
Chris Norby, SCAG-County Rep.
Miguel Pulido, SCAQMD – Cities Rep.
Jim Silva, SCAQMD – County Rep.
Dave Swerdlin, TCAs
Owen Holmes, University Rep.
Kristine Thalman, Private Sector

cities
Aliso Viejo
Anaheim
Brea
Buena Park
Costa Mesa
Cypress
Dana Point
Fountain Valley
Fullerton
Garden Grove
Huntington Beach
Irvine
La Habra
La Palma
Laguna Beach
Laguna Hills
Laguna Niguel
Laguna Woods
Lake Forest
Los Alamitos
Mission Viejo
Newport Beach
Orange
Placentia
Rancho Santa Margarita
San Clemente
San Juan Capistrano
Santa Ana
Seal Beach
Stanton
Tustin
Villa Park
Westminster
Yorba Linda

County of Orange

agencies
Costa Mesa Sanitary District
East Orange Water District
El Toro Water District
Emerald Bay Service District
Irvine Ranch Water District
Los Alisos Water District
Mesa Consolidated Water District
Moulton Niguel Water District
OC Fire Authority
OC Sanitation District
OC Transportation Authority
OC Water District
Placentia Library District
Rossmoor/Los Alamitos Area Sewer District
Serrano Water District
Silverado-Modjeska Parks & Recreation District
South Coast Water District
Trabuco Canyon Water District
Transportation Corridor Agencies

600 West Santa Ana Boulevard, Suite 214, Santa Ana, California 92701 714/972-0077 714/972-1816 fax
occog@occities.org www.occities.org/occog

II. OATH OF OFFICE

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

III. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agendized items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

IV. CONSENT CALENDAR

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed from the Consent Calendar for separate action or discussion.

A. Minutes from August 24, 2006 OCCOG Board Meeting (Clerk of the Board) 05

Recommended Action: Approve minutes.

B. Report on the OCCOG TAC (Tracy Sato, OCCOG TAC Chair) 07

Recommended Action: Receive report.

V. ACTION ITEMS

A. Approve the Memorandum of Understanding Between OCCOG and the Orange County Division, League of California Cities, Regarding the Collection of Center Demographic Research Funds (Fred Galante) 11

Recommended Action: Approve the MOU between OCCOG and the Orange County Division, League of California Cities.

B. Approve the City of Mission Viejo to Serve as the OCCOG Interim Executive Director and provide the accounting and financial support to the OCCOG (Fred Galante) 19

Recommended Action: Approve the City of Mission Viejo serving as the Interim Executive Director and providing the accounting and financial support to the OCCOG.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director

FROM: Wendy Goodson, Administrative Services Manager

SUBJECT: **Status Report – Repayment of Library Improvement Loan**

DATE: October 16, 2006

Administrative Services Manager Wendy Goodson met with Terrell Judd, City of Placentia Accountant/Buyer on October 10, 2006 to discuss the ongoing issue of the District's repeated requests of the City to provide invoices for the Library Improvement Loan. As a result, the Director of Finance has recommended the remaining loan balance to be paid in five equal installments without affecting the agreed upon duration of the loan which remains March 28, 2002 to September 28, 2008.

Attached is the Director of Finance's confirmation memo of such revisions to the Library Improvement Loan.

MEMORANDUM

City of Placentia

TO: ELIZABETH MINTER, PLACENTIA LIBRARY DIRECTOR

FROM: DIRECTOR OF FINANCE

DATE: OCTOBER 10, 2006

SUBJECT: REPAYMENT OF LIBRARY IMPROVEMENT LOAN

As per your conversation with Terry Judd on October 10, 2006, the City of Placentia will be billing the Placentia Library District the remainder of the Library Improvement Loan in (5) equal installments. The installments are as follows:

Date	Payment	Principal	Interest
September 28, 2006	$45,276.34	$41,052.18	$4,224.16
March 28, 2007	$45,276.34	$41,052.18	$4,224.16
September 28, 2007	$45,276.34	$41,052.18	$4,224.16
March 28, 2008	$45,276.34	$41,052.18	$4,224.16
September 28, 2008	$45,276.35	$41,052.19	$4,224.16

Total remaining Payments $226.381.71

The total Remaining balance includes principal of $205,260.89 and interest of $21,120.82.

Thanks again for you patience.

Terrence Beaman
Director of Finance
City of Placentia

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Library Director's Report**

DATE: October 16, 2006

Activities Report:

Aug 17 Met with City Administrator Bob Dominguez to discuss developer fees, the redevelopment pass through allocation schedule and providing public works and bid management support for the Library's remodeling project.

Sep 18 Participated in Library Board Work Session on Developer Fees and Library Board Meeting.

Sep 19 Participated in Clerk II interviews.

Met with Foundation President Jean Lasley to discuss the merger and organizational issues.

Sep 20 Met with City Administrator Robert Dominguez to discuss status of developer fees and other issues related to the facility and District.

Sep 21 Met with Lois Monroe and Nancy Lone-Tollefson to plan the Donor Reception.

Sep 25-28 Attended the California Special Districts Association Annual Conference in Olympic Valley, CA.

The opening session was a presentation by Afterburner Seminars, an organization of veteran F-15 fighter pilots who present management seminars.

In the afternoon I attended the session on Finance & Fiscal Responsibility which was a presentation by the CSDA Finance Corporation on when and how to use their services for funding capital and operational projects. Last year Placentia Library District re-financed its HVAC project through CSDA and it is a good source for future projects.

The Placentia Library District Poetry session was in a beautiful location but was poorly attended because of conflicting programs. CSDA staff talked with us about bringing Meredith Laskow to the Conference in Monterey next year and giving her a better time slot.

The first evening the Placentia group had dinner together at a local restaurant.

Wednesday morning began with a presentation from CSDA Lobbyist Ralph Heim. Among other things he stressed the need of making contact with the new legislators to educate them about independent special districts.

I attended the Ethics Training session conducted by David McMurchie. I was especially pleased to do so because I have been benefiting from David's experience and counsel for over 14 years in the areas of workers' compensation and the development of the District's procedures manual. It was the first time that I had the opportunity to hear him lecture and he was very good.

On Wednesday afternoon I attended the session on Classification & Compensation Professional Development conducted by Geoffrey Rothman, JD or the Human Resources/Labor Relations Consulting Group. It was almost like being back in a graduate school personnel management class. He gave a great overview of classification and compensation programs and after the program gave me some specific suggestions for how Placentia Library District could implement a "bonus" plan without dismantling its classification system and becoming subjective about implementation.

- He strongly recommended complete job audits by outside professionals (like the one done for the exempt employees last year) no less often than every five years and comparative salary audits by staff or outside consultants every year.

- He stated that Districts need a "robust" classification system because it keeps appointments from being politically based (more impersonal) and because it keeps organization from becoming individualized and makes moving between classes based on standards -- creates a process for consistent approach.

- He pointed out that casual changing of classification systems has the potential of creating/exacerbating inequities in the entire system for the District. It is critical that classification descriptions accurately describe the work being done.

- Pay needs to be related to market conditions and thus requires regular comparisons. Improvements are often given to the person/group making the most noise rather than systematically identifying the most out of synch so it is useful to use outside consultants who have no direct ties with the staff.

- Classification systems have a built-in assumption of no or slow change but the advent of the classification of information technology has changed this. It takes government longer to adjust to declining markets -- it

positions after the bubble burst. Thus many government agencies outsource information technology functions today. Classification description and job descriptions are not synonymous.

- "Reward" is an important concept in a pay plan.

Sep 30 Saturday Manager at the Library.

Oct 2 Participated in the Friends of Placentia Library Board of Directors meeting and negotiated a solution for the unstable shelving issue in the Friends sorting room.

Oct 3 Participated in the Executive Committee Meeting of the Independent Special Districts of Orange County. It was confirmed that I will not be continuing with that Board in 2007.

Oct 4 Met with Jim Roberts, Toby Silberfarb, Lois Monroe, Amanda Ferrari and Cathy Kitsman to discuss the District's grant writing needs and the services of Ferrari Philanthropic Consulting.

Oct 5 Met with Garham Kang, JD and Lois Monroe to discuss the Placentia Library Foundation and Ms. Kang's potential for service in the area of planned giving. Jean Lasley was scheduled to participate in this meeting but was unable to attend due to illness.

Delivered used monitors to Silicon Salvage in Anaheim. Public agencies are required to use this service for discarded monitors because they are considered hazardous waste.

Oct 9 Accompanied Jean Lasley, Ben Boelman, Eleanore Rankin and Lois Monroe to a meeting in Irvine with Douglas Freeman, JD, Freeman, Freeman & Smiley to discuss the Friends and Foundation merger legal process.

Oct 11 Participated in the Placentia Library Foundation Board of Directors meeting.

Oct. 12 Participated in the Special District Risk Management Authority (SDRMA) Safety/Claims Education Day in Anaheim. This program also offered an Ethics Training session at no cost. If they continue this we should consider encouraging Trustees to take their training at this time because no only is it free and includes a free continental breakfast and lunch but the District qualifies for a discount on its insurance premiums for each person attending if they stay for the entire day's education programs (you can't go just for the ethics training).

The opening session introduced the operation and staff of SDRMA. It also explained the history and growth of SDRMA and its plans for the future. The new SDRMA web site member portal access to individual policy provisions and certificates of insurance were introduced and demonstrated.

The first workshop I attended was on employment practices. It focused on conducting legal interviews and how and when to conduct workplace investigations.

They reviewed the liability issues in this area and discussed management's responsibilities. The emphasis was on creating a respectful workplace and prevention of harassment claims.

The second workshop I attended was a workers' compensation update. It was conducted by the consultant that works directly with the Districts when there are any open claims. She talked about the shake-out of the changes implemented in the workers' compensation program four years ago and presented statistics about the types of injuries that special districts are reporting. She spent a lot of time discussing the District's responsibilities in claims processing and management as well as the relationship with the medical providers. She also discussed the issues of investigations, fraud, abuse and vocational rehabilitation.

The final session I attended was a review of the property and liability program with SDRMA. A great deal of emphasis was placed on explaining the personal protections afforded elected officials under the public official's liability section that are not provided in commercial plans.

Staff Meetings:

Sep 20 The Staff discussed upcoming programs and actions taken at the Library Board meeting including the process of preparing the Facility Master Plan with Linda Demmers.

Oct 4 The entire Staff Meeting was spent discussing issues related to the proposed Dress Policy for the District and the staff's recommendations to the Library Board.

Agenda Item 37

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager

DATE: October 16, 2006

SUBJECT: Program Committee Report for the month of September.

ADULT SERVICES

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	1	2	3	4
NUMBER OF ATTENDEES	33	28	68	48

CHILDREN'S SERVICES

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	22	27	76	79
NUMBER OF ATTENDEES	872	1,083	3,671	3,126

PROGRAM COMMITTEE

	Sep 05-06	Sep 06-07	YTD 05-06	YTD O6-O7
NUMBER OF MEETINGS	0	1	0	5
NUMBER OF ATTENDEES	0	10	0	31
NEWS RELEASES	NA	1	NA	3

LITERACY SERVICES

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
Total Tutors	89	90	98	111
Total Students	132	150	161	169
Total Hours	894	1,030	2,125	2,819

Attachment 1: Request for Parent Reading Guide.
For more detailed literacy statistics, see Agenda Item 42, pages 2 of 3 and 3 of 3.

Attachment 1

Jim

From: Mary Strazdas [marylibrarian2003@yahoo.com]
Sent: Tuesday, September 19, 2006 12:32 PM
To: jroberts@placentialibrary.org; childrens@placentialibrary.org
Cc: reference@placentialibrary.org
Subject: Parent Reading Guide (LA TIMES) for Reading by 9

Dear Jim,

Caroline will order those books in the **Parent Reading Guide** that Placentia currently does not own. When I checked them, I found that many of the titles we lack are held by the consortium; some titles have had small circulations.

I called the LA TIMES this morning and spoke to Joanna, who has ordered 300 copies of the **Parent Reading Guide** for our library. She said we should receive them in 2-4 weeks. If there are any problems, her number is 1-877-732-3299.

Mary

Mary Strazdas, Reference Librarian
Placentia Library District
411 E.Chapman Avenue
Placentia, CA 92870
(714) 528-1906, ext. 209
reference@placentialibrary.org

Agenda Item 38

To: Elizabeth Minter, Library Director

From: Caroline Gurkweitz, Children's Librarian CG

Date: for Board Meeting, October 16, 2006

Subject: September 2006 Activities in the Children's Department

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	4	123
Story Time I: 6 years & younger	4	168
Story Time II: 6 years & younger	4	118
Music Time I: 6 years & younger	4	185
Music Time II: under 6 years old	4	147
Music Time III: under 6 years old	3	103
Read to the Dogs event	1	52
Magic Show event	1	124
Homeschool event	1	23
Class Visit	1	40
Total September 2006	27	1083
Total September 2005	22	872
Current FY to date	79	3126
Previous FY to date	76	3671

TO: Elizabeth Minter, Library Director

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

DATE: October 16, 2006

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

Tutor Training. We had one workshop on October 1, and eleven tutors were trained, one high school student and ten adults. They are all tutoring or pending.

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

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 two new 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. Kraemer-Placentia Library Homework Club is scheduled to start in late October.

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.

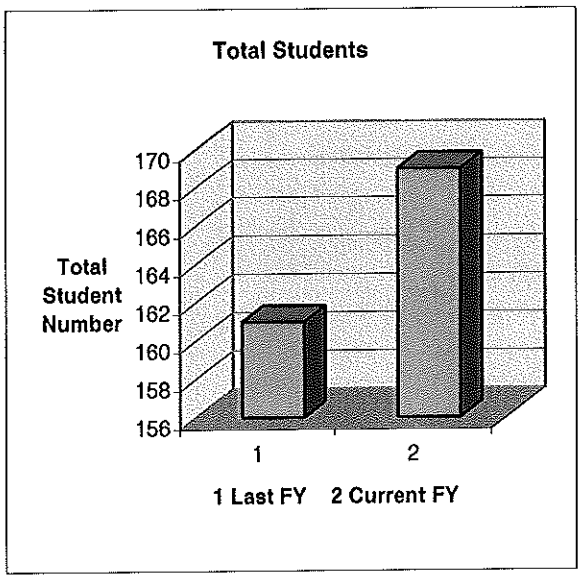
Federal Work Study (FWS). Our FWS partnership with Financial Aid at Cal State Fullerton is even stronger in FY 2006-07 than it was last FY. Our Cal State Award for FY 2006-07 is already over $100,000. Our FWS partnership is also very strong with Western State University College of Law this FY as we have six already on board.

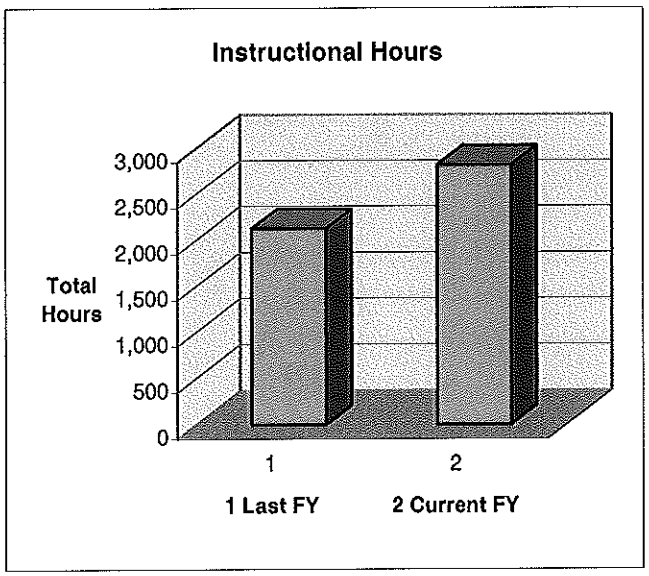
Literacy statistics. See Agenda Item 39, Pages 2 of 3, and 3 of 3.

