

**SOI 05-48**

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF ORANGE COUNTY, CALIFORNIA  
MAKING DETERMINATIONS AND APPROVING THE  
SPHERE OF INFLUENCE FOR THE  
PLACENTIA LIBRARY DISTRICT**

**October 12, 2005**

On motion of Commissioner Bouer, duly seconded and carried, the following resolution was adopted:

WHEREAS, California Government Code Section 56425 requires that a Local Agency Formation Commission ("LAFCO") adopt spheres of influence for all agencies in its jurisdiction and to update those spheres every five years; and

WHEREAS, the sphere of influence is the primary planning tool for LAFCO and defines the probable physical boundaries and service area of a local agency as determined by LAFCO; and

WHEREAS, proceedings for adoption, update and amendment of a sphere of influence are governed by the Cortese-Knox-Hertzberg Local Government Reorganization Act, Section 56000 et seq. of the Government Code; and

WHEREAS, California Government Code Section 56430 requires that in order to prepare and to update spheres of influence the Commission shall conduct municipal service reviews prior to or in conjunction with action to update or adopt a sphere of influence; and

WHEREAS, the Orange County LAFCO staff has prepared a report for the municipal service review (MSR 05-47) as an accompanying report to the sphere of influence update for the Placentia Library District (SOI 05-48) and has furnished a copy of this report to each person entitled to a copy; and

WHEREAS, the report for the sphere of influence update for the Placentia Library District (SOI 05-48) contains statements of determination as required by California Government Code Section 56430 for the municipal services provided by the district; and

WHEREAS, the Executive Officer, pursuant to Government Code Section 56427, set November 9, 2005 as the hearing date on this sphere of influence study proposal and gave the required notice of public hearing; and

WHEREAS, the Executive Officer, pursuant to Government Code Section 56428, has reviewed this proposal and prepared a report, including her recommendations thereon, and has furnished a copy of this report to each person entitled to a copy; and

WHEREAS, the proposal consists of the designation of a sphere of influence for the Placentia Library District; and

WHEREAS, this Commission called for and held a public hearing on the proposal on November 9, 2005, and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this proposal and the report of the Executive Officer; and

WHEREAS, this Commission considered the factors determined by the Commission to be relevant to this proposal, including, but not limited to, factors specified in Government Code Section 56841; and

WHEREAS, pursuant to the California Environmental Quality Act, the sphere of influence update for the Placentia Library District was determined to be exempt from CEQA pursuant to State CEQA Guidelines §15061b(3), which states that a project is exempt from CEQA where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment; and

WHEREAS, LAFCO certified that based upon the Notice of Exemption, the sphere of influence update will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Orange DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. Environmental Actions:

- a) Amending the sphere of influence for the Placentia Library District (SOI 05-48) is determined to be exempt from CEQA pursuant to State CEQA

Guidelines §15061b(3), which states that a project is exempt from CEQA where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

- b) The Commission directs the Executive Officer to file a Notice of Exemption as the lead agency under Section 15062.
- c) The sphere of influence update will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- d) The Commission directs the Executive Officer to file a *de minimus* statement with California Wildlife, Fish and Game.

Section 2. Determinations

- a) The Commission accepts the report for the sphere of influence update for the Placentia Library District (SOI 05-48) as presented to the Commission on November 9, 2005.
- b) The Executive Officer's staff report and recommendation for approval of the sphere of influence update of the Placentia Library District, dated November 9, 2005, are hereby adopted.
- b) The Commission has adopted the accompanying Statement of Determinations for the Placentia Library District, shown as "Exhibit A."
- c) The Commission has amended the Placentia Library District's previous sphere of influence as shown on the attached map labeled "Exhibit B."

Section 3. This review is assigned the following distinctive short-form designation: "Sphere of Influence Update for the Placentia Library District" (SOI 05-48).

Section 4. The Executive Officer is hereby authorized and directed to mail copies of this resolution as provided in Section 56882 of the Government Code.

AYES: COMMISSIONERS HERZOG, SCHAFFER, T. WILSON, WITHERS, AND  
VICE CHAIR BOUER, AND CHAIR S. WILSON

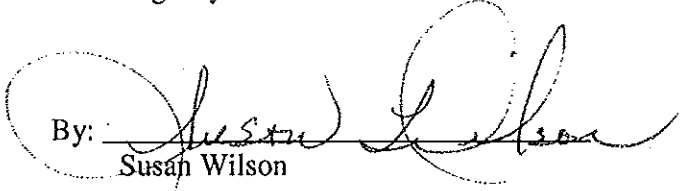
NOES: NONE

STATE OF CALIFORNIA )  
 ) SS.  
COUNTY OF ORANGE )

I, SUSAN WILSON, Chair of the Local Agency Formation Commission of Orange County, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by said Commission at a regular meeting thereof, held on the 9<sup>th</sup> day of November, 2005.

IN WITNESS WHEREOF, I have hereunto set my hand this 9<sup>th</sup> day of November, 2005.

SUSAN WILSON  
Chair of the Orange County  
Local Agency Formation Commission

By:   
Susan Wilson

# STATEMENT OF DETERMINATIONS – Placentia Library District

## ***The present and planned land uses in the area, including agricultural and open-space lands***

The Placentia Library District's service territory today spans approximately 7 square miles and encompasses an estimated population of 53,200 people.

The district's actual service territory is mostly confined to the City of Placentia and the city's one large unincorporated island. The predominant land uses within the City of Placentia is single- and multi-family residential, commercial, industrial, public, and semi-public. The city is almost entirely built-out and future land uses are expected to remain relatively constant.

## ***The present and probable need for public facilities and services in the area***

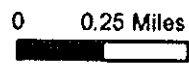
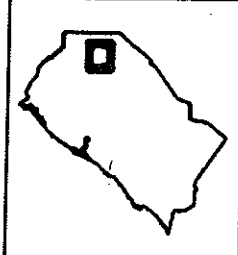
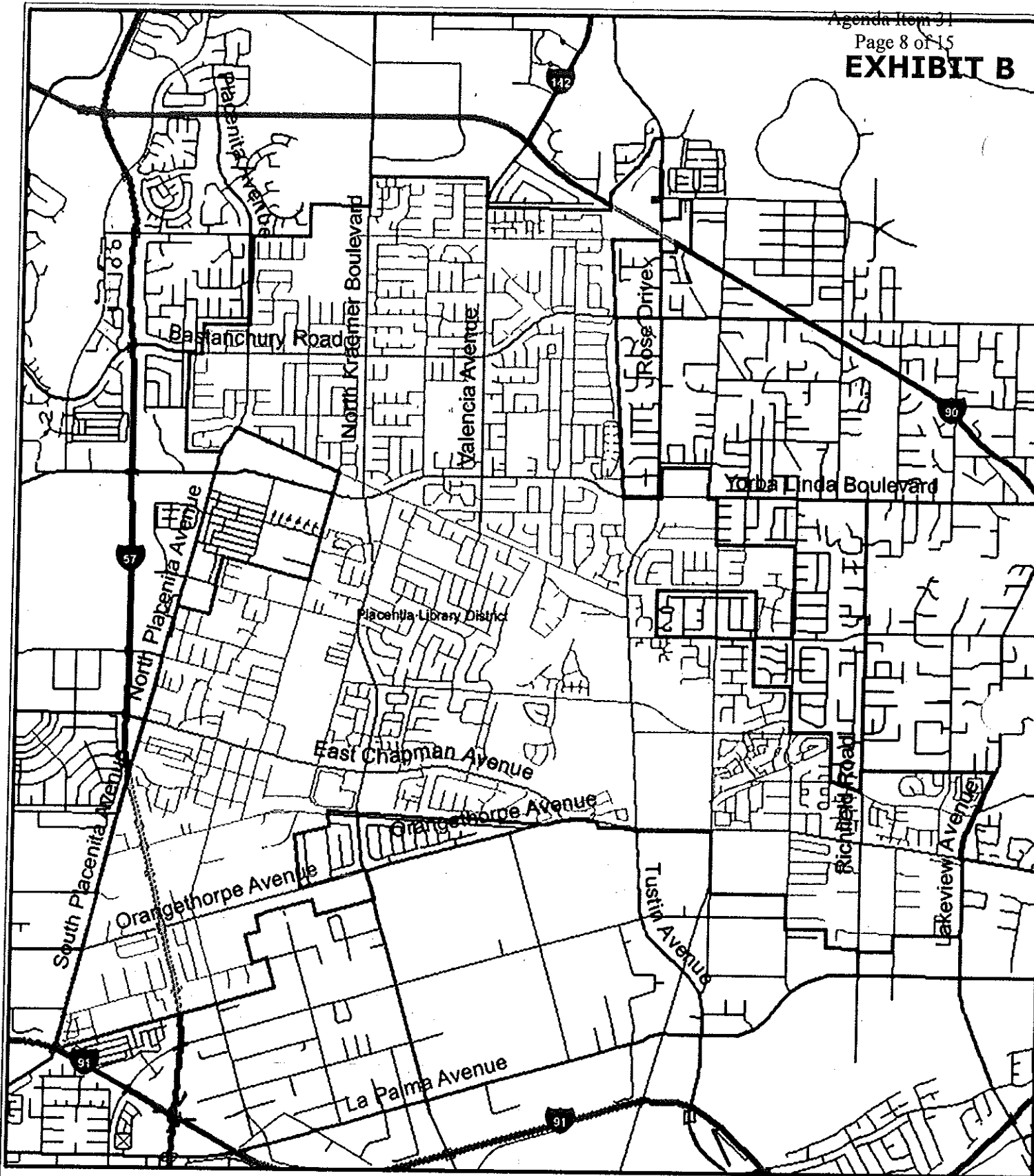
The Placentia Library District's Board of Trustees and management staff address the present need for facilities and services through its annual planning processes, which include strategic planning, development of annual reports, and the adoption of an annual budget and capital improvement plan. The probable need for library services is expected to remain relatively static since the City of Placentia and the other cities surrounding the district are almost entirely built-out.

## ***The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide***

The Placentia Library District has adequate capacity and facilities to provide library services its patrons. However, after nearly 30 years at this location, the library is outgrowing its building space. The district's Board of Trustees is exploring several options, including the construction of a new facility or possibly remodeling, renovating, and expanding its current facility.

## ***The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency***

Orange County LAFCO did not identify any social or economic communities of interest for the Placentia Library District during the municipal service review and sphere processes.



**Legend**

- Sphere Boundary
- District Boundary

## Placentia Library District Sphere of Influence Map

SOI Originally Adopted: 11/26/75  
Last Reviewed: 11/09/05

**MSR 05-47**

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION  
OF ORANGE COUNTY, CALIFORNIA  
MAKING DETERMINATIONS AND APPROVING THE  
MUNICIPAL SERVICE REVIEW FOR THE  
PLACENTIA LIBRARY DISTRICT**

**November 9, 2005**

On motion of Commissioner Bouer, duly seconded and carried, the following resolution was adopted:

WHEREAS, California Government Code Section 56425 requires that a Local Agency Formation Commission ("LAFCO") adopt spheres of influence for all agencies in its jurisdiction and to update those spheres every five years; and

WHEREAS, the sphere of influence is the primary planning tool for LAFCO and defines the probable physical boundaries and service area of a local agency as determined by LAFCO; and

WHEREAS, proceedings for adoption, update and amendment of a sphere of influence are governed by the Cortese-Knox-Hertzberg Local Government Reorganization Act, Section 56000 et seq. of the Government Code; and

WHEREAS, California Government Code Section 56430 requires that in order to prepare and to update spheres of influence the Commission shall conduct municipal service reviews prior to or in conjunction with action to update or adopt a sphere of influence; and

WHEREAS, the Orange County LAFCO staff has prepared a report for the municipal service review (MSR 05-47) and an accompanying sphere of influence update for the Placentia Library District (SOI 05-48), and has furnished a copy of this report to each person entitled to a copy; and

WHEREAS, the report for the municipal service review for the Placentia Library District (MSR 05-47) contains statements of determination as required by California Government Code Section 56430 for the municipal services provided by the district; and

WHEREAS, the Executive Officer, pursuant to Government Code Section 56427, set November 9, 2005 as the hearing date on this municipal service review proposal and gave the required notice of public hearing; and

WHEREAS, the Executive Officer, pursuant to Government Code Section 56428, has reviewed this proposal and prepared a report, including her recommendations thereon, and has furnished a copy of this report to each person entitled to a copy; and

WHEREAS, the proposal consists of a municipal service review for the Placentia Library District; and

WHEREAS, this Commission called for and held a public hearing on the proposal on November 9, 2005, and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this proposal and the report of the Executive Officer; and

WHEREAS, this Commission considered the factors determined by the Commission to be relevant to this proposal, including, but not limited to, factors specified in Government Code Section 56841; and

WHEREAS, pursuant to the California Environmental Quality Act, the municipal service review for the Placentia Library District was determined to be exempt from CEQA under State CEQA Guidelines §15262, Feasibility and Planning Studies.

WHEREAS, LAFCO certified that based upon the Notice of Exemption, the municipal service review will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Orange DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. Environmental Actions:

- a) The municipal service review for the Placentia Library District (MSR 05-47) together with the written statement of determination, are determined to be exempt from the California Environmental Quality Act (CEQA) under State CEQA Guidelines §15262, Feasibility and Planning Studies.



- b) The Commission directs the Executive Officer to file a Notices of Exemption as the lead agency under Section 15062.
- c) The municipal service review will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the Fish and Game Code.
- d) The Commission directs the Executive Officer to file a *de minimus* statement with California Wildlife, Fish and Game.

Section 2. Determinations

- a) The Commission accepts the report for the municipal service review for the Placentia Library District (MSR 05-47) as presented to the Commission on November 9, 2005.
- b) The Executive Officer's staff report and recommendation for approval of the municipal service review for the Placentia Library District, dated November 9, 2005, are hereby adopted.
- b) The Commission has adopted the accompanying Statement of Determinations for the Placentia Library District, shown as "Exhibit A."

Section 3. This review is assigned the following distinctive short-form designation: "Municipal Service Review for the Placentia Library District" (MSR 05-47).

Section 4. The Executive Officer is hereby authorized and directed to mail copies of this resolution as provided in Section 56882 of the Government Code.

AYES: COMMISSIONERS HERZOG, SCHAFFER, T. WILSON, WITHERS, AND  
VICE CHAIR BOUER, AND CHAIR S. WILSON

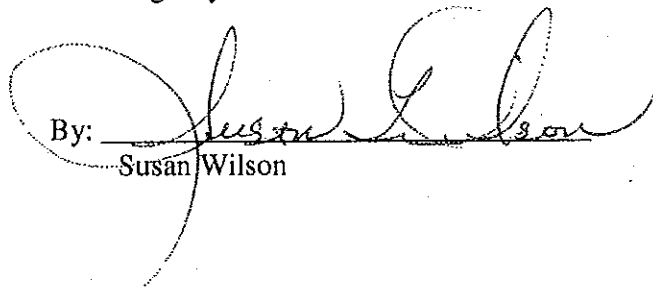
NOES: NONE

STATE OF CALIFORNIA )  
 ) SS.  
COUNTY OF ORANGE )

I, SUSAN WILSON, Chair of the Local Agency Formation Commission of Orange County, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by said Commission at a regular meeting thereof, held on the 9<sup>th</sup> day of November, 2005.

IN WITNESS WHEREOF, I have hereunto set my hand this 9<sup>th</sup> day of November, 2005.

SUSAN WILSON  
Chair of the Orange County  
Local Agency Formation Commission

By:   
Susan Wilson

## EXHIBIT A

# THE NINE MSR DETERMINATIONS – Placentia Library District

### ***Infrastructure Needs or Deficiencies***

The Placentia Library District's infrastructure is sound and adequate for the district to serve the county. The district's Board of Trustees adopts an annual budget and earmarks funds for the necessary capital improvement projects. Through this process, the Board has ensured that its library facility has kept pace with the community's growing and changing demographics. Even so, the Board has directed the Library Director to develop a multi-year capital expenditure plan for its review and approval as part of the Board's annual strategic planning process.

After nearly 30 years at this location, the library is outgrowing its building space. The district's Board of Trustees is exploring the feasibility of constructing a new facility in the Placentia Old Town Redevelopment Project. If construction of a new facility is infeasible, the Board will study remodeling, renovation, and expansion options for its current facility.

### ***Growth and Population Projections***

The Placentia Library District's service territory very closely aligns with the City of Placentia's corporate boundaries. The City of Placentia is primarily built-out, but the population of Placentia is projected to increase by nearly 5,000 people in the next twenty years, growing from 81,608 residents to 91,642 from 2005 and 2025.

While PLD's actual service territory very nearly mirrors the City of Placentia, it is important to note that the district provides services to more than just Placentia residents. The district also has a large number of registered borrowers who reside in Anaheim and Yorba Linda. The district will primarily be affected by population growth occurring in Placentia, Anaheim, and Yorba Linda – the cities closest in proximity to the district's library and accounting for most of the district's current registered borrowers. While Placentia's population growth is projected to be negligible, Anaheim is projected to experience an increase of nearly 40,000 residents by 2025, and Yorba Linda is projected to gain nearly 10,000 new residents within the next twenty years.

### ***Financing Constraints & Opportunities***

The Placentia Library District's revenues are adequate to provide library services to its service area. The district is financially solvent and operates efficiently. The district's audited financial statements for FY 2003-2004 demonstrated a surplus in revenues over expenditures, which can be primarily attributed to revenues generated by the district's passport services program and the Placentia Library Foundation's fundraising efforts. The district will add notary services next year to generate additional revenue.

To ease state revenue shortfalls, the state required the Placentia Library District (and all other California special districts) to return a portion of its property tax revenue to the state's coffers in FY 2003-2004 and FY 2004-2005. PLD returned a total of \$1,304,043 in FY 2003-2004 and another \$1,410,900 in FY 2004-2005.

Staff did not identify any financial constraints.

### ***Cost Avoidance Opportunities***

All of the Placentia Library District's expenditures appear to be based on efficient methods of operation. The majority of costs associated with district operation and service provision are related to staff salaries and benefits. The district's staffing levels are appropriate. The district has been diligent in minimizing costs by employing a numerous volunteers to augment service provision without cost to the district.

Further, the district, along with the Anaheim Public Library and Yorba Linda Public Library, is part of the Tri-Cities Library Network. These three libraries share a computer system that tracks the libraries' inventories and circulation records. The system also uses the same library card, so that a patron of any one of the three libraries may use his/her card throughout the Tri-City Library Network.

Staff did not identify any additional cost avoidance mechanisms for the district to explore. The library district's unique charge makes it difficult for the district to share facilities, equipment, staff, etc. with other agencies of its kind.

### ***Opportunities for Rate Restructuring***

The nature of library service provision makes it difficult for the Placentia Library District, or any library service provider for that matter, to generate revenue. Most of the Placentia Library District's "revenue" is in the form of property tax revenue and state subsidies granted for the provision of library services. Of \$1,867,807 in revenue, just over \$250,000 resulted from service fees charged by the library district in FY 2004-2005, of which more than \$200,000 came from the district's passport services program.

PLD has the option of charging patrons that reside beyond the district's service boundaries an annual library card fee. While this would likely result in an additional revenue stream for the district, the district's collaborative partnership with the Santiago Library System prohibits PLD from charging library card fees. Further, if the district began charging library card fees, it could jeopardize certain state grants and subsidies for which it currently qualifies.

### ***Opportunities for Shared Facilities***

The Placentia Library District's library facility at 411 East Chapman Avenue in Placentia houses the district's library and district offices as well as the Placentia History Room. The space is currently adequate for the district's functions, though the district is exploring relocation and expansion options for the future.

The district, along with the Anaheim Public Library and Yorba Linda Public Library, is part of the Tri-Cities Library Network. These three libraries share a computer system that tracks the libraries' inventories and circulation records. The system also uses the same library card, so that a patron of any one of the three libraries may use his/her card throughout the Tri-City Library Network

The library district's unique charge makes it difficult for the district to share additional facilities, equipment, staff, etc.

### ***Government Structure Options***

The Placentia Library District commissioned independent consolidation studies in 1994 aimed at exploring four different governance options: 1) PLD could remain an independent special district; 2) PLD could merge with the City of Placentia; 3) PLD could become a subsidiary district of the City of Placentia; or 4) PLD could merge with the Orange County Public Library system.

The consolidation study's final recommendation was that the Placentia Library District continue to function as independent special districts. Staff found no evidence to suggest that any of the factors examined in the consolidation study have changed and would result in a different finding if the district commissioned a new consolidation study today.

### ***Evaluation of Management Efficiencies***

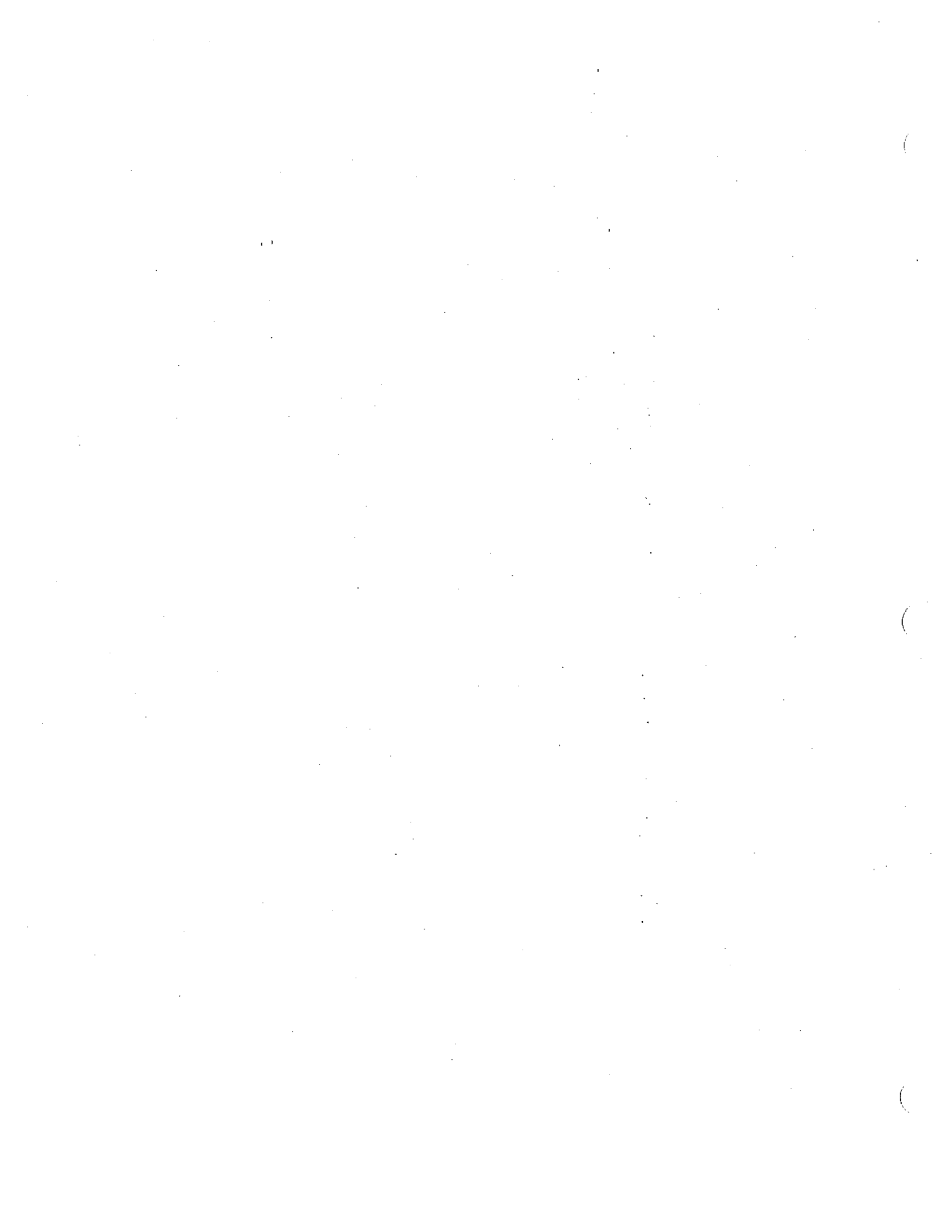
The Placentia Library District's organizational structure is sound and efficient. A five-member Board of Trustees elected at large governs the district. The Board employs a Library Director who has full authority and responsibility for the district's daily operations and overall management of the district's 30 full- and part-time employees.

