



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

PLACE: George Mason Regional Library
7001 Little River Turnpike
Annandale, VA 22003
(703) 256-3800

TIME: 7:00 P.M.

DATE: February 12, 2014

AGENDA

SPECIAL PRESENTATION: Capital Project Development Process

Presented by: Toni Ogurcak, Section Manager, Building Design Branch
Joan Beacham, Project Manager, Building Design Branch
Fairfax County Building Design & Construction Division
(Attached: Fairfax County Library Design Manual)

I. PUBLIC COMMENTS

1. Jennifer McCullough, President,
Fairfax County Public Library Employees' Association

II. MINUTES – January 2014

III. CHAIRMAN'S REPORT

- A. Meeting with the Board of Supervisors reference FY 2015 Budget
- B. FY 2015 Budget Public Hearing – pending confirmation – Thursday, April 10, 2014

IV. COMMITTEE REPORTS

- A. Library Foundation – Mary Petersen
- B. Budget Committee – Kristin Cabral
- C. Planning Committee – Michael Cutrone

V. DIRECTOR'S REPORT

- A. Financial Issues
 1. FY 2014 Budget status
 2. FY 2015 Budget status
 3. Library Board Monthly Revenue Report – December 2013 (Attachment 1)

V. DIRECTOR'S REPORT (cont'd)

B. Capital Issues

1. Woodrow Wilson Library – status
2. Tysons-Pimmit Regional Library – status (Attachment 2)
3. Pohick Regional Library - status
4. Facilities Update: Polar Vortex Edition – January 6-10, 2014 (Attachment 3)

C. Timeline Recommendations of the Ad Hoc Communication and Evaluation Committee and the Ad Hoc Floating Collections and Discards Committee

1. Transfer Focus Group Minutes (available at meeting)
2. Transfer Focus Group – Update
3. Report of Collection Evaluation Focus Group

D. Timeline Assignments for the Library Board

E. Well Run Branch Part II: Admin (Attachment 4)

F. Early Literacy Outreach Visits-Jan 2014 (Attachment 5)

G. Staff Day 2014 Survey Results (Attachment 6)

H. 2014 State Aid Budget Amendments (Attachment 7)

I. Lost and Found – final draft (Attachment 8)

J. Governance Training for Board of Trustees

K. FCPL, Economic Development Authority, Chamber of Commerce, etc.

VI. CONSIDERATION ITEMS - NONE

VII. ACTION ITEMS

- A. Re-establishment of Library Board Technology Committee (Attachment 9)
- B. Proposed Code of Conduct for FCPL Customers (Attachment 10)
- C. Request to Defer Delinquent Accounts (Attachment 11)

VIII. INFORMATION ITEMS

- A. FCPL FY 2014 and FY 2015 Diversity Plan (Attachment 12)
- B. Incident Report – January 2014 (available at meeting)

IX. ROUNDTABLE



County of Fairfax, Virginia

MEMORANDUM

DATE: January 2, 2014

TO: Edwin S. Clay, III, Director
Fairfax County Public Library

FROM: Melanie Quinn, Director
Library Operations

SUBJECT: FY 2014 Revenue Report – December

The following table reports on the Library's FY 2014 Revenues to date:

REVENUE CATEGORY	FY 2014 REVISED BUDGET	REVENUES YEAR TO DATE	% OF BUDGETED REVENUES YEAR TO DATE	REVENUES LAST YEAR TO DATE
Overdues	\$ 1,277,251	\$ 521,688	40.84%	\$ 437,134
Coin Operated	\$ 150,474	\$ 79,090	52.56%	\$ 67,671
DB Fees*	\$ 21,018	\$ 5,834	27.76%	\$ 6,660
State Aid	\$ 532,949	\$ 250,258	46.96%	\$ 246,210
TOTAL	\$ 1,981,692	\$ 856,870	43.24%	\$ 757,675

* Effective November 20, DB Fees are included under Overdues.

If you have any questions, please do not hesitate to contact me.

cc: Doug Miller, Manager, Strategic Planning & Customer Research Services



Subject: FW: Tysons -Pimmit Library - Starting Design Contract

From: Lepe, Teresa G.
Sent: Friday, January 17, 2014 1:26 PM
To: Clay III, Edwin S.
Cc: Strotman, Katie; Schrantz, Barbara; Smith, Starr
Subject: Tysons -Pimmit Library - Starting Design Contract

Sam,

We are starting the design phase for the Tysons-Pimmit Library. The first step is to negotiate and award the contract. The original contract for the feasibility study allows the architectural firm, Ritter Architects, to continue with the full design and construction administration. We are currently updating the contract with plans to have the contract executed in March/April.

Also note that we are requesting the transfer of funds at the FY2014 Third Quarter from Dolley Madison to the three libraries (John Marshall, Tysons Pimmit, and Pohick) based on the scope and cost defined in the feasibility studies.