Placenta Library Literacy Services

Report of Growth and Progress

	Sep 05-06	Sep 06-07	YTD 05-06	YTD 06-07
Tutors				
Adult	47	60	54	64
Teen	42	30	44	37
Hours Instruction	894	1,030	2,125	2,819
Other Volunteer Hours	120	120	280	360
Total Hours	1,014	1,150	2,405	3,059
Training Workshops				
Workshops Held	3	1	5	3
Tutors Trained	37	11	46	39
Students				
With Adult Tutors	92	104	102	123
With Teen Tutors	40	46	59	46
In Groups	0	0	0	0
Total Active Students	132	150	161	169
Families for Literacy				
Family Students	5	5	5	5
Family Tutors	5	5	5	5
Hours of Instruction	60	60	120	120
ELLI Program				
K-6th Grade Students	0	0	0	0
Tutors for K-6th Grade	0	0	0	0
Hours of Instruction	0	0	0	0
Homework Clubs				
On-Site: Students	0	0	0	0
On-Site Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
H.I.S. House Students	0	0	0	0
H.I.S. House Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
Topaz Students	0	0	0	0
Topaz Tutors	0	0	0	0
Hours of Instruction	0	0	0	0
Total Tutors	89	90	98	111
Total Students	132	150	161	169
Total Instruction Hours	894	1,030	2,125	2,819


Total Students
Total Student Number
170
168
166
164
162
160
158
156
1
2
1 Last FY
2 Current FY


Instructional Hours
Total Hours
3,000
2,500
2,000
1,500
1,000
500
0
1
2
1 Last FY
2 Current FY

TO: Elizabeth Minter, Library Director

FROM: Mary Strazdas, Librarian MCS

DATE: October 16, 2006

SUBJECT: Reference and Adult Services report for September, 2006

- There were two Program Committee meetings during the month.
- *Freshman Finance 101,* presented on September 11, drew only 4 patrons, in spite of the pre-program interest. The presenters from Wells Fargo answered a variety of questions without proselytizing their particular bank.
- *Remember When* was our Tuesday, September 19 program. It attracted 24 patrons and involved much interaction between them and the Bowers Museum docents. One lady became a model for some of the clothing they brought. The docents cleverly went through an average day in 1925, utilizing household items in an average home at that time.
- Special library displays included one for the Placentia Round Table Women's Club (Bicentennial quilt), and another called *Starting School for Kindergarteners*. *Hispanic Heritage Month* featured books and a bibliography/webliography about people and places in the Hispanic world. Paintings and sketches done by the award-winning CSUFstudent Danielle Gibbons filled the main display case.
- We also featured a book grouping from the program *Remember When.*

Statistical Comparisons at the Reference Desk
September FY 2006/2007

	2005	2006	YTD 05-06	YTD 06-07
Phone Reference Questions	204	181	571	516
Desk Reference Questions	1,505	1,608	4,828	4,427
E-Mail Reference Questions	8	0	13	0
Ready Reference	37	23	88	69
Instruction	64	363	163	710
Computer Use	2,479	3,296	8,233	10,098
Reference Books: In-Library Use	2,815	3,491	5,542	11,277
Patron Database Signups	211	160	679	504

Agenda Item: 41

TO: Elizabeth Minter, Library Director

FROM: Gary Bell, Librarian GB

DATE October 16, 2006

Subject: History Room Report for September

History Room visitors in September: fiscal year 2004-2005: 2
History Room visitors in September: fiscal year 2005-2006: 2

The Heritage Coordinating Council meeting was held on September 12th in Laguna Hills. Since Placentia is hosting the next meeting on November 7th, I prepared the minutes for the September meeting which are posted on the Council's new website:http://www.ocheritage.org.

The digitization project for the California State Library grant is proceeding. We have now provided the metadata for 100 photographs.

We were able to loan the Placentia Fire Department several photographs for the department's use. They made copies for use on their premises to display and promote the history of the Fire Department.

Charlene Duval of the Sourisseau Academy for state and local history at San Jose State University, paid a visit to our History Room researching the Tuffree Family of Placentia.We were able to provide her with a copy of the Polhemus family lineage, a Dutch branch of the family going back to the Netherlands in the sixteenth century, which had been donated to us by the Tuffree estate.

Several volumes were purchased and added to the History Room collection.

Patrons requested Valencia and Esperanza High School annuals; information was sought on the Huntley house; aerial photos of Placentia in the 1940s were sought; and minutes were requested for meetings of the Placentia Planning Commission.

Placentia Library District

TO: Elizabeth Minter, Library Director

FROM: Vernon Napier, Technical Services Manager

DATE: October 11, 2006

SUBJECT: Website report for September 2006

Library Website Traffic								
								Monthly
	May '06	June '06	July '06	Aug '06	Sep '06		Y-T-D	Average
Unique visitors	1,589	1,822	1,865	1,910	1,832		9018	1804
Number of visits	2,555	2,966	2,987	3,135	3,062		14705	2941
(visits per visitor)	1.60	1.62	1.60	1.64	1.67			1.63
Pages visited	15,949	15,091	16,047	15,571	18,913		81571	16314
(pages per visit)	6.24	5.08	5.37	4.96	6.17			5.56
[illegible]s most viewed								
Application for library card	96	69	40	46	0		251	50
Borrowing library materials	127	136	116	538	122		1039	208
Calendar	290	298	228	408	252		1476	295
Catalog	2,118	502	662	673	628		4583	917
Community links	63	70	75	85	53		346	69
Contact Us	150	122	108	140	108		628	126
Frequently Asked Questions	298	223	255	313	266		1355	271
Home page	10,582	10,915	12,657	11,394	14,827		60375	12075
Kids page	109	233	111	191	277		921	184
Literacy services	66	57	71	106	70		370	74
Passport applications	256	214	197	205	182		1054	211
Photos (pick of the pics)	n/a	n/a	n/a	126	141		267	134
Searching for information	337	332	385	37	474		1565	313

Placentia Library District

On line reference resources

Usage statistics for	May '06	Jun '06	Jul '06	Aug '06	Sept '06
Grolier Online	9	4	8	5	6
Encyclopedia Americana	1	0	2	1	0
La Nueva Enciclopedia Cumbre	0	1	0	0	0
America the Beautiful	0	0	0	0	0
Lands and People	3	0	0	0	0
General Reference Center	78	82	94	39	111
Opposing Viewpoints	334	43	50	32	92
Newsbank -Newspaper search	13	30	25	6	23
Newsbank -Magazine search	0	0	0	0	0
L.A Times	35	7	2	0	0
N.Y. Times	20	1	2	0	1
Wall Street Journal	13	0	0	47	218
Heritage Quest	866	1320	1673	1308	1966
Learning Express (Learn a test)	5	3	3	5	1
Novelist	127	4	44	0	0
Tumblebooks	12	177	69	81	252
MorningStar	-	-	-	-	135

Placentia Library District

TO: Elizabeth Minter, Library Director

FROM: Vernon Napier, Technical Services Manager

DATE: October 11, 2006

SUBJECT: Technology Report for September 2006

- Overdrive, our new downloadable books service, is up and running and available from our website. For more information see page 2 of this report.
- We have received the digitized version of the Placentia Courier for the years 1925 to 1928. A small sample has been added to an online database for demonstration purposes. This will be shown to the Board of Trustees and to the Foundation at their next meetings.
- I met Professor Henry Snyder (University of California) to confirm our inventory of Placentia newspapers holdings. We are looking into the possibility of State assistance with our digitization program.
- Continued selection of historical photographs. The History Committee has completed the description of the first 50 photographs. These will be packaged and shipped off by October 20.
- The new cable internet connection has greatly improved web access for both patrons and staff.
- The installation of Aquabrowser has taken longer than anticipated. While I had hoped it would be up and running by the end of last month, late October now seems more likely.
- An additional 8 security cameras (including one covering the back door entrance) have been installed.

Placentia Library District

Digital Books

a new service for Placentia Library District patrons!

*****

Digital books are electronic versions of print books. They include downloadable audio books for listening and eBooks for on-screen reading. Both digital audio books and eBooks can be used on a variety of devices such as PCs, laptops, and supported PDAs. You can even copy the audio books from your computer onto CDs and listen to them in your car.

The Library has partnered with other members of Califa (a library consortium) to make OverDrive digital books available to you. The following types of materials are available:

- classic books
- popular fiction, best sellers, romance, science fiction
- business
- travel
- history/biography
- mysteries
- health & fitness

To access digital books from OverDrive you will need:

a valid Placentia Library District card.
access to the Internet.
free software for the device on which you wish to use your digital book (Adobe® Reader® or Mobipocket Reader for eBooks, OverDrive Media Console™ for audio books).

For more information go to the Library's website http://www.placentialibrary.org and click on the catalog link in the navigation bar.

Good Morning, Placentia!
From Jewelry to Tomfoolery

STORY AND PHOTOS BY CYNTHIA RUPE

In the 1920s, the city of Placentia was tilled with rolling hills and citrus groves — and only 500 residents.

Though the city now has a population exceeding 46,000, it still offers a sense of small-town America, complete with historical sites, fruit stands and quintessential suburban neighborhoods.

For being a small city - it's only six square miles - Placentia offers several locales for those with varying interests, from crafts to sports.

If you're not familiar with the area, take note: It's easy to cross the city lines into neighboring Anaheim, Brea, Fullerton and Yorba Linda unaware.

9:45 A.M. JUICE, JAVA, OR BOTH

If you crave a shot of juice or joe to jump-start your day, or can't make up. Your mind, make a stop at Juice It Up and Jumpin' Java (670 N. Rose Drive, 714-961-0603), which share a space in the Village Center at Rose shopping center.

Open 630 a.m.-8 p.m. Monday-Friday, 7a.m.-8 p.m. Saturday, 8 a.m.-7 p.m. Sunday.

If you want something hearty, try Paul's Country Kitchen (1267 E. Imperial Highway, 714-993-5434). The most expensive item is steak and eggs at $7.25. The breakfast special - bacons and eggs for $3.25 - is offered till 11a.m. daily. Hours are 5:30 a.m. - 2 p.m. daily.

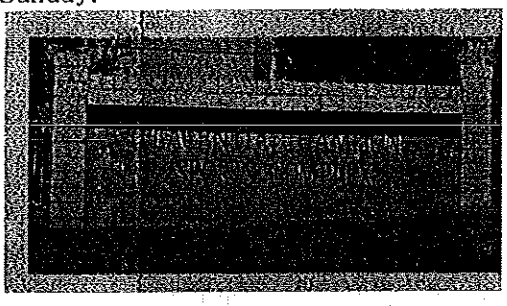
10 A.M. BEADS AND BANGLES

Morning is the perfect time to start new projects.

Those with an artistic eye might enjoy browsing the rainbow of beads at Full Circle Bead and Crystal (850 N. Rose Drive. 714-854-9366, fullcirclecrystal.com), also in the Village Center at Rose.

The selection varies from sterling silver to gold-filled, plastic and clay to Swarovski crystal. I loved the colorful Venetian glass beads, which start at 65 cents each.

There are also how-to books and jewelry-making supplies, and ready-to-wear necklaces, earrings and bracelets. Aspiring jewelry makers can attend night and weekend workshops. Or you can create your own design and they'll make it for you, says shop owner Julie Chan. Open 10 a.m.-8 p.m. Monday-Friday, 10 a.m.-6 p.m. Saturday, 11 a.m.-5 p.m. Sunday.



10:30 A.M. PLAY AROUND OR JUST PARK YOURSELF.

If you prefer to welcome the morning with a jog or shooting hoops, there's the Placentia Champions Sports Complex (505 N. Jefferson 714-993-8232).

The 13-acre park features three baseball fields, two soccer fields, and two basketball courts.

On a recent morning, I spotted a resident washing off a spit covered tennis ball in a water fountain while her two large dogs played nearby.

At the playground, I spoke with Yorba Linda resident Mike Ditta, who was there with his daughter, Madison, 2 1/2, and their black cocker spaniel, Hunter.

It was his first visit to the park, and the professional youth soccer coach was pleasantly surprised to discover the complex's nice fields.

If you'd prefer a more relaxing stroll or a shady place to read the paper in a quaint setting, try Bradford Park (136 Palm Circle).

This quiet oasis, near the busy intersection of Yorba Linda and Kraemer boulevards, is home to the historic Bradford House (bradfordhouse.com), the 1902 ranch house built by city founder Albert S. Bradford (The house is open for tours the second Sunday of the month from 2-4 p.m. For info: 714-993-2470).

The park offers a sprawling lawn and several shady trees perfect for picnics or playing catch. But take note: playing ball in front of the house isn't allowed; the city doesn't want any dings or holes in the house's big windows.

Pacific Clippings
P M B 11789
Santa Ana, Calif. 92711

Orchid Auction: 1p.m. Oct. 8 Free. **Placentia Library,** 411 E. Chapman Ave., Placentia. Unusual species and hybrids are offered to add to your collection or adorn your home. Hosted by the Southern California Orchid Species Society. 714-996-1155

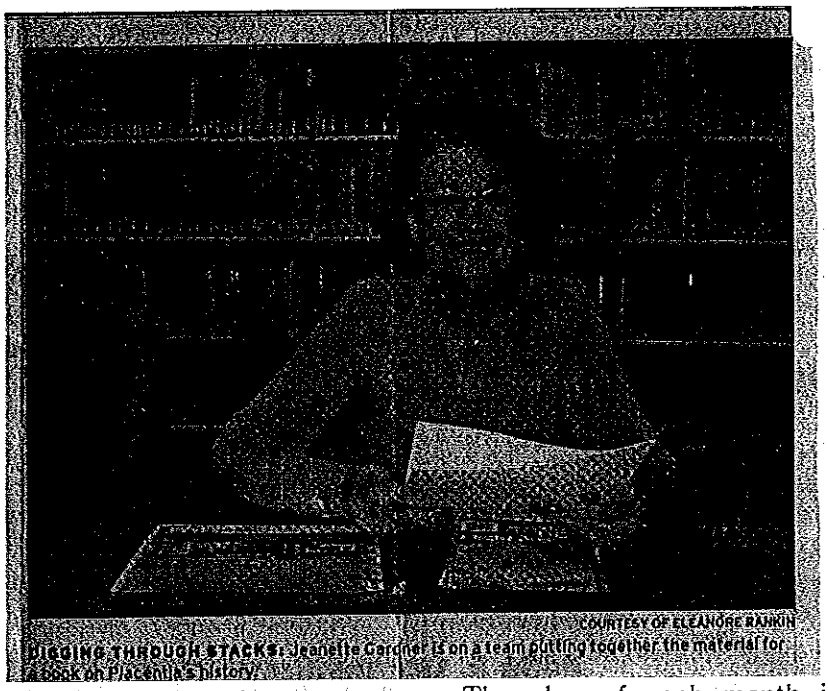
Pacific Clippings
P M B 11789
Santa Ana, Calif. 92711

PLACENTIA

Council action: The Placentia City Council voted 3-2 to spend $17,000 on a feasibility study on issuing, tax-increment financing bonds. The bonds, if issued, would help pay for a Metrolink station that city officials say would be a crucial step in redevelopment. The council also voted unanimously to extend a moratorium on medical-marijuana dispensaries in the city for 10 months.
Adam Townsend

Pacific Clippings
P M B 11789
Santa Ana, Calif. 92711

Southern California Orchid Species Society: 2p.m. Sunday. Free. **Placentia Public Library,** 411 E. Chapman Ave., Placentia. 714-991-8661



COURTESY OF ELEANORE RANKIN

DIGGING THROUGH STACKS: Jeanette Gardner is on a team putting together the material for a book on Placentia's history.

Bringing history to bear

Thanks to those who gave me names of people who serve our community and should be profiled in our community paper.

This column covers an interview with Jeanette Gardner, a member of the Placentia Historical committee. Gardner is engaged in a special project of interest to those of us who believe in the importance of documenting past events and our city's old buildings that made Placentia what it was—and what it is—today: a pleasant place to live.

The Historical Committee was started by longtime residents Mary and George Ziegler who, as antiques collectors, have traveled extensively and observed that our city, compared to others they had visited, made no effort to protect its most valuable assets, our history and our historic buildings. Leigh De Santis, currently Placentia's economic development manager, serves as the city's liaison and adviser to the committee.

Nine members serve without remuneration, meeting on the second Thursday of each month in the city's community room. Jeanette Gardner has headed the committee as its president since 2004.

Other committee members are Donna Bass, Eddie Castro, Wendy Elliot-Scheinberg, Kathy Frazee, Larry de Graaf, secretary Jan Henderson, John Walcek, vice president Bill Zavala, and Marie Schmidt, emeritus member.

The major project occupying the committee, with Gardner directing the process, is the result of an invitation a year ago from Arcadia Publishing headquartered in San Francisco.

The publisher reported that many nearby cities had engaged its services in publishing a book about their city; namely, Anaheim, Brea, Fullerton and Yorba Linda, and suggested that Placentia assemble the needed photos and identifying captions in a volume of its own.

The title of the volume is, appropriately, Placentia: Ranchos, Oil and Oranges" Gardner has spent many hours collecting and scanning photographs found in the archives of the Placentia Library history room, as well as those photos archived in libraries and

museums in the immediate area.

So much scanning has been done that she has already worn out and replaced one scanner. Oftentimes she takes her scanner with her where she finds the photographs archived, and other times she is allowed to check out the photographs to scan at her home or at the Placentia library, where Gary Bell, history room archivist, allows her the use of office space as well.

Photographs require captions, and that job is being handled by Dr. Larry DeGraff, retired history professor at Cal State Fullerton.

DeGraaf, who also serves on the committee, is assigned to write the captions for each photo, but only after a member of the committee has thoroughly researched the photo and properly identified it.

More than 1,500 photographs have been scanned, and will be archived in the History room of the library

Of that number, 220 photographs will actually be selected for the book. Gardner is working against a deadline of November - a deadline imposed by the publisher.

The book will measure 9-1/4 inches by 5-1/2 inches with the cover in sepia and inside pages in black and white. Expect the book to be available in the spring of 2007 with a first printing of 1800.

The book, consisting primarily of photographs with descriptive captions, covers early Placentia to 1950.

Another book, taking up where this one lets off, will need to be compiled to bring our city's history up to date.

The committee members are seriously considering taking on this project two years from now.

Gardner was born in Oakland, where she worked as a fashion model until her marriage to Jim Thomas.

Failing health followed by a failed marriage brought her and her three sons to Pasadena to start a new life.

She found employment at Nobby's, a specialty store in Los Angeles.

Advancement came quickly and when for health reasons she found it necessary to take time off, she was holding the position of district manager over eight company stores.

In 1969, she met and married Mike Gardner, an avid fishing authority and retired radio commentator and writer with two children of his own.

The expanded family then moved to Placentia where both took on volunteer service while advancing their careers.

Gardner spends more than 20 hours a week on the Placentia book, but still manages to find time for family (including her 10 grandchildren) and hobbies.

She is a charter member of the Placentia Community Band in the flute section, having played the flute since she was eight years of age, when she was encouraged by her mother, an accomplished flutist.

Having been a member and docent of the Pasadena Historical Committee whose reputation for its preservation of historical homes is well respected and widely known, she has taken a keen interest in putting that experience to work for Placentia.

Although continually inconvenienced by a series of health problems - recently fibromyalgia and now lupus - she soldiers on with as much energy as she can possibly muster.