Staff did not identify any issues regarding the district's management efficiency.

### ***Local Accountability & Governance***

The Placentia Library District's Board of Trustees is elected by the district's constituents and is therefore held accountable to the citizens of the district. All district meetings are conducted in public in accordance with the Brown Act. Further, the district maintains a public website, which provides the necessary general information. The website is equipped with a searchable database listing of the Tri-City Library Network's entire collection. The district's website also highlights information on the Board of Trustees, including a Board member listing, the Board's monthly meeting time and location, or include the Board's agendas and minutes.

Staff did not identify any issues regarding the district's local accountability and governance.



# 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 Library Director or 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.

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Health and Welfare Benefits  
**POLICY NUMBER:** 2110

**2110.1 Medical Expense Insurance.** The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

**2110.1.1 Exempt Employees Premium.** The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

**2110.1.2 Non-Exempt Employees Premium.** The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

**2110.1.3 Deductible/Co-Pay Reimbursements.** All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$500 per medical plan year (January to December).

### **2110.0.3.1 Medical Insurance Reimbursement of:**

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

(c) \$15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider..

**2110.1.3.2** Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

**2110.2** Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

**2110.3** Retirement Plan. Upon achieving regular employee status, employees will be enrolled in the District's employee retirement plan.

**2110.3.1** The District contributes seven per cent of an employee's annual salary to the plan. There is no employee contribution to the retirement plan.

**2110.3.2** Employees are vested in the retirement plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

**2110.4** Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

**2110.5** Deferred Compensation. Probationary and regular employees in all job classifications are eligible to participate in the United States Conference of Mayors Deferred Compensation Plan or any other deferred compensation adopted by the Library Board of Trustees. Participation is voluntary and the employee must process the application.

**ORANGE COUNTY BOARD OF SUPERVISORS**  
**MINUTE ORDER**  
**June 27, 2006**

Submitting Agency/Department: Clerk of the Board

Approve the amended County State Model Conflict of Interest Code Exhibits for County Boards, Commissions and Committees and other miscellaneous authorities, districts and committees under the jurisdiction of the Board - All Districts

**The following is action taken by the Board of Supervisors:**  
APPROVED AS RECOMMENDED  OTHER

Unanimous  (1) CORREA: Y (2) SILVA: Y (3) CAMPBELL: Y (4) NORBY: Y (5) WILSON: Y

*Vote Key: Y=Yes; N=No; A=Abstain; X=Excused; B.O.=Board Order*

Documents accompanying this matter:

- Resolution(s)
- Ordinances(s)
- Contract(s)

Item No. 52

Special Notes:

Copies sent to:  
All Department Heads  
Auditor-Controller – Jan Grimes  
All COI Contacts

7/3/06



I certify that the foregoing is a true and correct copy of the Minute Order adopted by the Board of Supervisors, Orange County, State of California.  
DARLENE J. BLOOM, Clerk of the Board

By: \_\_\_\_\_  
Deputy



# AGENDA STAFF REPORT

ASR Control 06-000693

**MEETING DATE:** 06/27/06  
**LEGAL ENTITY TAKING ACTION:** Board of Supervisors  
**BOARD OF SUPERVISORS DISTRICT(S):** All Districts  
**SUBMITTING AGENCY/DEPARTMENT:** Clerk of the Board (Approved)  
**DEPARTMENT CONTACT PERSON(S):** Darlene Bloom (714) 834-2206  
 Robin Stleler (714) 834-2206

**SUBJECT:** Update County COI Code Structure

<b>CEO CONCUR</b> Concur	<b>COUNTY COUNSEL REVIEW</b> N/A	<b>CLERK OF THE BOARD</b> Consent Calendar 3 Votes Board Majority
-----------------------------	-------------------------------------	---

**Budgeted:** N/A      **Current Year Cost:** N/A      **Annual Cost:** N/A

**Staffing Impact:** No      **# of Positions:**      **Sole Source:** N/A  
**Current Fiscal Year Revenue:** N/A  
**Funding Source:** N/A

**Prior Board Action:** 2/08/83, 6/22/99 #75, 12/17/02 #64

### RECOMMENDED ACTION(S)

1. Approve amended County Conflict of Interest Code structure separating County Boards, Commissions and Committees from County department listings.
2. Direct the Clerk of the Board to notify all County departments and non-County authorities, agencies and jurisdictions affected by this structure modification.

### SUMMARY:

Approve amended County Conflict of Interest Code structure. This amendment will restructure the County's Code to separately list the County Boards, Commissions and Committees (BCCs) under the jurisdiction of the Board of Supervisors.

### BACKGROUND INFORMATION:

On December 17, 2002, your Board adopted a revised State Model Conflict of Interest Code. At that time, BCCs under the jurisdiction of your Board were listed on the supporting County Department's Conflict of Interest Code Exhibits. With the increased number of BCCs, it is difficult for the general public to locate code requirements for these various BCCs. After reviewing various alternatives, the Clerk of the Board is recommending that we restructure the County's Conflict of Interest Code to separate the County BCC listings from the individual departments/agencies to a separate BCC alpha listing that



shows the supporting department (see Exhibit A). This restructure proposal will also incorporate all of the various organizational changes that have occurred since 2002 when the code was last adopted.

Additionally, we will be restructuring the listing of other non-County entities that are also under the code reviewing authority of your Board for ease of retrieval by the general public. A listing of all the non-County entities, by category, currently under the code reviewing jurisdiction of your Board are attached for your review as Exhibit B.

We respectfully request that you approve the proposed County Conflict of Interest Code restructuring proposed by the Clerk of the Board.

**FINANCIAL IMPACT:**

N/A

**STAFFING IMPACT:**

N/A

**EXHIBIT(S):**

Exhibit A - County Boards, Commissions and Committees and supporting agencies

Exhibit B - Non-County entities

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**EXHIBIT B**

**NON COUNTY ENTITIES**

**College Districts (3)**

Coast Community College District  
Rancho Santiago Community College District  
South Orange County Community College District

**Library Districts/System (3)**

Buena Park Library District  
Placentia Library District  
Santiago Library System

**Regional Occupational Programs (2)**

Capistrano-Laguna Beach Regional Occupational Program  
Coastline Regional Occupational Program

**Sanitation Districts (5)**

Costa Mesa Sanitary District  
Midway City Sanitary District  
Orange County Sanitation District  
Rossmoor/Los Alamitos Area Sewer District  
Sunset Beach Sanitary District



**AUDITOR-CONTROLLER  
COUNTY OF ORANGE**

Agenda Item 35  
CHIEF Page 1 of 3

HALL OF FINANCE AND RECORDS  
12 CIVIC CENTER PLAZA, ROOM 202  
POST OFFICE BOX 567  
SANTA ANA, CALIFORNIA 92702-0567  
(714) 834-2450 FAX: (714) 834-2569

www.ac.ocgov.com

**WILLIAM A. CASTRO**  
ASSISTANT AUDITOR-CONTROLLER  
SATELLITE ACCOUNTING OPERATIONS

**MAHESH N. PATEL**  
ASSISTANT AUDITOR-CONTROLLER  
INFORMATION TECHNOLOGY

**DAVID E. SUNDSTROM, CPA**  
AUDITOR-CONTROLLER

August 3, 2006

TO: All Cities and Special Districts  
ATTENTION: Finance Directors  
SUBJECT: 2006-2007 Assessed Values (ATO4VC74)

We are submitting herewith reports showing the assessed valuation of property within your city/district boundaries. For those cities/districts that have a Community Redevelopment Agency within their boundaries, incremental value has been excluded.

For those taxing agencies on the alternate allocation system, or "Teeter" Plan, we have estimated a 2.0 percent combined roll change/refund factor for secured taxes. For non-Teeter funds, we have estimated a 3.5 percent combined delinquency/roll change/refund factor for secured taxes. For all taxing agencies, the unsecured combined delinquency/roll change/refund factor is 14.0 percent.

Should you have questions or desire additional information in this matter, please call Megan Nguyen at (714) 834-4437 or (714) Arounsy Phommasa at 834-3839.

Frank Davies  
Manager, Property Tax Unit

FD:ap  
Enclosure

ATO4VC ATO4VC-74  
ACRTR04

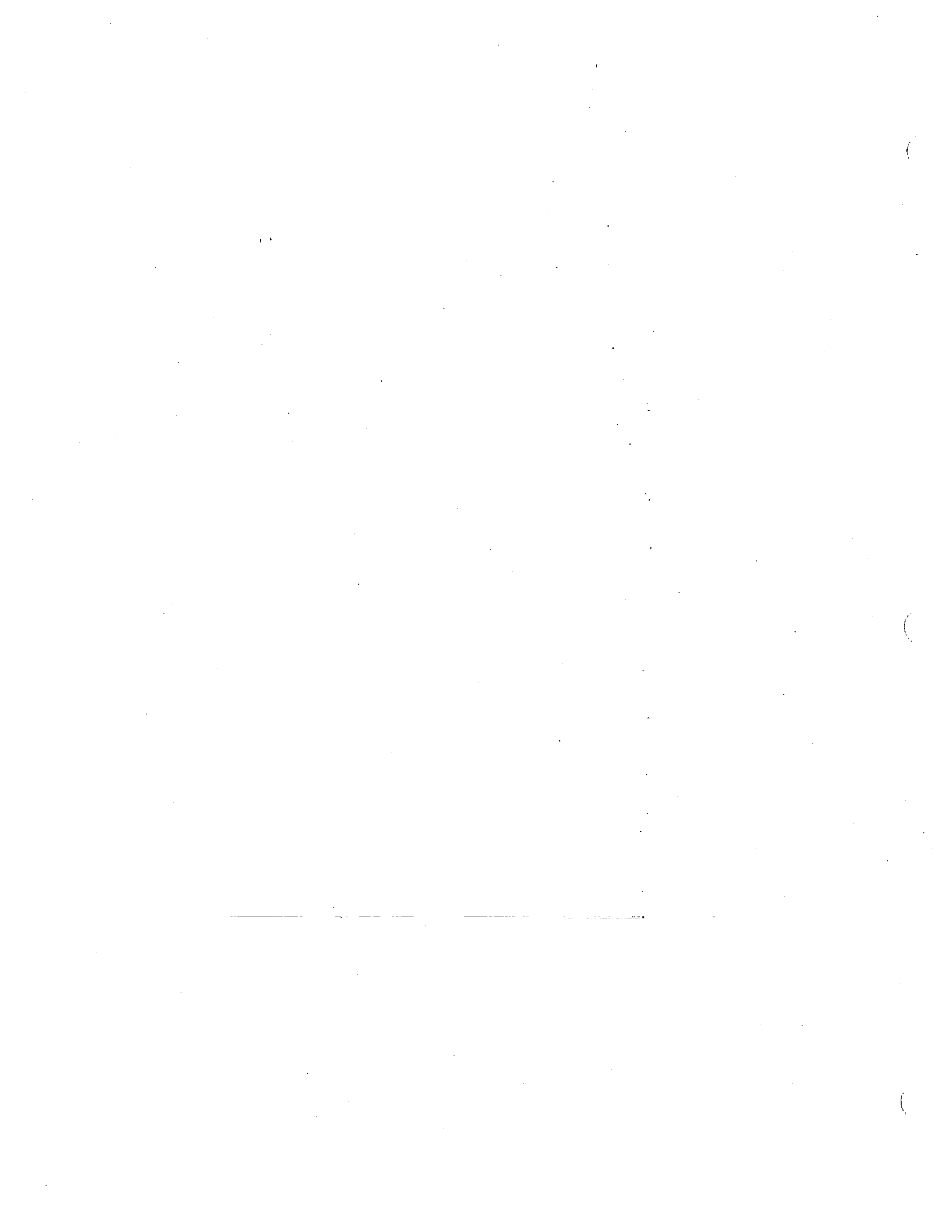
ORANGE COUNTY AUDITOR CONTROLLER  
2006-2007 DISTRICT VALUES USED TO SET TAX RATES -- DISTRICT SEQUENCE  
(EXCLUDES INCREASES WITHIN REDEVELOPMENT AGENCIES)  
DISTRICT - 717 PLACENTIA LIBRARY DISTRICT

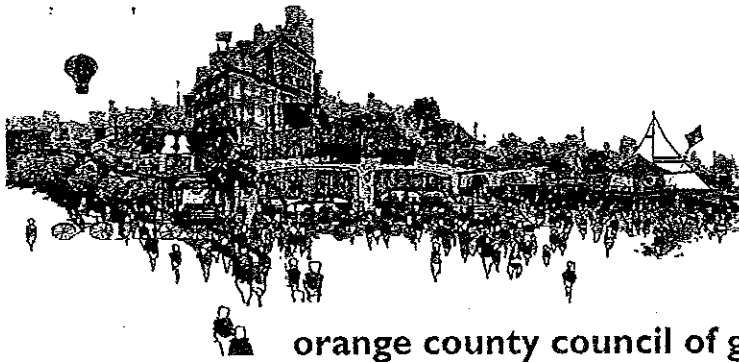
PAGE -90--  
DATE 07/27/06  
TIME 22:14:00

TAX TYP	FUND	DISTRICT/ AGENCY	TYPE OF VALUE	SECURED VALUE	PUBLIC UTILITY VALUE	TOTAL SECURED VALUE	UNSECURED VALUE	TOTAL SECURED & UNSECURED VALUE
A1	707-707	717A	PLACENTIA LIBRARY DISTRICT					
			MIN RTS	17,918,117		17,918,117		17,918,117
			LAND	2,370,945,380	2,159,392	2,373,104,772	6,947,210	2,380,051,982
			IMPS	1,982,603,607	528,608	1,983,132,215	36,043,869	2,019,176,084
			TOTAL L&I	4,371,467,104	2,688,000	4,374,155,104	42,991,079	4,417,146,183
			PERS PROP	19,323,606	275,832	19,599,438	91,996,781	111,596,219
			OTH EXEMP	18,424,507		18,424,507	14,898,680	33,323,187
			TOT VALUE	4,372,366,203	2,963,832	4,375,330,035	120,089,180	4,495,419,215
			H/O EXEMP	65,033,857		65,033,857	-96,600	64,937,257
			NET VALUE	4,307,332,346	2,963,832	4,310,296,178	120,185,780	4,430,481,958
			MIN RTS	17,918,117		17,918,117		17,918,117
			LAND	2,370,945,380	2,159,392	2,373,104,772	6,947,210	2,380,051,982
			IMPS	1,982,603,607	528,608	1,983,132,215	36,043,869	2,019,176,084
			TOTAL L&I	4,371,467,104	2,688,000	4,374,155,104	42,991,079	4,417,146,183
			PERS PROP	19,323,606	275,832	19,599,438	91,996,781	111,596,219
			OTH EXEMP	18,424,507		18,424,507	14,898,680	33,323,187
			TOT VALUE	4,372,366,203	2,963,832	4,375,330,035	120,089,180	4,495,419,215
			H/O EXEMP	65,033,857		65,033,857	-96,600	64,937,257
			NET VALUE	4,307,332,346	2,963,832	4,310,296,178	120,185,780	4,430,481,958
			DISTRICT TOTAL					

Placentia Library District  
Property Tax Revenues District Valuation

Obj Code	Description	Actual FY2004-2005	Actual FY2005-2006	Budgeted FY2006-2007	OCA Estimate FY2006-2007
6210-00	Current Secured	1,267,080	1,402,237	1,561,688	1,571,040
6210-01	Current Secured - Public Utility	21,745	21,704	21,000	
6210	Total Current Secured	1,288,825	1,423,941	1,582,688	1,571,040
6220	Current Unsecured	62,315	63,058	58,000	67,582
6230	Prior Secured	26,256	31,527	30,000	
6240	Prior Unsecured	984	977	750	
6250	Spec. Dist. Augmentation Fund (SDAF)	7,813	7,833	6,500	
6260	Penalties & Costs on Delinquent	0	0	0	
6280	Current Supplemental	83,836	103,456	65,000	
6300	Prior Supplemental	2,035	1,745	1,400	
	TOTAL TAXES	1,472,064	1,632,537	1,744,338	1,638,622
6540	Penalties & Costs on Delinquent	0	0	0	
6690	State Homeowners	17,217	16,963	17,000	16,567
	ACTUAL PROPERTY TAX REVENUE RECEIVED	1,489,281	1,649,500	1,761,338	1,655,189
	% Change from Previous Year	9.49%	10.76%	6.78%	
	SDAF Diverted by Orange County	0	0	0	
	TOTAL PROPERTY TAX SHARE (Per Or. Co Auditor)	1,489,281	1,649,500	1,761,338	
	% Change from Previous Year	9.49%	10.76%	6.78%	
	Placentia District Net Valuation (Secured & Unsecured)	3,608,885,288	4,008,668,083	4,307,332,346	
	% Change from Previous Year	8.50%	11.08%	7.45%	
	1% of Valuation for Total Property Tax	36,088,853	40,086,681	43,073,323	
	% of Property Tax to Library District	4.13%	4.11%	4.09%	
	Amt. Library Rec'd of Each Property Tax Dollar	\$0.04	\$0.04	\$0.04	\$0.04





orange county council of governments

**Regular Meeting of the  
BOARD OF DIRECTORS**

**PLEASE NOTE:**

**MEETING LOCATION IS TUSTIN AREA SENIOR CENTER**

**THIS MEETING WILL SERVE AS A  
REGULAR MEETING OF THE OCCOC BOARD**

**PREVIOUSLY-SCHEDULED OCCOG GENERAL ASSEMBLY  
WILL BE HELD AT A  
FUTURE DATE TO BE DETERMINED**

**Meeting Date / Location**

Thursday, August 24, 2006  
10:00 a.m. – 12:00 p.m.  
Tustin Area Senior Center  
200 South "C" Street  
Tustin, California 92780

**AGENDA ITEM**

**STAFF**

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**

- 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 Aliso 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

**PAGE**

**I. CALL TO ORDER / ROLL CALL**

(Chair Richard Dixon)

- |                                    |   |
|------------------------------------|---|
| Richard Dixon, Chair, District 13  | Bob Ring, Cities At-Large                     |
| Art Brown, Vice-Chair, District 21 | Bill Campbell, County At-Large                |
| Paul Glaab, District 12            | Phil Anthony, ISDOC                           |
| Leslie Daigle, District 14         | Peter Herzog, OCD, LOCC                       |
| Cheryl Brothers, District 15       | Jim Ferryman, OCSD                            |
| Vacant, District 16                | Cathy Green, OCTA                             |
| Lou Bone, District 17              | Chris Norby, SCAG-County Rep.                 |
| Christine Barnes, District 18      | Miguel Pulido, SCAQMD – Cities Representative |
| Robert Hernandez, District 19      | Jim Silva, SCAQMD–County Representative       |
| Marilyn Poe, District 20           | Dave Swerdlin, TCAs                           |
| John Beauman, District 22          | Owen Holmes, University Representative        |
| Debbie Cook, District 64           | Kristine Thalman, Private Sector              |

**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 agenda 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 May 25, 2006 and June 22, 2006 OCCOG Board Meetings** (Clerk of the Board) 05

*Recommended Action:* Approve minutes.

- B. Report on the OCCOG TAC** (Tracy Sato, OCCOG TAC Chair) 13

*Recommended Action:* Receive report.

**V. ACTION ITEMS**

- A. Authorize OCCOG Board Chair and Vice Chair to be Signatories on the OCCOG Bank Account** (Annabel Cook) 21

*Recommended Action:* Approve authorization of OCCOG Board Chair and Vice Chair to be Signatories on the OCCOG Bank Account.



**VI. REPORTS**

- A. **Update on Healthy Waterways Initiatives** (Annabel Cook) 23  
*Recommended Action:* Receive and file.
- B. **Report on the SCAG Regional Housing Needs Assessment (RHNA) Pilot Program** (Chair Dixon and Annabel Cook) 27  
*Recommended Action:* Receive and file.
- C. **Update Regarding SCAG/Caltrans Audit Issues** (Fred Galante) 39  
*Recommended Action:* Receive and file.
- D. **City Managers' Task Force Report** (Robert Dominguez) 41  
*Recommended Action:* Receive and file.
- E. **Discussion Regarding OCCOG Staffing** (Richard Dixon) 43  
*Recommended Action:* Receive and file.
- F. **Discussion Regarding Potential Bylaws Change Regarding Board Meeting Quorums** (Fred Galante/ Annabel Cook) 45  
*Recommended Action:* Receive and file.
- G. **Report from OCCOG Chair** (Chair Dixon) 47  
*Recommended Action:* Receive and file.