Teresa

Teresa G. Lepe, PE
Chief, Building Design Branch
Building Design and Construction Division, DPWES
Fairfax County
703-324-5161

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Attachment 3

Facilities Update: Polar Vortex Edition

January 6-10, 2014

The following branches reported issues with cold temperatures inside the buildings and poorly functioning HVAC systems:

- MW – FMD responded on Tuesday, 1/7. The situation was rectified. No further incidents were reported during the week.
- PH – The branch lost power on Friday, 1/3 and closed for the day. Power was restored but the branch had heating issues on Saturday, 1/4. FMD responded. Needed parts were ordered. The one working unit was set to override mode and has been providing heat to the whole building all week. As of Friday, 1/10 no additional repairs have been made to the malfunctioning unit.
- RB – FMD responded on Tuesday, 1/7, and the building warmed up. FMD was called and responded again Wednesday, 1/8. The situation was corrected. No further incidents were reported during the week.
- SH – Wednesday, 1/8 the branch was evacuated due to the smell of gas in one of the study carrels. The Fire Department responded. They could not locate a gas leak but advised that FMD check the boilers. FMD responded and stated they patched a small gas leak. The smell of gas was noted again on Thursday, 1/9 and cold temperatures were noted in the staff workroom. FMD was called and responded. Boiler #1 was turned off due to a bad gas valve. A replacement part has been ordered. Repairs are scheduled for 1/13 or 1/14. Boiler #2 is heating the whole building, however, it has a tendency to turn off and therefore FMD will have a technician visit the branch on Saturday and Sunday to turn it back on if needed.
- TY – Staff reported cold inside temperatures at 10:30 am on Tuesday, 1/7. FMD responded at 2:30 pm. The branch closed at 6 pm due to the cold interior temperature. The building was warm by Wednesday, 1/8 and has remained so all week.

Entrance doors:

- HE staff noted the Center Street entrance doors would not lock securely at closing Saturday, 1/4. FMD was called and responded. FMD determined the lock could not be fixed and advised the doors be secured with a chain and padlock. The chain and padlock were used again to secure the doors on Monday, 1/6 and Tuesday, 1/7. Repair of the lock was scheduled for Wednesday, 1/8, however, prior to the repair the door was found pulled open and the push bar was damaged. An incident report was filed. The

locksmith shop did repair the push bar and lock on Wednesday, 1/8. An estimate is being acquired to have all of the locking mechanism and push bars on all doors into the building replaced.

Subject: FW: Well Run Branch Part II: ADMIN

From: King, Debra
Sent: Wednesday, January 15, 2014 11:47 AM
To: LIB-BRANCH MANAGERS
Subject: Well Run Branch Part II: ADMIN

All:

In post meeting discussions, we realized that yesterday's announcement about developing a form to define the expectations and best practices for Library Administration requires some clarification.

The Branch Coordinators are asking for self-nominations by Wednesday, January 22. We will send those names out to you for a vote by Friday, January 24. We are looking for approximately 6 branch managers for this task.

Using the Well Run Branch form as a guide, the committee will develop the form to be used for Library Administration and TECH OPS. The Branch Coordinators will be available for consultation and oversight. The committee will select the departments and determine the criteria by which branch managers will evaluate the departments. The goal is to take the draft back to your colleagues for discussion by the April Branch Manager Meeting. The draft will also be shared with each department for their review. We would like to have the form finalized by the May Management Meeting.

Once the form is finalized each branch will complete their own assessment for the departments on Fairfax Net. As with the Well Run Branch, each department will see their results but not those of other departments.

We hope these additional details provide you with more clarity about the task ahead and that you will consider being part of this next phase of the Well Run Branch.

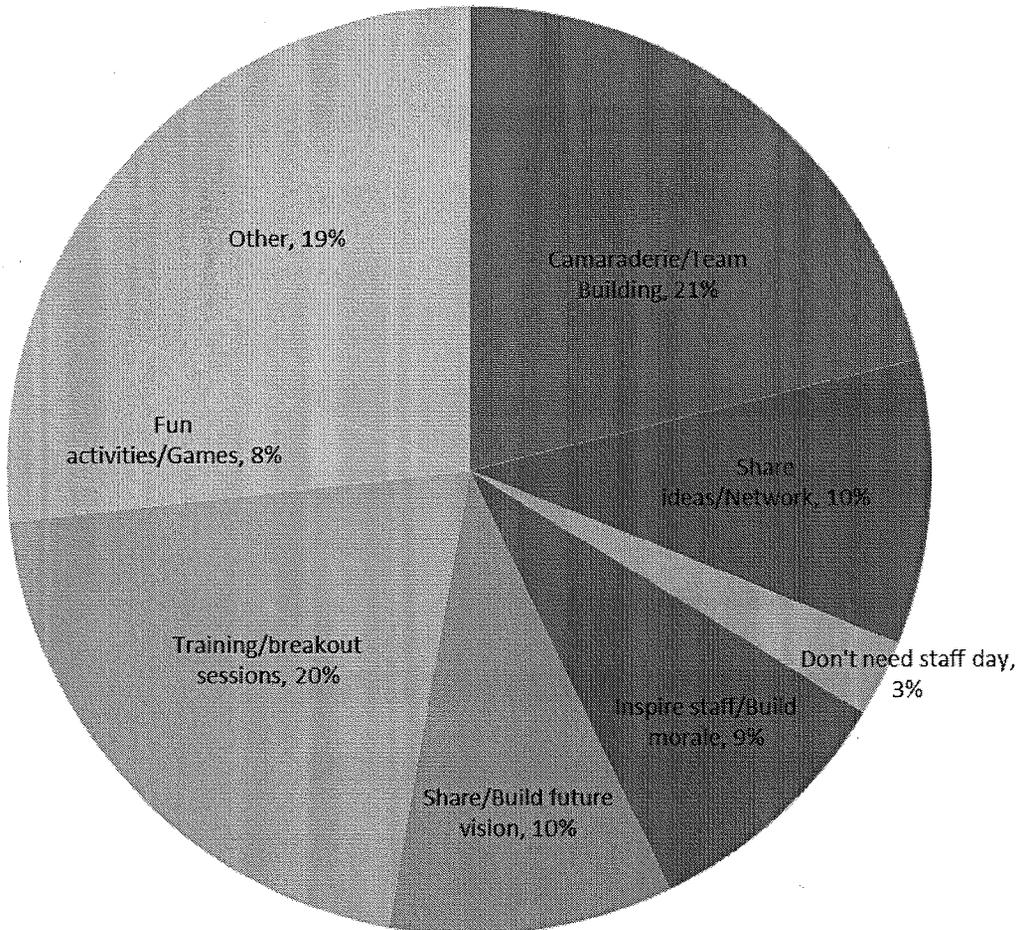
Debbie and Pat
703-324-8309 703-324-8416