That kind of dedication certainly deserves to be noticed and publicly applauded by the community.

And so today we recognize Jeanette Gardner's volunteer efforts and thank her for zealously preserving Placentia's past history for our citizens of tomorrow.

- California Orchid Species Society: 2p.m. Sept.10. Free. Placentia Library, 411 E. Chapman Ave., Placentia. 714-991-8661.
- Chrysanthemums on the Eastern Hedge: Gardens and Plants in Chinese Art": Through Jan 7. $15; $12 seniors, $10 students, $6 ages 5-11; children under 5 are free. The Huntington Library, Art Collections and Botanical Gardens 1151 Oxford Road, San Marino. The exhibition examines how lotus, orchid, plum, bamboo, pine and chrysanthemums became purveyors of important themes in Chinese art. 626-405-2100. www.huntington.org
- Orange County Master Gardeners: The Orange County Master Gardeners organization is accepting applications for a new member-training program in the fall. Classes are 8 a.m.-12:30 p.m. every Saturday Sept 16 through February. Upon completion of the program; the class joins the Master Gardeners, who are devoted to sharing horticultural knowledge to educate O.C. communities. Interested individuals should call 562-691-8095 or e-mail dream-crafter@msn.com

NEXT WEEK

- Fullerton Garden Club: 9 a.m. Sept. 12. Free. Fullerton Arboretum, 1900 Associated Road, Fullerton. 714-52S-3093.
- Cymbidium Society Of America: 8 p.m. Sept. 13. Free. Garden Grove Community Center, 11300 Stanford Ave. Garden Grove. 714-883-8403.
- Garden Talk and Plant Sale: Sept. 14. Free. The Huntington Library, Art Collections and Botanical Gardens, Friends' Hall, 1151 Oxford Road, San Marino. Bart O'Brien, co-author of "California Native Plants for the Garden," will discuss good choices for the home landscape. A plant sale will follow. 626-405-3504. www.huntinqton.org
- Canyon Crest Garden Club: 9 a.m.- noon. Sept. 15. Free. Canyon Crest Clubhouse, 22300 Canyon Crest Dr., Mission Viejo, www.canyoncrestgardenclub.org

NEXT WEEKEND

- Container Class for Perennials and Succulents: 8 a.m.-1 1 a.m. Sept. 16. $20, includes lecture fee and continental breakfast; plants and materials not included). Organic Art Plants & Design, 260 N. Glassell St., Orange. Owner-designer Greg Davila will instruct a hands-on works shop on the techniques and design elements of container gardening. Reservations are recommended. 714-289-0222.
- Plant Stand Class Event: 9 a.m.-noon. Sept. 16. Free. The Plant Stand, 2972-A Century Place, Costa Mesa. Enjoy several free classes: Beginners' Ponds, 9 a.m.; Orchids and Bromeliads, 10 a.m.; Matching

Pacific Clippings
P M B 11789
Santa Ana, Calif. 92711

Placenta

Bridge: The Placentia City Council has awarded a $2.36 million contract to G.B. Cooke Inc. to build a pedestrian bridge over the railroad tracks at Bradford Street. City officials say construction will start soon.
Adam Townsend

Agenda Item 45

TO: Elizabeth Minter, Library Director

FROM: Katie Matas, Librarian KLM

DATE: October 16, 2006

SUBJECT: Safety Committee report for September

There was no safety committee meeting in September. The next meeting is scheduled for Wednesday, October 25, 2006.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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: October 16, 2006

BACKGROUND

There has been no activity during the past report period with the Legislature that affects the Library's budget.

The California Legislature is in recess and will not return until the beginning of the new term.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Report on the Library Board of Trustees Work Session on October 16, 2006 with Library Consultant Linda Demmers regarding the preparation of a Facility Master Plan for Placentia Library District.

DATE: October 16, 2006

BACKGROUND

At its Regular Meeting on September 18, 2006 the Library Board of Trustees authorized Library Director Minter to sign a contract for the preparation of a Facility Master Plan with Linda Demmers in an amount not to exceed $10,000. Attachment A is the contract signed by the Library Director on October 2, 2006.

The Library Director will present a report on the recommendations from the Work Session held with Linda Demmers prior to the Library Board Regular Meeting on October 16, 2006.

RECOMMENDATION

1. Receive & File Agreement for Professional Services between Placentia Library District and Linda Demmers dated October 2, 2006.

2. Action to be determined by the Library Board of Trustees.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is offered to the Placentia Library District, hereinafter referred to as LIBRARY DISTRICT by

Linda Demmers	131-40-6163
CONSULTANT	TAX ID/SOCIAL SECURITY NUMBER

2414 Chislehurst Drive	Los Angeles	CA	90027
MAILING ADDRESS	CITY	STATE	ZIP

CONSULTANT agrees to provide to LIBRARY DISTRICT the services described in Section F of this Agreement under the following terms and conditions:

A. Services shall begin on November 1, 2006.

B. CONSULTANT understands and agrees that she and all of her employees are not employees of the LIBRARY DISTRICT and are not entitled to benefits of any kind or nature normally provided employees of the LIBRARY DISTRICT and/or to which LIBRARY DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security, and Income Taxes with respect to CONSULTANT'S employees.

C. CONSULTANT shall furnish, at her own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement unless specifically stated in Section I.

D. In the performance of the work herein contemplated, CONSULTANT is an independent contractor, with the authority to control and direct the performance of the details of the work, LIBRARY DISTRICT being interest only in the results obtained.

E. CONSULTANT agrees to defend, indemnify and hold harmless the LIBRARY DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONSULTANT'S negligence in the performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by CONSULTANT, and/or the CONSULTANT'S employees or agents.

   LIBRARY DISTRICT agrees to defend, indemnify and hold harmless the CONSULTANT, its employees and agents from any and all liability or loss arising in any way out of the negligence of the LIBRARY DISTRICT, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by LIBRARY DISTRICT, and/or LIBRARY DISTRICT employees or agents.

F. Service to be rendered to the LIBRARY DISTRICT by the CONSULTANT is as follows:

The Library Consultant will analyze use of the current facility; provide research and background on similar jurisdictions including benchmark studies; review available guidelines and standards; and analyze current trends. The Consultant will facilitate three meetings with the management team to review data, develop guiding principles, and create and endorse quantitative planning standards and two meetings with the Library District Governing Agency. The final product, Facility Master Plan, will include long term goals for collections, reader and meeting seats, technology, and staff and support space as well as a space needs analysis to support these long term goals. The District Librarian will assist with additional sections of the Facility Master Plan such as History of the Placentia District Library, community overview, and summary of strategic plan.

Work will commence on November 1, 2006 and the final work product, Facility Master Plan will be delivered by March 31, 2007.

G. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

H. The work completed herein must meet the approval of the LIBRARY DISTRICT and shall be subject to the LIBRARY DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

I. Payments will be made by the LIBRARY DISTRICT to the CONSULTANT as follows:

Time and materials billed at $100.00 per hour not to exceed $10,000.

J. This agreement may be terminated by either party notifying the other, in writing, at least 15 days prior to the date of termination.

THIS AGREEMENT IS ENTERED INTO THIS 2nd DAY OF October 2006.

LIBRARY DISTRICT SIGNATURE	**CONSULTANT SIGNATURE**
Elizabeth D. Martin	
NAME	*NAME* **Linda Demmers**
Library Director	
TITLE	*TITLE*
October 3, 2006	
DATE	*DATE*

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director

FROM: Wendy Goodson, Administrative Services Manager WG

SUBJECT: **Third Reading of Proposed Placentia Library District Policy 2012- Dress Code for Employees and Volunteers**

DATE: October 16, 2006

BACKGROUND

The Placentia Library District is responsible for maintaining a professional and safe working environment for its patrons and employees at all times. The Library District considers all Library employees' and volunteers' appearance and personal hygiene to be a direct reflection of the Library's image. To sustain the Library's image and public confidence, all Library employees and volunteers should adhere to a dress code.

Attachment A is a third draft of the proposed Dress Code Policy as amended to reflect the changes proposed by the Library Board at its September 18, 2006 Regular Meeting and changes proposed by the District staff at its October 4, 2006 Staff Meeting.

RECOMMENDATION

Review and revise Proposed Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers.

Adopt as a third reading Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers and request final staff review and comment.

Prepared by: Wendy Goodson

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Dress code for Library District Employees and Volunteers**
POLICY NUMBER: **2012**

2012.1 Placentia Library District is responsible for maintaining a professional and safe working environment for its employees and patrons at all times. The Library District considers all Library employees' and volunteers' appearance and personal hygiene to be a direct reflection of the Library's image. To sustain the Library's image and public confidence, all Library employees and volunteers are subject to a dress code. ~~according to job classification.~~

2012.1.1 Library Employees ~~Pages and Library Aides~~

~~Library Pages & Library Aides~~
All library employees are required to wear attire that is professional:~~,~~ clean, properly fitting, well maintained, functional and safe for the type of work performed. Long slacks or pants are appropriate for shelving. Closed toe shoes are required for those employees who are required as a part of their job description to handle book carts, equipment, and heavy furniture.~~2012.1.2 Library Clerks, Library Assistants, Librarians, Coordinator of Development & Volunteer Services, and Library Managers~~

~~Library Clerks, Library Assistants, Librarians, Coordinator of Development & Volunteer Services, and Library Managers are required to wear attire that is professional, neat, clean, pressed, functional and safe for the type of work performed. Employees who work public services desks, counters, and/or offices are expected to dress professionally at all times. Long slacks or pants are appropriate for shelving. Closed toe shoes are required for those classifications that are required to handle books, equipment, and heavy furniture.~~

2012.1.3 Volunteers

Volunteers are required to wear attire that is professional:~~clothes that are neat,~~ clean, properly fitting, well maintained, functional, and safe for the type of work performed. ~~and are required to wear shirts supplied by the Library District.~~ Long slacks or pants are appropriate for shelving. Closed toe shoes are required when handling bookcarts, equipment and heavy furniture. Volunteers who are issued Library District apparel are expected to wear the issued apparel throughout their work schedule and other library events as designated by their supervisor.

~~Volunteers under the age of eighteen years old are required to wear attire that is professional, clean, functional, and safe for the type of work performed and are required to wear shirts supplied by the Library District. Long slacks or pants are appropriate shelving library material.~~

2012.2 Casual Dress Day

2012.2.1 Casual Dress Day is designated to give the employees the opportunity to maintain a professional image while taking advantage of a more relaxed standard one day of the week. ~~Thursday is the designated Casual Dress Day.~~ The Casual Dress Day will be designated on a periodic basis ~~as decided~~ by library employee consensus.

2012.2.2 Casual dress attire includes jeans, golf shirts and dressy or decorated tee shirts.

2012.3 Inappropriate Attire that may not be worn on any occasion includes:

2012.3.1 Suggestive attire such as low cut blouses and other revealing apparel

2012.3.2 Jeans, ~~(~~except on Casual Dress Day~~)~~ and job classifications that require shelving for more than 50% of their work time.

2012.3.3 Torn, patched or soiled clothing

2012.3.4 Any jewelry or piercing that may impede vision or cause injury

2012.3.5 Open toe shoes ~~(except for those whoclassifications who are required to handle book carts, equipment, and heavy furniture.)~~ leave in

2012.3.6 Flip-flops or thong shoes

2012.3.7 Athletic wear such as sweats, leggings and spandex

2012.3.8 Beach attire

2012.3.9 Shorts of any type

2012.3.10 Mini Skirts ~~(shorter than two inches above the knee)~~ Keep

2012.3.11 Halter tops, tube or tank tops, muscle shirts

2012.3.12 Underwear as outerwear

2012.3.13 Hats and caps

2012.3.14 Non-library affiliated slogans, logos, obscenities, etc.

2012.4 Disciplinary Action

Supervisors and managers are responsible for evaluating and enforcing appropriate standards of dress and appearance for employees working in their departments. If these standards are not followed, the employee may be sent home to change on the employee's own time. Continual incidents of abuse of the dress code policy may subject the employee to disciplinary action, which may lead to termination.

2012.5 Discretion

Any exceptions to this dress code are subject to approval by the Library Director. The dress code will be reviewed on a periodic basis or as requested by the Board of Trustees or Library Director.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director EDM

SUBJECT: **Award contract for purchase of exterior electronic sign for the north wall of the Library**

DATE: October 16, 2006

BACKGROUND

At its meeting on August 21, 2006 the Library Board of Trustees request a discussion of a special project to do with the funds from Object Code 1900-00 for Election Expense, budgeted for $19,000. At its meeting on September 18, 2006 the Library Board determined that it would like to purchase an exterior electronic sign for the north wall of the Library.

While evaluating a number of sign proposals from contractors identified on the internet the Library Director became aware that the California Multiple Award Schedule (CMAS) Program includes electronic signs and that Stewart Signs (the same company that provided the sign at Valencia High School) is an approved vendor in that program.

Attachment A contains background information about CMAS. It is operated through the California Department of General Services and is with the same program as the District's credit card sponsor, Cal Card. The Library Director is in the process of finding out whether there is a membership process for CMAS or if local agencies can just make use of the contracts.

Stewart Signs has provided a revised quote based on the CMAS price. The new quote is for $11,938.50 plus $407 for freight. California sales tax is additional. The Library Director is recommending the Stewart Sign as a direct purchase through the CMAS contract. The District's Contractor will do the installation and the electrical wiring is already in place. The Stewart Sign information is Attachment B.

RECOMMENDATION

Award contract for purchase of Daystar Elite Led 3296, single sided, wall mounted electronic sign from Stewart Sign Company, Sarasota, FL at a cost of $12,345.50 plus tax.

2201 Cantu Court # 215
Sarasota, FL 34232

Stewart
AMERICA'S PREMIER SIGN COMPANY

SIGN ORDER FORM

FOR ASSISTANCE, CALL Chip Goudreau **TOLL FREE 1-800-237-3928**

SIGN SPECIFICATIONS

Name as it is to appear on sign:
PLACENTIA LIBRARY DISTRICT

Sign Specifications:
Model.....Daystar Elite No Id
Size..... Led 3296
Sgl/Dbl Sided..... Single Sided

Mounting Method.... Wall Mount
Cabinet Color..... Caramel

Internally Illuminated

Vandal Cover... with Protective Lens

SIGN CONSULTANT Chip Gu DATE 09-21-06

PRICES

Order Number.....# 555676
Customer Number....# 2132497
Sign.....$ 12,600.00

Vandal Cover.....$Included

Pixels: 32 X 96 , 0.7" on ctr
Pixel: 1 LED
LED Color: Red
Temperature Probe Included
Online Software Trng$Included
Direct Network Cable Included
Weatherproof Cabinet Included
Graffiti Resistent Included
Made In Usa Included
Freight Included
3d Graphic Package $Included
$

Total Sale.....$ 12,600.00
Deposit Rec'd...$_____

These Prices Guaranteed for 60 Days only.

SPECIAL INSTRUCTIONS

ADD $407 FOR FREIGHT TO FINAL PO.

THIS MODEL COMES WITH A 6 YR WARRANTY

AUTHORIZED SIGNATURE: _____ TITLE: _____

****
* CMAS Price: 11938.50 *
****
Cont#4-00-99-0010A,Supp 1
* Expires 11/30/09 *

PHYSICAL LOCATION	PLACENTIA LIBRARY DISTRICT 411 East Chapman Avenue Placentia, Ca 92870	ADDITIONAL INFO	
SEND TO	PLACENTIA LIBRARY DISTRICT Attn: ELIZABETH MINTER 411 East Chapman Avenue Placentia, Ca 92870 Ph: 714-528-1925	SEND INVOICE TO	PLACENTIA LIBRARY DISTRICT 411 East Chapman Avenue Placentia, Ca 92870

Daystar Elite 32 x 96
LED Electronic Message Center

1.01 ACCEPTABLE MANUFACTURER

A. Products of the following manufacturer or comparable, provided they comply with requirements of the contract documents, are considered acceptable:

1. Daystar Elite
   a. With Internally Illuminate Identification cabinet and Support Structure
   b. By: J.M. Stewart Corporation
      2201 Cantu Court, Sarasota, FL., 34232

1.02 QUALITY ASSURANCE

A. Quality Standards: Provide complying with the following standards

1. Signage and work under this section shall be manufactured by vendors dealing extensively in this type of work and capable in producing first quality work
2. Entire sign, support structure, identification cabinet and LED display shall be obtained from a single manufacturer to ensure uniformity in quality of appearance and construction
3. Vendor shall have at least seven (7) years of experience providing LED products and services for other organizations
4. All work and installation shall be in accordance with the requirements of these Specifications and manufacturer's recommendations. In the event of disagreement between these specifications and the manufacturer's recommendations, these Specifications shall govern.