**VII. MATTERS FROM BOARD MEMBERS** (Chair Dixon)

**VIII. MATTERS FROM MEMBER AGENCIES** (Chair Dixon)

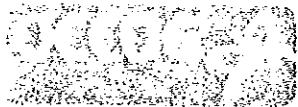
**IX. MATTERS FROM STAFF** (Chair Dixon)

**X. CLOSED SESSION**

**Closed Session, pursuant to Government Code Section 54956.9(b)  
Conference with Legal Counsel – Anticipated Litigation**

**XI. ADJOURNMENT**

**Next Meeting: Thursday, September 28, 2006**



**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**MINUTES OF A REGULAR MEETING OF THE  
ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**BOARD OF DIRECTORS**

**HELD**

**May 25, 2006**

A regular meeting of the Orange County Council of Governments was called to order at 10:08 a.m. by Chair Richard Dixon at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Board Member Cathy Green.

**I. CALL TO ORDER / ROLL CALL**

Roll was taken by the Clerk of the Board.

**PRESENT:**

Richard Dixon, Chair, District 13  
Art Brown, Vice-Chair, District 21  
Cheryl Brothers, District 15  
Lou Bone, District 17  
Christine Barnes, District 18  
(*arrived at 10:30 a.m.*)  
Marilyn Poe, District 20  
John Beauman, District 22  
Debbie Cook, District 64  
Bob Ring, Cities At-Large  
Milton Robbins, Cities At-Large (Alt.)  
Phil Anthony, ISDOC  
Arline Schafer, ISDOC (Alt.)  
Peter Herzog, OCD, LOCC  
Jim Ferryman, OCSD  
Cathy Green, OCTA  
Kristine Thalman, Private Sector

**ABSENT:**

Paul Glaab, District 12  
Leslie Daigle, District 14  
Robert Hernandez, District 19  
Bill Campbell, County At-Large  
Chris Norby, SCAG – County Rep.  
Miguel Pulido, SCAQMD – Cities Rep.  
Jim Silva, SCAQMD – County Rep.  
Dave Swerdlin, TCAs  
Owen Holmes, University Rep.

**VACANT:**

District 16

**II. OATH OF OFFICE**

None.

### III. PUBLIC COMMENTS

There were no public comments.

### IV. CONSENT CALENDAR

It was moved by Board Member Poe and seconded by Board Member Bone, to approve Consent Calendar Items A-B. The motion carried unanimously, with Board Members Glaab, Daigle, Hernandez, Campbell, Norby, Pulido, Silva, Swerdlin, and Holmes absent from the meeting.

#### A. Minutes from March 23, 2006 OCCOG Board Meeting.

Action: Approved minutes as submitted, with Board Member Beauman abstaining on the minutes due to his absence from the meeting.

#### B. Report on the OCCOG TAC.

Action: Received report.

### V. PRESENTATION

#### A. SCAG's Regional Housing Needs Assessment (RHNA) Pilot Program

A presentation was heard, entitled, "Regional Housing Needs Assessment Workshop" by Hasan Ikhata, Director of Planning and Policy, SCAG.

### VI. ACTION ITEMS

#### A. Adoption of Resolution No. 06-01, A Resolution of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Setting the Time, Date and Place for the 2006 Meeting of the OCCOG General Assembly.

Annabel Cook provided background information on this item. She indicated that the Centers for Disease Control (CDC) has granted OCCOG a six-month extension for the Healthy Waterways Initiative program, which is now set to conclude on December 31, 2006, to allow for additional outreach. Ms. Cook suggested that given the six-month extension that the Healthy Waterways Initiative program be the focus of the General Assembly to discuss the countywide urban runoff education efforts, the County of Orange's outreach materials and next steps in outreach and education so as to increase information sharing, and presentation of the OCCOG prescription drug disposal program and debut of the program's brochure, which is proposed to be distributed to cities, the County, special districts, senior centers and pharmacies throughout Orange County. It was the consensus of the Board to support Ms. Cook's suggestion that the Healthy Waterways Initiative program be the focus of the General Assembly.

Action: Board member Poe moved, Board Member Barnes seconded, and the motion carried unanimously, that the Board adopt Resolution No. 06-01, A Resolution of the Board of Directors of the Orange County Council of Governments ("OCCOG"), a Joint Powers Authority, Setting the Time, Date and Place for the 2006 Meeting of the OCCOG General Assembly, to Thursday, August 24, 2006, at 9:00 a.m. at The Turnip Rose in Orange.

**B. Acceptance of the City Managers' Task Force Offer to Study OCCOG Audit Issues.**

Annabel Cook provided background information on this item, and Bob Dominguez, President of the Orange County City Managers Association and Chairman of the Task Force, gave a brief presentation indicating that the City Managers' Task Force has offered to study the audit and potentially offer recommendations to OCCOG and any other appropriate body, such as the Division, regarding responses and follow-up to the audit.

Action: Board member Beauman moved, Board Member Ring seconded, and the motion carried unanimously, that the Board accept the offer of the City Managers' Task Force to study OCCOG audit issues.

**VII. REPORTS**

**A. Update on Healthy Water Initiatives.**

Action: Receive and file.

Annabel Cook reported that the Healthy Waterways Initiative program would be the focus of the OCCOG General Assembly to be held on Thursday, August 24, 2006, at 9:00 a.m. at The Turnip Rose in Orange.

**B. Report from OCCOG Chair.**

Action: Receive and file.

No items were discussed.

**VIII. MATTERS FROM BOARD MEMBERS**

None.

**IX. MATTERS FROM MEMBER AGENCIES**

None.

**X. MATTERS FROM STAFF**

None.

Board Counsel Fred Galante reported that the Board would be meeting in Closed Session pursuant to Government Code Section 54956.9(b), Conference with Legal Counsel – Anticipated Litigation, Number of cases: One.

The meeting was recessed at 11:25 a.m. to Closed Session.

**XI. CLOSED SESSION**

The meeting was reconvened at 11:47 a.m.

Board Counsel Fred Galante reported that the Board met in Closed Session, pursuant to Government Code Section 54956.9(b), Conference with Legal Counsel – Anticipated Litigation, Number of cases: One, and no action was taken.

**XII. ADJOURNMENT**

Chair Dixon adjourned the meeting at 11:48 a.m. to the next regular meeting, to be held on Thursday, June 22, 2006, beginning at 10:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

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CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

---

CLERK OF THE BOARD

**ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**MINUTES OF A REGULAR MEETING OF THE  
ORANGE COUNTY  
COUNCIL OF GOVERNMENTS**

**BOARD OF DIRECTORS**

**HELD**

**June 22, 2006**

A regular meeting of the Orange County Council of Governments was called to order at 10:12 a.m. by Chair Richard Dixon at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

Chair Dixon adjourned the meeting at 10:12 a.m., due to lack of a quorum, to the next regular meeting, to be held on Thursday, August 24, 2006, beginning at 10:00 a.m., at the Orange County Sanitation District, 10844 Ellis Avenue, Fountain Valley, California.

**VI. PRESENTATION**

Following adjournment, those OCCOG members remaining in attendance heard a presentation entitled, "SCAG's COMPASS Blueprint Pilot Project" by Susan DeSantis, Consultant to the Southern California Association of Governments (SCAG).

**VII. REPORTS**

Those OCCOG members remaining in attendance heard reports on the following projects and programs: OCCOG's Healthy Waterways Initiative and the SCAG Regional Housing Needs Assessment (RHNA) Pilot Program.

\_\_\_\_\_  
CHAIR OF THE ORANGE COUNTY COUNCIL OF  
GOVERNMENTS BOARD OF DIRECTORS

ATTEST:

\_\_\_\_\_  
CLERK OF THE BOARD

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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees  
**FROM:** Elizabeth D. Minter, Library Director *EDM*  
**SUBJECT:** Library Director's Report  
**DATE:** September 18, 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.
- Aug 21 Participated in Library Board Meeting
- Aug 23-24 Substituted for Buena Park Library Director Louise Mazerov as the Santiago Library System Council representative to the interview panel for the new executive director for Metropolitan Cooperative Library System and the following Council Meeting to select the new executive director.
- Aug 25 Participated in the Friends of Placentia Library Book Store Volunteer reception at the home of Nancy Lone Tollefson.
- Aug 27 Attended the 80<sup>th</sup> Birthday Celebration for Library Trustee Jean Turner.
- Aug 28 Met with Allen Hibbs, AIA, of Alexander & Hibbs to review the remodeling plans from 1993 and discuss his presentation to the Library Board of Trustees on September 18, 2006.
- Aug 31 Attended the quarterly membership luncheon for the Independent Special District of Orange County and heard a presentation from Neil McCormick, the new Executive Director of the California Special Districts Association.
- Sep 5 Facilitated the Friends/Foundation Publications Committee discussion on dues, membership and donor benefits.
- Sep 8 Attended the Executive Consulting Board Chair Academy Seminar on Board Development with the Friends and Foundation representatives.
- Sep 11 Participated in the Executive Committee Meeting of the Independent Special Districts of Orange County.

Staff Meetings:

Sep 6      Heard reports from all departments and discussed the new schedule and fall programs.



TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager 

DATE: September 18, 2006

SUBJECT: Program Committee Report for the month of August.

***ADULT SERVICES***

	Aug 05-06	Aug 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	1	0	2	2
NUMBER OF ATTENDEES	15	00	30	20

***CHILDREN'S SERVICES***

	Aug 05-06	Aug 06-07	YTD 05-06	YTD 06-07
NUMBER OF PROGRAMS	32	19	54	52
NUMBER OF ATTENDEES	1,000	1,533	2,799	2,043

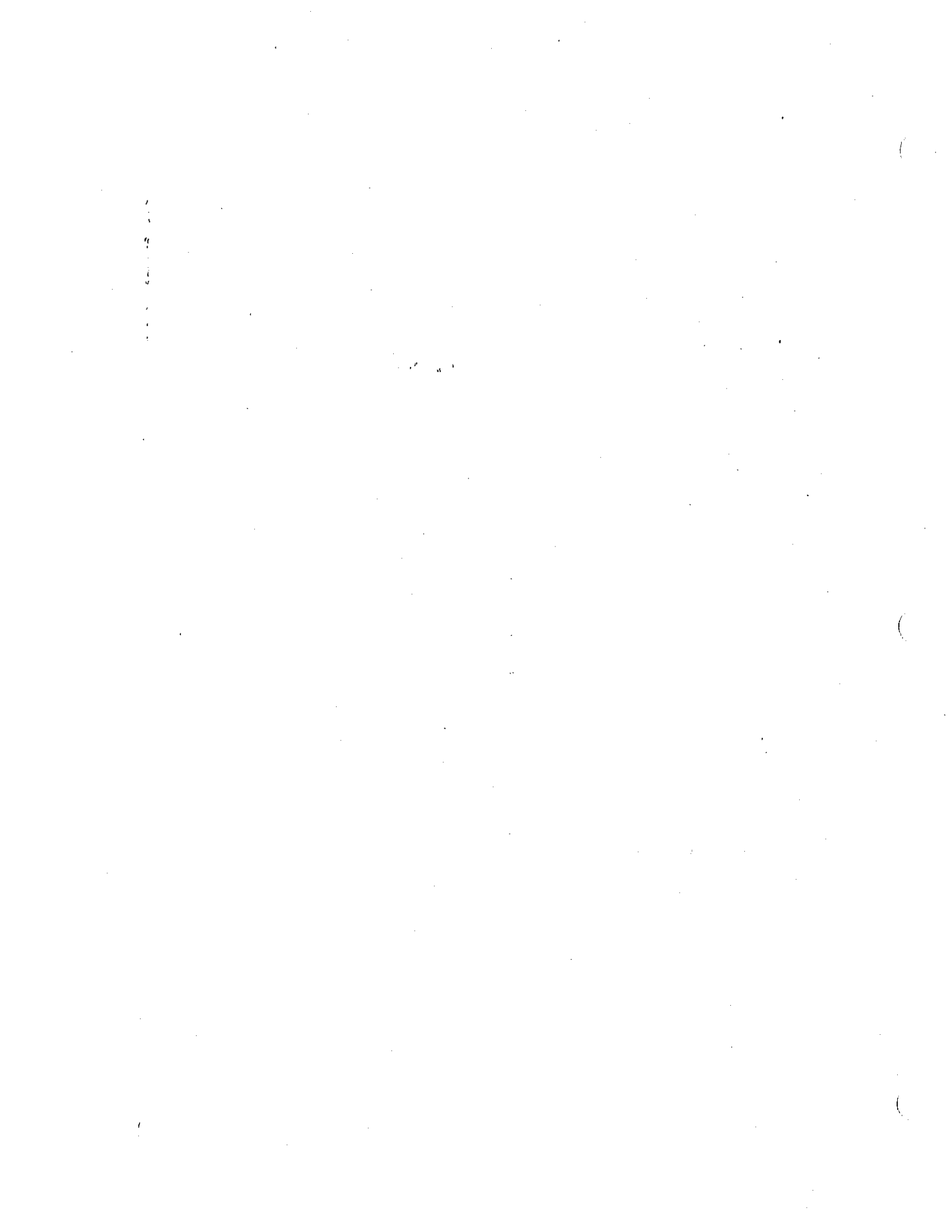
***PROGRAM COMMITTEE***


	Aug 05-06	Aug 06-07	YTD 05-06	YTD 06-07
NUMBER OF MEETINGS	0	2	0	4
NUMBER OF ATTENDEES	0	15	0	21
NEWS RELEASES	NA	0	NA	2

***LITERACY SERVICES***

	Aug 05-06	Aug 06-07	YTD 05-06	YTD 06-07
Total Tutors	64	79	64	91
Total Students	75	141	75	138
Total Hours	622	987	1,244	1,789

For more detailed literacy statistics, see Agenda Item 42, pages 2 of 3 and 3 of 3.



To: Elizabeth Minter, Library Director  
 From: Caroline Gurkweitz, Children's Librarian   
 Date: for Board Meeting, September 18, 2006  
 Subject: **August 2006 Activities in the Children's Department**

TYPE OF PROGRAM	NUMER OF PROGRAMS	TOTAL ATTENDANCE
Lap Sit 24 months & younger	3	89
Story Time I: 6 years & younger	3	132
Story Time II: 6 years & younger	3	125
Music Time I: 6 years & younger	3	87
Music Time II: under 6 years old	3	114
Music Time III: under 6 years old	3	106
Read to the Dogs event	1	48
<b>Total August 2006</b>	<b>19</b>	<b>701</b>
<b>Total August 2005</b>	<b>32</b>	<b>1,266</b>
<b>Current FY to date</b>	<b>52</b>	<b>2043</b>
<b>Previous FY to date</b>	<b>54</b>	<b>2799</b>



TO: Elizabeth Minter, Library Director  
FROM: Jim Roberts, Public Services Manager/Literacy Coordinator  
DATE: September 18, 2006  
SUBJECT: **Placentia Library Literacy Services (PLLS) Activities Report for the month of August.**

**Tutor Training.** We had one workshop in August, and eighteen tutors were trained, four high school students and fourteen adults. They are all tutoring or pending.

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

**Placentia Rotary Reading Enrichment Program (PRREP).** PRREP tutoring finished this past June. We recruited more than 80 PRREP tutors from El Dorado High School and Valencia High School, and they tutored at the Library or off-site at Topaz Elementary School or at H.I.S. House, accounting for more than 2,000 hours of instruction.

**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 this school year. Both of them and the Tynes-Kraemer Homework Club will begin on September 18.

**English Language and Literacy Intensive (ELLI) Program Update.** ELLI ended last school year in June. We were active at three elementary schools--Ruby Drive, and Topaz, and Tynes--and we had a total of fifteen tutors working with more than 200 grade school students.

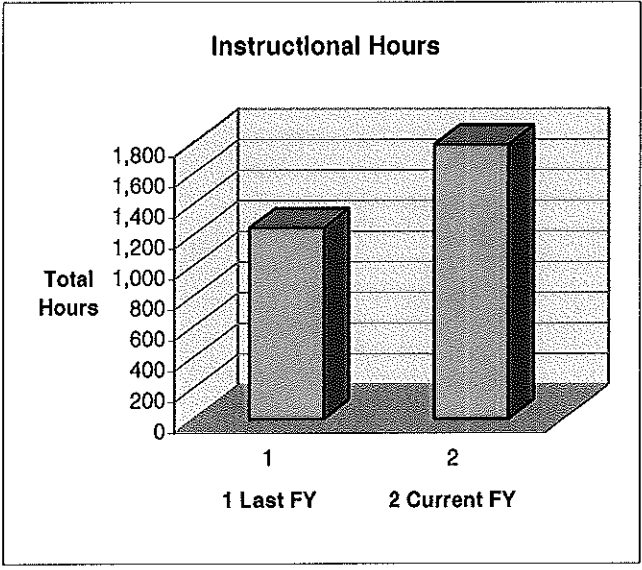
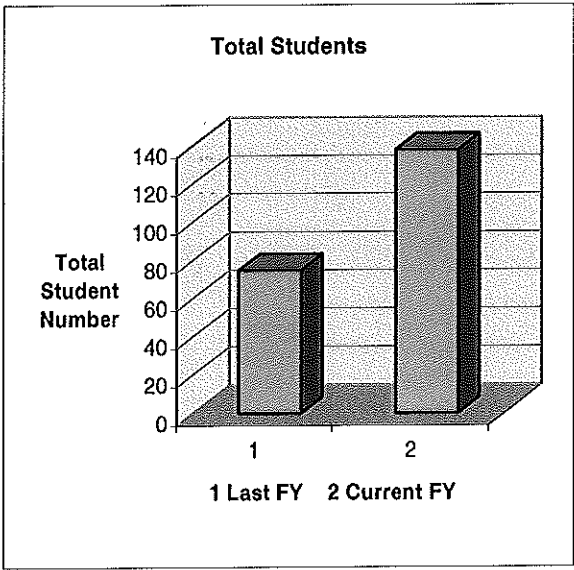
**Federal Work Study (FWS).** Our FWS partnership with Financial Aid at Cal State Fullerton grew stronger during FY 2005-06. Our Cal State Award for FY 2006-07 is already at \$85,000. Our FWS partnership was also very strong with Western State University College of Law during Fiscal Year as we had fifteen (15) FWS who tutored in PLLS this past school year.

**Literacy statistics.** See Agenda Item 40, Pages 2 of 3, and 3 of 3.

## Placenta Library Literacy Services

### Report of Growth and Progress

	August 05-06	August 06-07	YTD 05-06	YTD 06-07
<b>Tutors</b>				
Adult	33	51	33	55
Teen	31	28	31	36
Hours Instruction	622	987	1,244	1,789
Other Volunteer Hours	80	120	80	240
Total Hours	702	1,107	702	2,029
<b>Training Workshops</b>				
Workshops Held	0	1	0	2
Tutors Trained	0	18	0	28
<b>Students</b>				
With Adult Tutors	41	113	41	102
With Teen Tutors	34	28	34	36
In Groups	0	0	0	0
Total Active Students	75	141	75	138
<b>Families for Literacy</b>				
Family Students	5	5	5	5
Family Tutors	5	5	5	5
Hours of Instruction	60	60	60	60
<b>ELLI Program</b>				
K-6th Grade Students	0	0	0	0
Tutors for K-6th Grade	0	0	0	0
Hours of Instruction	0	0	0	0
<b>Homework Clubs</b>				
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
<b>Total Tutors</b>	64	79	64	91
<b>Total Students</b>	75	141	75	138
<b>Total Instruction Hours</b>	622	987	1,244	1,789







TO: Elizabeth Minter, Library Director  
FROM: Mary Strazdas, Librarian *MCS*  
DATE: September 18, 2006  
SUBJECT: **Reference and Adult Services report for August, 2006**

- There were two Program Committee meetings during the month.
- No adult programs occurred in August.
- Special library displays included one for the Placentia Round Table Women's Club (Bicentennial quilt), and another called *Starting School for Kindergarteners*. There was also a display of materials pertinent to the extremely popular *Da Vinci Code*. The jewelry and crafts supplied by Meredith Laskow, Placentia's poet laureate, filled the main display case through the end of August.
- Book groupings included one on parenting and another about multiculturalism.
- The best seller paperback display continued to be popular. Many of these titles added to hardback copies that were rapidly circulating. The extra copies were a plus for patrons, who no longer had to wait so long for a sought title.

Statistical Comparisons at the Reference Desk  
August FY 2006/2007

	2005	2006	YTD 05-06	YTD 06-07
Phone Reference Questions	189	184	367	335
Desk Reference Questions	1,795	1,465	3,323	2,819
E-Mail Reference Questions	4	0	5	0
Ready Reference	28	16	51	46
Instruction	57	208	99	347
Computer Use	3,182	3,508	5,754	6,802
Reference Books: In-Library Use	13	3,653	2,727	7,786
Patron Database Signups	286	167	468	344

TO: Elizabeth Minter, Library Director  
FROM: Gary Bell, Librarian *GB*  
DATE: September 18, 2006  
Subject: History Room report for August

History Room visitors in August: fiscal year 2004-2005: 3  
History Room visitors in August: fiscal year 2005-2006: 4

Vernon Napier, Jeanette Gardner and I attended our second round of seminars for the Local History Digital Resources Project. We are preparing the first selection of fifty photographs to be shipped away for digitization.

Charlene Duval of the Sourisseau Academy for State and Local History at San Jose State University is doing research on the Tuffree family of Placentia. She will be paying a visit to our History Room next week to research the Tuffree archives in our collection.

Cecil Rospaw donated two more bound copies of the California Federation News, the periodical of the Womens' Clubs of California. These volumes are from the 1930s and 1940s.

More work was completed for the 1938 Flood video. It is now in the hands of the videographer for final editing.

Susan Hurlbut of Redlands researched the Strain family of Placentia. She sought information on ancestors involved in the school district and the citrus industry.

A 1971 community attitude survey, compiled by the Placentia Jaycees, was presented to the History Room by the Placentia Historical Committee.

Patrons were given directions to the George Key Ranch and information on purchasing his book. Also, George Key's original manuscript was presented to the History Room and is now in the Local Author display.

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

The History Room files were transferred to a Compact Disc for backup purposes.

A patron sought information on the naming of Morse School.