Renee	Susie	Trinity	Jane
<p>DM 1/28 – Westgate Children’s Center</p> <p>GF 1/15 – GF United Methodist Preschool</p> <p>LO 1/21 – Patricia’s Daycare*</p> <p>SH 1/14 – West Potomac High School Head Start 1/21 – Hopkins House 1/21 – KinderCare Buckman Rd</p> <p>WW 1/23 – Bailey’s ES Head Start</p> <p>*family child care provider</p> <p>Other Early Literacy Activities 1/11 – “Author Studies for Preschoolers” child care provider workshop at BC</p> <p>1/14 – Parent meeting for Head Start parents at West Potomac High School Head Start</p>	<p>FX 1/27 – Sparkles</p> <p>HE 1/15 – Clearview ES Head Start 1/15 – McNair ES Head Start 1/22 – Hutchison ES Head Start 1/15– Drainesville ES Head Start</p> <p>LO 1/10– Lorton Station ES Head Start 1/10 – Minnieland Gunston Plaza 1/10– Halley ES Head Start</p> <p>MW 1/8 – Bryant Early Learning Center</p> <p>SH 1/16 – Washington Mills ES Head Start 1/16 – Woodley Hills ES Head Start 1/16 – Riverside ES Head Start 1/16 – Hybla Valley ES Head Start 1/13 – Mount Vernon Woods ES Head Start</p> <p>TJ 1/9 – Beech Tree ES Head Start 1/9– Pine Springs ES Head Start 1/27 – Fairhill ES Head Start</p> <p>TY 1/28 – Freedom Hill ES Head Start 1/28 – Westgate ES Head Start</p> <p>WW 1/23 – Higher Horizon Head Start</p> <p>Other Early Literacy Activities 1/11 – “Author Studies for Preschoolers” child care provider workshop at BC</p>	<p>CE 1/21 – Centerville ES Head Start</p> <p>GM 1/17 – Braddock ES Head Start 1/23 – Weyanoke ES Head Start 1/17 – Annandale Terrace ES Head Start 1/15 – Belvedere ES Head Start 1/27 – Mason Crest ES Head Start</p> <p>MW 1/28 – Groveton ES Head Start 1/28 – Mount Eagle ES Head Start</p> <p>RB 1/23 – North Springfield ES Head Start</p> <p>RR 1/29 – Laurel Learning Center 1/29 – TLC4Kids 1/29 – Great Day Learning Center</p> <p>SH 1/14 – Mount Vernon High School Head Start 1/14 – Lil’ Majors Preschool</p> <p>TJ 1/16 – Westlawn ES Head Start 1/7 & 1/22– James Lee Preschool 1/10 – Graham Road ES Head Start 1/10 – Timber Lane ES Head Start</p> <p>WW 1/9 – Glen Forest ES Head Start 1/7 & 1/22 – Seven Corners Children’s Center</p> <p>Other Early Literacy Activities 1/11 – “Author Studies for Preschoolers” child care provider workshop at BC</p>	<p>CE 1/29 – Maias Child Care* 1/29 – Precious Pearls ECE*</p> <p>CH 1/30 – Mauaheb A Family Child Care</p> <p>FX 1/9 – Childcare Garden* 1/14 – Meena A Family Child Care*</p> <p>GM 1/15 – Arnita’s Daycare* 1/15 – Sara A Family Child Care* 1/16 – Jovan Day Care*</p> <p>KN 1/28 – JoAnn Blanks Child Development Center 1/21 – A Great Place to Play*</p> <p>LO 1/27 – Lucky Stars Preschool Academy* 1/27 – Dina’s Little Child Care*</p> <p>OK 1/9 – Providence ES Head Start</p> <p>PH 1/23 – Happy Younglings LLC*</p> <p>RB 1/16 – Bren Mar ES Head Start</p> <p>RR 1/8 – Horizon Child Development 1/13 – Robert E. Simon Jr. Children’s Center 1/8 – Dogwood ES Head Start</p> <p>TJ 1/14 – Wecare Daycare*</p> <p>SH 1/15 – Creative Learning School</p> <p>WW 1/14 – Parklawn ES Head Start 1/23 – Dawn of the Smurfs*</p> <p>*family child care providers</p> <p>Other Early Literacy Activities 1/11 – “Author Studies for Preschoolers” child care provider workshop at BC</p>

Staff Day 2014 Survey Summary

This document represents only a graphical summary of the 212 responses to the Staff Day survey. Specific responses to all questions are available on FairfaxNET. It is important to note that every participant did not respond to every question so the "Total" number represented under most questions refers only to the number of responses received for that particular question.

Question: What are your expectations for a staff day? What do you hope to gain from participating in a staff day?