1.03 MATERIALS AND CONSTRUCTION

A. Internally Illuminated Identification Cabinet

1. Face
   a. Identification Face shall be fabricated in translucent solar grade .118" G.E. SGC-100 Lexan, with UV inhibitors.
   b. Faces shall be decorated internally with 3M high performance vinyl
   c. Lexan shall be pan-formed
2. Cabinet
   a. Shall be 3' 0" height and 6'5" width
   b. Welded unitized 10 1/2" extruded aluminum with welded reinforced corners
   d. Face retainers removable from left and right of cabinet
   e. Top and bottom retainers shall be integrated into the 10 ½" cabinet extrusion
   f. Cabinet shall be ETL or UL listed
   g. Fluorescent Lighting System shall consist of:
      i. Lamps: T12 High Output, Instant Start
      ii. Ballast(s): Shall be electronic type
      iii. Sockets: Utilize double contact snap-in lamp holders

B. L.E.D. Display Cabinet

1. Heavy Gauge formed aluminum cabinets
    a. LED cabinets shall be serviceable from the front
    b. Each LED cabinet shall have a Tuffak XL Polycarbonate lens protecting the LED display area
    c. LED covers shall have gas cylinder assist lifts, one on each end of each LED cover
2. Double sided
    a. Each side is one self contained LED Display
    b. Each side of the LED display shall contain its own processor and be capable of displaying different independent messages at the same time
    c. Cabinets shall be of weather resistant design to meet the classification requirements of NEMA 4X construction.
    d. Matching aluminum ventilated closure panels shall join the two cabinets aesthetically together.
    e. Cabinet finish shall have an industrial, graffiti resistant coating and shall be DGHS Polyurethane by PPG
    f. LED cabinets shall be climate controlled by thermostat, controlling heaters bars and fans.
    g. Cabinets shall have side ventilation/water diverters.
    h. Cabinets shall be forced air ventilated design with an air exchange rate of 4 complete air changes per minute
3. Matrix: 32 x 96 pixels
4. LEDs per pixel: 1
5. On Center Dimension spacing of pixels: 0.7"
6. LED cabinet dimensions: 2'9" height, 6'5" width
7. Milicandelas (MCDs) per LED: 3,500 MCD.
8. Nit Rating shall exceed 10,000
9. Matrix shall utilize modular construction and each module will conform to a 16 pixel high by 16 pixel wide configuration.
10. Serial port provided within Electronic Message Center for troubleshooting by direct connection to PC.
11. The LED display shall be capable of displaying the following number of rows and nominal sizes of alphanumeric characters:
    a. 1 rows of 20"; 3 ~ 4 characters per row
    b. 1 rows of 15"; 5 ~ 7 characters per row
    c. 2 rows of 10"; 6 ~ 9 characters per row
    d. 3 rows of 7"; 12 ~ 16 characters per row
    e. 4 rows of 4.5"; 16 ~ 20 characters per row
12. Display shall be capable of displaying three-dimensional graphics, video clips and animations.
13. Controller (CPU) Central Processing Unit
    a. The central processing unit provided in each display shall be a microprocessor based circuit board assembly. The unit is a 10 MHz device with a minimum of 2-MB battery backed static RAM memory and 128K bytes Flash ROM with on board programmability. The CPU shall provide 32-shade photo realistic capability.
    b. The input/output is one (1) RS-232, RS-485/422 serial port jumper selectable;
    c. The CPU assembly also provides automatic memory and program testing at power up, diagnostics, and full talk back.
    d. RS485 based network assembly shall be provided to interface the displays with the main PC controller. The assembly will utilize RS-485 hardwired buried cable to the PC Controller interface the displays to the PC through a junction box that will control each display via an RS-485 connection.

C. System Software Requirements

1. Scheduling will be made in 12 or 24-hour formats.
2. Scheduler shall reside within the LED display cabinet as an onboard processor and not require a PC to operate the messaging schedule
3. Screen helps will provide excerpts from the Owner's Manual
4. Bad Word Checker prevents unacceptable words to be displayed
    a. Library of words is password protected
    b. Library is fully editable for adding or deleting words
5. Menu guided control
6. Simultaneous display and edit capability
7. Automatic Rebooting of system disk after power outage: system clock and calendar shall continue to function during power failure
8. Password protection capability
9. Flexibility shall be achieved through system software and program sequence and schedules, which can be stored on floppy disk or fixed disk
10. All operating software will be provided to Owner along with required usage licenses and software updates
11. Various Text Modules with scaleable fonts and traveling text
12. Remote or on-site programming with the appropriate connection
13. User-friendly menu and icon-based software
14. Scheduling can be pre-programmed more than 1 year in advance
15. Message display holds memory for up to 60 days without power

D. Power Supplies

1. The electronic switching power supplies shall be short circuit protected. The electronic switching power supplies shall also be protected by an overload allowance ranging from 105% up to 150%
2. The LED display shall be powered by multiple solid-state electronic switching power supplies.
3. A separate power supply for the CPU shall be used to isolate the processor power from the LED drive power

E. Information Transmission Method Options

1. LED display shall be compatible with the following Transmission Methods. Each method shall have specific requirements and shall be reviewed and decided upon prior to manufacturing.
    a. Telephone Modem
    b. Direct Data Line using an outdoor type CAT5 cable
    c. LAN connection utilizing either CAT5 cable or Fiber Optics
    d. Wireless LAN or RF Modem
    e. Direct Laptop PC connection

2. Data Line – Run a 1" conduit with pull string per Division 16 specifications from the closest data hub to the sign location. Maximum distance shall be 1000 feet. Install data cable as per manufacturer's requirements. Cable shall be rated for direct burial (wet location) usage
3. Temperature Probe shall be integrated into the LED cabinet
4. Heating System
    a. At or below 4° C (40° F), internal heater strip(s) will automatically turn on. Air warmed by the heater strip will be blown by circulation fans throughout the enclosure. If the temperature rises to or above 16° C (60° F), then the internal heaters will turn off.

F. Heat Protection

1. At or above 29° C (85° F), a cooling fan will automatically turn on
2. If the temperature drops to 19° C (67° F), then the cooling fans will turn off

3. At or above 80° C (176° F), the sign will automatically shut down to protect against damage.

G. Support Structure

1. Entire Sign and Footing to be engineered to withstand 120 mph, Exposure B
2. Fabricate items of structural steel in accordance with AISC specifications
3. Columns: Cold-formed Steel tubing, ASTM A-500, Grade B
   a. Powder coated prior to assembly.
4. Cowling: galvanealed steel panels applied to front and back of support columns
   a. Powder coating shall be applied prior to assembly
5. Base Plates: Cold-rolled plate, ASTM A-36. Steel base plates welded to column and fastened to footer with anchor bolts. Plates to contain welded steel gusset plates as required
6. Anchor Bolts, Lock Nuts & Washers: Hot-dipped galvanized Steel, ASTM A-36
7. Unfinished Treated Fasteners: Grade A, Regular low carbon stainless steel bolts and nuts. ASTM A-307. Provide hexagonal bolts and nuts
8. Surface Preparation - Solvent Cleaning Removal of all detrimental foreign matter such as oil, grease, dirt, soil, salts, drawing and cutting compounds, and other contaminants from steel surfaces by the use of solvents, emulsions, cleaning compounds or other similar materials and methods which involve a solvent or cleaning action
9. Shop Finish – polyester powder coat finish to achieve 2.0 – 3.0 mils
10. Reinforcement Bars, Ties & Stirrups: Grade 60, ASTM A-615. Attach to anchor bolts to create unitized anchoring system
11. Cast-in Place Concrete: Engineered footing at adequate size and depth for sign support/wind loads. Mix Design shall be 3000 p.s.i. (Minimum at 28 days, 5 sacks of cement per cu. Yard of concrete (min.) 6.5 gallons of water per sack (94 lbs.) of cement (max.). Use CRSI "Manual of Standard Practice"
    a. Portland Cement: Type I or IA, ASTM C-150S
    b. Sand: Clean, sharp natural sand free of loam, clay, lumps, organics or other deleterious materials. ASTM C-33
    c. Aggregate: Coarse Aggregate size #57 for regular aggregate, size #8 for small aggregate. ASTM C-33
    d. Water: Potable water, ASTM C-270

H. Electrical/Data

1. Electrical and Data lines shall be contained in separate conduits. One terminating inside each support column
2. Electrical/Data Conduit Stub-in:
   a. Electrical/Data source to be completely contained within sign footer.
   b. Utilize conduit runs from sign to panel board as follows:
      i. Minimum 1" PVC underground conduit for exterior electric
      ii. Exterior Data Underground Conduit: Minimum 1" rigid galvanized conduit or aluminum rigid conduit for exterior underground data
   c. Exterior Exposed Conduit; Electrical/Data:
      i. Minimum 1" rigid galvanized conduit or aluminum rigid conduit

1.04 SPECIFIED PRODUCT WARRANTY

A. Provide written warranty for complete warranty terms

1. Sign Structure and Identification Cabinet: Under Normal use and service should the sign structure or sign malfunction during the life of the sign due to defects in workmanship or materials, the Manufacturer will repair or replace any of the defective materials, (with exception of lamps or ballasts). Faulty ballasts will be exchanged for new ballasts for a period of three years

a. The warranty shall also include refinishing and reinstallation, which may be required due to repair or replacement of defective sign where defect was not apparent prior to installation

2. Identification Face
   a. Manufacturer shall issue a lifetime warranty on Tuffak XL Polycarbonate sign face. Warranty will cover faces against breakage due to vandalism for the life of the sign. Warranty protection does not extend to these surfaces if damaged by gunshots, or when damaged coincident with the destruction of the sign cabinet
3. L.E.D. Electronic Display
   a. Manufacturer to warrant the L.E.D. Electronic Display to be free from defects in workmanship or materials for a period of five years from the date of Substantial Completion.
   b. Damage caused by abuse, misuse, misapplication or accidental damage outside the control of the Manufacturer (including Lighting), and any consequential or contingent liability is excluded from the warranty.
   c. Manufacturer will repair or replace malfunctioning or defective parts. Removal and reinstallation is the responsibility of the customer.
4. Contractor shall be responsible for replacement or refinishing of sign where Contractor's work contributed to rejection or to voiding of manufacturer's warranty.

1.05 SOFTWARE TRAINING

A. Online training provided at no charge through secure access log-in at www.stewartsigns.com/support/support-led.

B. Optional On-site Training for a fee.
   a. Initial Training Set-up
      i. Vendor will provide factory-trained technician to be on site on average 1 to 3 hours to train customer in programming the sign. This technician must be completely familiar with the system construction, assembly and testing of equipment.
      ii. Technician will perform a visual inspection on exterior or newly installed Marquee to ensure proper installation.
      iii. Technician will open and internally inspect the LED display cabinet(s) to insure all connections are sound and components are properly fastened in place.

   b. Before Initial Power-on, Technician to verify:
      i. If telephone modem is used for communications, ensure a grounded surge protector is installed within the display cabinet
      ii. All ventilations openings are unobstructed
      iii. All display modules are properly mounted and secure

   c. Post-power-on, Technician to perform the following:
      i. Transmit a simple text message and verify communication
      ii. Transmit a full screen test pattern to verify all pixels turn on. For RGB displays use a frame for red, green and blue
      iii. Keep sign on for a full 24 hours
      iv. Program the dimming schedule

California Home

Procurement DGS

My CA This Site

The California Multiple Award Schedules (CMAS)

CMAS Representatives
Telephone (916) 375-4363
Fax (916) 375-4663
cmas@dgs.ca.gov

- State Agencies
- Local Governments
- Suppliers/Contractors
- CMAS Contractor Application Packet
- Model CMAS Terms and Conditions
- Product/Service Codes Listing
- Agency Information Packet
- CMAS Services Guide
- What's New
- CMAS Website Search Instructions
- Find a CMAS Contract
- Contact CMAS

Related Links

- Federal General Services Administration (GSA)
- Small Business & Disabled Veteran Business Enterprise (DVBE) Certification Program
- GS $MART

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CMAS PROGRAM INFORMATION

State Agencies Note

State agencies should refer to the Purchasing Authority Manual (PAM), Chapter 6, Section B, for information regarding the CMAS Program.

Program Overview

California Multiple Award Schedules (CMAS) offer a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The use of these contracts is optional and is available ONLY to California State and Local Government agencies.

How to Get a Copy of a CMAS Contract

Each CMAS contractor is required to provide a complete copy of their CMAS contract to a California State Agency or Local Government Agency upon request. **The CMAS unit strongly encourages government agencies to place orders ONLY with suppliers who provide a complete CMAS contract, as follows:**

- **CMAS Cover Pages**
  The CMAS cover pages include the signature page, custom ordering instructions as prepared by the CMAS unit, and the Std. 204 Payee Data Record. The Std. 204 Payee Data Record is required by government agency accounting departments in order to process payments to contractors.
- **State of California Contract Terms and Conditions**
  Several pages of contract terms and conditions, as required by the State of California.
- **Federal GSA Contract Terms and Conditions**
  The Federal GSA (or other base contract) terms and conditions define the warrantees and guarantees.
- **Products and Services Price List**
  The prices of all products and services in a CMAS contract are the maximum prices. Contractors may only sell, and agencies may only buy, products and services identified on the contract. The exception to this rule is product(s) or services procured under the Not Specifically Priced (NSP) provision. This provision is included with many CMAS contracts. Any product or service procured under the NSP provision must be subordinate to a product identified on the same order. Orders MAY NOT be for NSP items alone. The maximum dollar amount of NSP items on an order is defined in the NSP provision.

Go to Find a CMAS Contract to search for products, services, or contractors available on the CMAS Program. Also, agencies can use this site to substantiate that the CMAS contract is still valid prior to issuing an order.

Administrative Fee

The Department of General Services (DGS) will directly bill each State and Local Agency an administrative fee for the use of CMAS contracts. The administrative fee should NOT be included in the order total, or remitted before a bill is received from DGS. See the DGS Price Book for current fees.

Small Business participation in the State's procurement processes is critical to the economic health of the State, and essential to the success of the California Multiple Award Schedule (CMAS) program. In response to our commitment to increase participation by small businesses, the Department of General Services is **waiving the administrative fee** for orders to California small businesses registered with the Office of Small Business and DVBE Certification (OSDC). OSDC may be contacted at (916) 375-4940. **The small business must be the CMAS contract owner.**

The Small Business Partners page lists all of the CMAS small business contractors, along with their contract numbers and contract product categories.

State Policy

The California Multiple Award Schedule program DOES NOT REDUCE OR RELIEVE California State agencies of their responsibility to meet statewide requirements, guidelines, procedures or policies regarding contracts or procurements.

Travel

If the contract provides for travel, state agencies may pay travel and per diem expenses according to state travel time and per diem rules (represented employee rates) with verified receipts.

Notwithstanding the contract provisions, the State will not be responsible for the cost of travel to bring contractor personnel to the agency site to commence work. However, if requested by the ordering agency, the State will be responsible for the cost of travel from one California agency site to another.

Local government agency, education and special districts will pay travel time and per diem according to their respective statutory requirements.

All travel and per diem expenses must be within contract parameters, and incorporated into the agency purchase order.

It is important that the agency and contractor discuss necessary travel requirements prior to issuing the purchase order because the detail and cost (only as allowed for in the contract) must be included in the agency purchase order to be payable.

Training Vouchers

It is acceptable to purchase training vouchers in advance of the training being performed "if" the Contractor does not invoice and the State does not pay for the training services in advance.

Liquidated Damages and Acceptance Testing Criteria

If the agency wants to include acceptance testing and liquidated damages for late delivery, the criteria must be added to the purchase order to be applicable. See Statement of Work Information for considerations, questions, and sample language to be used in developing a Statement of Work.

Public Works Projects on CMAS Contracts

DEFINITION OF A PUBLIC WORKS PROJECT

A public works contract is defined as a contract for "the erection, construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind" in accordance with the Public Contract Code (PCC) Section 1101.

INSTALLATION OF PHYSICAL LAYER CABLE AND CARPET

Installation of physical layer cable and carpet is considered public works. The agency purchase order may allow for a public works component only when it is incidental to the overall project requirements.

APPLICABLE LAWS AND CODES

Agencies are to ensure that the applicable laws and codes pertaining to contractor and sub-contractor licensing, prevailing wage rates, bonding, labor code requirements, etc., are adhered to by prime contractors as well as sub-contractors during the performance under the agency's CMAS purchase order.

AGENCY RESPONSIBILITY

In accordance with Labor Code Section 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works.

Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the purchase order that the prevailing wage rates are on file at the agency's office, and will be made available upon request. The prevailing wage rates are available from the DIR at (415) 703-4774.

VERIFY STATUS OF CONTRACTOR'S LICENSE

The CMAS Unit substantiates that the Contractor holds the appropriate license when the contract is established. However, the agency must verify that the Contractor's license is still active and in good standing prior to placing the order by calling the State Contractor's License Board at 1-800-321-2752 or on their web site at www.cslb.ca.gov.

PRIME AND SUBCONTRACTOR MUST BE LICENSED

When contractor's licenses are required, the prime and subcontractor (if applicable) must both hold a valid license for the work being performed.

STATE CONTRACTING MANUAL

State agencies planning these types of projects need to review the State Contracting Manual (SCM), Volume

1, Section 10 for applicable regulations.

Bond Requirements

Public Works: Prior to the commencement of performance, the Contractor must obtain and provide to the State, a payment bond, on Std. Form 807, when the purchase order involves a public works expenditure (labor/installation costs) in excess of $5,000. Such bond shall be in a sum not less than one hundred percent (100%) of the contract price. Forms shall be provided to the Contractor. See the General Terms and Conditions, CMAS Public Works Requirements.

Progress Payments: Special contracts for goods and information technology products and/or services not suitable for sale to others, which allow for progress payments, must require a performance bond per Public Contract Code 10314 and 12112 as follows:

Not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance of the goods or services, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor. See CMAS contract terms and conditions, Information Technology, General Terms and Conditions, Paragraph 69., CMAS Progress Payments/Performance Bonds and Non-IT commodities CMAS contract, General Terms and Conditions, Paragraph 67, CMAS Progress Payments/Performance Bonds.

Updates and/or Changes to CMAS Contracts

When do CMAS contracts get amended?