## Placentia Library District

TO: Elizabeth Minter, Library Director

FROM: Vernon Napier, Technical Services Manager *2/7*

DATE: September 13, 2006

SUBJECT: Website report for August 2006

<b>Library Website Traffic</b>						
	May '06	June '06	July '06	Aug '06	Y-T-D	Monthly Average
Unique visitors	1,589	1,822	1,865	1,910	7186	1797
Number of visits	2,555	2,966	2,987	3,135	11643	2911
(visits per visitor)	1.60	1.62	1.60	1.64		1.61
Pages visited	15,949	15,091	16,047	15,571	62658	15665
(pages per visit)	6.24	5.08	5.37	4.96		5.56
<b>Pages most viewed</b>						
Application for library card	96	69	40	46	251	63
Borrowing library materials	127	136	116	538	917	229
Calendar	290	298	228	408	1224	306
Catalog	2,118	502	662	673	3955	989
Community links	63	70	75	85	293	73
Contact Us	150	122	108	140	520	130
Frequently Asked Questions	298	223	255	313	1089	272
Home page	10,582	10,915	12,657	11,394	45548	11387
Kids page	109	233	111	191	644	161
Literacy services	66	57	71	106	300	75
Passport applications	256	214	197	205	872	218
Photos (pick of the pics)	n/a	n/a	n/a	126	126	126
Searching for information	337	332	385	37	1091	273

### On line reference resources

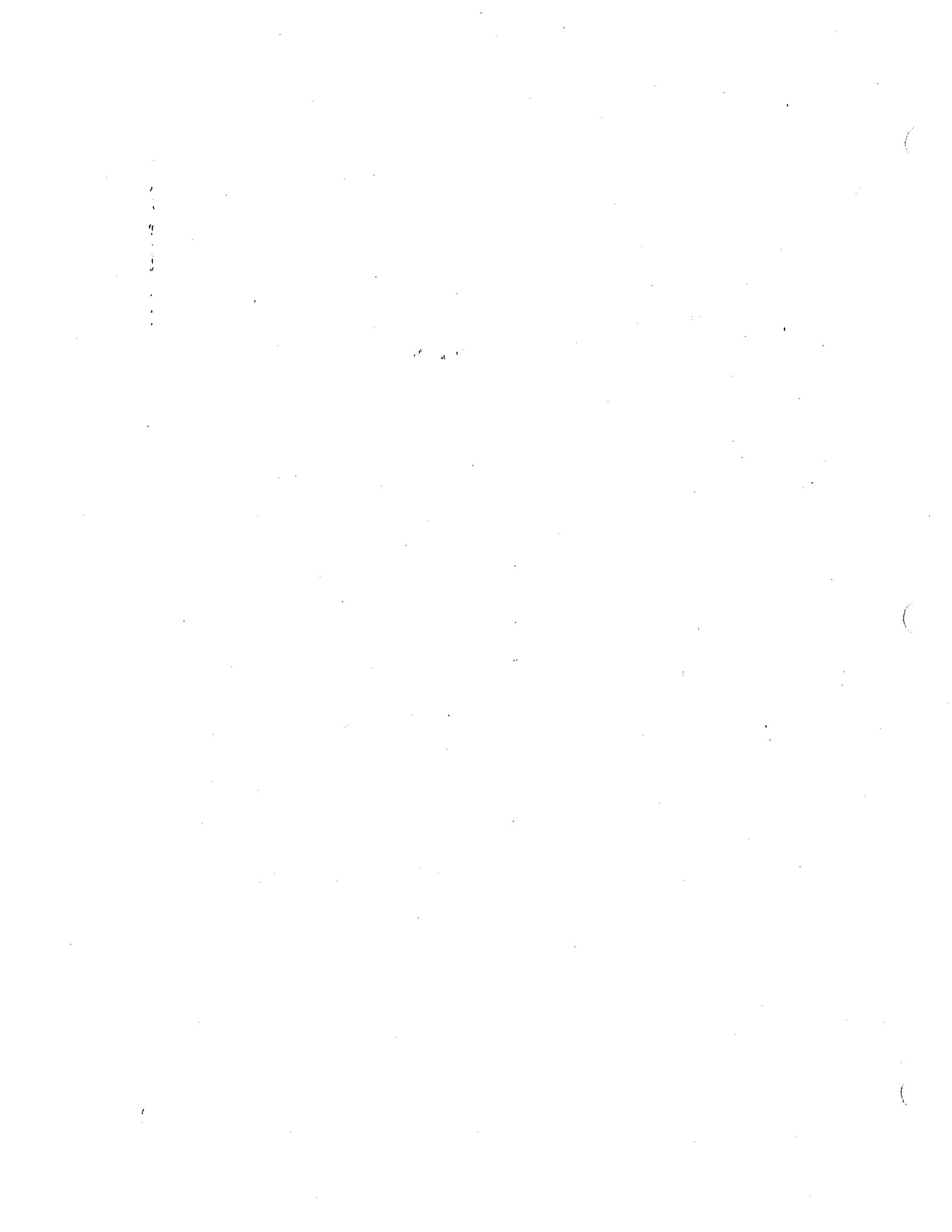
	Usage statistics for	May '06	June '06	July '06	August '06
Grolier Online		9	4	8	5
Encyclopedia Americana		1	0	2	1
La Nueva Enciclopedia Cumbre		0	1	0	0
America the Beautiful		0	0	0	0
Lands and People		3	0	0	0
General Reference Center		78	82	94	39
Opposing Viewpoints		334	43	50	32
Newsbank -Newspaper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

## Placentia Library District

TO: Elizabeth Minter, Library Director  
FROM: Vernon Napier, Technical Services Manager  
DATE: September 13, 2006  
SUBJECT: **Technology Report for August 2006**



- Replaced the 6 oldest public computers with new PCs purchased with funds received from The Bill and Melinda Gates Foundation Public Access Computer Hardware Upgrade Program.
- Installed cable internet in order to improve access speed for the public and productivity for staff.
- Installed new computer and scanner in History Workroom purchased with funds received from the Local History Digital Resources Project (LHDRP).
- The History Committee has selected the first 50 photographs for cataloguing and scanning. Under the terms of the LHDRP grant, these need to be ready for shipping by October 20.
- Continued weekly meetings with the Website Advisory Group. The "pick of the pics" seems to be a popular feature of the Library website.
- Ordered *Ancestry.Com* to add to our online databases.
- The installation of Aquabrowser is nearing completion. This is a 3 way project involving Placentia, Anaheim and the Aquabrowser company. While I had hoped it would be up and running by the end of last month, late September seems more realistic.





## **CABRERA: Amnesty's objective is to win back young readers Library's amnesty to bring 'em back**

Somewhere out there, they're hiding.

Stashed away under beds, buried in closets or packed away in garages thousands of books, magazines and DVDs are not where they belong: in the Santa Ana Public Library.

Borrowed by library patrons but never returned, these overdue materials are worth an estimated \$1 million, according to library officials instead of sitting back and hoping that library patrons do the right thing, however, the library is taking action by offering an amnesty period all this month, to allow the approximately 80,000 borrowers with overdue materials to return them without any fines. "We began to see that we have not only an enormous loss issue in terms of taxpayers' money and the library's functioning, but an enormous barrier to the use of the library," says Heather Folmar, supervising librarian for circulation, technical and adult services.

Like many writers, I was addicted to books growing up. I checked them out in stacks from the public library, often spending hours camped out in a comfortable chair.

I learned early on that libraries held many hidden treasures. In college, I discovered I could pull up old newspaper stories on microfiche and that I could access dissertation papers on the most random topics.

My greatest discovery came after one of my Occidental College professors challenged me to find a little-known school desegregation legal case I had found referenced in a book. So I searched the Pasadena law library, found the case and presented it to the professor, who included it in his syllabus from then on.

These borrowed books did more than just educate me. They allowed me to step into other people's lives. For a kid who came from a working class, immigrant family with little money to spare, this was exactly what allowed me to dream beyond my reality and see my future.

So when Folmar told me about this problem with overdue materials at the Santa Ana library, I knew I couldn't keep quiet. This is more than just a problem of carelessness or overloaded parents who are too busy to bring these materials back to the library.

These overdue fines are preventing youth from using Santa Ana's two public library facilities. It's no coincidence that the library has launched this amnesty during its September library card sign-up campaign. The goal isn't solely to get materials returned.

"We also want patrons to come back to read,

to use the library" says Angie Nguyen, supervising librarian for youth services. "We want kids to be able to check out books, but many of them have outstanding materials, and they haven't come to the library because of overdue books."

Once patrons have accrued \$5 in overdue fines, they are prohibited from checking out more books.

To reach out to youth, the library allowed kids and teens to reduce their fines by reading this summer. In all, during the library's summer reading program, \$142 in overdue charges were waived for 19 young people.

"It's really important for kids to grow up coming to the library," says Folmar. "Good reading skills are the absolute best predictor of success in life. ... If they don't grow up comfortable with the library, with books, with how to acquire books, how to acquire information, it's going to be very painful for them as life goes on.

Overdue books cause headaches on every level. Students come in looking for books on how to make volcanoes, but often the existing books are unavailable and overdue. Nguyen will call the patron and ask him or her to return them, but the library doesn't have the staff or resources to track every book this way.

What's more, ordering replacement books is labor-intensive and slow, sometimes taking as long as two months to get the book on the shelf, says Folmar noting that out-of-print books are irreplaceable.

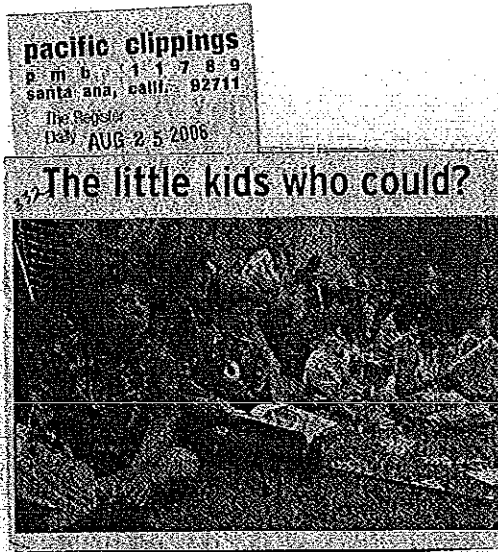
About half of the \$1 million includes overdue fines that are still on the record for materials returned by patrons who were unable or who chose not to pay.

The library knows that many families who use their facilities are low-income, so there are also plans in which overdue fees can be reimbursed in several payments.

Offering the amnesty with a price for the library, which collects an average of about \$6,000 per month in overdue fines. But it's a price the library is willing to pay, says Folmar.

"We just hope that we can remove the barrier and that patrons will feel ready to come back and use the library again," she says.

Hidden under a bed, in a closet or packed away in a garage, books are of no use to anyone. Back in their rightful place on the shelves of our public libraries, they can help a new generation of youth to dream.



Story by SCOTT MARTINDALE Photo by Paul E. Rodriguez  
THE ORANGE COUNTY REGISTER

About 500 youngsters from across Orange County took part in a national reading campaign Thursday that aimed to set a record for the "largest shared reading experience."

Librarians earmarked the day to read the children's tale "The Little Engine That Could" to tots at 10 county locations. Many parents committed to reading the book at home with their children.

At least 150,000 children nationwide were expected to participate, according to Jumpstart, the Boston-based early-education advocacy group that sponsored the event.

The final head count will be submitted to Guinness World Records.

The campaign tries to encourage parents to read to their young children. In Orange County, libraries distributed nearly 500 copies of "The Little Engine That Could."

Pacific clippings  
P M B 11789  
Santa Ana, Calif. 92711  
The Register  
SEP 1 - 2006

#### PLACENTIA

**A trip back:** The Bowers Museum will host a trip back to 1925 with its program "Remember When" at 7 p.m. Sept. 19 at the Placentia Library, 411 E. Chapman Ave. Information: 714-528-1906, ext. 209

Pacific clippings  
P M B 11789  
Santa Ana, Calif. 92711  
SEP - 5 2006

#### PLACENTIA

**Freshman finance:** A speaker from Wells Fargo will discuss banking, handling money, checking accounts, ATMs and other issues that can be confusing for people new to handling money at 7 p.m. September 11 at the Placentia Library, 411 E. Chapman Ave. Information: 714-528-1906 ext. 209

**Sushma Subramanian** 714-704-3796  
ssubramanian@ocregister.com

Pacific clippings  
P M B 11789  
Santa Ana, Calif. 92711  
AUG21 2006

#### LAW FIRM TERMINATED PLACENTIA

City Council members on Tuesday fired law firm McFarlin & Anderson, which once provided legal advice for its multimillion-dollar train-track-lowering plan.

Orrick, Herrington & Sutcliffe will now represent the city on several of its bond issues. McFarlin & Anderson attorneys gave conflicting testimony during a grand jury probe of conflict-of interest allegations involving two former City Officials who helped create a contract that allowed former Public Works Director Chris Becker to head the city's multimillion dollar rail project while holding a city office.

#### A different sort of thrift store

Personal shopping service from a thrift shop? Not likely, you say. But right here in our city we have a one-of-a-kind thrift store that offers the kind of service you'd expect to get at Nordstrom. It's Charity's Closet, which soon will complete its first six months of operation.

The store is located at 134 North Bradford Avenue, across the street from Kraemer Park. Its hours of operation are also geared to accommodate the increasing number of repeat customers who regularly shop the store to take advantage of the remarkable bargains to be found beautifully displayed on its premises. The store is open from 10 a.m. to 4 p.m. Tuesday through Thursday, 10 a.m. to 6 p.m. on Friday, 10 a.m. to 4 p.m. on Saturday and noon to 4 p.m. on Sunday.

Donations are also accepted during

most of those hours, but it's best to call them at 993-4687 before dropping off your items. Inventory storage is limited, and sometimes the store cannot accommodate any new donations until other stock has been moved out.

When an item of clothing worthy of resale is received but needs mending, laundering or ironing before it can be properly displayed for selling, volunteers take the item home, giving it the care that's needed and returning it for pricing, display, and eventual sale. Often times an item may seem to have little potential, coming soiled in or wrinkled. After getting the spa treatment, it comes out looking like a real treasure. Some furniture is for sale, as well as small appliances. Volunteers repair the furniture if needed, and check out the safety of appliances, repairing them before putting them up for sale.

Several months ago, I spoke to Barbara Goff and Cynthia Marshall, co-managers who were instrumental in getting the store off the ground. Since the store's opening, \$4,000 of its profits have been given to H.I.S. House. My recent return visit found sales affiliates (hey, isn't that what Nordstrom's calls its sales people?) Ed and Patsy Clark, Barbara Hemmerling and Becky White ready to assist me. They also told me about the jeans and denim sale that started the middle of this month and will continue through August 31.

Given particular attention by the staff are special customer requests for items. Several friends have told me that they have been successful in getting their request filled by the volunteer staff. Just last week, Brenda Benner said that she had been notified when then the store received a sealing machine she needed to separate the ingredients for soup mixes that the Placentia Round Table Women's Club ladies were assembling for their next ways-and-means project. I've been the recipient of this store's special service myself not only on one but two occasions.

When the store received an old dress from the 1800s, Jackie Shumway came to the volunteers' minds. Jackie volunteers at the store once a week as a team manager, and she also serves as a volunteer docent at the Bradford House. When asked if she would be interested in having the dress, she responded with a resounding yes! Although the dress is too old and fragile to be worn, a mannequin will be acquired and the dress will soon be on display at the Bradford House.

It's been my observation that our city has been blessed with many dedicated volunteers, and often these same volunteers cross over, handling

duties for more than one organization.

Three people named earlier in this column come immediately to mind, and serve as an example of multi-tasking volunteers. Barbara Hemmerling serves as president of the Round Table Women's Club, secretary of the Friends of Placentia Library, and volunteer at Charity Closet for H.I.S. House. Brenda Benner is president of the Guild of the Placentia-Linda Hospital, ways-and-means chairman for the Round Table Women's Club and a busy ambassador for the Placentia Chamber Jackie Shumway is a volunteer at H.I.S. House's Charity's Closet, and aboard member and docent for the Placentia Founders Society. This is not to say that these are the only organizations that benefit from their endeavors; these are merely the organizations I know about without asking each individual about her many volunteer interests.



COURTESY OF ELEANORE RANKIN  
**NON PRET A PORTER:** Jackie Shumway admires a late 1800s dress that she acquired from Charity's Closet and which is now on display at the Bradford House.

This city seems to be driven by its hard-working volunteers, and in the weeks ahead, I plan to write about them. If you would like me to include someone you know who contributes volunteer hours for the betterment of our community, please send me the person's name and e-mail or telephone number to allow me to make this contact.

And as a final personal note, I'm on Cloud Nine, having just become a great-grandmother. My grandson Scott Sward and his wife Andrea announced the arrival of their firstborn, a son, Isaac William. Scott is the son of Lee and Lani Sward, and Andrea is the daughter of Allan and Barbara Arnavisca of Placentia. The

couple resides in Long Beach. There will be a party next week at the paternal grandparents' Anaheim Hills home, where Isaac will be introduced to family members, and without a doubt, will be cuddled and pampered the entire time by doting aunts, uncles, cousins and grandparents.

Eleanore Rankin has the latest about families, clubs and business. Call her at (714) 524-8337 or fax information to (714) 524-8660.

## Placentia Official Agrees to Pay Fine

The councilman violated state law with votes as a member of a sanitation district.

By Dan Weikel

A longtime Placentia city councilman who serves on the Orange County Sanitation District board has agreed to pay a \$6,500 fine for illegally accepting a campaign donation from an engineering firm just days after voting to approve two contracts benefiting the company.

Councilman Norman Z. Eckenrode admitted violating the state Political Reform Act during an enforcement action by the Fair Political Practices Commission, records show. The state watchdog agency is scheduled to approve the fine Sept. 12.

"I told them I had made an inadvertent mistake, and they told me I had broken the rules. Now I have to pay the piper," said Eckenrode, who has been a member of the Placentia council and sanitation board since 1990.

The Political Reform Act prohibits policymakers from accepting campaign donations of more than \$250 within three months of voting on matters that affect their donors financially.

Eckenrode admitted accepting a \$1,000 donation from Camp, Dresser & McKee Inc., a Carlsbad firm on Oct. 29, 2003, seven days after voting on two sanitation district contracts for the company. The donation went to the councilman's campaign for an Orange County Water District seat.

Eckenrode voted in favor of a \$3.2-million agreement with Camp, Dresser for engineering services related to an overhaul of the sanitation district's odor control facilities.

The other matter involved a \$305,000 increase in the company's \$33.5-million contract to design a groundwater replenishment system.

SAFETY COMMITTEE MEETING  
AUGUST 30, 2006  
MINUTES

I. Call to Order: 2:55 P.M.

Members Attending: Katie Matas  
Wendy Goodson  
Caroline Gurkweitz  
Esther Guzman

III. Old Business

1. The fire extinguishers were checked by Katie Matas on August 29, 2006.
2. The broken Koala Seat in the public women's restroom was removed. A new one was ordered but has not arrived.
3. "Safety Takes Courage" and "Housekeeping on the Job" handouts were distributed at the August 2, 2006 staff meeting.

IV. New Business

1. An electrician has been called to fix dim lights in the men's public restroom.
2. Staff and volunteers need to be reminded that the floor in the Friends' Workroom needs to remain clear.
3. There has been some concern about the speed at which the main entry doors open. A new door company has been scheduled to evaluate the sliding entry doors.

The next meeting will be September 27, 2006 at 11:00 A.M.

Respectfully submitted,



Katie Matas



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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** September 18, 2006

**BACKGROUND**

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

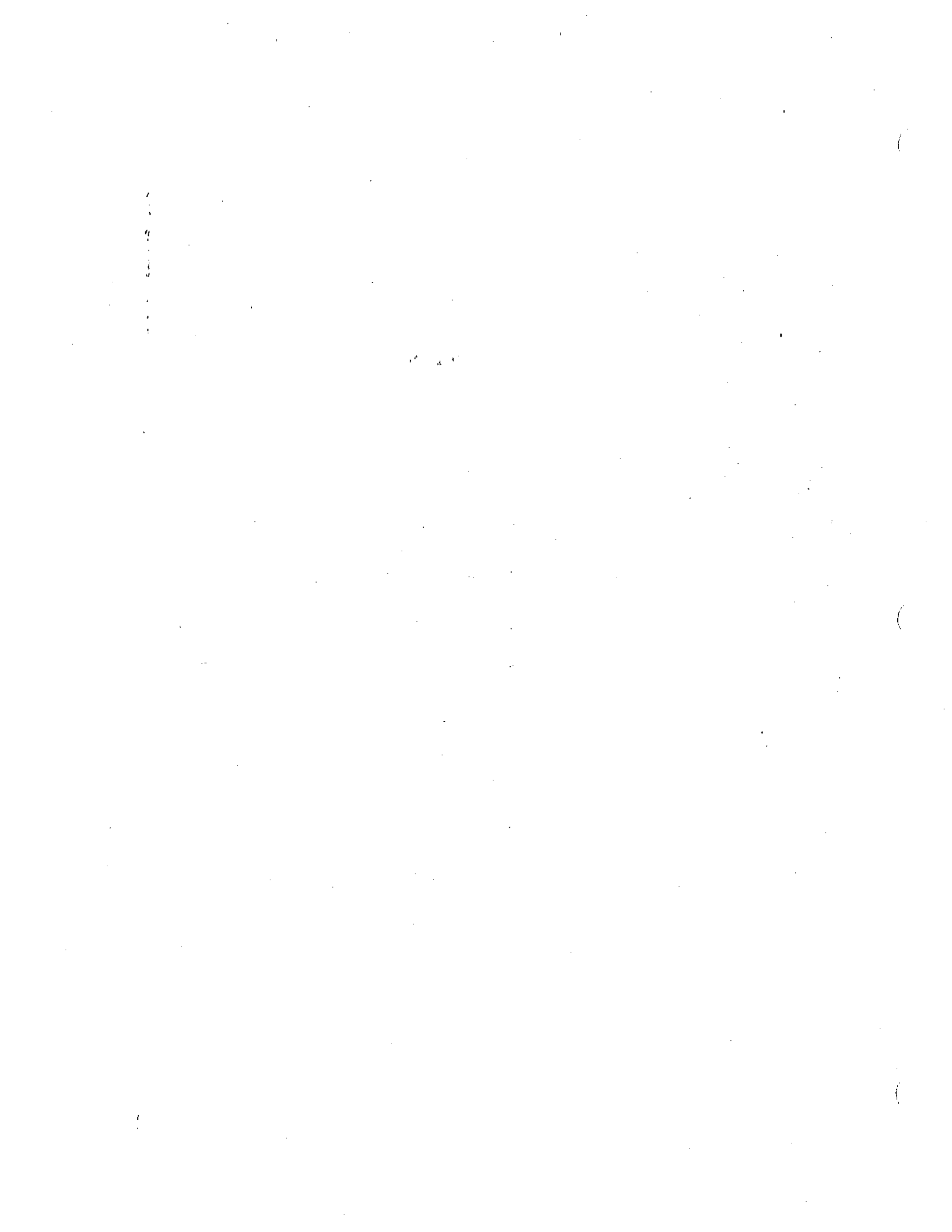
The California Legislature is in recess and will not return until the beginning of the new term. Now is a good time to begin to get to know and begin the Library education process with the Assembly candidates for the District.