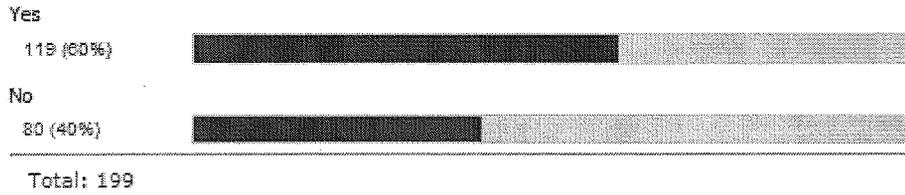


OTHER includes responses that fall within the categories below with percentages represented in parentheses:

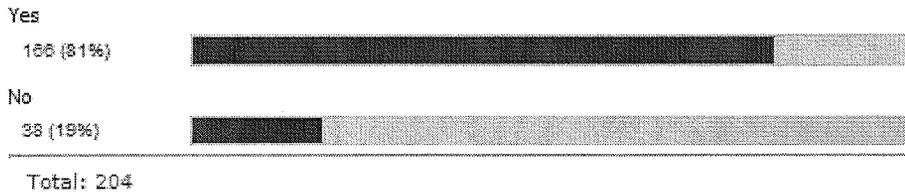
- Food (4.6%)
- State of Library address (4.09%)
- Open Dialogue (4.09%)
- Appreciation/Recognition (3.07%)
- Entertainment (1.53%)
- Don't Know (1.28%)
- Prefer Cluster/Branch Staff Day (0.51%)

Question: How would the expectations/goals mentioned above best be achieved?

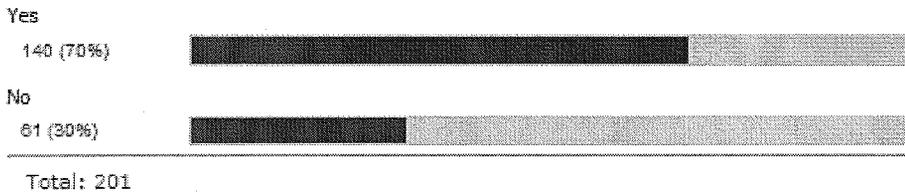
a. With a Keynote speaker?



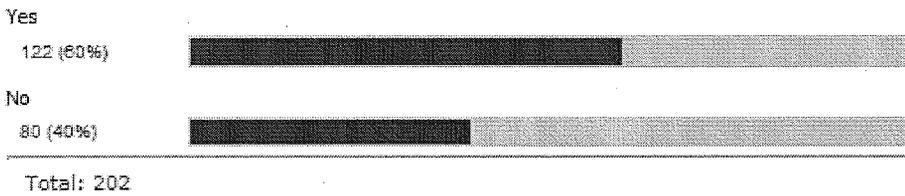
b. With Workshops/breakout sessions?



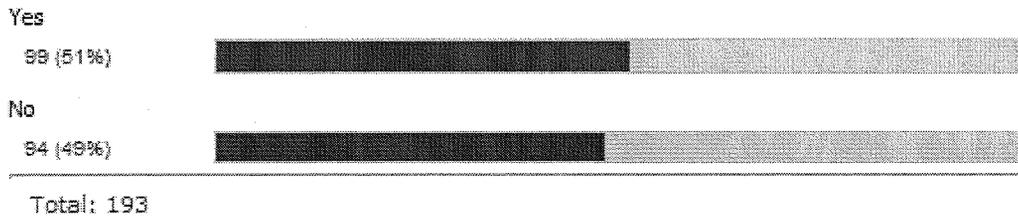
c. Training sessions?



d. Group meeting time (Info, Circ., Youth Services, etc.)?



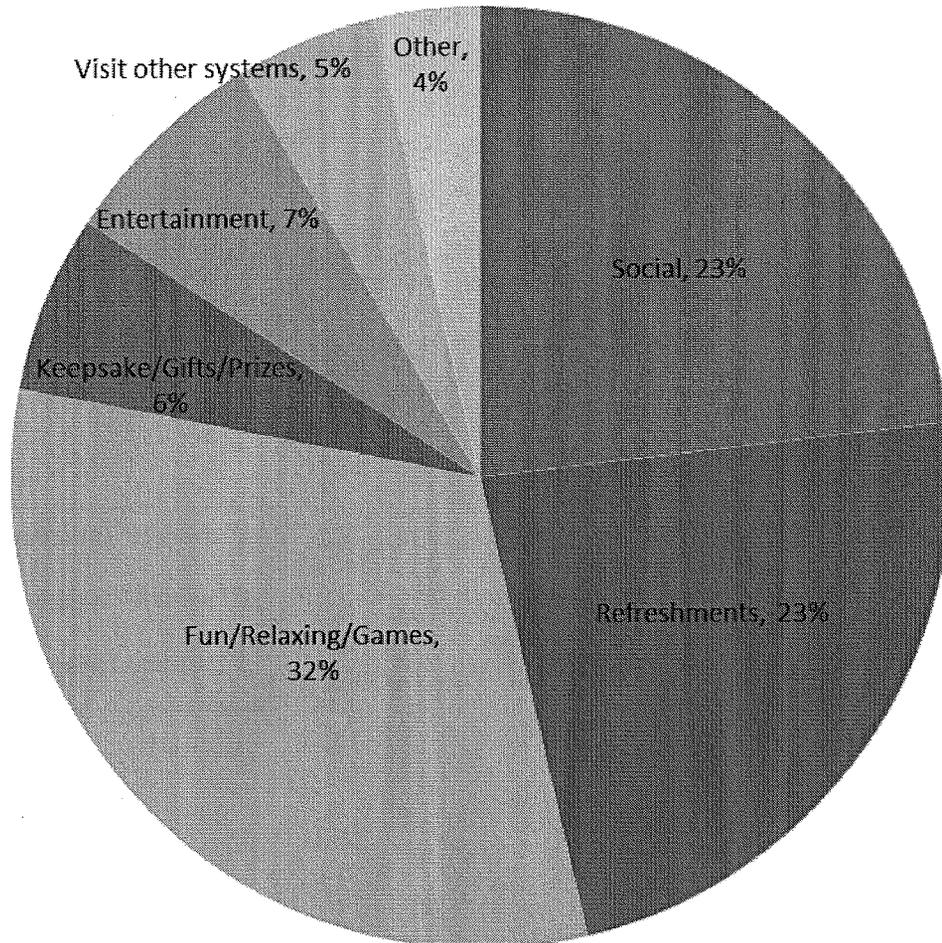
Question: Are there specific sessions (trainings or workshops) that you would like to have available?
(Please note: specific responses to this question can be viewed on FairfaxNET.)