For CMAS contracts based on Federal GSA Schedules:

Once the federal GSA schedule is amended by the federal government, the change becomes effective for associated CMAS contracts without the need for a CMAS amendment, with the following exceptions:

1. A CMAS contract amendment is required when the contract is based on products and/or services from another contractor's multiple award contract and the Contractor wants to add a new manufacturer's products and/or services.
2. A CMAS contract amendment is required for new federal contract terms and conditions that constitute a material difference from existing contract terms and conditions. A material change has a potentially significant effect on the delivery, quantity or quality of items provided, the amount paid to the Contractor or on the cost to the State.
3. A CMAS contract amendment is required for changes to contracts that require Prison Industry Authority (PIA) approval.
4. A CMAS contract amendment is required to extend the end term of the CMAS contract.

For CMAS contracts based on Non-GSA Multiple Award Contracts:

A CMAS contract amendment is required for any change to a CMAS contract based on a non-GSA multiple award contract.

Conflict of Interest

Agencies must develop a plan to evaluate the proposed purchase order for any potential conflict of interest issues. See CMAS Services Guide, Attachment B, Conflict of Interest for guidelines.

Progress Payments

A progress payment is a partial payment for a portion or segment of the work needed to complete a task. To determine whether a particular task is separate and distinct, you must decide if later tasks build on it.

a. Special Goods and Information Technology Products and/or Services

Any contract for goods (Public Contract Code 10314) or information technology products and/or services (Public Contract Code 12112), to be manufactured or performed by the Contractor especially for the State and not suitable for sale to others in the ordinary course of the Contractor's business may provide, on such terms and conditions as the department deems necessary to protect the State's interests, for progress payments for work performed and costs incurred at the Contractor's shop or plant, provided that not less than 10 percent of the contract price is required to be withheld until final delivery and acceptance of the goods or services, and provided further, that the Contractor is required to submit a faithful performance bond, acceptable to the department, in a sum not less than one-half of the total amount payable under the contract securing the faithful performance of the contract by the Contractor.

b. Non-Information Technology Services

Any contract for non-information technology services (Public Contract Code 10346) may provide for progress payments to contractors for work performed or costs incurred in the performance of the contract. Not less than 10 percent of the contract amount shall be withheld pending final completion of the contract. However, if the contract consists of the performance of separate and distinct tasks, then any funds so withheld with regard to a particular task may be paid upon completion of that task.

Recommended policy for state agencies:

- Discourage progress payments whenever possible.
- Do not allow progress payments on purchase orders for less than three months.
- If progress payments are to be made, they should be made not more frequently than monthly in arrears or at clearly identifiable stages of progress, based upon written progress reports submitted with the Contractor's invoices.
- Progress payments shall not be made in advance of services rendered.
- Purchase orders may require a withhold of ten percent (10%) of each progress payment pending satisfactory completion of the purchase order or a separate and distinct task.

Contractors Acting as Fiscal Agents are Prohibited

When a subcontractor ultimately performs all of the services that a contractor has agreed to provide and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature, and does not provide a commercially useful function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

Contractor Name/Ownership Change

Many contractors are changing name and ownership status. The company name on the CMAS contract, purchase order and invoice must match or the State Controller's Office will not approve payment. Agencies cannot approve invoices if the company name varies between these documents. Contractors must contact the CMAS Unit to initiate a legal name change for their CMAS contract. See CMAS Contractor Packet, Exhibit G for information.

Multiple Contractors On One Project

Ideally, agencies will obtain all of their requirements for a project from the same CMAS contractor, because unlike the bid process each individual contractor is responsible "only" for their portion (whatever their individual purchase order specifies), not the total solution with everything completed and working together. Even if an agency hires a project manager, the project manager is responsible only for "project management." Consequently, the agency is solely responsible for the successful integration of all components.

Agencies must develop complete Statements of Work (SOW) that include all necessary requirements. See Statement of Work Information for considerations, questions, and sample language to be used in developing a Statement of Work.

Network Design Services

All network design services on CMAS contracts must result in a hardware or software solution. Also, all network design services performed by the Contractor that include infrastructure components must be performed by a BICSI certified Registered Communications Distribution Designer (RCDD) employed either by the Contractor or subcontractor. Evidence of RCDD certification may be required by the ordering agency.

Small Business/DVBE Subcontracting Participation

SMALL BUSINESS/DVBE – TRACKING

State agencies are able to claim subcontracting dollars towards their small business or DVBE goals whenever the Contractor subcontracts a commercially useful function to a certified small business or DVBE. The Contractor will provide the ordering agency with the name of the small business or DVBE used and the dollar amount the ordering agency can apply towards its small business or DVBE goal.

SMALL BUSINESS/DVBE SUBCONTRACTING

The amount an ordering agency can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the Contractor to each small business or DVBE.

The Contractor will provide an ordering agency with the following information at the time the order is quoted:

1. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the

fulfillment of the order.

2. The Contractor will indicate to the ordering agency how the order meets the small business or DVBE goal, as follows:

   - List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and
   - Include the small business or DVBE certification number of each company listed, and attach a copy of each certification; and
   - Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering agency towards the small business or DVBE goal; and
   - Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.

The ordering agency's purchase order must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor from the quotation as outlined above.

Resellers

Authorized CMAS resellers qualify as independent solicitation offers. That is, the agency can obtain the necessary offers from one CMAS contract with multiple resellers.

Purchase Order Termination

The only CMAS provisions for early termination of a purchase order are in the areas identified below.

- Termination for Convenience (also see Stop Work)
- 30 day notice for maintenance orders
- 90 day notice for most copier contracts

Agencies may negotiate with the Contractor to include a termination provision in the purchase order before issuance. The Contractor is not legally obligated to accept increased risk.

Delivery of Products and Services

Purchase orders must be issued before the expiration of the CMAS contract. However, delivery of the products or completion of the services may be provided after the expiration of the CMAS contract (unless specifically stipulated otherwise in the CMAS contract), but must be as provided for in the contract and as specified in the purchase order.

Bundling of Products, Services, and Prices

Product bundling is not allowed. All components shall be delineated as separate line items having individual product numbers or identifiers, unless specified on the base contract as a bundled item having a bundled product number.

Bundling of consulting services is not allowed. Agency orders must be detailed showing staff hours by approved classification, and hourly rate per classification for each task/deliverable. Showing only one lump sum total for the project without providing a detailed breakdown as described above is not acceptable.

How to Contact CMAS

Go to the CMAS Representatives link for the CMAS office contact information.

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Agenda Item 50

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator

DATE: October 16, 2006

SUBJECT: Proposal for the Development and Implementation of a Grants Program.

BACKGROUND:

On October 4, 2006, Library staff members Elizabeth Minter, Jim Roberts, Toby Silberfarb, and Lois Monroe met with Amanda Ferrari, **Ferrari Philanthropic Consultants**, and her grant writer, Cathy Kitsman. One of the purposes of the meeting was to introduce **Ferrari Philanthropic Consultants** to the Placentia Library Literacy Services and to determine if they would be interested in submitting a grant writing proposal. **Ferrari Philanthropic Consultants** is recognized in the grant writing community as one of the elite grant writing firms. Attachment 1 is the subject proposal.

RECOMMENDATION:

That the Library Board of Trustees approve **Ferrari Philanthropic Consultants "Proposal for the Development and Implementation of a Grants Program"** for the Placentia Library Literacy Services, and authorize the Library Director, Elizabeth Minter, to sign and execute the contract found on page 3, of Attachment 1.

Attachment 1, **Proposal for the Development and Implementation of a Grants Program, pages 1-3.**

FERRARI PHILANTHROPIC
CONSULTANTS

October 10, 2006

Elizabeth Minter
Library Director
Placentia Library District
411 E. Chapman Avenue
Placentia, CA 92870

Subject: Proposal for the Development and Implementation of a Grants Program; And a Major Gifts and Planned Gifts Program.

Dear Elizabeth:

Cathy Kitsman and I enjoyed our meeting with you, Jim, Lois, and Tobby to discuss the various ways that Ferrari Philanthropic Consultants (FPC) can provide fundraising counsel to the Placentia Library District (Library) to meet your short-term and long-term goals and objectives.

FPC is pleased to submit this proposal to the Library to provide professional services to support your strategic goals and objectives of supporting your Literacy Programs and building the Endowment. The Proposal is separated into two (2) distinct proposals. One is for the Grants Program and the other is for the Major and Planned Gifts Program.

The FPC Advantage

FPC brings many advantages to the table to consider which are:

1. FPC is local. We are headquartered in Orange County, California and focus our consulting efforts with Charities, Philanthropists, Community and Business Leaders. Our firm has also have provided excellent fundraising services to clients in the Los Angeles, San Bernardino and San Diego Counties as well.

2. FPC has extensive experience in Grants, Planned Gifts, and Major Gifts. Both principals of the firm have Juris Doctorates.

3. Complex Gift Strategies - FPC has the ability while conducting Donor Prospect cultivation and solicitation meetings, to answer complex tax and estate planning questions the Donor might have and to devise on complex gift strategies. We have the expertise to present tax and gift strategies which other organizations would be unable to address. Our experience allows us to discuss non-cash gifts such as publicly traded stocks, closely held stocks, restricted stocks, bonds, residential, commercial and industrial real estate, etc. We are also experts in the field of charitable estate gifts such as wills, living trusts, charitable gift annuities, charitable remainder trusts, life estates, etc. as gift strategies for charitable organizations.

30025 Alicia Parkway #158 · Laguna Niguel · California · 92677
(949) 661-1797 (Office) (949) 637-3591 (Cell) (949) 661-1475 (Fax)
Email: amanda4re@aol.com rsheldon01@aol.com

FERRARI PHILANTHROPIC
CONSULTANTS

Grants Program Proposal

1. FPC will research and identify Grant Funders to support the Library and more specifically the Literacy Program.

2. FPC will provide a list of Grant Funders to the Library and with the approval of the Library Staff will write introductory letters of intent, inquiry, etc. to determine the interest of the Funders.

3. FPC, with the assistance of the Library Staff, will write Case for Support for the Literacy Program to provide to the Grant Funders.

4. FPC will meet with Staff and Volunteers to research and gather all the necessary data required by the Grant Funders regarding the Library and its programs.

5. FPC will write the Grants - Once the research is completed, a draft will be compiled for review by the organization. During this process, crucial information can be identified for inclusion as well as ensuring the accuracy of demographic, organizational and financial disclosures necessary for the grant.

6. FPC will work closely with Library Staff coaching and guiding them on how to communicate effectively with the Grant Funders – Written communications, telephone communication, and site visits to be most effective in successfully securing the grants.

7. As soon as the necessary approvals have been obtained by the Library, the final submission of the Grant will be provided to the funding source. Follow-up with the Library and funding source will be conducted until the final outcome is determined.

8. When the Grant has been received, FPC will work closely with Library Staff on all the necessary follow-up with Grant Funders.

9. Evaluation and/or progress reports are often Grant requirement; management of this necessary step is also provided by FPC. Assistance will be provided on project management, recordkeeping and implementation.

Consultant Team for the Grants Program

Amanda J. Ferrari, JD, CFRE, President and CEO, Cathy Kitsman, Grants Consultant, and J. Robert Sheldon, JD, Managing Partner, will have primary reporting and work responsibility to the Library.

Consultant Fees and Conditions

Our professional services and fees for the Grants Program will be billed at the applicable billing rate of **$75.00 per hour** for all hours worked. All billable hours will be submitted for payment at the end of each month, and payment is due upon receipt of the invoice.

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FERRARI PHILANTHROPIC
CONSULTANTS

At execution of the contract, an initial installment of $1, 000 is due and payable to FPC.

Cancellation

Both parties reserve the right independently, with or without reason, to cancel this agreement by giving thirty (30) days prior written notice. All fees expended through the close of the contract will be charged to the Library and reimbursed to FPC within 30 days.

Confidentiality

The Library agrees that all services hereunder and deliverables shall be solely for the Library's informational purposes and internal use and are not intended to be and should not be used by any person or entity other than the Library. To the extent that, in connection with this engagement, FPC comes into possession of any proprietary or confidential information of the Library, FPC will not disclose such information to any third party without the Library's consent.

Contract Authorization

Placentia Library District

By: _____

Its: _____

_____ _____
Signature Date

By: Amanda J. Ferrari, JD, CFRE
President and CEO
Ferrari Philanthropic Consultants

_____ _____
Signature Date

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Email: amanda4re@aol.com rsheldon01@aol.com

Oct

Proposed 10% increase

		1	2	3	4	5	6	7	8	9	10
LIBRARY	HR	48.08									
DIRECTOR	PP	3,846.40									
	AN	100,006.40									
	MO	8,333.87									
ADMIN SVCS	HR	25.50	26.78	27.44	28.13	28.83	29.55	30.29	31.05	31.83	33.42
MANAGER	PP	2,040.00	2,142.00	2,195.55	2,250.44	2,306.70	2,364.37	2,423.48	2,484.06	2,546.16	2,673.47
	AN	53,040.00	55,692.00	57,084.30	58,511.41	59,974.19	61,473.55	63,010.39	64,585.65	66,200.29	69,510.30
	MO	4,420.00	4,641.00	4,757.03	4,875.95	4,997.85	5,122.80	5,250.87	5,382.14	5,516.69	5,792.53
MANAGERS	HR	30.20	30.96	31.73	32.52	33.34	34.17	35.02	35.90	36.80	38.64
PUB SVC	PP	2,416.00	2,476.40	2,538.31	2,601.77	2,666.81	2,733.48	2,801.82	2,871.86	2,943.66	3,090.84
TECH SVC	AN	62,816.00	64,386.40	65,996.06	67,645.96	69,337.11	71,070.54	72,847.30	74,668.48	76,535.20	80,361.96
	MO	5,234.67	5,365.53	5,499.67	5,637.16	5,778.09	5,922.54	6,070.61	6,222.37	6,377.93	6,696.83

PAGES	Starting Wage	6 Months	1 Year	18 Months
	6.75	7.09	7.44	7.81

Signature_____: Revised June 19, 2006

Al Shkoler, President

Placentia Library District
Salary Survey
2004

	Orange County	Buena Park	Anaheim	Fullerton	Huntington Beach	Mission Viejo	Newport Beach	Orange	Santa Ana	Yorba Linda	Placentia
Library Director	124,920	96,000	82,920 - 114,012	104,400	95,052 - 118,332	76,860 - 115,284	102,072 - 124,404	89,232 - 114,420	83,676 - 118,236	94,608 - 114,996	94,356
Managers	56,976 - 94,308	56,72 - 68,448	68,220 - 93,804	55,008 - 66,852	60,048 - 74,424	46,908 - 63,324	50,484 - 70,992	57,252 - 73,416	68,472 - 83,244	61,212 - 74,400	49,500 - 63,324
Librarian II	50,460 - 67,932	40,284 - 49,080	48,396 - 58,824	50,052 - 60,840	43,224 - 53,544	40,584 - 54,792	41,724 - 58,692	42,648 - 54,696	45,180 - 57,720	47,964 - 58,296	41,760 - 53,424
Librarian I	41,832 - 56,364	40,284 - 49,080	41,892 - 53,472	37,596 - 47,988	43,224 - 53,544	40,584 - 54,792	38,832 - 54,576	38,604 - 49,500	44,112 - 56,328	41,784 - 50,784	35,856 - 45,876
Library Assistant	27,036 - 38,688	Not Used	35,196 - 42,780	28,104 - 37,668	Not Used	33,084 - 44,664	32,964 - 46,428	31,620 - 40,548	32,928 - 42,012	36,648 - 44,544	30,324 - 38,784
Clerk	25,476 - 33,036	24,852 - 30,264	23,520 - 30,012	25,848 - 32,988	33,360 - 41,328	27,096 - 36,588	25,692 - 36,168	23916 - 30,672	21,960 - 28,008	25,512 - 31,008	22,584 - 32,664

A 10 % increase in Placentia's scale would be $54,450 to $69,656

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: Budget/Salary Discussion with staff committee

DATE: October 16, 2006

BACKGROUND

During the Budget development process last spring the Library Board of Trustees asked me to schedule, after the Fiscal Year 2006-2007 Budget was adopted, a discussion of the feasibility of establishing a Committee of staff to discuss budget and salary issues.

The issue was on the August 21, 2006 Agenda and at the Meeting was deferred to the October Agenda.

This issue is scheduled for discussion at the Library Board Work Session scheduled for October 16, 2006, prior to the Library Board Regular Meeting.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

Encourage Lib Dir to invite staff + Board members to discuss issues (Budget / Gov) — 3/2 no Sheila Tues.

Budget Committee

Budget — invite to staff awareness

Committee of 4-5 from staff to review + advise — not a negotiating

aides
clerk
LA
Librarian

need to period gov mission Lib to a negotiating committee
NP bus class

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Discussion of Salary Scale for Exempt Employees**

DATE: October 16, 2006

BACKGROUND

During the budget development process last spring the Library Board Trustees asked me to schedule, after the Fiscal Year 2006-2007 Budget was adopted, a discussion of the salary scale for Exempt Employees.

The issue was on the August 21, 2006 Agenda and at the Meeting was deferred to the October Agenda.

This issue is scheduled for discussion at the Library Board Work Session scheduled for October 16, 2006, prior to the Library Board Regular Meeting.

The Fiscal Year 2006-2007 Salary Scale for Exempt Employees is Attachment A.