The Library Trustees have received a survey about a meeting for the Council of Independent Special Library Districts at the Buena Park Library District on Saturday, October 7, 2006. The tentative agenda includes a report from Placentia on the developer fee process.

**RECOMMENDATION**

Action to be determined by the Library Board of Trustees.

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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

**SUBJECT:** Selection of a consultant to assist the Library Board of Trustees with the process of implementing a library facility impact fee (developer fee).

**DATE:** September 18, 2006

**BACKGROUND**

At its meeting on August 21, 2006 the Library Board decided to proceed with selecting a consulting firm to prepare the documentation and lead the District through the establishment of a library facility impact fee (developer fee).

In addition to the two firms previously identified by the Library Director, David Taussig & Associates of Newport Beach and NBS of Temecula, the Library Board requested that MuniFinancial be added to the list of firms to be invited because of its work with the Dixon Library District.

All three firms have expressed an interest in making a presentation to the Library Board at its Work Session at 4:00 P.M. on September 18, 2006. Information for visiting the web sites for these firms is Attachment A.

One of the documents needed for the consultants to begin their work on the library facility impact fee is a Facility Master Plan. This needs to be done by a public library building consultant or an architectural firm. Preparation of this document is address in Agenda Item 50.

The Library Board is ready to proceed with the selection of the consulting firm to manage this process.

**RECOMMENDATION**

1. Select a consulting firm to prepare the documentation and lead Placentia Library District through the establishment of a library facility impact fee.
2. Authorize the Library Director to sign the contract on behalf of the Library Board of Trustees with the firm selected.





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Cities



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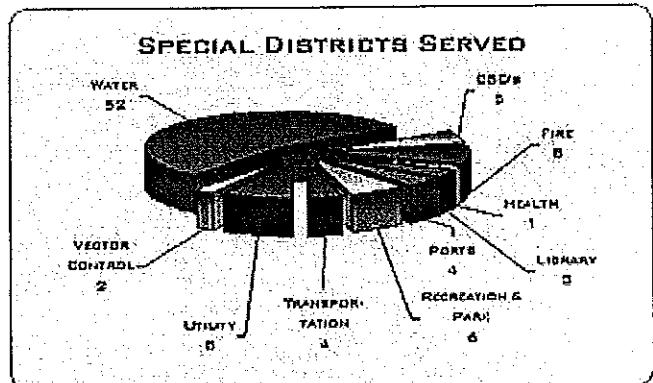
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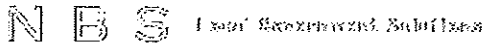


**MuniFinancial** has a long history and tradition of serving special districts throughout California. Our clientele includes a wide array of districts - from Recreation and Park Districts, Community Services Districts, and Fire Protection Districts, to Vector Control and Sanitation Districts. We are proud Platinum-level sponsors of the **California Special Districts Association (CSDA)**, as well as sponsors of the **Mosquito and Vector Control Association** and the **California Parks and Recreation Society**. Our participation in these vital associations helps ensure that we are conversant with the critical issues affecting the administration of special districts. We currently serve **almost one hundred special districts** and work hard to meet the unique challenges presented to Special Districts.

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To learn more about how we are able to provide custom solutions to your special district, please [email us](#) or take a moment to review a summary on a few of the projects that we have completed for the districts listed shown below.





Agenda Item 48  
Attachment A  
Page 2 of 3

## Consulting



### Consulting Services

The NBS Consulting Group is your expert resource and acts as an extension of public agency staff, providing expertise as needed in the following general areas:



- Consulting
- Engineering
- Financial Analysis
- Feasibility Studies
- Rate, Fee and Cost Analyses



NBS staff draw from their vast resources in these areas to create solutions that will meet the criteria for the project. The consultants meet with the overall team and then manage the project to meet deadlines and budget. Excellent communication and project management skills drive positive results.

### CONSULTING SERVICES

- Assessment Engineering
- Capital Improvement Plans
- Engineer's Report Preparation
- Feasibility Studies
- Infrastructure Management
- Mapping and Diagramming
- Parcel and Revenue Audits
- Property & Business Improvement District (PBID)
- Proposition 218 Compliance
- Rate and Fee Studies
- Reassessment Engineering
- Refunding Consulting
- Special Projects
- Special Tax Consulting

### CASE STUDIES

City of San Diego  
Assessment Engineering  
(PDF - 110 KB)

Town of Mammoth Lakes  
Special Tax Consulting/Formation  
Services  
(PDF - 139 KB)

Valley Wide Recreation and Park District  
Formation/218 Services  
(PDF - 292 KB)

[FULL LISTING OF CASE STUDIES](#)

**NBS** has been pre-qualified as a consultant to form new districts for many agencies including:

- City of Los Angeles
- City of Sacramento
- City of San Diego

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# DTA

David Taussig  
& Associates, Inc.

## Welcome to DTA

## The Leader in Public Finance and Urban Economics

David Taussig & Associates, Inc. (DTA) is a public finance, facilities planning and urban economics consulting firm. We specialize in municipal infrastructure and public services finance and land development economics. DTA provides consulting services to both public and private sector clients throughout California. We are also serving clients in Arizona, Hawaii, Illinois, Nevada and New Mexico.

DTA has been a pioneer in the implementation of new municipal finance techniques in California and other states. We have been recognized as an innovator in the use of analytical methods and modeling approaches that are now considered state-of-the-art within the industry.

DTA's corporate office is in Newport Beach, California. Our two regional branch offices, in Riverside and San Ramon, California, enable us to service clients efficiently throughout the State.

## Additional Projects

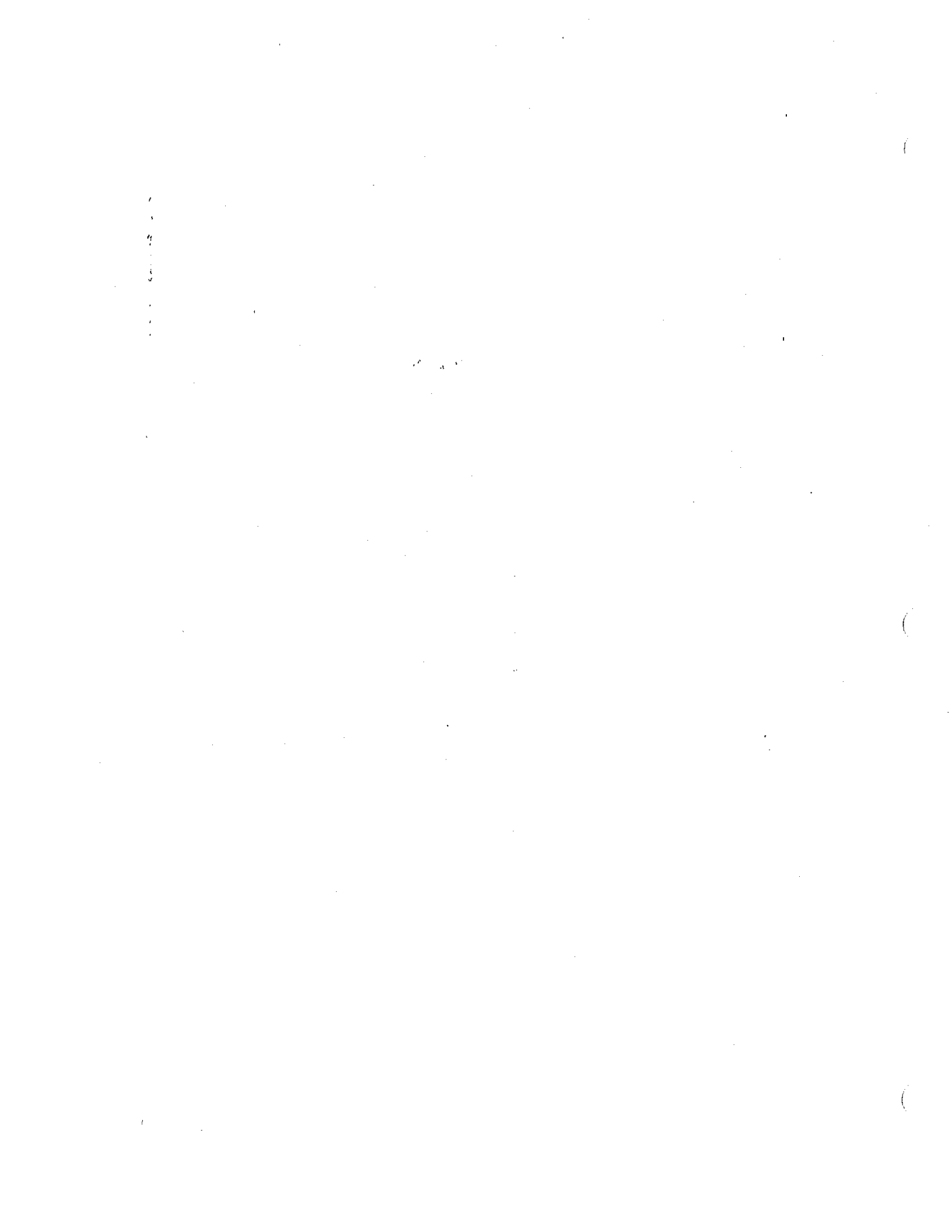


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**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

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**TO:** Library Board of Trustees

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

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

**DATE:** September 18, 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 second draft of the proposed Dress Code Policy as amended to reflect the changes proposed by the Library Board at its August 21, 2006 Regular Meeting.

**RECOMMENDATION**

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

Adopt as a second reading Placentia Library District Policy 2012 – Dress Code for Employees and Volunteers and request 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 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 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 that are required as a part of their job description to handle books, 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 books, equipment and heavy furniture. Volunteers that 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.

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 - Thursdays)~~

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 employees classifications that are not~~  
*curts*

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 ~~no~~ shorter than two inches above the knee ~~(above the knee)~~

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.



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## PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

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**TO:** Library Board of Trustees

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

**SUBJECT:** Selection of the consultant to prepare a Placentia Library District Facility Master Plan to be used in the preparation of the developer fee documentation.

**DATE:** September 18, 2006

### BACKGROUND

One of the elements required for the preparation of the documents to enact a library facility impact fee (developer fee) is a Library Facility Master Plan. This is a technical document that compares the current and projected community size and composition with national standards for public library services. It is usually prepared by a library building consultant or an architectural firm that specializes in public library design and construction.

I have included two sample library facility master plans so that the Library Trustees can have an example of the type of document to expect from the consultant. Attachment A is from the Dixon Library District and Attachment B is from Sonoma County. (*Attachment B skips from page 16 to 18 but there is not missing text, and the document does not include the plans for the individual branches.*)

To identify a potential consultant for the preparation of this document for Placentia Library District I talked with Richard Hall, Library Construction Bond Manager for the State Library of California, and the Building & Equipment Section Consultant List for the Library Administration & Management Division of the American Library Association. My goal was to find a consultant in California that has had experience with small and mid-size public libraries.

The process to develop the facility master plan will be similar to the one used for strategic planning. I provided a copy of the District's strategic planning workbooks to the consultants that I contacted. All of the work from the strategic planning process and the priorities identified therein will be used in the facility master plan.

The individuals I identified and contacted were Linda Demmers, her credentials are Attachment C, Leslie Nordby and Wayne Pearson, recently retired library director at Cerritos Public Library. Leslie and Wayne decided that they could not undertake the Placentia project at this time because of other contractual commitments.

Ms. Demmers has agreed to send me a proposal that I will give to the Library Board at the meeting. She understands the time constraints and the Library Board's interest in getting this document finalized so that it may proceed with the preparation of the library facility fee process.

If the Library Board determines that it does not want to make a contract with Ms. Demmers there are still several other names that I have for southern California but I have no personal knowledge of anyone who has used their services.

**RECOMMENDATION**

1. Select a consultant to prepare the Placentia Library District Facility Master Plan in consultation with Library staff and the Library Board of Trustees.
2. Authorize the Library Director to sign the contract on behalf of the Library Board of Trustees with the firm selected.



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# Dixon Public Library

## DIXON LIBRARY: 1999 - 2003 A FIVE-YEAR PLAN

[DPL/SNAP Catalog](#)

[Book a PC](#)

[Ia. DPL History](#) | [Ib. Dixon Background](#) | [II. DPL Mission](#) | [III. DPL Goals&Objectives](#) | [IV. Plan Needs Assessments](#) | [V. Plan Timeline](#)

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### PART ONE

#### INTRODUCTION AND BACKGROUND INFORMATION

##### DIXON PUBLIC LIBRARY: A HISTORY

The idea to establish a library in Dixon was first proposed by the members of the Women's Improvement Club. This concept continued to develop and as a result three club members requested legislative action from Sacramento to create a special district in Dixon to provide library service. In 1911 the sought-for approval was confirmed. In order to seek funding for the building's construction, the Women's Improvement Club petitioned support from philanthropist Andrew Carnegie. Mr. Carnegie's reply came in the form of a check for ten thousand dollars. Consequently, in 1912, Dixon Library first opened its doors and has served ever since as a community hub providing intellectual, cultural, technological and recreational materials and programs for everyone.

Once dedicated in 1912 as a special district library, the Dixon Union High School District Library, as it was formerly called, was governed by a five-member Governing Board of Library Trustees who were also the elected school board members for the Dixon Unified School District. Under the Trustee's guidance, the town of Dixon was well served by its library for over forty-five years. However, by the mid-fifties it became obvious that additional space was needed to better serve the expanding community. By late 1957, the Trustees agreed that a new wing which would provided separate areas for Children's and Reference services should be added onto the original Carnegie building. Construction work to accomplish that goal was completed in 1958.

By the mid-sixties, in a further attempt to increase library service levels for Dixon residents, the Dixon Library had contracted for certain library services

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to be provided to Dixon by the Solano County Library System. By 1968, Dixon Library decided to terminate this agreement, but the concept of increasing the availability of library services and materials for the people of Dixon was not abandoned. By the mid-seventies, Dixon Library once again acknowledged the benefits of resource sharing by joining the Mountain Valley Library System (MVLS). The MVLS is a network of neighboring libraries to the east, north-east and south-east of Dixon which acts cooperatively to share library resources among library system members. The MVLS association affords the people of Dixon Interlibrary Loan privileges with all member libraries: fourteen public, including Sacramento, Yolo County and Roseville, nine academic, one of which is U.C. Davis, and six special, including the California State Library.

As Dixon Library continued to grow and to increase its service levels, the responsibility of overseeing the library took on a new dimension. Therefore, in 1970, the Trustees decided to create an advisory body, the library commission, to act as its representative. These five commissioners serve staggered three-year terms, are responsible to the Trustees, and oversee library policies and operations. The Library Trustees still retain the powers for final budget approval and land acquisitions. The District Librarian is responsible for the implementation of commission decisions and with the day-to-day administration of the library. Since 1913, there have been ten District Librarians.

In mid-1987, the commission had to once again evaluate library service needs and funding levels. Library space was at a premium, and funds were not adequate to provide for facility maintenance, expansion, and increases in library service levels. Therefore, in November of 1987, a ballot measure with a five year limit was offered to the people of Dixon which would enable the library both to rehabilitate and expand the facility and to increase library services. The measure passed, and construction on the new wing, which now serves as the library's entrance, was completed in April of 1990. In 1992, the original Carnegie Library was renovated. As a result of this expansion program, today's library provides more than 6,000 square feet of usable space.

The years from 1992 to 1996 proved to be real financial challenges not only to the Dixon Library but to all libraries in California. As a counteractive action, legislation passed in 1997 provided all California counties with the potential for voter-approved sales tax generated revenue to fund their local libraries. In June 1998, voters of Solano County passed such a measure to provide revenue for all libraries in Solano County over the next sixteen years. Funds secured from Measure B will allow the Dixon Library not only to restore lost services but to use this revenue in ways which will enhance the library's value to the community along with the quality of life for all Dixon residents.

Current library holdings include over 30,000 volumes, 60 magazine titles and 4 newspapers, including the Dixon Tribune on microfilm back to 1874. The library also offers non-print materials such as recorded books, language

instruction cassettes, video cassettes, and educational CD's. Technology has come to the library in the form of several computer terminals which provide INTERNET, word processing, and educational software capabilities for public use. The Dixon Public Library is now beginning to implement an automation plan to computerize its records thereby enabling faster, better, and more accurate services to its patrons both in the library and from home.

### **THE CITY OF DIXON: A HISTORY**

The Dixon area was first settled in 1852 by Elijah S. Silvey. Silvey operated the HalfWay House in a farming community later known as Silveyville. This roadhouse was located along a well-traveled route to the Sierra foothills and California Gold Rush country. However, the town of Dixon literally came into existence when the California Pacific Railroad reached it on 28 August 1868. The name Silveyville changed to Dixon when Thomas Dickson, a prosperous rancher, donated 10 acres of land near the California Pacific Railroad line for a town site and train station. In his honor, the depot was first called Dickson Station. When the first consignment of goods arrived by rail, the address erroneously read "Dixon," and so the town's name has remained ever since.

Dixon was incorporated in 1878. In its early years, Dixon was known for grain and, later, for alfalfa and dairy farming. Today Dixon, a town still rich in its agricultural roots, supports a population of almost 14,000 and has a terrain and climate that seem more like the flat Central Valley than its North Bay Area county location. Home to the annual August Lambtown Festival, Dixon has a well-deserved national reputation as a sheep industry leader. Dixon is also the home of the May Fair, the oldest state affiliated fair in California.

### **THE CITY OF DIXON: A DESCRIPTION**

Pastoral Dixon is a country paradise located in the midst of two of the most popular and dynamic metropolitan environments in the nation. As Solano County's eastern most city, Dixon is just 67 miles from San Francisco and twenty minutes from Sacramento. Dixon, situated on the Interstate 80 corridor connecting San Francisco and Sacramento, also offers nearby access to State Highways 12, 50, 99, 113, the 505, and Interstate 5. This vast transportation network links Dixon to markets throughout California, the West Coast and the nation, and provides outstanding access to and from Solano County's strategically located business parks, airports, and rail lines. International port access is provided by the Port of Benicia. The ports of Oakland, San Francisco, Sacramento and Stockton are all within 70 miles.

### **DIXON CITY GOVERNMENT**

The City of Dixon, incorporated on 30 March 1878, is governed by a Mayor and City Council. An appointed City Manager is responsible for administering city operations on a day-to-day basis.

**CITY OF DIXON DEMOGRAPHICS**

AREA: 4.2 SQUARE MILES

<b>PAST AND FUTURE PROJECTIONS FOR CITY OF DIXON</b>				
<b>YEAR</b>	<b>1980</b>	<b>1995</b>	<b>2000</b>	<b>2010</b>
POPULATION	7,775	13,000	15,100	17,900
HOUSEHOLDS	2,501	4,050	4,650	5,740
TOTAL JOBS	3,353	3,830	4,780	6,870

<b>DEMOGRAPHICS BASED ON 1995 FIGURES</b>	
1995 ESTIMATED POPULATION:	13,078
1995 ESTIMATED HOUSEHOLDS:	4,278
1995 AVERAGE PERSONS PER HOUSEHOLD:	3.04
1995 PERCENT SINGLE FAMILY HOUSING:	83

<b>DEMOGRAPHIC</b>	<b>NUMBER</b>	<b>%</b>
TOTAL POPULATION	13,100	100%
MALE	6,602	50.4%
FEMALE	6,498	49.6%

<b>RACE</b>	<b>NUMBER</b>	<b>%</b>
WHITE	8,777	67.0%
AFRICAN AMERICAN	157	1.2%
NATIVE AMERICAN	92	0.7%
HISPANIC	3,720	28.4%
ASIAN	301	2.3%
OTHER	53	.04%

MEDIAN AGE = 30.7

AGE GROUP	NUMBER	%
< 18	4,131	32.2%
18 - 24	1,000	7.8%
25 - 44	4,735	32.2%
45 - 64	1,976	15.4%
> 64	988	7.7%

DEMOGRAPHICS FOR THE DIXON AREA AS OF 1997, CITY OF DIXON	
POPULATION	13,667
SQUARE MILES	6.42
MEAN HOUSEHOLD INCOME	\$47,000.00
PARKS	6
MILES OF STREETS	49
CHURCHES	9
SCHOOLS	7
FIRE STATIONS	1
CITY EMPLOYEES	50
SWORN POLICE OFFICERS	18
LIBRARIES	1

## PART TWO

### DIXON PUBLIC LIBRARY'S MISSION STATEMENT

The Dixon Public Library serves the Dixon Unified School District area by providing the entire community with a Special District public library facility. The library also offers collections and services that enable the community's diverse population to obtain and access information. The library continues to offer opportunities to engage in life-long learning activities, to promote the pursuit of knowledge, the exploration of ideas, the rewards of recreational

and cultural enrichment, and the enjoyment of reading

The Dixon Library offers print and non-print collections which contain extensive information on a myriad of subjects which are accessible to all age groups. Dixon Library also employs technological links for patron access to many on-line resources.

The Dixon Library operates in accordance with the principles of professional librarianship and is committed to the tenets of the American Library Association's Library Bill of Rights and Freedom to Read statements.

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## **PART THREE**

### **MASTER PLAN GOALS AND OBJECTIVES**

#### **THE IMPORTANCE OF A COMMUNITY PUBLIC LIBRARY'S MASTER PLAN**

The benefits of a community public library have been enjoyed by Dixon residents for well over eighty-five years. In order to assure the continuation of library services which will be able to both satisfy and anticipate the educational, informational, recreational and technological needs of the entire community, the Dixon Public Library Commission is now formulating a five years master plan tailored to meet these challenges. Master Plan issues for consideration will include:

- a study of future informational trends,
- an assessment of the impact which city demographic projections will have upon library services
- an invitation for public recommendations regarding future library service needs
- implementation of an automated computer system equipped to meet current and future technological trends and developments
- the provision of materials in various formats to promote the quality of life along with an opportunity for self-enrichment and the continuation of life-long learning to Dixon residents of all ages

#### **WHY JUST A FIVE YEAR PLAN**

Within the parameters of a five year plan realizable goals, such as those outlined in Measure B, can be attained. Other areas of significant need will be defined through patron surveys, community analysis, library services' evaluations and a study of indicators regarding future library and community

trends. Once these areas of significant need have been identified, then a five-year timeline along with related costs, within which to realize these objectives, will be finalized.