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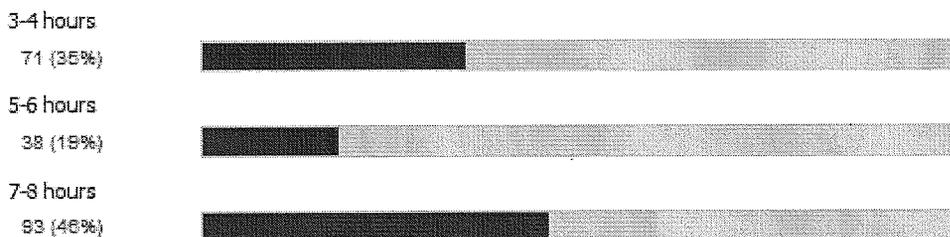
Question: Other (please share other ideas/suggestions that are not represented or captured above.)

Please note: Many of the responses to this question were suggestions for training sessions, group meetings, workshops or keynote speakers which were all represented in the previous question. The summary shown below represents only those responses not captured in previous questions. All responses are available on FairfaxNET.



Question: What should be the format for Staff Day?

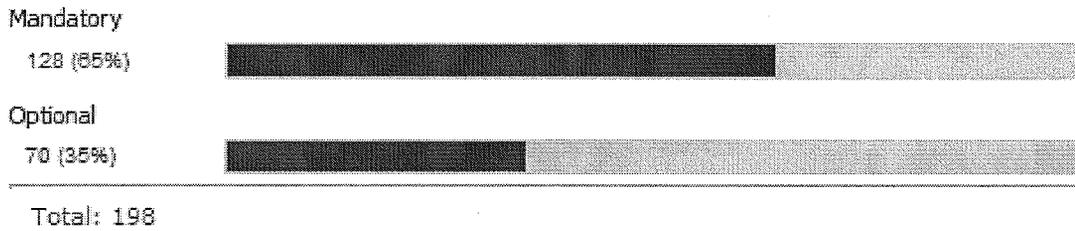
a. Length:



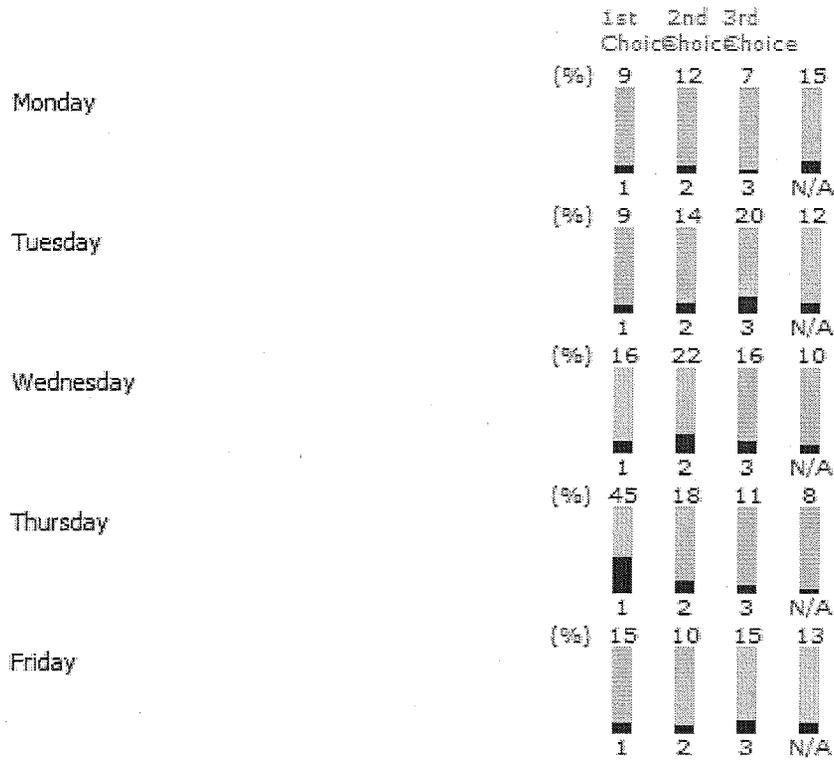
Total: 202

Question: What should be the format for Staff Day? (continued)

b. Attendance:



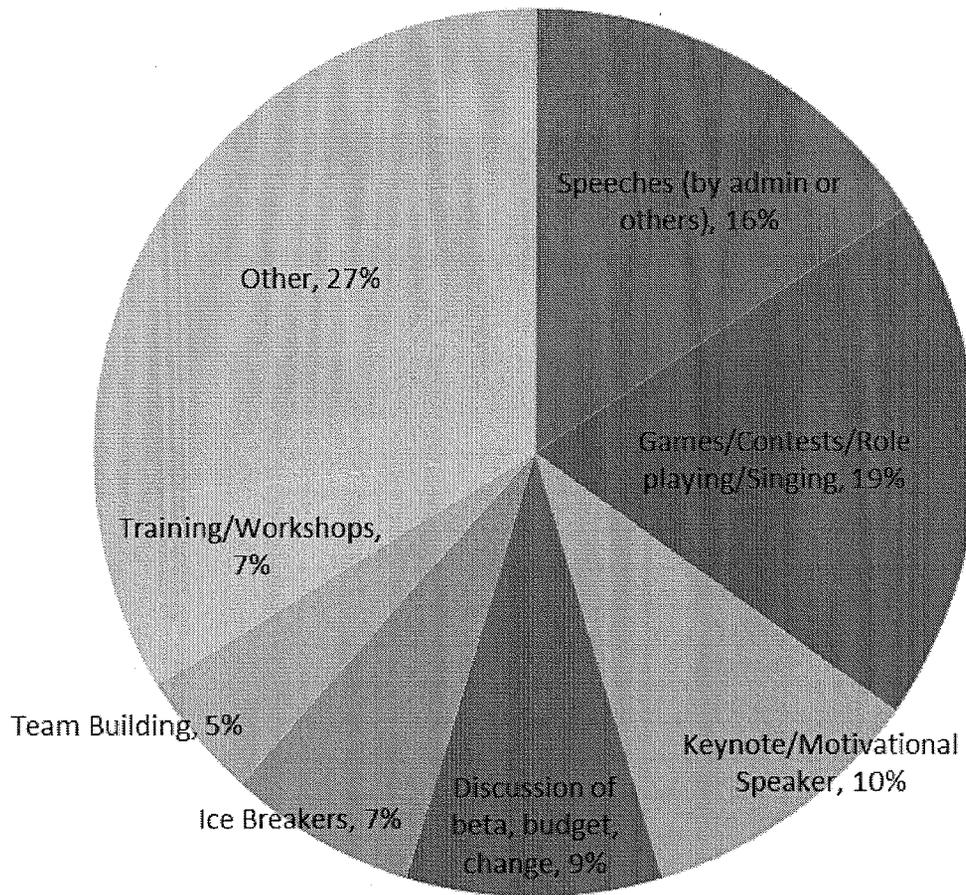
c. Preferred day of the week:



1st overall – Thursday
 2nd overall – Wednesday
 3rd overall - Tuesday

Total: 198

Question: What should NOT be included in Staff Day?



OTHER includes responses that fall within the categories below with percentages represented in parentheses:

- Duplicative Training (4.07%)
- Wasted Time (3.49%)
- Work (3.49%)
- Complaining (2.91%)
- Division by Group/Dept. (2.33%)
- Admin/FCPL Staff Facilitating (1.74%)
- Awards/Recognition (1.74%)
- Social Hour (1.74%)
- Admin (1.74%)
- Potluck/Cheap Snacks (1.74%)
- Alcohol (0.58%)
- Family (0.58%)
- Branches Closed (0.58%)

Question: Would you like to be considered as a member of the staff day planning committee?

Yes

21 (11%)



No

164 (89%)



Total: 185

Please note: All staff that wanted to be considered as a member of the staff day planning committee were accepted and are listed below.

First	Last	Branch
Kim	Appich	FX
Bonnie	Bochert	JM
Chahinaz	Bouzid	GM
Jill	Burgard	MW
Moira	Folsom	AD
Karen	Gates	AD
Anne	Heising	LO
Kay	Karim	TJ
Anita	Kinney	GM
Jennifer	Koenig	KN
Alicia	Korker	TY
Jaye	Lahlou	CH
Anh	Luong	HE
David	Mercer	SH
Matthew	Moffett	BC
Jerilyn	Polson	OK
Barbara	Rice	TJ
Rabinder	Singh	TJ
Linda	Vandenakker	MW
Laura	Wickstead	FX
Jill	Wright	FX

Subject: FW: FW: 2014 State Aid Budget Amendments

From: Philip Abraham [<mailto:pabraham@vectrecorp.com>]

Sent: Monday, January 13, 2014 7:33 PM

To: Tom Shepley; John E. Ulmschneider

Cc: Janis Augustine; Petrina Jones

Subject: 2014 State Aid Budget Amendments

I am pleased to report our 2014 State Aid to Public Libraries budget amendment was introduced at the end of last week in the Senate, by Senator Tommy Norment (R-James City County), and in the House of Delegates, by Delegate Tag Greason (R-Loudoun). As you know, Senator Norment chairs the Education Subcommittee to the Senate Finance Committee that has jurisdiction over State Aid to Public Libraries. Tag Greason was appointed this Session to the Higher Education Subcommittee of the House Appropriations Committee and is a rising leader in the House Republican Caucus. He is very well thought of by the Subcommittee Chair, Kirk Cox, who is a strong supporter of public libraries. The two other new members of the Higher Education Subcommittee of House Appropriations are also very supportive of local public libraries and they are Delegate Ed Scott (R-Culpeper) and Delegate Bob Brink (D-Arlington). In the Senate, Ryan McDougle (R-Hanover) replaces Senator Newman on the Education Subcommittee of Senate Finance as a result of Senator Newman to switch subcommittees. As such, I believe that we are well positioned, with a strong advocacy effort this session, to build on last year's success in the House and Senate. Attached is a copy of the two amendments and a point paper I have prepared on it that is an update from last year's.