RECOMMENDATION

Action to be determined by the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Revised May 9, 2006
EXEMPT
Effective July 1, 2006

		1	2	3	4	5	6	7	8	9	10
LIBRARY	HR	48.08									
DIRECTOR	PP	3,846.40									
	AN	100,006.40									
	MO	8,333.87									
ADMIN SVCS	HR	23.18	24.34	24.95	25.57	26.21	26.87	27.54	28.23	28.93	30.38
MANAGER	PP	1,854.45	1,947.17	1,995.85	2,045.74	2,096.89	2,149.31	2,203.04	2,258.12	2,314.57	2,430.30
	AN	48,215.61	50,626.39	51,892.05	53,189.35	54,519.08	55,882.06	57,279.11	58,711.09	60,178.86	63,187.81
	MO	4,017.97	4,218.87	4,324.34	4,432.45	4,543.26	4,656.84	4,773.26	4,892.59	5,014.91	5,265.65
MANAGERS	HR	27.45	28.14	28.84	29.56	30.30	31.06	31.84	32.63	33.45	35.12
PUB SVC	PP	2,196.19	2,251.09	2,307.37	2,365.05	2,424.18	2,484.78	2,546.90	2,610.58	2,675.84	2,809.63
TECH SVC	AN	57,100.87	58,528.39	59,991.60	61,491.39	63,028.67	64,604.39	66,219.50	67,874.99	69,571.86	73,050.46
[redacted]	MO	4,758.41	4,877.37	4,999.30	5,124.28	5,252.39	5,383.70	5,518.29	5,656.25	5,797.66	6,087.54

PAGES	Starting Wage	6 Months	1 Year	18 Months
	6.75	7.09	7.44	7.81

Signature_____: Revised June 19, 2006
Al Shkoler, President

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Selection of a Negotiator to represent the Library Board of Trustees in negotiation of an Employee Agreement with the Library Director.**

DATE: October 16, 2006

BACKGROUND

The Brown Act allows closed sessions for some aspects of labor negotiations pursuant to Section 54957.6:

- A legislative body may meet in closed session to instruct its bargaining representatives, which may be one or more of its members, on employee salaries and fringe benefits for both union and non-union employees and for represented employees.
- These sessions may take place before or during negotiations with employee representatives.
- Prior to the closed session, the legislative body must hold an open and public session in which it identifies its designated representatives.
- During its discussions with representatives on salaries and fringe benefits, the legislative body may also discuss available funds and funding priorities, but only to the extent necessary to instruct its negotiator.
- The body may also meet in closed session with a conciliator who has intervened in negotiations.
- The approval of an agreement concluding labor negotiations with represented employees must be reported after the agreement is final and has been accepted or ratified by the other party. The report must identify the item approved and the other party or parties to the negotiation.
- The labor sessions specifically cannot include final action on proposed compensation of one or more unrepresented employees. For purposes of this prohibition, an "employee" includes an officer or independent contractor who functions as an officer or employee.

RECOMMENDATION

Appoint Negotiator and authorize him/her to speak on behalf of the Library Board of Trustees.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director

SUBJECT: **Library Director Performance Evaluation, Contract and Salary**

DATE: October 16, 2006

BACKGROUND

At its meeting on July 31, 2006 the Library Board of Trustees received the Goals for the Library Director approved by the Library Board at its April 18, 2005 Regular Meeting, the discussion draft of the Employment Agreement between the Placentia Library and Elizabeth Minter that expired on June 30, 2006, the Salary Adjustment History for the Library Director from 1991 through 2006 and a summary of the Director's accomplishments during Fiscal Year 2005-2006. At its meeting on September 18, 2006 the Library Board of Trustees received updated salary comparisons for public library directors in Orange County and Los Angeles County Independent Special Library District for fiscal year 2006-2007.

The Library Board of Trustees held closed sessions on August 21 and September, 2006 to discuss its evaluation and requested a closed session to confer with a negotiator on October 16, 2006.

RECOMMENDATION

1. Set the Library Director's Salary for Fiscal Year 2006-2007 and the effective date.

2. Authorize the preparation of an Employee Agreement for Fiscal Year 2006-2007, or whatever other term is agreed upon, between Placentia Library District and Library Director Elizabeth D. Minter.

Information Use Management & Polic Institute

Public Libraries & the Internet

Uses of Study Data

The 2004 study is the most recent completed survey of Public libraries and the Internet conducted by the Information Institute. The 2006 study data will be released in August 2006. The data provided through this survey serve to inform a broad cross section of the library community and policy makers making decisions related to library funding and technology. In particular, the study:

- Provides specific data regarding public library Internet connectivity, bandwidth, the provision of technology training services and resources, and Internet service/resource funding sources, to name selected key topics;
- Enables librarians to compare their library to other similar libraries in their states and across the country;
- Enables the American Library Association, Public Library Association, and other advocacy organizations, to make the case for continued and enhanced support for public libraries and their provision of Internet-based services and resources to the communities that libraries serve;
- Helps policy makers and others understand the needs and issues that public libraries face when providing Internet-based services and resources; and
- Identifies sustainability and advocacy issues related to public library Internet connectivity, impacts and benefits of connectivity and public access computing to communities and individuals; and
- Provides ways to identify *quality* public access computing and Internet access.

Previous Study Usage

Over the years, data from these studies have informed the policy debates regarding the role that public libraries play as a public Internet access presence within the communities that libraries serve. Researchers, policy makers, advocacy groups, legal scholars, and others have used the findings from previous studies in a number of ways, including:

- The Supreme Court decision regarding the Children's Internet Protection Act (United States v. American Library Association, 123 S.Ct. 2297) ;
- Congressional testimony on a variety of issues related to the Internet and information access; and
- The Statistical Abstracts of the U.S. published by the U.S. Census Bureau (see Section 24, Information and Communications , Figure No. 1149).

Thus, the survey continues to be a significant source of information regarding the role of public libraries in a networked environment.

Information Use Management & Policy Institute

Public Libraries & the Internet

Findings

The data from the 2004 study reveals several significant findings for the U.S. public library community. For charts and summaries of each finding use the topic links below. These charts and summaries will be updated upon the release of the 2006 survey data in August 2006.

Data Trends

1. Public Library Internet Connectivity 1994 - 2004
   99.6% of public library outlets in the United States are connected to the Internet, which is an increase over the 98.7% connectivity rate in the 2002 study.

2. Public Access to Public Library Internet Connectivity 1998-2004
   98.9% of public library outlets with a connection to the Internet provide public access to the Internet, which is an increase from 95.3% in 2002.

3. Average Number of Public Access Workstations 1998-2004
   Public library outlets, on average, provide 10.4 public access workstations within the library.

2004 Data only

4. Public Access Workstation Availability
   Only 14.1% of public library outlets report that there are always sufficient terminals to meet patron needs. Of the other outlets, 70.2% have insufficient terminals to meet patrons' needs at certain times of the day, while 15.7% have insufficient terminals to meet patrons' needs on a consistent basis.

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Findings

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Future Work

Presentations

Also in Solutions

EMIS

LSTA Toolkit

5. Maximum Speed of Public Library Internet Connection
   The speed of connectivity most common in public library outlets is now 769kbps - 1.5mbps, with 27.4% of outlets having connectivity within that range.

6. Public Library Internet Connection Speed Over 769kbps
   While 48% of public libraries have connection speeds of 769kbps or greater, 73% of urban libraries have connection speeds of greater than 769kbps as compared to only 34% of rural libraries.

7. Public Access Wireless Internet Connectivity Availability
   Wireless Internet access by public library outlets is currently available in 17.9% of public library outlets, while another 21.0% of outlets plan to make it available in the next year. The majority of outlets (61.2%) have no plans to make wireless access available.

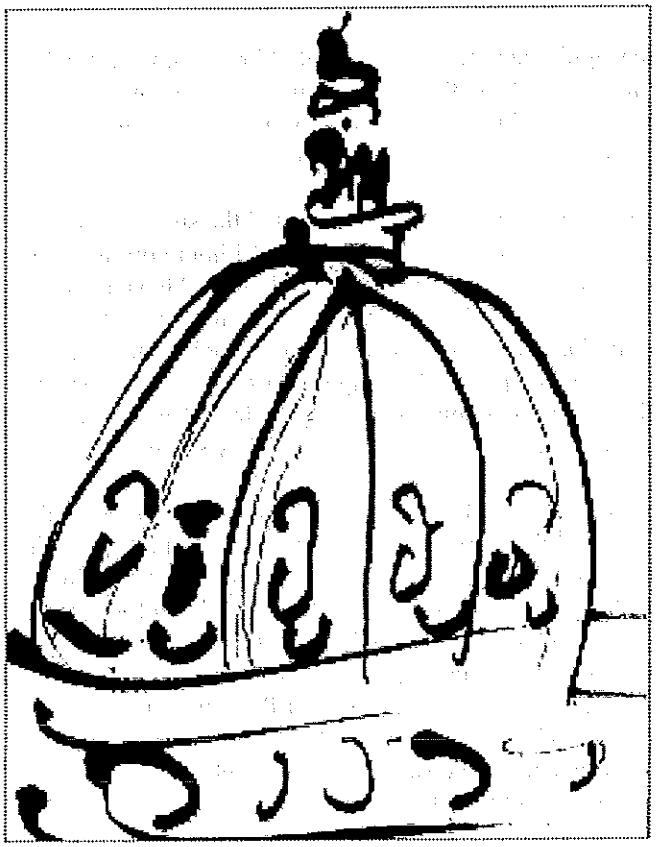
8. Public Library Outlet Public Access Internet Filtering
   Nearly 40% of public library outlets use one or multiple methods to filter public Internet access. The most common method of filtering is filters installed on each public access workstation at 16.7%. Other methods of filtering are all more systemic, ranging from filters for the entire library network (13.4%) to filters for the entire state library system (6.2%).

9. Public Library System Overall Technology Budget Status
   13.3% of libraries reported a decrease in their budgets for technology in the previous year, whereas 50.6% indicated that their technology budget stayed the same from the previous year.

10. Public Library Outlet Change in Hours Open
    In 7.6% of libraries, the total hours the library computers were available decreased in the previous year, while nearly 12% of urban libraries are now open fewer hours.

Additional findings, implications, and data from the study are available in the final report.

Information Use Management and Policy Institute
College of Information, Florida State University



Public Libraries and the Internet 2006: Study Results and Findings

John Carlo Bertot, Ph. D.
Associate Director and Professor

Charles R. McClure, Ph. D.
Director and Francis Eppes Professor

Paul T. Jaeger, Ph.D. and J. D.
Assistant Professor

Joe Ryan
Senior Research Associate

September 2006

Information Use Management and Policy Institute
College of Information
Florida State University
Tallahassee, Florida 32306-2100
http://www.ii.fsu.edu/

Funded by the
Bill and Melinda Gates Foundation
and the American Library Association

ACKNOWLEDGEMENTS

Large-scale national surveys and site visits in five states such as this involve substantial effort and support from a number of individuals and groups. While we cannot feasibly mention each individual or community that helped, we would like to highlight the efforts of those who provided substantial assistance.

The study team wishes to express their gratitude to the Bill & Melinda Gates Foundation and the American Library Association (ALA) whose support and participation have made this study and the previous 2004 study possible. Also, we thank ALA and the Gates Foundation for their assistance in securing a high survey response rate.

The study team would like to recognize the significant efforts of the state librarians, the state data coordinators, and other state library agency staff members. As with the 2004 study, the amount of time, energy, and support that the state library community invested in this study contributed directly to the survey's high response rate – we cannot thank them enough for all of their efforts.

We also extend a debt of gratitude to all the public librarians who completed the survey and participated in the site visits. Thank you for taking the time to work on this study. Without your interest and your participation, we simply would not have any data. Without data, this study would have no ability to affect policy, practice, and engagement in networked services by public libraries. The time you take to provide the data in this report offers valuable information for national, state, and local policymakers, library advocates, researchers, practitioners, government and private funding organizations, and others to understand the impact, issues, and needs of libraries providing public access computing. The data also provide public librarians with the opportunity to advocate for the communities that they serve.

We are also in debt to the study's Advisory Committee. These individuals assisted us in a number of key study areas including issue identification, question development, survey pretesting, survey website development, and providing perspectives on study findings. Our thanks to Nancy Ashmore (Prarie du Chien Public Library), Robert Bocher (Wisconsin Department of Public Instruction, Division for Libraries), Diane Carty (Massachusetts Board of Library Commissioners), Beverly Choltco-Devlin (Mid-York Library System), Denise Davis (Office of Research and Statistics, American Library Association), Judith Hiott (Houston Public Library), Neal K. Kaske (National Commission on Libraries and Information Science), Keith Curry Lance (Library Research Service), Peggy D. Rudd (Texas State Library and Archives Commission), Rivkah K. Sass (Omaha Public Library), Karen Schneider (Librarians' Internet Index), and Patricia Wallace (Enoch Pratt Free Library).

Finally, the study team thanks other members of the Information Institute staff who provided assistance on this project. Na Ding participated in website testing, analyzing data, and making tables. Lesley A. Langa supported many aspects of the survey, from pretesting questions to analyzing data to constructing the final report. John T. Snead assisted in a number of editing and production activities. Susan Thomas provided critical support structure that kept the Institute staff organized on the project. Paragon New Media also deserves mention for their tremendous efforts in developing and maintaining the survey website.

John Carlo Bertot
Charles R. McClure
Paul T. Jaeger
Joe Ryan

EXECUTIVE SUMMARY

This report presents national and state data from the *2006 Public Libraries and the Internet* survey and site visits funded by the Bill & Melinda Gates Foundation and the American Library Association. The primary goal of the study is to provide current information that describes public library activities in the networked environment. This information has importance not only to the public library community, but also to policymakers at local, state, and federal levels; manufacturers of information and communication technologies; library funding agencies; and the communities served by public libraries. This report summarizes findings at both the library outlet level and the system level for all questions on the survey.[1]

The 2006 *Public Libraries and the Internet* study collected data through two integrated approaches: 1) a national survey of public library Internet connectivity, use, services, involvement, and sustainability issues; and 2) a case site component which sought to identify successfully networked public libraries and how these libraries meet and resolve the challenges with maintaining, enhancing, and continually moving forward their networked services and resources. The survey received 4,818 responses for a 69.0% response rate. The cases involved site-visits, focus groups, and interviews at more than 30 libraries in five states. The study continues national surveys of public libraries and the Internet conducted by the authors since 1994.[2]

Key Findings

Libraries as Community Public Access Computing and Internet Access Points

Public libraries continue to provide important public access computing and Internet access in their communities:

- 98.9% of public library branches are connected to the Internet.
- 98.4% of connected public library branches offer public Internet access.
- 36.7% of public library branches offer wireless Internet access, up from 17.9% in 2004.
- 100% of high poverty branches—those with greater than 40% poverty in the service area—are connected to the Internet and offer public Internet access.
- Public library branches have an average of 10.7 public access computers, with rural libraries having an average of 7.1 workstations and urban libraries having an average of 17.9 workstations.

Continued Improvements

Public libraries continue to enhance their public access computing and Internet access services:

[1] The term "outlet" refers to a public library facility (e.g., main branch or branch). The term may also refer to bookmobiles, but this study excluded bookmobiles. A library "system" comprises all facilities (i.e., main branch and all branches).
[2] Information and reports regarding the various studies is available at: http://www.ii.fsu.edu/plinternet.

- In 2006, 34.4% of connected public library branches have connection speeds of 769kbps-1.5mbps compared to 27.4% in 2004.
- In 2006, 28.9% have connection speeds of greater than 1.5mbps compared to 20.3% in 2004.
- Bandwidth continues to increase, with 63.3% of public library branches having connection speeds of greater than 769kbps in 2006 compared to 47.4% in 2004.

Future Developments

In the future, public libraries plan to add and/or replace workstations and make other enhancements to their public access computing and Internet access services:

- 16.6% of public library branches plan to add more workstations within two years, while 28.6% of branches are considering doing so.
- 72.8% of public library branches plan to replace some workstations within two years. Of the 72.8% of libraries, 35.3% have plans to replace a definite number of workstations, with an average replacement of 7.2 workstations.
- 23.1% plan to add wireless access within two years, which means that over 60.0% of public libraries would then offer wireless access.

Challenges Remain

Challenges remain as public libraries continue to improve their public access computing and Internet access services:

- Roughly 45.0% of public libraries reported a decrease (6.8%) or flat funding (36.6%) in their overall budget as compared to the previous fiscal year. Given inflation and increased personnel and benefits costs, flat funding equates to a cut in funding. Thus, nearly half of public libraries essentially experienced reductions in funding.
- Public libraries face increased demands to supply public access computing in times of natural disasters such as the 2005 hurricanes and to support federal, state, and local e-government services, e.g., applications for the federal prescription drug plan.
- 45.5% of public library branches indicate that their connection speeds are inadequate to meet user demands some or all of the time.
- One-quarter of public library branches have 3 or fewer workstations, two-quarters of public library branches have 6 or fewer workstations, and three-quarters of public library branches have 12 or fewer workstations.
- Only 20.7% of public library branches indicate that the number of workstations they currently have is adequate to meet patron demand.
- 45.4% of public library branches have no plans to add workstations in the next two years.
- Space (79.9%), cost factors (72.6%), and maintenance (38.8%) most commonly influence decisions to add or upgrade public access Internet workstations.
- Rural public libraries tend to have fewer public access workstations, lower bandwidth, and are less likely to offer wireless access.

- Public access computing and bandwidth are important parts of public access, but there is a need to continually upgrade technology and provide sufficient bandwidth to meet increasingly demanding applications, digital content, and services.
- Public libraries in some states collectively lag behind the public libraries nationally in terms of number of computers, connectivity speeds, and other important factors.