## **GOALS**

- ACCESSIBILITY
- COMMUNICATION
- FUNDING
- LIBRARY PROMOTION
- NETWORKING
- PARTNERSHIPS
- PROFESSIONALISM
- PUBLIC SERVICE
- TECHNOLOGY

## **OBJECTIVES**

### **1. EXPANSION OF PUBLIC SERVICES**

More accessibility to library (hours and days open), more print and non-print materials, more programs, special collections, specialized services, senior services, and technology to meet current and future on-line informational needs and services.

### **2. FULLY INTEGRATED HISTORICAL RECORD'S COLLECTION**

Fully cataloged, public accessible historical record's collection either as hard copy or automated. Provide staff member to maintain collection and to serve public.

### **3. GREATER PATRON/STAFF INTERACTION**

An increase in the number of professional staff members will allow for more individualized patron assistance to provide quality patron assistance.

### **4. OFFER OPPORTUNITIES FOR SELF-AND COMMUNITY ENRICHMENT**

Offer more cultural programs, workshops, classes, and enrichment materials for all age groups.

### **5. TUTORIAL AND REMEDIAL PROGRAMS**

Develop a tutorial program. Provide tutor time in library, make computer tutorials available for in-house use and check out.

### **6. DEVELOP SOUND FISCAL STRATEGIES**

Explore Library Foundation, grants, and plans to attract donations. Do budget projections.

### **7. ESTABLISH A SAFE LIBRARY ENVIRONMENT/DEFERRED MAINTENANCE ASSESSMENT**

Periodic evaluation of building condition, equipment, and

accessories to provide a well maintained and hazard-free environment.

8. DEVELOP THE LIBRARY'S IMAGE IN THE COMMUNITY  
Publicize the library in newsletters, articles, and through public speaking. Invite business people to do seminars. Sponsor activities, open houses, and cultural events.
9. REVISE PERSONNEL POLICY MANUAL  
Revise current policy manual to reflect equity with neighboring library jurisdictions' policies.
10. EXPANSION OF THE LIBRARY'S PRINT AND NON-PRINT COLLECTIONS  
Evaluate collection. Establish needs Consider special collections development.
11. ESTABLISH PROGRAMS AND CREATIVE EVENTS FOR YOUNG ADULTS  
Contact neighboring libraries for suggestions. Ask teens what they would like. Contact the Leadership Class and other clubs at the local high school. Offer speakers and programs on topics of special interest. Provide adequate staffing to serve this age group.
12. EXPANSION OF CHILDREN'S SERVICES  
Staff with a full-time Youth Services Coordinator. Youth Services Coordinator can be in with contact neighboring libraries. Develop more varieties of activities for children. Provide adequate support staff for this age group.
13. EXPANSION OF REFERENCE SERVICES  
Staff with a full-time professional librarian. Business collection development, more INTERNET searches, provide more on-line resources and a full-text magazine database. Evaluate and develop Reference collection.
14. ESTABLISH A NETWORK FOR PUBLIC LIBRARY/PUBLIC SCHOOL STAFF INTERACTION  
School technicians and Dixon Library Staff work toward collection development, resource sharing, and technology links. Devise more creative ways to attract teacher cooperation with public library. More visits by public librarians to schools.
15. PROVIDE ACCESSIBILITY FOR ON-LINE RETRIEVAL OF INFORMATION FOR STUDENT USE  
Research on-line utilities available to assist in student research and assignment needs. Ask School District for suggestions.
16. EVALUATE THE POTENTIAL FOR EXPANSION OF COLLECTIONS AND SERVICES IN PRESENT LIBRARY



**LOCATION AND ASSESS IF THERE IS A NEED FOR ANOTHER LIBRARY FACILITY IN DIXON**

Evaluate current library's growth and service life potentials. Work with the School District to determine school expansion plans, patterns, and locations. Determine the most advantageous area for a new library facility.

**17. STRENGTHEN AVENUES OF COMMUNICATION WITH LIBRARY TRUSTEES, LOCAL GOVERNMENTAL AGENCIES, NEIGHBORING LIBRARY JURISDICTIONS, AND LOCAL MEDIA.**

Use newsletters, news articles, public meetings, and civic club presentations for communications.

**18. EXPLORE NETWORKING POSSIBILITIES WITH MOUNTAIN VALLEY LIBRARY SYSTEM AND NEIGHBORING LIBRARY JURISDICTIONS**

Investigate MVLS catalog-link project.

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**PART FOUR**

**FUTURE NEEDS ASSESSMENT AREA FINDINGS**

- FUTURE INFORMATIONAL TRENDS
- ASSESSMENT OF THE IMPACT WHICH CITY DEMOGRAPHIC PROJECTIONS WILL HAVE UPON LIBRARY SERVICES
- PUBLIC SURVEY REGARDING FUTURE LIBRARY SERVICE NEEDS
- IMPLEMENTATION OF AN AUTOMATED COMPUTER SYSTEM EQUIPPED TO MEET CURRENT AND FUTURE TECHNOLOGICAL TRENDS AND DEVELOPMENTS
- PROVISION OF MATERIALS IN VARIOUS FORMATS TO PROMOTE THE QUALITY OF LIFE ALONG WITH AN OPPORTUNITY FOR SELF-ENRICHMENT AND LIFE-LONG LEARNING TO DIXON RESIDENTS OF ALL AGES

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**PART FIVE**

**MASTER PLAN OBJECTIVES: TIMELINE**

**YEAR 1999**

- **INCREASE IN OPEN HOURS**  
10 more open hours per week starting the first Monday in January.
- **EXPANSION OF MATERIALS**  
Additional \$11,500 to be spent by December to increase library holdings.
- **EXPANSION OF REFERENCE SERVICES**  
Hire a 7/8ths FTE Reference Librarian by September.
- **GREATER PATRON/STAFF INTERACTION**  
Increase patron assistance by 15% by December. Use 1998 data for comparison.
- **PUBLIC LIBRARY/SCHOOL STAFF INTERACTION**  
Invite 7 classes to visit the library by the December 1999. Have library staff visit 7 classes. Invitations and visits to seven different local schools.
- **ON-LINE RESOURCES FOR STUDENT USE**  
Introduce 2 new databases by June.
- **FULLY AUTOMATED HISTORICAL RECORD'S COLLECTION**  
Complete by December.
- **REVISED PERSONNEL POLICY MANUAL**  
Approved and in effect by December.
- **EXPANSION OF YOUTH SERVICES**  
Hire a 7/8ths FTE YOUTH SERVICES COORDINATOR.
- **LIBRARY COMMUNICATIONS/PUBLICITY PROGRAM**  
One news article per month in local papers; quarterly newsletters and updates to public and governmental agencies.

**YEAR 2000**

- **CONTINUED EXPANSION OF MATERIALS,**  
Additional \$11,500 to be spent by December to increase library holdings.
- **INTRODUCTION OF ADULT PROGRAMS AND SPECIALIZED SERVICES**  
Four programs per year.

- **INTRODUCTION OF NEW YOUTH SERVICES**  
Six "TOPICS OF INTEREST" presentations for young adults.  
Examples,; career planning, sports, college bound, etc.
- **EXPANSION OF REFERENCE COLLECTION**  
Purchase \$2,000 of new reference materials by December.
- **CONTINUATION OF PUBLIC LIBRARY/SCHOOL STAFF INTERACTION**  
Invite 7 classes to visit the library by the December 1999. Have library staff visit 7 classes. Invitations and visits to seven different local schools.
- **TUTORIAL AND REMEDIAL SERVICES**  
Purchase \$500 worth of software by June.
- **ON-LINE RESOURCES FOR STUDENT USE**  
Introduce 2 more new databases by June
- **Z39.50 SERVER/CLIENT CAPABILITY WITH MOUNTAIN VALLEY LIBRARY SYSTEM MEMBERS**  
Timeline set by MVLS.
- **HISTORICAL RECORDS COLLECTION**  
Hire staff member by September to maintain hardcopy and automated collections.

**YEAR 2001**

- **REVIEW OF FISCAL NEEDS AND STRATEGIES**  
Foundation, donations, grants and current revenue sources.  
Complete study and recommendations by June.
- **SAFE LIBRARY ENVIRONMENT/DEFERRED MAINTENANCE**  
Assess condition of building, equipment and accessories by February. Prepare a timeline/budget by June to do needed maintenance and upgrades.
- **EVALUATE CURRENT LIBRARY'S GROWTH POTENTIAL**  
Based on expansion potential for collections, equipment, staff and public use by February.

**YEAR 2002**

- **NEW LIBRARY FACILITY**

If needed, begin development and planning process in January.

- TUTORIAL AND REMEDIAL SERVICES  
Purchase \$500 worth of software by June.

**YEAR 2003**

- EVALUATION OF TIMELINE  
Review, summarize and evaluate achievements year by year.  
Complete evaluation by February.

Return to the [Policies Index Page](#).

Input and suggestions are always welcome; as well as email to: [District Librarian](#).



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## SONOMA COUNTY LIBRARY

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### SONOMA COUNTY LIBRARY FACILITIES MASTER PLAN

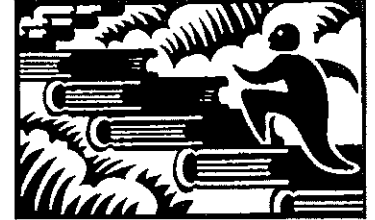
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## SONOMA COUNTY LIBRARY

## EXECUTIVE SUMMARY

### Introduction: Planning for the Next Generation of Libraries

Public libraries in Sonoma County have a long history of promoting literacy and life-long learning, dating back to the Petaluma Library which opened in 1878. Since 1975, library services have been provided throughout the county by the Sonoma County Library. The Sonoma County Library is an independent agency created by the cities in the county and the County of Sonoma operating under a Joint Powers Agreement.



In 1998, the Library Commission initiated a comprehensive look at the Sonoma County Library and how it could be improved. The first step, completed in October of 2000, was a Strategic Plan that describes five goals to guide future Library efforts. The ability to achieve three of these goals — providing excellent collections and services, utilizing user-friendly technology, and providing welcoming environments for patrons — is directly affected by the size and infrastructure of the library facilities. This Facilities Master Plan evaluates the ability of the existing library facilities to meet these goals and offers recommendations on how facilities can be improved to better serve the communities.

The recommendations made in the Facilities Master Plan are the product of an extensive community-based planning process that reflects the needs expressed by thousands of Sonoma County residents. Through focus groups, patron surveys, Library staff interviews and surveys, patron mapping exercises, a visioning workshop, dozens of community meetings, and the oversight of an advisory County Library Committee and the Sonoma County Library Commission, the collective voice of county residents has helped shape the Master Plan. In all, 28 community meetings were conducted as part of the planning process. The vision generated from this process is one of a Library that strengthens traditional services such as collections and embraces new technologies and services such as multi-media information and distance learning. The Library can become a true educational and cultural community center, bringing people together in educational programs, homework centers, and mentoring programs, while remaining firmly rooted in its commitment to equitable library services throughout the county. The Facilities Master Plan is a roadmap for the Library, the County government, and each city to reaching this community vision for improved library service through improved facilities.

*Thousands of County residents have helped define the vision for improved libraries in the Facilities Master Plan.*

### The Need: Serving a Growing and Changing Community

The relationship between service levels and the number of people served is direct: the greater the number of people, the greater number of books, chairs, tables, and computers that are needed. For over two decades, the Sonoma County Library has struggled to keep pace with the growing size and diversity of the county's population. Since 1980, the county population has increased a total of 53%, while the size of all library facilities combined has grown only 25%. If facilities are not improved, this shortfall will only get worse, as projections indicate the county population will grow another 30% by 2025 with higher

*Since 1980, the County population has grown 53%, while the size of combined library facilities has grown only 25%.*

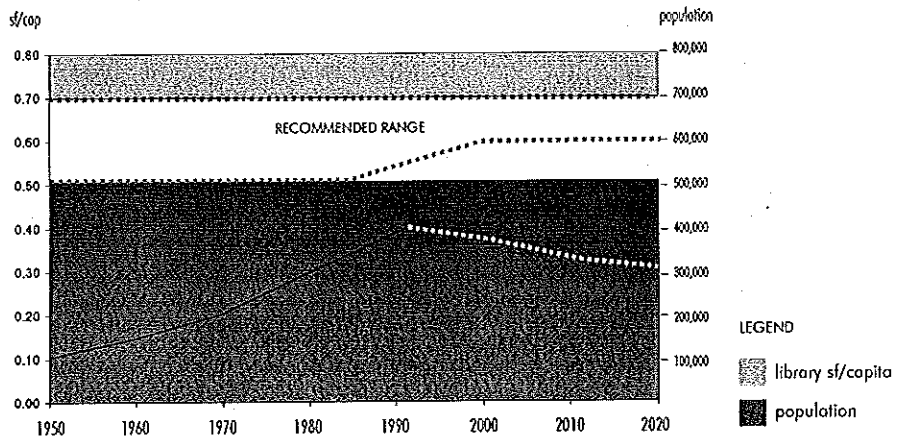
**EXECUTIVE SUMMARY**



Technology expands the Library's services.

growth rates among traditional library users — seniors and children. Library usage is also increasing. Between 2000 and 2002, circulation of library materials has increased 17%. More people using the same amount of resources more frequently means a reduction in services.

**Library Square Footage per Capita has Decreased as the Population has Increased**



Source: Building area from the Sonoma County Library; population data from the U.S. Bureau of Census

In addition to an increase in total numbers, the population is also growing in diversity. Since 1990, the number of non-white residents has doubled. Sonoma County's diverse population requires a collection that addresses the needs and interests of different age groups, learning abilities, and ethnicities. Libraries have also seen a growth in how information is conveyed. Audio/visual materials and digital information have joined the printed word in today's libraries. Such trends in demographics and technology also create a need for larger collections. For example, libraries historically may have only kept a few copies of classic titles such as the *Lord of the Rings* trilogy in the adult fiction collection. Renewed interest created by recent film releases now means these books are circulating heavily from the adult, young adult, and children's collections in both cloth and paperback formats. They are to be found in the large print and Spanish language collections. The audio/visual collections in both adult and children's departments will have the book on cassette and CD, and the recent film releases on videocassette and DVD, as well as earlier animated film versions. It may be available as an electronic book to download on a home computer. And interest in the creation of the books and the films creates the demand for yet other book and film titles, websites and streaming video accessible on library computers, and subscription databases of fulltext articles.

## SONOMA COUNTY LIBRARY

## EXECUTIVE SUMMARY

All of these pressures to provide library resources are being placed on facilities that were sized to accommodate the population 20 or more years ago. Limited shelf space requires that for every book added, one must be removed. The result is that patrons are not finding the materials they need and want. In fact, over 90% of survey respondents to a December 2002 patron survey indicated that the collection needs to be improved. Forty percent requested improvements to the A/V collection. Over 50% requested improvements to the print collection. Focus group participants cited great difficulty in finding materials in the international languages, especially Spanish. With current space limitations, the Library is faced with an 'either-or' situation.

*"If parents want their children to read in Spanish, they have to go elsewhere to find the books."*

*Focus Group Participant*

### New Services Needed

In addition to serving a larger and more diverse population, libraries across the country are feeling a growing demand to provide new types of people-based services. Libraries are no longer only repositories for information of generations past. Modern libraries act as cultural centers, providing a place for the community to gather, learn, and discuss ideas together. This national trend towards a new generation of libraries is what library users are asking of the Sonoma County Library. At the Visioning Workshop in October 2002, the most common conclusion made was that a library should become a gathering place of people and ideas, drawing from other institutions in the county to offer multiple types of services. Respondents to the user survey also are looking for the Library to take on new 'people-centric' roles. When asked what new services should be added to their library, the top two responses were people spaces — a homework center and a computer training room.



While it may seem counter-intuitive, the growing use of technology has actually increased the space needs for library facilities. Electronic information has reduced the need to keep many bound periodicals or reference materials, but print materials are still in high demand. The new technology of digital information is augmenting the old technology of printed information, not replacing it. This trend will likely continue in the future, for even as technology tends to get smaller, the physical space needed for humans to interface with that technology will remain the same. While a desktop computer may shrink to a handheld unit, the space needed for a person to sit, view, and process information will likely remain the same.

*The growing use of technology has actually increased the space needs of libraries.*

Although the expansion of library facilities has not kept up with population growth, the Sonoma County Library has made improvements in operational efficiency to help meet some of the growing demand. The shift to a user-friendly on-line system has allowed patrons to access databases and perform searches from home, effectively increasing the number of computers in the system. The holds system, which allows patrons to order materials on-line from other branches to be delivered to their home library, expands the materials available beyond what is physically located within each community. The holds system is widely used, with over 5,000 requests being made in a single week. The Library has entered into agreements with other library systems that allow patrons to



## EXECUTIVE SUMMARY

## SONOMA COUNTY LIBRARY

order materials from across the region. While these practices effectively increase the materials available to patrons, it is not adequate for time-sensitive activities or academic support where large number of students require the same materials at the same time. For those not using a home computer, the hold system requires two visits to the library to obtain the material.

Despite all these efforts, the space needs for the Library remain and will continue to grow. In addition to the lack of shelving space, there are only 222 computers available for a county population of 460,000 people. In the entire library system, only two acoustically controlled study spaces are available for tutoring, literacy training, or small group study.

### Summary of the Need

The chart below quantifies this need by comparing resources currently available systemwide to recommended service levels. The recommendations are based on library industry guidelines from planning textbooks, publications of the American Library Association, and the professional experience of the master plan team. The guidelines have been tailored according to the specific conditions of each community in the county and the strengths of the current library system.

Each of the service categories listed below contributes to an overall composite measure of building size described in square feet per capita. This number is used as a shorthand measure of library service levels and is based on the number of people using a facility within both incorporated and unincorporated areas.

Service	Have			Need recommendation
	number		per capita 2000    per capita 2025	
Collection	720,506	vols.	1.57    1.19	2.4 to 2.5 vols. per capita
Public Seating	1,186	seats	2.59    1.96	3 to 4 seats per 1,000 people
Public Computers	222	comp.	2,006    2,730	1,000 to 1,250 persons per computer
Meeting Room	960	seats	74    74	50 to 150 seats per facility
Children's Storytelling	25	seats	-    -	10 to 40 seats per facility
Group Study	12	seats	-    -	4 to 24 seats per facility
Building Size	198,569	sf	0.43    0.33	0.55 to 0.68 sf/capita

### Facilities for Earlier Generations

The average library in Sonoma County is now 20 years old. The facilities were designed for a generation of library patrons that typically worked alone and in silence. Most, if not all, of the resources available were contained within the building, information was transmitted long distances via the teletype, and a parent was typically at home to greet children after school.

## SONOMA COUNTY LIBRARY

## EXECUTIVE SUMMARY

Libraries today need to support collective activities, from tutoring sessions to a group of students working on a class assignment. The current libraries were not designed to provide acoustically controlled spaces for such activities. The result of outdated facilities is the daily conflict between two legitimate user groups — those wanting to work in silence and those needing to work with others.

*A product of outdated facilities is the daily conflict between those wanting to work in silence and those needing to work with others.*

Advances in technology have placed greater demands on library facilities. Since 1968, when the Central and Northwest Santa Rosa Libraries were built, technological achievements have included humans walking on the moon, the microprocessor, the Boeing 747, personal computers, the Sony Walkman, the Internet, the artificial heart, videotape recorders, e-mail, compact discs, DVDs, teleconferencing, MP3 players, and fiber-optics. Many of the current facilities do not have the data and power infrastructure to support the number of electronic devices now used to gather, process, and store information.

Within the past 20 years there have also been significant changes to building codes that will need to be addressed in the current facilities. Structural codes have made seismic bracing requirements more stringent. Indoor air quality standards have risen. The Americans with Disabilities Act has set high standards for accessibility with which many libraries can only partially comply. Several facilities do not even have fire detection or suppression systems. As the facilities continue to age, significant effort will be required to simply keep them physically and technically sound.

### **The Recommendation: A New Generation of Public Libraries**

The recommendations described here will produce a new generation of libraries that will offer improved traditional services and new people-centered and digital services throughout Sonoma County. These libraries will be information and cultural centers for the residents.

The recommendations include:

1. Create three new service areas to serve populations that currently do not have convenient access to libraries: Southwest Santa Rosa, Sea Ranch-Annapolis, and Bodega Bay.
2. Upgrade the two limited-service libraries at Occidental and Forestville to provide a broader range of services.
3. Expand and improve the Santa Rosa Central Library so it can effectively support the entire library system.
4. Expand and improve all present libraries by 2025 to meet the current and future needs of service areas countywide.

### **Summary of Countywide Recommendations**

New service areas have been added to the system to serve areas that are currently unserved or severely underserved. New libraries in Southwest Santa Rosa, Bodega Bay, and Sea Ranch-Annapolis will not only bring service closer to residents of these areas, but also reduce the demands on other facilities such as Sebastopol, Guerneville, and the Santa Rosa Central Library.



*A few of the innovations that have emerged since the Northwest Santa Rosa Regional Library was built.*

## EXECUTIVE SUMMARY

## SONOMA COUNTY LIBRARY

Countywide, service level recommendations average between 0.58 and 0.61 square feet per capita. Service areas that are remote from other libraries are at the top of this range. Small branches have even higher needs per capita because of the minimum practical size of facility components. Libraries with special functions, such as the Wine Library in Healdsburg and the Sonoma County history and genealogy collections in Santa Rosa, have additional facility requirements to address their countywide roles. Facilities that work within a network of city libraries, such as those in Santa Rosa, are set lower, reflecting the existing pattern of patrons using multiple libraries.

### Summary of Recommendations by Branch

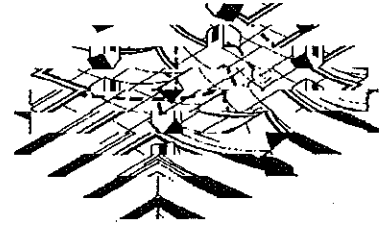
The chart below summarizes the recommendations by branch on a composite square foot per capita basis.