Philip F. Abraham
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website: www.vectrecorp.com<<http://www.vectrecorp.com>>

Handling Lost and Found Items

Policy

The library provides short term storage of lost personal property as a courtesy but does not assume liability for such items or the condition in which they are found. It is the customer's responsibility to contact the library to inquire about lost personal items. Items deemed valuable or sensitive are secured according to the guidelines outlined below.

Guidelines

1. Perishable or personal hygiene items are discarded immediately (i.e. water bottles, ear buds, etc.).
2. Items valued above \$50 and sensitive items (i.e. wallets, keys, jewelry, state-issued forms of identification, cell phones, laptops, credit cards, cash, etc.) are logged and secured in a locked area (see **Logging of and Disposition of Valuable Items** below). An attempt will be made to page the owner if identification is available.
3. Items of clothing, regardless of value, may be discarded for sanitary purposes at the discretion of staff and are exempt from accountability guidelines.
4. All other items are dated and stored in a central location for **one month**, after which unclaimed cash and unclaimed books are handled as donations and other unclaimed items are given to charity or discarded.

Logging of and Disposition of Valuable Items

1. Items valued above \$50 and sensitive items (i.e. wallets, keys, jewelry, state-issued forms of identification, cell phones, laptops, credit cards, cash, etc.) are logged in [make that a link to the log] and secured in a locked area.
2. An email is sent to the branch's management team, alerting managers that the item has been found, logged, and stored.
3. An attempt to contact the item's owner will be made, if possible.
4. Patrons must provide a photo ID to claim items valuable and sensitive items.
5. Credit, debit, and gift cards are stored in a locked cabinet for 24 hours. If no contact information for the cardholder can be found, staff may contact the bank to report the lost card, if time permits. After 24 hours, credit, debit, and gift cards are destroyed by cutting through the card number so as to render the card unusable.
6. All other valuable items are stored in a locked cabinet for 30 days, after which they are forwarded to the Property Division, Fairfax County Police Department for disposition. Staff should call the non-emergency number (703-631-2131) and ask for an officer to collect the "found property."

This document has been approved by the County Attorney's Office and reviewed by Risk Management.

The committee that reviewed the procedures was Barbara Peters (TJ), Christine Jones (CE) and both branch coordinators.

Attachment 9

Fairfax County Public Library Board of Trustees

ACTION ITEM

February 12, 2014

ISSUE: To become informed about technology issues that affect public libraries and the Fairfax County Public Library.

RECOMMENDATION: Establish a standing Technology Committee of the Fairfax County Public Library Board of Trustees.

BACKGROUND:

The Library Board of Trustees had a Technology Committee through the 1980s. After the integrated library system was running well in 1990, the Technology Committee ceased to meet. As other technology issues arose, the Board Chair appointed an ad hoc Technology Committee to address any issues.

Technology is changing the publishing industry. The availability of books and information in digital formats is growing. More information is available electronically and providing the best possible web presence is the library's goal. However, it is important to balance demand for digital access and ebooks with the continuing demand for print materials. Finding the right balance between electronic resources and traditional library service will be an ongoing challenge in the pivotal years ahead.

Technology is also changing the way that customers use libraries, in terms of building layout and design, physical resources offered and software tools. Wired computer hardware is declining in usage, but demand for access to wireless is increasing at a significant rate. Customers in library buildings want different kinds of furniture, increased access to power outlets and a broader range of equipment for use in public meeting rooms. Many library systems are exploring loaning computer hardware, tablets and eReaders to the public. There are numerous emerging opportunities for community-based technical resource sharing, such as computer labs, makerspaces, and training classes. There is also growth in the demand for software tools that support and assist customers outside the library building, such as online reference, online training and Discovery Layer tools for the catalog.

Attached Document:

- (1) Selection of minutes from Technology Committee meetings

MATERIALS CONTROL/ACCOUNTABILITY

Target

By February 1, 1984, the FCPL will have procedures in place in all branches designed to

- . account for each item circulated
- . secure each item's return in a timely and appropriate manner.

Process

A June 1983 simulation of the automation system will tell us how many additional branches can be brought on-line given current automation equipment, i.e., terminals, modems, etc. This simulation will

- . identify those new branches that can be equipped with an automated materials control system,
- . identify those branches that will have to be equipped with a manual materials control system.

Develop branch and departmental budgets based upon whether or not a branch is on-line, to be on-line, or to be manual.

Result

FCPL will have materials control/accountability by February 1, 1984, but dual systems will be in existence: automated and manual.

It is anticipated that this control will increase the System's fill rate as more materials should be available to the public more often.

It is anticipated that our credibility with the public will be heightened.

It is anticipated that circulation staff morale will be greatly enhanced.

Future

By June 1985, all branches will have an automated materials control system.

TECHNOLOGY COMMITTEE MEETING

Dana Mallett, Chair

April 12, 1983

7:30 p.m.

Agenda

1. Review of the History of Automation in FCPL
2. Status of the Automation System
 - a. Regarding Cataloging and Bibliographic Control
 - b. Regarding Circulation Control
 1. Conversion of records
 2. Overdues
3. Proposal regarding bringing all branches on-line resulting in
 - a. Materials accountability
 - b. Overdues generation

ATTACHED DOCUMENTS

1. Automation Chronology
2. ORS Report (1981)
3. Board Action Concerning the "Honor System"

AUTOMATION CHRONOLOGY

The Automated Circulation System we are currently operating is really the culmination of over a decade of effort beginning around 1970 with the Library's investigation of one of the first Automated Library System - the ill-fated check-a-book system. The following milestones occurred in the Library's march toward automation:

- 1972 - COMCAT bid specs written
- 1973 - First COMCAT
- 1974 - Automation Requested
- 1975 - Feasibility Study
- 1976 - Automation RFP (Requested by BOS for pricing)
- 1977 - Final bid specs begun
- 1978 - Automation IFB

Once it was known that automation had been approved and was imminent, there were a number of decisions that had to be made:

- (1) Where would the computer go?