Successfully Networked Public Libraries

A successfully networked public library (SNPL) provides high quality traditional library services as well as networked services. Networked services include electronic information resources and/or services, such as Internet access, email, chat, online reference, subscription databases, and other web-based services. In the context of this study, network services comprise three primary areas: 1) networked services offered within the library; 2) the library's virtual branch, meaning web-based external services; and 3) the infrastructure needed to support both. SNPLs have exceptionally high quality leaders who successfully and actively engage the political process. Factors describing SNPLs in 2006 also include:

1. ***Networked services within the library***
   - SNPLs offer public access copiers, fax, printers, scanners, and computing workstations, and may also lend a variety of equipment including digital cameras, GPS equipment, ipods, MP3 players, and even telescopes. Often, SNPLs provide the first introduction to a new type of information technology (IT) and serve as the access point of first and last resort for their communities and visitors to various types of IT.
   - SNPLs offer an integrated library system (ILS) including an online public access catalog (OPAC) of library materials.

2. ***Library's virtual branch***
   - SNPLs view their website as an additional branch or as a virtual branch.
   - They seek to offer the same or equivalent services, such as answering reference questions, as those offered within the library in addition to those only available virtually.
   - Though the services are available, the provision of virtual branch management, staff, resources, and budget equivalent to a traditional branch may not yet be established.
   - Virtual branch evaluation is performed, but the evaluation data are not integrated with results of physical branch evaluations.

3. ***Network infrastructure***
   - SNPLs have sufficient IT staff to make certain types of networked library services possible. Having such staff can save the library money. For some libraries, however, the difference between not having and having dedicated IT staff must be experienced before being believed.
   - They conduct extensive, continuous, formal and informal network service planning.

- SNPLs have sufficient bandwidth to meet the needs of patrons and staff and to offer or plan to offer wireless connectivity. However, they also anticipate an impending future need for additional bandwidth as video, music, and large file transfers become more common.
- They generally have enough public workstations but cannot meet peak demand.
- They provide necessary IT (including software) and training so that all staff members are proficient in the IT-related aspects of their jobs.
- SNPLs have built or are considering building facilities better tailored to the networked environment.
- SNPLs recognize and capitalize on the potential of the Internet as a shared information infrastructure where hardware, software, resources, services and staff expertise may be shared between branches.

4. ***SNPL Advocacy Strategies***
   - SNPLs engage in a wide range of advocacy strategies for continued public library and networked services support. The following is a summary of SNPL qualities that influence theses advocacy activities:
     - *Proactive:* A distinguishing characteristic of all of the SNPLs, when compared to other public libraries, is their proactive approach. SNPLs proactively partner with local and state governments and non-profits for mutual benefit. SNPLs actively look for opportunities to show what the library was already doing to address local, state, and regional issues, and actively seek partners and funding to address these issues. SNPLs do not wait to be invited to participate in local issues.
     - *Opportunistic:* The SNPL managers are masters at perceiving an opportunity to make the library's worth visible to others and to obtain funding or support, particularly when the source does not specifically mention libraries. SNPL managers recognize that financial support was only one of many types of support that successful libraries need.
     - *Prepared:* SNPLs are often, but not always, better prepared than peer government agencies to make known their contributions to the community and to explain their funding needs. Part of this preparation includes assembling relevant evidence and arguments based on the evidence.
     - *Relationships:* SNPL managers have a year-round positive relationship with elected and appointed officials, community opinion makers, and government agency and nonprofit leaders. SNPL managers are not meeting with strangers when they go to the annual library budget hearing.

5. ***SNPLs Need Sustainable Support***
   - Stable and sustainable funding is key to SNPLs, as such funding enables realistic multi-year planning:
     - SNPLs conduct continuous, systematic environmental scans seeking to match community needs, related IT, and funding opportunities.
     - Most SNPLs are transitioning from national grant-based funds to increased local support for networked services.

- Support for networked services is not limited to money, as shared hardware, resources, staff time, and staff training, among other benefits, are equally important.

Importance of Public Access Computing

Programs and local advocacy efforts that demonstrate the role of public libraries in providing public access computing can contribute to the long-term viability of public libraries. Findings from both the national survey and the case site visits document the importance of public access computing and Internet access provided by public libraries. Public libraries are often the first choice for many people to access the Internet and engage in networked services such as applying for a job, applying for and engaging in government services, obtaining health information, and much more. But the need to continually enhance information technology, telecommunications, and networked services often puts considerable strain on already stressed library budgets.

Challenges in Moving Forward

The networked environment continues to increase in scope, service, resource possibilities and capabilities, and complexity. There are now multiple uses of bandwidths, different levels and types of access provided by public access computers, licensed resources from numerous sources, the increasing demands for wireless access, content that needs increasing bandwidth, the introduction of new technologies, and advent of popular interactive websites, among others. It is in this context that public libraries offer their public access computing services and resources.

The impacts on libraries of this new and substantially more complex environment are potentially significant, and effect library service and resource provision, staff skills, training requirements, and public access computing and Internet access requirements. As user expectations rise, combined with the provision of high quality services by other providers, libraries are in a competitive and service/resource rich information environment. Providing "bare minimum" public access computing and Internet access can have two detrimental effects: 1) relegate libraries to places of last resort, and 2) further digitally divide those who only have PAC and Internet access through their public libraries.

As the complexity of the networked environment impacts public library services, roles, and demands on librarians, any assessment of public library public access computing and Internet access must also account for the increased complexity of the actual environment. Thus, another major impact of the complexity of the networked environment is the ability of studies such as these to measure adequately library connectivity, public access computing, the range and type of networked services provided, and the depth and extent of the library's information technology infrastructure. The increased complexity is replete with measurement challenges.

IV. STUDY CONCLUSIONS: IMPACTS, ISSUES, AND POSSIBLE FUTURE STEPS FOR PUBLIC ACCESS COMPUTING

To a large degree, public access computing in the nation's public libraries is now taken for granted as an expected and reliable service. Since virtually all public libraries have some amount of public access computing available, key conclusions and findings from the 2006 study go beyond basic connectivity and the availability of public access computing. Of increasing interest are the impacts, issues, and possible future steps for public libraries that extend connectivity and public access.

Findings from both the national survey and the case site visits document the importance of public access computing and Internet access provided by public libraries. Public libraries are often the first choice for many people to access the Internet and engage in networked services such as applying for a job, applying for and engaging in government services, obtaining health information, and much more. But the need to continually enhance information technology, telecommunications, and networked services often puts considerable strain on already stressed library budgets. Moreover, there are new demands on public libraries in their role as providers of public access computing.

This section of the 2006 report identifies and discusses key impacts and issues, and describes several issues arising from the survey and the case site visits. As such, it highlights those impacts and issues that have significant importance for considering public library roles, responsibilities, and strategies for the future in relation to the networked environment. It is not possible to discuss all the significant topics here; instead, these provide a selection of those seen as most important by the study team.

Comparing Selected 2006 Findings to 2004 Findings

The final report of the 2004 *Public Libraries and the Internet* survey offered a number of findings. The study team believes it is useful to compare some of these findings to those from the 2006 study.

Good Enough Connectivity

The 2004 study asked: "What constitutes 'good enough' connectivity?"[11] The 2006 data show that although public libraries continue to increase their connectivity speeds we are no closer to an understanding of what is "good enough" connectivity. Specifics include:

- In 2006, 34.4% of connected public library branches have connection speeds of 769kbps-1.5mbps compared to 27.4% in 2004.
- In 2006, 28.9% have connection speeds of greater than 1.5mbps compared to 20.3% in 2004.
- Bandwidth continues to increase, with 63.3% of public library branches having connection speeds of greater than 769kbps in 2006 compared to 47.4% in 2004.

[11] Bertot, J. C., McClure, C. R., & Jaeger, P. T. (2005). *Public libraries and the Internet 2004: Survey results and findings*. Tallahassee, FL: Information Institute. Available: http://www.ii.fsu.edu/plinternet. Pg. 8.

Indeed, the study team now believes that "good enough" connectivity should not be confused with sufficient and quality connectivity. Earlier in this report the study team noted that the quality and sufficiency of connectivity was dependent on a broad range of factors including the nature of the library's information technology infrastructure, the number of workstations and wireless access points off the main connection, and the applications and types of services provided by the library or used by the patron (to name but some of the factors).

The study team arbitrarily uses 769kbps as "high speed" and computes the number of libraries that had 769kbps or greater connection speeds. But is 769kbps or greater really high speed, sufficient, and quality connectivity in a public access computing environment? While focusing on a specific number (whether approximate or arbitrary) is necessary for survey research, employing a specific number to indicate sufficient connectivity is not sufficient to truly gauge the quality and sufficiency of many public libraries' public access connectivity. In short, given the demands now on public libraries for a range of networked services (uploading content, video, music downloads, e-government, etc.), many public libraries may incorrectly believe they have "good enough" connectivity—based on what was sufficient even just a few years ago—when in fact they may have neither sufficient nor quality connectivity. Nonetheless, little progress has been made between 2004 and 2006 in determining sufficient and quality connectivity for public access computing.

It is in this context that issues regarding quality public access computing and sufficient connectivity speeds to Internet access reside. Research questions to explore include:

- Is it possible to define quality public access computing and Internet access in a public library context?
- If so, what are the attributes included in the definition?
- Can these attributes be operationalized and measured?
- Assuming measurable results, what ways can the library, policy, research, and other interested communities employ to impact public library movement towards quality public access computing and Internet access?
- Should there be "standards" for sufficient connectivity and quality public access computing in public libraries?

These questions are a beginning point to a larger dialogue that needs to occur in the research, practitioner, and policy making communities. Public libraries are indeed connected to the Internet and do provide public access services and resources. It is time to move beyond connectivity type and speed questions and consider issues of adequacy, quality, and the range of networked services that should be available to the public from public libraries.

Wireless Connectivity

In 2004, 17.9% of public library branches offered wireless Internet access and in 2006 that number increased to 36.7%. This increase is significant. First, it signals a possible change in why people come to the library. Since users must have laptops that can access a wireless network, their choice for coming to the public library for connectivity may indicate that their primary reason to come to the library is to have public access computing and not to use more

traditional library services. Increased growth in wireless connectivity (and use) may signal the need for significant improvements in the library's overall information technology infrastructure.

In addition, one can speculate that this increase in wireless connectivity occurred in many instances without significant improvements in the library's basic connectivity from its provider – thus, as suggested above, degrading overall quality and sufficiency of the library's connectivity. Or, if libraries augmented their bandwidth to accommodate the wireless service, libraries incurred additional costs to provide the service – at a time when library budgets largely stayed the same from previous years (thus, in effect, a cut due to personnel costs and inflation).

Finally, in the case site visits, librarians reported an interesting phenomenon that "patrons" came to the library's parking lot or in close proximity to the library in order to access the free wireless connection being offered at that library. They did not come into the library itself, they did not come to check out a book or use a library computer. Rather, they simply came close enough to the library to access the wireless network. Implications of this new "service" being provided to library "users" are not well understood, except possibly the increased stress on the library's technology infrastructure, but such "library use" is likely to increase.

Training

The 2004 study asked: "Given the limited funding that is available to many public libraries, what priority should such [information technology] training activities receive?"[12] In 2004, 31% of library systems reported that they were unable to provide information technology training to patrons. In 2006, that number had dropped to 21%, suggesting that the amount of training in information technology had increased significantly during this time period.

In this two-year time period, libraries appear to have allocated more resources to support patron training in the use of information technology. Thus, one might also ask now in 2006, from where did those additional resources come to support training? Or were resources reallocated from other existing library services? The impacts of this additional support for training, however, raise a range of interesting issues such as the degree to which the training resulted from increased demands on the library for such training, if such additional training results in increased use of library public access computing, and is the library filling a void in community services by providing such services?

Public Library Public Access Computing as Enabling the Digital Revolution

The 2004 report demonstrated that public libraries served as critical community-based access points to a wide range of digital content. The 2006 study reinforced and expanded on this vital role of public libraries to their communities. Indeed, it is possible to assert that public libraries serve as both the source of first resort as well as the source of last resort (safety net) for information. In response to the qualitative survey question, nearly three-quarters of libraries indicated that the most important social roles of the Internet access provided by public libraries

[12] Bertot, J. C., McClure, C. R., & Jaeger, P. T. (2005). *Public libraries and the Internet 2004: Survey results and findings*. Tallahassee, FL: Information Institute. Available: http://www.ii.fsu.edu/plinternet. Pg. 9.

remain access for those who would not otherwise have it and help for who need assistance with the Internet.

Qualitative data that describe public library services in the gulf coast states during the 2005 hurricane season provides strong evidence that the public library was not only a first choice, but often times the best source for a range of e-government information and services. Further, additional research on this topic suggests that federal, state, and local governments place significant demands on public libraries to provide a range of e-government services and support that go well beyond providing public access computers.[13] Further, it is evident that governments provide minimal to no support to public libraries in meeting these demands. There is a need for additional research on the role of public libraries in e-government and national disasters.

Internet Access from the State Perspective

Comparing some of the findings from the state data between the 2004 and 2006 studies produces some interesting results. Some of the more interesting points are the continuities between the 2004 and 2006 results.

Most states had fairly similar, if not identical, percentages of library outlets offering public Internet access between 2004 and 2006. For the most part, changes were increases in the percentage of library outlets offering patron access. An exception, however, were the library outlets of Washington DC, where the percentage of outlets offering patron access declined steeply.

The average number of hours open per week in 2004 (44.5) and in 2006 (44.8) were very similar, as were the percentages of library outlets reporting increases in hours per week, decreases in hours per week, and no changes in hours per week. Data across the states indicate that physical space is the primary reason for the inability of libraries to add workstations.

In terms of overall operating budgets, two of the states with highest percentages of library systems with increases in total budget—Delaware and Rhode Island—were among the top states in 2006. On the other had, Ohio was one of the top three in terms of highest percentages of library systems with decreases in budgets in both 2004 and 2006.

There is also consistency in the findings related to upgrades and replacement schedules. In both 2004 and 2006, Delaware and Rhode Island were the states that had the highest percentage of libraries that are able to follow their replacement and upgrade schedules, while North Carolina was one of the states with the highest percentage of libraries not able to follow their replacement and upgrade schedules in both 2004 and 2006.

However, there were some clear areas of difference between 2004 an 2006, as well. For example, the percentage of library outlets with wireless access was an area of significant change among the states. In many states the increases in wireless access were quite large. Most of

[13] Bertot, J. C., Jaeger, P. T., Langa, L. A., & McClure, C. R. (2006). Public access computing and Internet access in public libraries: The role of public libraries in e-government and emergency situations. *First Monday, 11*(9). Available: http://www.firstmonday.org.

leaders in percentage of library outlets offering wireless access changed in the period between the studies, with the exceptions of Kentucky and Virginia. West Virginia was also a consistent, being among the states with highest percentage of library outlets with no plans to add wireless access in both 2004 and 2006. The specific reasons for these differences is unclear, and may reflect budgetary, staffing, and various issues.

These similarities and differences among the states indicate that the evolution of public access to the Internet in public libraries is not necessarily an evenly distributed phenomenon, as some states appear to be consistent leaders in some areas and other states appear to consistently trail in others. While the national picture is one primarily of continued progress in the availability and quality of Internet access available to library patrons, the progress is not evenly distributed among the states.

Federal Information Policy

The 2004 and 2006 studies collected information on E-rate as well as views on other information policy issues that affect public access computing and technology deployment. The 2004 study concluded:

> While the public library community has adopted more and greater networked technologies, it has yet to re-think the federal policy framework that supports libraries. Instead, with policy initiatives from (among others) CIPA, the Telecommunications Act of 1996, the E-Government Act of 2002, and the USA PATRIOT Act, a range of piecemeal policies have placed public libraries in a reactive rather than proactive position. For libraries to better advocate for their needs and the needs of their patrons, they must move from a reactive to a proactive stance in addressing issues of national policy. Viewing these legislative changes holistically, the public library community will be better able to reassess its priorities and abilities in the new policy environment.[14]

The study team finds that libraries are largely still reactive to a policy environment that has a substantial ability to impact the role of public libraries in the networked environment. Since the last study, for example:

- Congress reauthorized, and the President signed, the USA PATRIOT Act, which still permits access to library patron and other records with little oversight;
- Congress is considering a new telecommunications act which may discontinue the E-rate, among other things;
- DOPA, the Deleting Online Predators Act (H.R. 5319), requires schools and libraries to block access to a broad selection of web content such as MySpace from schools or libraries, as well as access to a wide array of other content and technologies such as instant messaging, online email, wikis, and blogs.

There is a need for an overall policy strategy that secures the roles of public libraries in the networked environment, and removes barriers that impede their ability to serve as unfettered

[14] Bertot, J. C., McClure, C. R., & Jaeger, P. T. (2005). *Public libraries and the Internet 2004: Survey results and findings*. Tallahassee, FL: Information Institute. Available: http://www.ii.fsu.edu/plinternet. Pg. 13.

access to increasingly important digital content. If libraries remain passive, they will continue to face impediments to public access computing and Internet access.

Public Libraries and E-government

As shown from the findings from the qualitative question on the national survey, public libraries are a key provider of e-government access and services in the United States. Government agencies rely on the fact that public libraries provide access, people with alternative means of access rely on the public library for assistance with e-government interaction, people with no other means of access rely on the public library for access to e-government, and entire communities rely on the public library for access to e-government for every day services, e.g., prescription drug sign-up and applications, a range of social services, and benefits services/information, and in times of crisis, e.g. the 2005 hurricane season in the gulf coast.[15] Ultimately, this provision of public access computing and Internet access makes public libraries one of the very few community-based public access points for e-government, but this effort needs recognition and support.

Public libraries serve three significant roles in meeting the e-government needs of their communities through their public access technology infrastructure: (1) individuals and communities in a crisis rely on public access computing and Internet access in public libraries as the first refuge for seeking assistance and beginning to rebuild; (2) individuals with no other means to access local, state, and federal e-government information and services rely on public access computing and Internet access in public libraries as the access point of last resort, the safety net for e-government access; and (3) individuals with access to computing technology and the Internet rely on the public library as a preferred place of access due to the capacity and support available.