Service Area	Have				Need		
	2000 pop service area	2000 pop city sphere	building size	sf/cap	2025 pop service area	building size	2025 sf/cap
<i>Santa Rosa Central</i>	85,132	-	48,930	0.57	72,715	48,670 - 53,800	0.67 - 0.74
<i>Sonoma County History-Genealogy</i>	-	-	4,000	-	-	9,400 - 15,130	
<i>System Support</i>	-	-	14,270	-	-	22,860 - 28,570	
<b>Central Lib. Total</b>	<b>85,132</b>	<b>-</b>	<b>67,200</b>	<b>0.79</b>	<b>-</b>	<b>80,930 - 97,500</b>	<b>1.11 - 1.34</b>
<i>Santa Rosa Northwest</i>	61,186	-	7,840	0.13	73,840	27,600 - 30,500	0.37 - 0.41
<i>Santa Rosa Rincon Valley</i>	34,998	-	15,000	0.43	48,532	19,300 - 21,300	0.40 - 0.44
<i>Santa Rosa Southwest</i>	-	-	-	-	60,681	23,350 - 25,800	0.38 - 0.43
<b>Santa Rosa Total</b>	<b>181,316</b>	<b>147,595</b>	<b>90,040</b>	<b>0.50</b>	<b>255,768</b>	<b>151,180-175,100</b>	<b>0.59 - 0.68</b>
<b>Bodega Bay</b>	-	-	-	-	2,231	3,750 - 4,130	1.68 - 1.85
<i>Cloverdale</i>	10,016	6,831	7,200	0.72	15,998	10,100 - 11,200	0.63 - 0.70
<i>Forestville</i>	4,263	-	660	0.15	5,519	4,570 - 5,050	0.83 - 0.92
<i>Guerneville</i>	13,259	-	6,237	0.47	18,349	11,000 - 12,130	0.60 - 0.66
<i>Healdsburg</i>	18,550	10,722	10,300	0.56	22,842	13,270 - 14,660	0.58 - 0.64
<i>Wine Library</i>	-	-	1,400	-	-	2,510 - 2,780	-
<b>Healdsburg Total</b>			<b>11,700</b>			<b>15,780 - 17,440</b>	<b>0.69 - 0.76</b>
<i>Occidental</i>	2,149	-	332	0.15	2,591	3,860 - 4,270	1.49 - 1.65
<i>Petaluma</i>	65,617	54,548	25,900	0.39	77,653	36,500 - 40,340	0.47 - 0.52
<i>Rohnert Park-Cotati</i>	54,654	48,707	25,000	0.46	73,463	33,460 - 36,980	0.46 - 0.50
<i>Sea Ranch-Annapolis</i>	-	-	-	-	3,794	4,340 - 4,800	1.14 - 1.26
<i>Sebastopol</i>	33,568	7,774	10,000	0.30	34,823	18,020 - 19,910	0.52 - 0.57
<i>Sonoma Valley</i>	40,400	9,128	10,000	0.25	51,262	27,650 - 30,560	0.54 - 0.60
<i>Windsor</i>	32,461	22,744	7,600	0.23	42,133	21,410 - 23,670	0.51 - 0.56
<i>County Archives</i>	-	-	3,900	-	-	8,000 - 15,000	-
<b>System Total</b>	<b>458,613</b>	<b>308,049</b>	<b>198,569</b>	<b>0.43</b>	<b>606,426</b>	<b>337,430 - 386,280</b>	<b>0.56 - 0.64</b>

## SONOMA COUNTY LIBRARY

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## EXECUTIVE SUMMARY



### **Implementation: A Roadmap for the New Library**

As the cost of building libraries requires a substantial capital expenditure, facility improvements are not likely to occur rapidly. Nonetheless, planning for the future is critical. Understanding the need and describing the vision for better libraries is essential for planning and building the public support needed for such a project. By defining the need, the Master Plan also positions communities to act quickly when unique opportunities arise.

The priority of needs is based on the following criteria:

1. **Reaching Unserved Areas**  
Communities that do not have library service within their area are given the highest priority.
2. **Improving Underserved Areas**  
Communities with limited library services in their area are given a higher priority than those with adequate services.
3. **Maximizing Impact**  
Projects that would improve library service for a large number of people are given a higher priority.

### **A Flexible Plan**

The actual sequence that facility improvements will follow is likely to differ as opportunities arise. Throughout the Master Plan process, the Library has discussed the recommended improvements for each library with elected officials of the respective communities. These conversations have made clear that some communities may be more ready to proceed with the recommended projects than others based on the financial context of each community. As such, the sequence of projects may not follow in the exact order of need. However, the need documented in the Master Plan is great enough and widespread enough that improvements in one community should not wait for the improvements in another.

### **Priority by Service Area**

The priority of facility needs is based on the relative current need of each community as measured by the square foot of library per capita (sf/cap).

## SONOMA COUNTY LIBRARY

## EXECUTIVE SUMMARY



### Group 1 Current

*Service areas without libraries in the immediate area, and large communities with great current need (less than 0.3 sf/cap in 2000).*

Bodega Bay	No service
Sea Ranch – Annapolis	No service
Santa Rosa Southwest	No service
Santa Rosa Northwest	0.13 sf/cap
Sebastopol	0.30 sf/cap
Sonoma Valley	0.25 sf/cap
Windsor	0.23 sf/cap

### Group 2

*Service areas with communities of any size with current need (0.4 sf/cap or less in 2000).*

*Upgrade smallest libraries to provide broadened services.  
Improve system support.*

Forestville	0.15 sf/cap
Occidental	0.15 sf/cap
Petaluma	0.39 sf/cap
Santa Rosa Central	Systemwide support

### Group 3

*Service areas with communities with future service needs (over 0.4 sf/cap in 2000).*

Cloverdale	0.72 sf/cap
Guerneville	0.47 sf/cap
Healdsburg	0.56 sf/cap
Santa Rosa Rincon Valley	0.43 sf/cap
Rohnert Park-Cotati	0.46 sf/cap

### Capital Funding: Past and Current Models

Since the Sonoma County Library Joint Powers Agency was created in 1975, 10 new facilities have been funded in a variety of ways. Some facilities, such as the Windsor Regional Library, were funded by the local community. The Guerneville Regional Library, located in unincorporated Sonoma County, was funded by the County. Other projects were funded through partnerships between several entities. Healdsburg, for example, was jointly funded by the City of Healdsburg, the County, and a federal grant. Rincon Valley was built with funds from the 1988 Library State Bond and the City of Santa Rosa. As funding for capital projects will be strained in the future, the need to leverage funds through partnerships will continue to be important.

## SONOMA COUNTY LIBRARY

## INTRODUCTION

### The Sonoma County Library Today

Libraries in Sonoma County began as city libraries. The first was founded in Petaluma in 1878, and city libraries opened over the next 35 years in Santa Rosa, Healdsburg, Sonoma, Sebastopol, and Cloverdale. They were created and grew as the communities in the county grew. The Sonoma County Library was established in 1945 to provide library services to unincorporated areas.

In 1975, the County of Sonoma and the cities in the county entered into an agreement to create a joint powers agency to operate the libraries. The Joint Powers Agreement that created the Library provided for a system of governance by a Library Commission with one member appointed by the County Board of Supervisors from each of the five supervisorial districts, and one member each appointed by the City Councils of Petaluma and Santa Rosa. The Library is administered by the Director appointed by the Library Commission. The Library is an independent public agency; however, the County Supervisors approve the Library's annual budget. Although the Library provides for library operations, it is the County and the individual communities that construct the library facilities. There is a Library Advisory Board appointed by the Library Commission for each regional library service area.

The Joint Powers Agreement creating the Library has two important provisions regarding library services. First, it states that the Library shall maintain the 1975 level of service as a minimum, and increase services as efficiency and budget permit. Second, the agreement states that an equal level of service will be provided to all residents of the county, in accordance with accepted principles of library management.

Today the Sonoma County Library operates all of the 13 public libraries in the county as an integrated, unified library system. The system is supported by a centralized administration at the Central Library in Santa Rosa. In addition, the County library operates the Central Library Annex where the genealogy and local history collections are housed and the programs of the Sonoma County Library Adult Literacy program are conducted. The Library today also functions as the Sonoma County archive. Archived materials are kept at Los Guilicos and retrievals are provided to the general public at the Santa Rosa Central Library Annex.

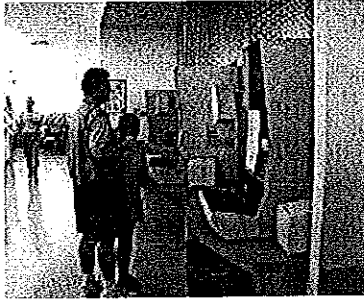
The county has undergone significant changes over the past quarter century. The Sonoma County Library has kept up with changes by providing cost effective, quality library services. However, the library facilities have not kept pace with the needs of the Library and the residents. The lack of needed facilities affects the Library's ability to meet and adapt to the needs of the residents of the county. This study looks at the needs today and in the future, and offers recommendations for the Library's facility needs over the next 20 years.



Rohnert Park Library 2003

Cloverdale	1979
Forestville	2000
Guerneville	1981
Healdsburg	1988
Occidental	1990's
Petaluma	1976
Rohnert Park-Cotati	2003
Santa Rosa Central	1967
Santa Rosa Central Annex	1968
Santa Rosa Northwest	1969
Santa Rosa Rincon Valley	1969
Sebastopol	1976
Sonoma Valley	1978
Windsor	1996
Archives Storage	
Los Guilicos	1980's

## INTRODUCTION



*Libraries with modern facilities are able to take full advantage of express checkout technology*



*Existing library service areas*

### **The Sonoma County Library Facilities Master Plan**

The Library began a planning process that resulted in the publication of a Strategic Plan in October of 2000. Providing excellent collections and services, utilizing user-friendly technology, and providing a welcoming environment for patrons are three of the goals from the Strategic Plan. Achieving these goals is directly related to the size and quality of the library facilities. To address this, the Strategic Plan recommends development of a long range facilities plan. During 2002 the Library hired Group 4 Architecture, Research + Planning, Inc. of South San Francisco, California to develop a master plan for facilities through 2025. The purpose of this master plan is to act as a guide for the Library to plan for present and future needs, and to give information to the cities and the Sonoma County government for planning new library facilities.

Libraries are built when the need is understood by the communities served and the opportunity for funding is available. Although the challenges of raising capital funds is clear, it is nonetheless important that there is a clear vision of future service and facility needs so that when opportunities to fund libraries arise, the Library, the cities and the Sonoma County government are able to begin planning specific projects.

### **A Vision For The Sonoma County Library**

In October of 2002, community leaders, educators, library leaders and students came together for a day to create a vision for what libraries in Sonoma County should be in the future. Several important themes emerged.

#### **The Libraries We Have Today**

Libraries must continue to provide materials adequate to serve their communities with collections that grow and change so that they remain relevant to the public's needs. Libraries will remain a source of information reference and referral, and continue their important role supporting students. To stay current with the communities' needs, materials will be available in international languages so that works can be read in native languages by those learning English, and works by foreign authors can be read in their original form.

#### **Embracing Technology**

Library users today expect the library to have much of the technology in use in the home, school, retail, business and entertainment world. In terms of collection material, this means that libraries will have such things as books-on-tapes, video cassettes, DVDs, and CDs. Libraries will make it easy to do things on your own. For example, express checkout will allow patrons to easily check out their own material and in the process save staff time. Staff will also be able to rely on building design and technology to improve the efficiency of collection material processing. Computers not only will be available, but also will be wireless. The library will continue to be a guide for users of electronic information and will support students in distance learning programs.

# INTRODUCTION

**The Library As An Educational and Cultural Center For the Community**  
 The library will support community needs by offering a variety of spaces to support expanded services for the community. Libraries will have community rooms adequate for their service areas. Each library will have a dedicated area for children's programs. Homework centers and group study rooms will be available at libraries. Career development programs will be supported by electronic classrooms and a mentoring center. Libraries will be designed to accommodate a variety of noise levels, and have areas where families can use the library together. Libraries will also have cafes and retail spaces related to the library.

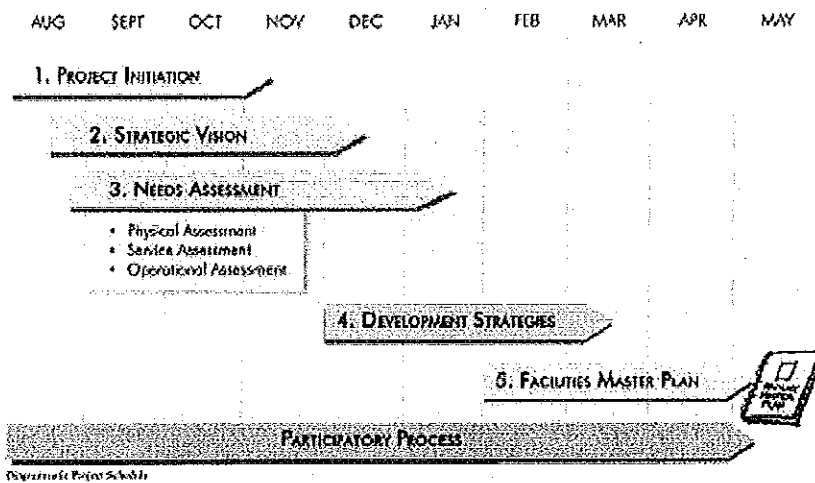
Above all, Library Visioning Workshop participants spoke of the need for libraries to be welcoming to a broad section of the population beyond traditional users, and to be flexible and adaptable in their design and management so that they can easily change and remain important to the communities they serve.

## Methodology And Community Participation

In preparing the Facilities Master Plan, the project team developed a plan for including the Sonoma County residents in the process. An understanding of current and future needs was developed by the project team from input from county residents, library operating statistics, and analysis of future population projections. Meetings were conducted with existing library groups such as library staff and the Library Commission. A county library advisory committee was formed to provide information and feedback. Focus groups were held. Meetings were conducted with City and County officials as well as with Library staff. A survey of library patrons was distributed and the results compiled. Information from people, current usage, and population trends were compared to industry benchmarks and guidelines. Recommendations were then developed and presented to advisory groups and local representatives prior to finalizing the Master Plan.



*Library Visioning Workshop*





## SONOMA COUNTY LIBRARY

## THE NEED

### THE PEOPLE: GREAT CHANGE

Sonoma County's population has experienced significant growth over the past 20 years and is expected to continue to grow. As the number of people living in the County increases, the ethnic diversity and the age distribution of the residents is also changing. The service population is undergoing a transformation, from a homogenous, predominantly rural and small-town environment to a vibrant and varied network of communities and rural areas. This new environment includes burgeoning urban centers that host multicultural, multilingual populations, family-centered communities that practice smart growth principles, and smaller communities that attract increasing numbers of "urban refugees" and older adults from crowded population centers both in California and across the nation.

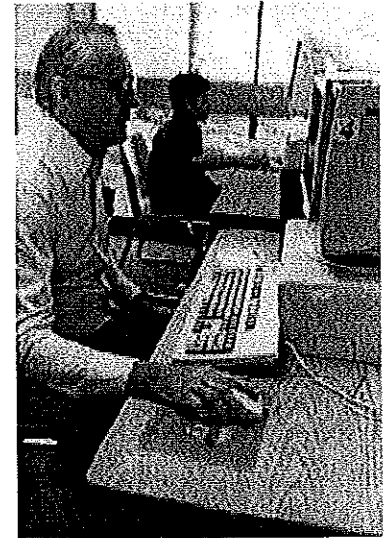
The county population has grown 53% in the past 20 years, from 299,681 people in 1980 to 458,814 in 2000. Over the next two decades, the population is expected to grow another 32%, reaching 606,426 people by the year 2025. Growth expectations vary across the county. Some communities will experience only modest increases while other communities will expand by more than 30% or more.

The county population is maturing. In 1990, 55.5% of residents were 20 to 44 years of age while 18% were between 45 and 64. By 2000, 20-to-44 year olds had dropped to 35.3% of the total and 45-to-64 year olds had grown to 24.9%. Seniors, age 65 or above, had increased from 11.9% to 13.4%. By 2025, seniors are expected to represent 22.9% of the County's population, according to Association of Bay Area Governments projections.

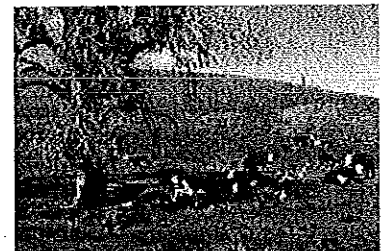
The number of children and youth is also increasing. In 1990, 104,986 County residents were 19 years of age or younger. That number had grown to 124,835 by 2000 and projections show that the under-19 population will reach 132,620 by 2025. While the children and youth population percentage is decreasing (27.3% in 1990 to 21.2% in 2000 and 21.9% in 2025), the sheer number of children and youth is substantial and will remain so.

Sonoma County is becoming ethnically and culturally more diverse. In 1990, the United States Census reported that 90.6% of residents were white. Non-white populations, such as African Americans, American Indians, Asian Americans and Pacific Islanders, together made up some 5% of residents. Just over 10% of the population identified themselves as being of Hispanic or Latino origin (a cultural designation separate from ethnicity). By 2000, the white population had decreased to 81.6%, and other ethnic groups had grown to 18.4%. The percentage of the population who identified as Hispanic/Latino population had grown to 17.3%.

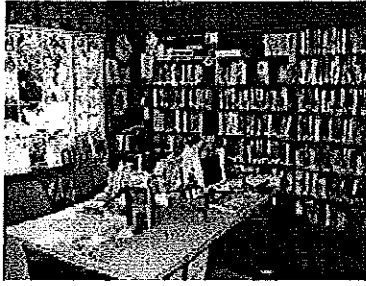
These changes have powerful impacts on library service. Every month, increasing numbers of people use library resources and seek help to find the



*Libraries serve residents  
of all ages*



## THE NEED



*Occidental Library*

materials and information they need. Circulation of the Library's materials has increased 49% over the past 20 years – 2,696,354 items were checked out last year compared to 1,808,547 items in 1982/83. Spaces that could easily handle the population they served 20 years ago are now pressed to the limit. Waiting lines are frequent — both physical and virtual — as library customers queue up to use a computer, place a hold for a book, or seek information on an upcoming library program.

Most library buildings were constructed at least 20 years ago and cannot meet current demand. New residents who have relocated from elsewhere bring their experiences of library service with them. Often, these are service levels that the Sonoma County Library cannot meet. In addition, our society's consumer orientation and the pervasive presence of computer-based communications have made self-service convenience and quick service response an expectation for most people. The physical constraints and infrastructure limitations of the existing facilities prevent the Library system from offering services in keeping with these principles.

These limitations are severe — so much so that the facilities themselves have become barriers to service. Different client groups, in effect, take turns using the facility over the course of the day, leaving when other patron groups arrive in large numbers. Seniors report, for example, that they plan their visits to avoid times when young children and their parents are present, or when school age children descend on the facility after school. Many facilities have become "time share" libraries; on a daily basis, they are used by older adults, families, students and other client groups at different times of the day — not because the groups prefer those hours, but because the libraries' spaces cannot comfortably accommodate more than one type of user at the same time.

### **LIBRARY SERVICE: NEW ROLES**

Libraries in our society have served their communities for many years, providing residents with access to books and magazines, research information and programs. Since the first American public libraries opened their doors in the mid-1800s, billed as "the people's university," libraries have provided free access to published materials and a place for people to read and study. For the past century, libraries have introduced children to the world of literature and the joys of reading as an integral part of the service they provide.

These service roles have expanded in recent years in response to expanding community needs and demand. Although a balanced collection of up-to-date, well-maintained books remains a central ingredient in what makes a library successful, the definition of "collection" has broadened to include a variety of formats such as audio tapes and CDs, ebooks, videotapes and DVDs, and material in international languages. The role of these non-print collections has grown in the past 20 years to support a wide variety of needs, including providing long-distance commuters with audiobooks, alternative forms of printed text for

## THE NEED

individuals with learning differences, and language practice tapes for both English language learners and English-speakers who wish to become proficient in other languages. A library collection today must be offered in multiple formats and multiple languages to meet its community's needs.

Digital information has also become an essential part of every library collection. Public computers, Internet access and a host of related services have become basic needs at almost every library. Librarians review and bookmark websites for the public just as they review and catalog books. Almost any research topic imaginable should include a search of both printed and online reference tools. For many people, the library is the only place that provides them with access to a computer. Others may have a computer at home but no Internet access. For all of these individuals, the library "levels the playing field" by providing parity of access to this powerful information and communications tool.

The training and teaching role provided by library staff has expanded. Many libraries have instituted computer training and computer literacy courses for the public. In-depth, sustained K-12 student support has become commonplace, in the form of deeper collections of secondary reading material, homework assistance centers, access to word processing software, and other applications specific to student needs. Family literacy programs are proliferating in libraries to help parents, many with limited English reading skills, learn how to encourage their children to read and to assist them with their schoolwork.

Libraries are placing increasing emphasis on cultural exhibits and expanded programming for families, teens and other user groups, often in collaboration with other organizations. As librarians learn more about the differences in their clients' learning styles, the creativity they employ to reach potential users and reawaken the interest of traditional user groups has expanded.

In summary, the library has come to be perceived as a primary community focal point and gathering place — a physical symbol of the life of the community.

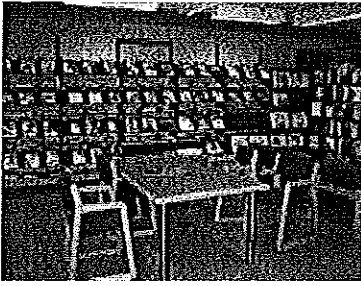
### **LIBRARY SERVICE: IMPROVING EXISTING SERVICES**

A library needs to offer collections and services on a scale that matches the needs of the areas it serves. The growth in size and diversity that Sonoma County has experienced in the past 20 years has outstripped its libraries' ability to meet community needs. To be effective, the collection needs to be broad enough to offer its users a variety of choices and plentiful enough to offer multiple copies of both popular and in-demand titles.

The Library's collections need to be broadened and expanded. Students are unable to find the materials they need to complete homework assignments at their local library because there is insufficient shelf space to house multiple copies of the same title. Collections in Spanish or other languages cannot grow to the needed size due to lack of space. Reserve waiting lists are long for not

*A library needs to offer collections and services on a scale that matches the needs of the areas it serves.*

## THE NEED



*Rincon Valley Library*

only bestsellers, but also standard works of fiction and nonfiction. Audio and video collections represent less than 4% of the Library's total collection, far below the level needed.

Most people who use the library need a place to sit, a place to write and a place to read at some point during their visit. The seating capacity at most of the Library's existing facilities is too low to support this basic need during many open hours. As collections have grown, seating has been sacrificed so that more shelving could be installed. In most facilities, the ratio of seating to population size is considerably deficient, well below the seating capacities recommended for communities of their size.

There is no seating appropriate for small groups to work together without disturbing others or for literacy learning pairs to work together. Seating alcoves in open spaces that made these activities possible in earlier years no longer provide the degree of physical separation needed due to the significant increase in building usage. Lack of seating was mentioned repeatedly by respondents to the library user survey conducted as a part of the planning process.

School families need libraries to support students. Library user survey respondents chose a homework center as the service they would most like to see added to libraries.

More computers for the public are needed. Existing computers are in use almost every moment that the library is open. Most libraries have instituted a sign-up process to manage the customers who are waiting to use a computer. Valuable space in several facilities is allocated as waiting area space for this service. Customers routinely wait from 15 minutes to an hour to use a computer. Libraries have also placed short time limits on their computers to keep up with demand. Many survey respondents mentioned the frustration these time limits cause.

The Library's programming has been phenomenally successful in some communities, attracting large audiences. Staff report that they must turn people away because the meeting rooms cannot accommodate the audience drawn by their programs. Competition for use of the meeting room has become an issue in several libraries. Children's storytelling programs must compete with teen poetry readings, local history lectures and other events. Each facility needs additional programming spaces.

Staff work spaces are also feeling the pressure of larger populations. The volume of business is increasing – 2,696,354 books and audiovisual materials circulated in 2002, a 9% total increase over the past five years and a 49% increase over the past 20 years. This translates into more books coming back to the library through the book drop, more book trucks in use as the books are shelved, more shelves jammed as books are fit into whatever space is available. Service desks that were designed for a fraction of the workflow they now carry are cramped and not ergonomically sound.

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## **BRICKS AND MORTAR IN THE DIGITAL AGE**

Why are library buildings still needed when computers and electronic information have revolutionized the way we access information? This question needs to be answered on several levels.

*People need a place in their community to study, read or reflect.*

While computers and the Internet provide access to an immense array of information and to many thousands of books in electronic format, there also is an immense number of publications that are not available online. Children's literature and children's picture books, for example, cannot be readily accessed via computer. Fiction, detective stories, science fiction and similar forms of recreational reading are also largely available only in print. There are no indications that this will change soon.

The people served by libraries continue to want access to printed books. In fact, the single most requested service improvement mentioned by library users who responded to the user survey was "more books." People continue to want to read books just as much as they want access to computers. Libraries are serving a population that wants both printed information and information available online.

Many libraries are experimenting with ebook technology, providing handheld ebook readers to their customers and allowing downloading of entire texts from electronic book "libraries." Others are creating wireless communication zones within their facilities to allow customers with laptops to access directly the Internet and other online resources using their own equipment. These new technologies augment rather than replace the traditional print format.

Libraries are more than warehouses of books. People need a place in their community in which they can find space to study, read or simply reflect. In Sonoma County, the average size of each household is growing. The number of people who have no personal space in their own home for quiet, concentrated reading or study is also growing. More people than ever are looking for a place they can go that offers a table, a chair and space to work. Students are assigned projects on a regular basis that require them to work collaboratively in groups of two to six. Often, there is no appropriate place for them to do this, either in their homes or at school.

Libraries' expanding service roles make the need for physical space more important than ever. Tutoring programs, after-school homework centers and family literacy activities are examples of services that depend on "people space" even though they also make use of computer-based resources.

## **THE LIBRARY IN CONTEXT: DOING MORE WITH LESS**

During the 1970s and early 1980s, the Library built or expanded six facilities for a total of 58,000 additional square feet of library space. That period of expansion brought the library system to the level of facility square footage that

## THE NEED



*Occidental Library*

library planners recommended at that time — 0.5 square feet per capita. Since the early 1980s, however, as the population has climbed, the library's facilities have not kept pace. Currently, the aggregate square footage offered by libraries in Sonoma County is 0.43 square feet per capita. At the same time, library industry planning guidelines are calling for an increase — up to 0.6 square feet per capita, as a minimum, for communities similar to those in Sonoma County. As the population grows, the Library system will fall further behind in its ability to offer the collections and services needed.

Faced with space and service demands that far exceed its current physical resources, the Library has invested much effort to take maximum advantage of the resources it does have. Collections are actively maintained. Materials are weeded as they become dated or fall into poor physical condition. Customers can place a hold on and ask to have delivered to their local library any item in the Library catalog. They can search online for titles they wish to borrow from any computer, whether at a library facility or from home. The holdings of the Mendocino County and Lake County libraries are included in the Sonoma County Library catalog and available to Library patrons. The first available book is delivered to the next patron in line. This system, which filled over 280,000 requests in 2002, was mentioned as a well-liked and successful service by library users in almost every community. Although it does not eliminate the need for well-rounded collections of sufficient size in every community, it has enabled the Library to make the most of its collection.

The Library has placed many important reference tools in its online catalog, making them available to customers 24 hours a day. This effort has greatly expanded access to research information and allowed the Library to be more selective in the printed reference tools it purchases.

The Library has also tested self-service concepts, with success, that have relieved pressure on staff as they struggle to keep up with an ever-increasing volume of business. Several branches place the reserved items in public access areas so customers can find their own reserves and check them out.

Cooperative arrangements and partnerships with other institutions have allowed the Library to leverage existing services for mutual benefit. Joint projects with school districts, for example, have enabled the Library to provide strong support for family literacy and bilingual programming.

Academic libraries at Sonoma State University and Santa Rosa Junior College offer free physical access to the general public, although parking fees are required at both, and parking lots are located some distance away. Both institutions also allow the public to borrow materials (SSU charges a nominal \$10 fee). These academic libraries, however, provide neither the types of collections nor the focused services that the public library offers to children, K-12 students or families. While the presence of these institutions represents a significant intellectual asset for the population overall, they cannot offer the materials, the

**THE NEED**

services or the guidance that are central to the public library's mission. Significantly, out of a population of 458,613 people, only 879 community borrowers have registered at Sonoma State University's library and only 251 have registered at Santa Rosa Junior College Library during the past two years. This represents less than one-quarter of one percent of the population. By contrast, 255,000 residents, or 55% of the county population, have Sonoma County Library cards.

**EXISTING FACILITIES: LIBRARIES FROM A PREVIOUS GENERATION**

The Library's facilities are aging and, in many ways, obsolete. The mismatch between the existing facilities and the services they are expected to support has made them barriers to service in their own right. On average, the Sonoma County Library's 13 facilities are 28 years old. The two oldest are 35 years old and one of the two facilities that are less than 10 years old was a remodeled existing building rather than new construction.

These facilities were not built to provide the technological support and infrastructure that modern libraries require. Most are equipped with as many computer workstations as can be squeezed in. Electrical wiring and cabling for these workstations is both challenging and expensive. Services and amenities considered basic by current standards are often unavailable or problematic to achieve, such as PowerPoint presentations or interactive computer demonstrations in the meeting rooms. Since 1968, when the Central and Northwest Santa Rosa Libraries were built, technological achievements have included humans walking on the moon, the microprocessor, the Boeing 747, personal computers, the Sony Walkman, the Internet, VCR recorders, e-mail, compact discs, DVDs, teleconferencing, MP3 players, and fiber optics. Many of the current facilities do not have the data and power infrastructure to support the number of electronic devices now used to gather, process, and store information.

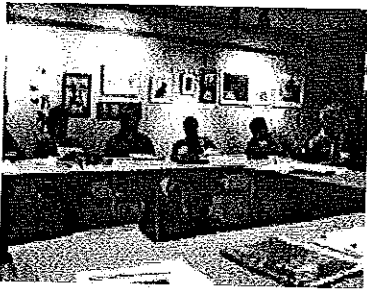
The facilities' functional deficiencies cover a wide range of issues, from constricted space due to crowding, to lack of disabled access, to mechanical systems that have reached the end of their life cycle. In several facilities, services are offered in spaces that are inappropriately small and claustrophobic. Space between tables is uncomfortably tight and when students' backpacks line the floor after school, pathways are next to impassible. When occupied, these small spaces become noisy as well as congested, eliminating the possibility for quiet reading or study. Successive reorganization of space has created awkward separations between staff service points, work areas, and areas for library support groups. As a result, staff productivity suffers.

Within the past 20 years there have also been significant changes to building codes that will need to be addressed in the current facilities. Structural codes have made seismic bracing requirements more stringent. Indoor air quality standards have risen. The Americans with Disabilities Act has set high standards



*Sebastopol Regional Library  
Staff Workroom*

## THE NEED



*Local Stakeholder Committee meeting at the Sonoma Valley Regional Library*

for accessibility with which many libraries can only partially comply. Several facilities do not even have fire detection or suppression systems. As the libraries continue to age, significant effort will be required simply to keep them physically and technically sound.

### **SERVICE LEVELS: COUNTYWIDE SUMMARY**

#### **1. Introduction and Planning Standards**

Libraries need physical space, even in the current digital age, if they are to respond successfully to their communities' service needs – space for collections and space for the people who use the library. The 13 library facilities that make up the Sonoma County Library no longer provide the amount of space that is required to serve the county's residents; the population has simply outgrown its libraries. As the population continues to grow, the library space deficit will become more severe.

Library planning experts have developed space standards that provide reliable benchmarks for the amount of library space a community needs. Pioneering work was done by Joseph Wheeler, a preeminent library planning authority active in the mid-twentieth century who established basic guidelines still in use by the industry. These standards are based on observation and analysis of collections, seating capacity and other space components of operating libraries in the United States. Subsequent planners have refined and augmented these guidelines to incorporate new types of services and new approaches to service delivery. This study has applied these standards to Sonoma County, and adjusted them to match the specific needs of each service area.

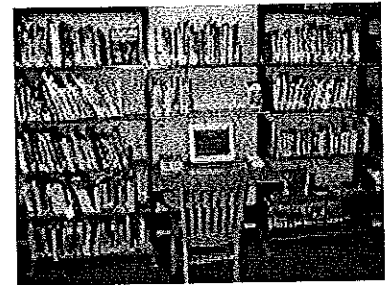
The service levels recommended for Sonoma County are outlined below. The guidelines consist of recommendations for the total collection of books and audiovisual materials held in the Library's facilities, the reader seating capacity, the amount of group study and tutoring space, the number of public computers, the amount of meeting room and programming space and the total amount of building space. Each recommendation is presented in relation to the number of people served and is based on the County population projected for 2025.

The vast majority of the population — 97.7% — will be served by one of the Library's regional facilities. For these we have developed baseline recommendations. The remaining 2.3% will be located in one of four geographic areas (Bodega Bay, Forestville, Occidental and Sea Ranch-Annapolis) in which fewer than 10,000 people are projected to reside. Some recommendations for these smaller areas require higher per capita service levels to enable the facilities in those locations to accommodate residents' needs. The higher service levels are noted below, wherever they apply.



**THE NEED**

Service	Baseline Recommendation
Collection	2.4 to 2.5 vols. per resident
Public Seating	3 to 4 seats per 1,000 residents
Public Computers	1,000 to 1,250 residents per computer
Meeting Room	50 to 150 seats per facility
Children's Storytelling	10 to 40 seats per facility
Group Study	4 to 24 seats per facility
Building Size	0.55 to 0.68 sq. feet per resident



Forestville Library

**2. Collections**

Each community needs access to a collection of books, magazines, compact discs, audiobooks, videos, DVDs and similar materials that matches and anticipates patrons' reading interests and information needs. The collection must be well balanced, offering a mix of current, popular material and recognized, enduring works that are sought out by successive generations of library customers.

The collection must also have sufficient depth to support community demand. The Library needs to provide multiple copies of certain titles and topics. The children's picture book collection must support the often-voracious reading patterns of families with young children, who can read 50-75 titles each week. The children's book collection typically needs many copies of standard titles, such as Millions of Cats or Curious George Rides a Bike, to provide its youngest client group with an adequate collection.

In most communities, the public library is the primary source of reading and research material for K-12 students other than their school library. Libraries are expected to provide books and information on many topics, from the California missions to environmental issues, to help students prepare school assignments. Requests for these materials can arrive in an avalanche, with 50 to 100 students requesting the same book. Libraries need to anticipate the needs and interests of the service area residents of all ages.

— Sonoma County's adults are also enthusiastic and eclectic in their reading interests. Circulation is brisk at existing libraries and the range of topics reflected in readers' requests is staggering. During 2002, over two million items circulated. The collection turnover rate for all facilities was 3.87 — meaning that, on average, each item in the collection circulated almost four times over the course of the year. The libraries also filled some 280,000 requests for items not available at the local branch. The average age of county residents is rising and is expected to continue to rise. As this occurs, adults with more time for reading will place even more pressure on the Library's collections. Library users have made their needs known; survey respondents, focus group participants and community stakeholders at almost every meeting have said that their libraries need larger collections and a greater variety and depth of selection. While many customers

## THE NEED

*The current collections  
are too small and cannot  
expand due to facility  
limitations*

are grateful for the Library's efficient reserve service, they also voiced their desire for a larger inventory of materials at hand locally, both for themselves and for their children.

The county's increasing ethnic and cultural diversity adds urgency to the need. Many of the new residents are Hispanic, from Central and South America, with limited English reading and speaking skills. Collections of Spanish language books, as well as English learning audio and video materials, are major needs in several communities. The current collections are too small and cannot be expanded due to facility limitations.

Audio and video materials are also needed beyond the needs of language learning customers. Commuters are a major client group throughout the County. This group listens to audio books on cassette and on compact disc regularly and checks out every title the Library offers. Many residents cannot afford to rent videos and DVDs on a regular basis. Increasingly, educators and parents are finding that students' learning styles benefit from listening to recorded text or visually transmitted information. Public libraries are incorporating audiovisual materials as an integral part of their collections, and new facilities are being planned with from 10% to 20% of their collections in these formats. The Library currently provides only 3.8% of its collections in audio and video formats; unless additional space becomes available, these collections cannot grow to meet community needs.

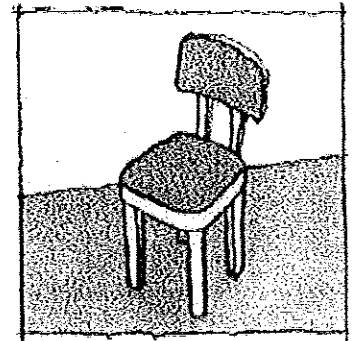
The rise of electronic publishing and online access to information are factors that must be incorporated into planning the collection's scope and size. Reference collections will plateau in size at most libraries, and even decrease in some communities as the wealth of reference material available online grows. The need for more public access computers and distributed access for laptop computers will also increase.

Growing access to ebook collections is another factor that collection size recommendations take into account. At this time, this publishing trend is affecting adult nonfiction, particularly research-level material. Until widespread current, popular fiction is readily available and handheld ebook reading devices are accepted by a critical mass of the county's residents, however, a significant reduction to the size of the needed print collection cannot be recommended.

Library planning guidelines recommend an overall collection size of 2.5 to 3.0 volumes per capita to allow for collection breadth and depth, multiple copies of in-demand titles, titles in multiple languages, and audio and video formats as well as print collections. Currently, the Library's 13 facilities provide a combined collection of 720,500 print books, audio and video items to serve 458,613 people. This represents an average of 1.57 volumes for every person served. Unless the collection grows — which is impossible without additional space — by 2025 the Library will provide its residents with only 1.19 volumes per person.

## THE NEED

This study recommends that the overall Library collection expand from its current size to provide 2.4 to 2.5 volumes per person by the year 2025. This baseline service level will provide a countywide collection of 1,450,000 to 1,520,000 books and audiovisual items. Various factors will cause collections at each library to be adjusted within this overall range. The network of libraries that serve Santa Rosa, for example, can provide somewhat smaller per-capita collections due to their geographic proximity to each other, while the Central Library needs to achieve a higher per-capita collection to support its countywide back-up resource role. Libraries that serve geographically remote communities need collections that are somewhat at the high end of the range. Service areas with populations of 10,000 or less need collections of at least 10,000 items, or 2.5 volumes per capita, whichever is greater.



seating

### 3. Reader Seating

People of all ages come to the library to do school assignments, research personal and work-related interests, or spend discretionary time browsing through periodicals. They need to be able to find appropriate seating for these activities. A variety of seating is needed, including study seating at tables that accommodate up to four people, one-person carrels and lounge seating distributed through the facility. Libraries need to provide an adequate number and variety of seats within their facilities to respond to users various activities.

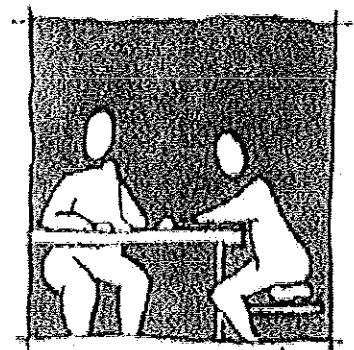
For service populations between 35,000 and 100,000, planning guidelines recommend between three and five seats per 1,000 people. Currently, the Library's facilities offer a total of 1,186 seats, or 2.59 seats for every 1,000 residents. Seating capacities vary widely among the existing libraries, with some providing substantial seating while others have severe seating deficits. This study recommends a countywide overall seating capacity of three to four seats per 1,000 for a total reader seating capacity of 1,819 to 2,426 reader seats by the year 2025. Service areas with population of less than 10,000 should provide between five and ten seats per 1,000 people served.

### 4. Group Study and Tutoring Seats

A secondary seating need in every facility is an acoustically separate space in which small groups of people can work together without disturbing others. This includes students who need to collaborate on a school project, tutoring groups and home schoolers.

Currently, none of the Library's facilities is equipped to meet this need, although the new Rohnert Park-Cotati Regional Library provides a mid-sized conference room that will support tutoring and small groups.

This study recommends that every facility contain from one to four acoustically enclosed small group study spaces, with seating to accommodate from four to 24 people.



small group study

## THE NEED



*Cloverdale Regional Library*

Homework centers should be considered for inclusion in library facilities. Homework centers can be dedicated rooms or areas. The need can also be met by flexible program rooms or large group study rooms that could serve as a homework center as well as serve other library needs.

### 5. Public Computers

Access to computers and the resources available through the Internet has become a basic component of every public library's services. This component does not supplant print-based collections. Rather, the public needs and wants access to both traditional and online resources at the library. Many people still cannot afford their own computer. Twenty-one percent of survey respondents indicated they have no computer at home. Even individuals with access to their own computer express the need for computers at the library; in fact, 28% of survey respondents requested more computers at the library. Frequently, they share a computer with others in their household or do not have Internet access at home. For many people, the library's computers are the bridge across the "digital divide."

Library planners are watching the evolution toward compact computer equipment and the advent of handheld, patron-supplied electronic data recording devices. Quantities being recommended remain at the current range and will continue at that level for some time, since the amount of computer-related activity is expected to stay at the current high level regardless of the type of equipment used, and independent of whether the Library or the patron supplies the equipment.

Another key trend incorporated into the recommendation is the need for computer-related training at each library, the second most requested service among survey respondents. For the larger facilities, a portion of the total number of workstations needs to be located within a training space to allow the library to offer computer classes to the public.

Guidelines for the number of public computers needed in a library facility are based in observations of current best planning practice among California libraries. Generally, one computer for every 750 to 1,250 people served is recommended for libraries serving communities populations of 25,000 or more.

The Library currently provides 212 public access computers in its 13 facilities, or one workstation for every 2,163 people served. Almost one-quarter of these (49 workstations) are available at the Central Library. Three other facilities have comparatively generous numbers of computers — from 27 to 35 workstations in each facility. These are the libraries in Petaluma and Rincon Valley, and the new Rohnert Park-Cotati Library. The remaining facilities offer between eight and 12 workstations each. Demand for these computers far exceeds the supply. Waiting lines and queues are commonplace, even at the facilities that enjoy higher numbers of workstations.

## THE NEED

This study recommends that the Library provide one computer for every 1,000 to 1,250 people. For service areas with fewer than 10,000 residents, one computer per 500 to 750 people is recommended. This service level will provide, by 2025, a total of 485 to 606 computers countywide.

### 6. Programming and Meeting Room Space

The Library has long recognized the need for meeting room space. Ten of the 13 existing facilities now provide a “forum room.” Community programming, especially for young children, is a major service component of the library. Library customers also value meeting room space – many customers who responded to the user survey noted it as an important aspect of the library facility. The role of the library as a community gathering point, promoting a sense of community and supporting the Library’s other services all contribute to the need for appropriately-scaled meeting rooms in each facility. In several libraries, the existing meeting room has become too small for the service area. In addition, the amount and variety of programming is limited by having only one space for this activity. Larger meeting rooms can be partitioned to accommodate two events happening simultaneously or within close periods of time.

This Master Plan recommends that each library facility include a meeting room with seating capacity ranging from 50 to 150 people.

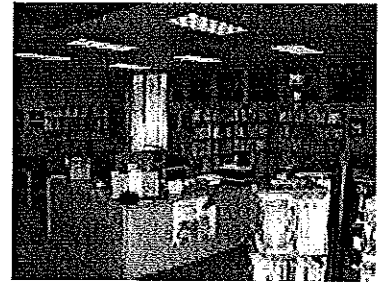
### 7. Storytelling and Parent-Child Space

Service to children and their families is primary to the Library’s mission. Basic to that service is programming that introduces reading and literature, establishing children as young readers and encouraging reading as a family activity. With only one meeting room currently available at each facility, storytelling and other events aimed at this clientele compete with all other meetings and events. A separate space, appropriately located and sized, is needed at each facility to support this essential service, but cannot be accommodated in the existing buildings. Secondly, this space should be made available when not in use for programs to allow parents and their children some comfortable, open floor and seating space to sit together and read books they have found on the shelves.

This study recommends that space be allocated at each facility for floor seating for between 10 and 40 children for storytelling programs and similar events.

### 8. Overall Building Size

The collections, seating, computers and programming spaces described above all require space. As the components are added together, the overall space needs of the facilities begin to take shape. Additional space factors are also considered to accommodate service desks, restrooms, lobbies, staff work areas and supply needs. An overall space recommendation is developed by aggregating these components, and described as an amount of square feet per person served.



*Healdsburg Regional Library*

## THE NEED



*Rohnert Park-Cotati  
Regional Library*

Currently, the Library's facilities provide a total of 199,069 square feet, which offers 0.43 square feet of library building space per capita. Every indicator shows that this is not sufficient. Waiting lines, limited collections, customers who cannot find a place to sit and too few computers are all evidence that more library space is needed. Without expansion, the current situation will become worse. By 2025, the amount of space provided will shrink to 0.33 square feet per person.

For many years, library planners recommended an overall 0.5 square feet per capita to ensure a library that meets its community's needs. As new services and new technologies have been incorporated into public library service, this standard has been adjusted; new libraries being planned for service populations similar to Sonoma County's are designed to offer between 0.6 and 0.75 square feet per capita. To expand the Library's facilities sufficiently to meet both current and future community needs, the amount of space needs to increase to between 0.55 and 0.68 square feet per person served. By 2025, this will require a total of 336,401 to 414,514 square feet of building space to meet the library service needs of Sonoma County residents.