These important roles remain unexplored and in wider considerations of the place of public libraries in a public policy and e-government context. Thus, a number of key research questions that require additional work include:

- What specific financial and personnel resources are the nation's public libraries currently allocating to emergency and e-government services?
- What is the extent to which federal, state, and local government agencies expect public libraries to provide access to e-government services?
- What are the specific roles and responsibilities that public libraries currently provide in support of various e-government programs and services?
- How can public libraries become better informed as to how best to provide these e-government services?
- How can public libraries better use their role in support of emergency services and e-government to advocate for increased funding?
- What is the current federal information policy related to the role of public libraries in emergencies and e-government and how should these policies evolve in the future?

[15] Bertot, J. C., Jaeger, P. T., Langa, L. A., & McClure, C. R. (2006). Public access computing and Internet access in public libraries: The role of public libraries in e-government and emergency situations. *First Monday, 11*(9). Available: http://www.firstmonday.org.

These are but a sample of possible areas for additional research. But overall, public libraries have responded to a number of unfunded government mandates to support public access computing for a range of e-government services.

A Divide by Any Other Name

Though the discussion of the "digital divide" has become much less frequent, the state data from this study seem to indicate that there are gaps in levels of access between libraries in different states. While every state has very successful individual libraries in terms of providing quality Internet access and individual libraries that could be doing a better job, the state data indicate that library patrons in different parts of the country generally have different levels and quality of access available to them.

Higher percentages of library outlets in states that have more rural populations or more diffuse populations have lower connection speeds for their Internet access, have fewer average workstations, have lower levels of wireless access, and are more likely to connect to the Internet using an Internet Service Provider. Together, these characteristics indicate that residents of more rural, less populous states generally may not be able to receive the same kinds of Internet access as residents of more densely populated states.

Gaps in access are also evident between different regions of the country. For example, the highest percentages of library systems with increases in total operating budgets were concentrated in states in the Northeast, while the highest percentages of library systems relying on E-rate funding were concentrated in the Midwest and the Southeast.

Similarly, the leading states in adoption of wireless technology are concentrated in the Northeast and mid-Atlantic, while the libraries with the lowest levels of wireless were located in the Southeast. Southern states, particularly Arkansas, Louisiana, and Mississippi, also had the highest percentages of libraries not offering any Internet training to patrons. In contrast, libraries in the Northeast and mid-Atlantic had the highest percentages of libraries planning to add more Internet workstations. It is important to note with data from the Gulf States that the effects of Katrina may impact the results reported.

While the experience of individual patrons in particular libraries will vary widely in terms of whether the access available is sufficient to meet their information needs, the fact that the state data indicates a general divergence in the levels and quality of access between some states and regions of the country is worthy of note. An important area of subsequent research will be to investigate these differences, determine the reasons for them, and develope strategies to alleviate these apparent gaps in access.

Demands for Enhanced and Expanded Networked Services

Given the widespread connectivity now provided from most public libraries, there continue to be increased demands for more and better networked services. These demands come from governments that expect public libraries to support a range of e-government services, from residents who want to use free wireless connectivity from the public library, and patrons that

need to download music or view streaming videos (to name but a few). Simply providing more or better connectivity will not, in and of itself, address all of these diverse service needs.

For example, in the Fall and Winter of 2005-2006 many public libraries provided assistance to seniors on selecting and applying for the part D Medicaid drug prescription plan. Many seniors did not know how to use or access the Internet; many were not familiar with interactive forms and applications; and librarians reported that many did not understand the particulars of the plan and application process. In short, public librarian support for this service went well beyond provision of Internet connectivity. Rather, the support services required significant and serious personal training and knowledge. The same conclusions are true with librarian services in the gulf coast states to support FEMA forms and related services during the 2005 hurricane season.

Increasingly, public access computing support will require additional public librarian knowledge, resources, and services. Examples of these services from the Medicaid prescription drug plan and the 2005 hurricane season are clear indications that public access computing will lead to increased demands for enhanced and expanded services. The degree to which public libraries can provide such enhanced networked services and maintain the traditional services is unclear. Without better local public library resource support it is unlikely that both enhanced and expanded public access computer services and traditional services can continue.

Increased Complexity of the Networked Environment

The networked environment continues to increase in scope, service and resource possibilities and capabilities, and complexity:

- The networked environment is such that there are multiple uses of bandwidth – public Internet access, staff access, wireless access, integrated library system (ILS) access, etc.
- Public access computers can provide access to the Internet, while some are only for online catalog (OPAC) use, and some are shared by staff (i.e., reference) and patrons.
- Licensed resources might be made available by the library itself – but it is equally likely that a library provides access to resources licensed by a regional consortium or state library agency.
- We are now in the Web 2.0 environment, which is an interactive Web that allows for content uploading by users (e.g., blogs, YouTube.com, MySpace.com, gaming).
- Streaming content, not text, is increasingly the norm.
- There are portable devices which allow for text, video, and voice messaging.
- Increasingly, users desire and prefer wireless services.

It is in this context that public libraries offer their public access computing services and resources.

This is the now the environment in which libraries provide public access to networked services and resources. It is an enabling environment that puts users fully in the content seat – from creation to design to organization to access to consumption. And users have choices, of which the public library is only one, regarding the information they choose to access. It is an

environment of competition, advanced applications, bandwidth intensity, and high quality computers necessary to access the graphically intense content.

The impacts on libraries of this new and substantially more complex environment are potentially significant, and effect library service and resource provision, staff skills, training requirements, and public access computing and Internet access requirements. As user expectations rise, combined with the provision of high quality services by other providers, libraries are in a competitive and service/resource rich information environment. Providing "bare minimum" public access computing and Internet access can have two detrimental effects: 1) relegate libraries to places of last resort, and 2) further digitally divide those who only have PAC and Internet access through their public libraries.

Changing Priorities

The 2006 study may mark an important point in the development of public access computing in public libraries. Future key issues are likely to revolve around:

- Increasing the quality and sufficiency of connectivity rather than having some kind of connectivity that might be perceived as good enough.
- Developing new strategies to manage expanded and enhanced public access computing services.
- Managing the regular and ongoing upgrades of the public library's information technology infrastructure.
- Marketing networked programs and implementing local advocacy strategies that better demonstrate the role of public libraries in providing public access computing.
- Grappling with new expectations of public libraries, such as provider of e-government access and community lifeline in times of disasters.
- Obtaining technically savvy and service oriented librarians who excel in both the traditional and networked environment.
- Assessing, understanding, and incorporating new networked and interactive technologies into ongoing library services.

How public libraries continue to change and make the transition into a complex political, electronic, and service environment will have considerable impact on their long-term viability in tomorrow's society.

Planning to become a successfully networked public library, as shown earlier in this report, is no small task. But leadership, planning, working the political environment, having a stable and adequate funding stream, and employing high quality technical literate staff are essential. The public access computing services provided by the nation's public libraries are now a core service that will likely only expand over time. How that expansion and the degree to which libraries become successfully networked are key topics to monitor in the years ahead

Implications for Future Studies

As the complexity of the networked environment impacts public library services, roles, and demands on librarians, any assessment of public library public access computing and Internet access must also account for the increased complexity of the actual environment. Thus, another major impact of the complexity of the networked environment is the ability of studies such as these to adequately measure library connectivity, public access computing, the range and type of networked services provided, and the depth and extent of the library's information technology infrastructure. The increased complexity is replete with measurement challenges such as:

- Determining actual library bandwidth. Increasingly, libraries have multiple lines/services in operation within the library (e.g., for the ILS, public Internet access, wireless access). Moreover, bandwidth within a library facility may vary (wired versus wireless) and bandwidth between buildings (system versus branches) may vary. Capturing bandwidth accurately, therefore, is a substantial challenge.
- Capturing the full bandwidth picture. Should a library subscribe to DLS, for example, download speeds are greater than upload speeds. Thus, it is important to know the full picture of connectivity.
- Determining adequacy of bandwidth. Given the bandwidth picture, bottlenecks in throughput may exist in any number of places. Thus, determining adequate and quality bandwidth benchmarks may prove elusive.
- Access to services. It may be the case that libraries would like to upgrade their connectivity speeds (or other aspects), but simply do not have access to appropriate telecommunications services. For example, a library may only be able to subscribe to DSL services. Or, perhaps there is only one provider in the area which charges substantial rates for broadband capacity.
- Nature of networked services. The type, scope, and extent of networked services that libraries now provide and are likely to provide in the future are increasingly complex. Identifying these services, understanding impacts from the services on library management and users, and determining the impacts on the library's information technology infrastructure will only become more complex.
- The local context. Time and again, the qualitative data demonstrated that there were a number of local situational factors that impact a public library's public access computing and Internet access suite of services/resources. National surveys tend to average out these local factors due to their need to capture data across a large number of libraries.

All of these factors, and more left unsaid, point to challenges in describing and measuring the public library networked environment. And yet, it is essential to capture the current state of public library network service provision as well as explore how libraries are meeting tomorrow's needs.

V. DATA ANALYSIS AND MAJOR FINDINGS

Looking across all the data collection efforts, the below are the key findings of the study

Quantitative Data

Major findings from the quantitative data include:

1. In 2006, 98.9% of public library branches are connected to the Internet. Considering the margin of error, virtually every public library outlet in the United States has access to the Internet.
2. With 98.4% of public library outlets offering public Internet access, virtually all public library outlets in the United States not only have Internet access, but also allow public use of this access.
3. 100% of high poverty libraries are connected to the Internet and offer public Internet access.
4. Most library outlets now have either 769kbps-1.5mbps (34.4%) or greater than 1.5mbps (28.9%). In both of these levels of connection speed, there has been a significant increase from 2004, with the categories having been at 27.4% and 20.3%, respectively.
5. The average number of hours open per public library branch is 44.8. This number has increased slightly since 2004.
6. The number of public library outlets offering wireless access has roughly doubled from 17.9% to 36.7% in the two years from 2004 to 2006. Furthermore, 23.1% of outlets that do not currently have it plan to add wireless access in the next year. If libraries follow through with their plans to add wireless access, 61.0% of public library outlets in the U.S. will have it within a year.
7. The overall average number of public access Internet workstations in each public library branch is 10.7.
8. One-quarter of public library outlets have 3 or fewer workstations, two-quarters of public library outlets have 6 or fewer workstations, and three-quarters of public library outlets have 12 or fewer workstations.
9. In the next two years, 16.6% of outlets are planning to add more workstations, while a further 28.6% of outlets are considering doing so.
10. In the next two years, 72.8% of outlets are planning to replace some workstations. Of these libraries, 35.3% have plans to replace a definite number of workstations, with an average replacement of 7.2 workstations.
11. Space limitations (79.9%) and cost factors (72.6%) were by far the most common factors that influence decisions to add or upgrade public access Internet workstations.
12. In the majority of outlets (53.5%), the connection speed is adequate to meet patron needs at all times, while the connection speed is sufficient to meet patron needs some of the time in a further 29.4% of outlets. In 16.1% of outlets, the connection speed is inadequate to meet patron needs at all times.
13. The total operating budget of 45.1% of public library systems has increased since last year and stayed the same for 36.6% of systems, while decreasing for 6.8%.
14. The Internet-related technology budget of 18.6% of public library systems has increased since last year and stayed the same for 64.2% of systems, while decreasing for 5.0%.

15. Only 4.4% of public library systems receive E-rate discounts for internal connection costs, 22.4% receive E-rate discounts for Internet connectivity, and 39.6% receive E-rate discounts for telecommunications services.
16. For the majority of libraries that do not receive E-rate discounts, the most common reasons are the application process is too complicated (35.3%) and the discount is too low to invest the time in the application process (31.7%).
17. The most frequently offered public access Internet services by public library systems are licensed databases (82.8%), homework content (60.9%), digital reference or virtual reference services (55.1%), and e-books (37.9%).
18. The largest impacts of the public access Internet services offered by public library systems are providing education resources for K-12 students (63.6%), services for job seekers (46.1%), computer and Internet training skills (38.0%), and access to and assistance with local, state, and federal government electronic services (21.4%).
19. The types of information technology training offered by public library systems for patrons include providing information literacy skills (51.6%), providing general technology skills (42.7%), helping students with school assignment and work (41.9%), and offering technology-training opportunities to those who would not otherwise have any (41.2%).

The overall findings demonstrate that public library branches generally continue to expand the public access computing and Internet services that they make available to patrons. Virtually all public library branches are connected to and offer public access to the Internet. Connection speeds in library branches also continue to increase significantly.

While some library branches are now encountering physical or financial limitations on how much access they can provide, demand for access from patrons remains enormous. The addition and/or replacement of older workstations is a high priority at many library branches. Of particular interest is the fact that many libraries are using wireless access as a means to increase access, as wireless access overcomes space limitations within the library building.

Qualitative Data

The open-ended survey question was: "In the space below, **please identify the single most important impact on the community** as a result of the library branch's public access to the Internet." All responding branches had the opportunity to answer the question, and respondents were able to write as long a response as they desired to the question. A total of 3,887 libraries answered the qualitative question. Answers ranged from a length of fewer than five words to more than 100 words.

The five most frequently cited impacts in the responses were:

1. A total of 71.7% of responses discussed issues of access for patrons who would not otherwise have access.
2. Many libraries (23.4%) also focused on educational purposes. Internet access was most often tied to support for local K-12 students. In some communities, the library provides Internet access that the schools lack entirely or have insufficient amounts of.

3. The responses of 19.4% of libraries related to the role of the Internet in supporting the place of the library in the community—bringing people into the library who would not otherwise be there and encouraging people to spend more time in the library.
4. Commerce-related activities, such as support for local businesse, plays a number of different important roles for library patrons, leading 15.5% of libraries to rate it as a primary impact of Internet access.
5. Communication was considered an important impact by 15.5% of public libraries and were viewed as particularly important for people who otherwise might not have access to them.

Site visits

As noted above, the 2006 study included site visits to public libraries in five states to better describe those libraries that are successfully networked and successfully use information technology in their libraries. The report identifies specific factors that tend to be present in these libraries, discusses a number of issues related to being successfully networked public libraries, and offers a discussion related to how public libraries might become successfully networked in the future.

Quality of survey data

Figure 1 (below) shows the response rate distribution of the survey. As the figure shows, the overall distribution of survey is representative of the population.

Figure 1: Public Library Outlets by Metropolitan Status and Poverty.

	Poverty Level							
	Low (Less than 20%)		Medium (20%-40%)		High (More than 40%)		Overall	
	Responding Facilities As a **Proportion of All Respondents**	Responding Facilities As a **Proportion of National Population**	Responding Facilities As a **Proportion of All Respondents**	Responding Facilities As a **Proportion of National Population**	Responding Facilities As a **Proportion of All Respondents**	Responding Facilities As a **Proportion of National Population**	Responding Facilities As a **Proportion of All Respondents**	Responding Facilities As a **Proportion of National Population**
Metropolitan Status								
Urban	7.8% (378 of 4,818)	10.0% (1,650 of 16,457)	4.9% (234 of4,818)	6.6% (1,092 of 16,457)	0.6% (31 of 4,818)	0.9% (148 of 16,457)	13.3% (643 of 4,818)	17.6% (2,890 of 16,457)
Suburban	29.8% (1,434 of 4,818)	30.2% (4,967 of 16,457)	1.5% (71 of 4,818)	2.1% (342 of 16,457)	0.4% (2 of 4,818)	0.4% (7 of 16,457)	31.3% (1,507 of 4,818)	32.3% (5,316 of 16,457)
Rural	48.2% (2,320 of4,818)	43.6% (7,182 of 16,457)	4.9% (234 of 4,818)	6.3% (1,040 of 16,457)	0.2% (9 of 4,818)	0.2% (29 of 16,457)	55.4% (2,668 of 4,818)	50.1% (8,251 of 16,457)
Overall	85.8% (4,132 of 4,818)	83.8% (13,799 of 16,457)	13.4% (644 of 4,818)	15.0% (2,474 of 16,457)	0.9% (42 of 4,818)	1.1% (184 of 16,457)	**100.0%** (4,818 of 4,818)	**100.0%** (16,457 of 16,457)

Based on geocoding of 16,457 outlets.
Overall Response Rate = 69.0%

Source: Bertot, J. C., McClure, C. R., Jaeger, P. T., & Ryan, J. (2006). *Public Libraries and the Internet 2006: Study Results and Findings.* Tallahassee, FL: Information Use Management and Policy Institute, Florida State University. Available: http://www.ii.fsu.edu/plinternet/

Elizabeth Minter

From: Katherine Gould [kgould@pvld.org]

Sent: Monday, October 16, 2006 2:34 PM

To: Paul Miller; Patty Hector; Louise S. Mazerov; Katherine Gould; John Flaherty; Jane Jones; Gregg Atkins; Elizabeth Minter; Daniel Robles; Clara Di Felice; Carole Kramer; Brenda Lugo; Ann Cousineau

Subject: Request for help - California Special Districts Association

Dear fellow special district library Directors –

For the past two years I have served on the California Special Districts Association Legislative Committee representing special district libraries. My current term ends at the end of this calendar year, and I will be unable to continue due to other commitments.

I believe special district representation in CSDA is important, particularly when issues such as property tax shifts arise. I am hoping that one of you might be able to take my place on the Committee. Participation involves attendance at 8-10 meetings per year in Sacramento. The meetings are scheduled such that people can travel to Sacramento and back in a day from many parts of the state, and my participation never required an overnight stay. Costs are born by your home organization.

Perhaps someone closer to Sacramento would be interested – Gregg????

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