There were two sites under consideration - one in Acquisitions, the other in Cataloging. The Cataloging site was chosen on the basis of Facilities Management's recommendation. They thought the Acquisitions site would prove prohibitive to provide adequate air conditioning due to "dead space."

- (2) How would conversion be done?

Conversion was to be accomplished through the use of CETA employees in combination with regular staff who would be released from overdue work on the manual system (see attachment A). In practice, the CETA Program was terminated by the Federal Government, and the manpower hoped for from dropping the manual overdue system never materialized.

- (3) How would bibliographic data be input?

Bibliographic data already in the catalog was to be converted into the internal format of the computer by DataPhase by obtaining tapes of the data from the catalog vendor. At that time it was Auto-graphics. There were long delays in receiving the converted tapes from DataPhase, and, once received, it had to be redone several times because of programming errors. Input of new materials was another matter. In January, 1980, the Library acquired the Mini-Marc Cataloging System -- a small computer which could retrieve Library of Congress cataloging data off a set of 8-inch diskettes. By mid-1980, a procedure was in operation whereby the Library would send new material to Informatics (the Mini-Marc vendor) on diskette. They would copy it to tape and send it back to be read into ALIS. At

At the urging of Fairfax, Mini-Marc and DataPhase got together in mid-1981 to develop a hard-wired interface, allowing new bibliographic data to go directly into ALIS.

(4) How would the catalog be updated?

The catalog was to be updated by output tapes produced from the ALIS system. These tapes would contain new titles and changes to old titles. While the System was able to produce tapes of the new materials, it was unable to write the change tapes until, at Fairfax County's request, DataPhase modified the output tape program to write out records based on the last date modified. This came about in 1981. Cross-references were to be kept up-to-date by treating them, in the bibfile, as though they were bibliographic records. The Com vendor, who produces the catalog, however, has been unable to accept these records until recently (1983).

(5) Which branches would be brought up? in what order?

Originally, the first four branches were scheduled to be brought online by June 1981. This did not come to pass for the following reasons:

- a) The bibfile was received a year later than expected.
- b) Loss of CETA employees.
- c) Delays in acquiring various equipment, such as air conditioner, terminals, disk drives, etc.
- d) Failure to use effectively the employees freed up by the culmination of manual overdues.

Since the award of the automation contract to DataPhase the following milestones are significant:

1979 - Computer installed.

Although the computer was installed in May, along with a handful of terminals, there were long delays in acquiring the computer air-conditioning unit, preventing the computer from being operated for more than a few hours at a time. Also, the bibfile was not ready to be loaded when expected.

1980 - Bibliographic file loaded

Terminals were available to the catalogers. But until the bibfile was loaded, they could not be used by the catalogers for anything other than training. Once loaded, however, cataloging and conversion could be performed. By mid-year the first branch to go on-line, Lorton, was in operation. By year's end, three more branches had been added to the computer system.

- 1981 - Branch terminals installed
Although there were already several branches on-line, the bulk of the terminals arrived during the latter half of 1981. Not long after the installation of terminals, conversion was begun in each branch.
- 1982 - Conversion begun
Although conversion had been going on to an extent ever since the bibfile was loaded, for the first time all branches, as well as cataloging, were now doing conversion.

ESC:dmt

July 18, 1984

CONSIDERATION ITEM ONE

Technology Committee Report - Dana Mallett, Chair

ISSUE. "Technology Update #1"

In my April 18, 1984 report to the Board, I recommended that a "Technology Update" section of the agenda be established. This section to appear occasionally, would contain articles and/or other information on topics of pertinence to the system.

Two articles constitute this first update:

- 1) "Some Economies of Online Searching: Experience at Houston Public Library"
- 2) "Computerizing the Library: A Faster Way to Information"

Because of our recent presentation of Dialog service and the plan to expand access to this service, I felt these peices to be of particular interest. The article on Houston addresses many of the concerns brought up by Board members regarding online searching.

- . How are charges handled?
- . Is it effective?
- . Can a system drop subscriptions to costly print sources with the introduction of online searching?

I hope you will find this material to be of assistance.

ATTACHED DOCUMENTS: Articles from the Dallas Morning News; and the Public Library Quarterly.

Peter, Paul and Mary Concert: July 29, 1989. Tickets for the concert were made available to Board members who desired to attend the concert.

Ms. Singer informed the board that she had received two letters of complaint from patrons regarding televisions in the Pohick library. Ms. Singer stated that she did not want to address the issue at this time. Staff was directed to prepare a response to the letter.

Ms. Singer referred to the article regarding latchkey children, and pointed out that using the library as a babysitting service is an issue the policy committee will need to examine. This is becoming a problem, particularly, on snow days. She cited Reston Regional as a potential target in the future.

COMMITTEE
REPORTS



Technology Liaison: Bruce Richards.

Mr. Richards reported on the status of the installation schedule of computer equipment. The hardware for the central computer room has arrived. Due to a missing purchasing order for the Uninterruptable Power Source (UPS) the schedule has been delayed for one month. The purchase order was found and issued on July 18, 1989. The following timeline was presented to the Board:

July 31, 1989	Computer room should be electrified.
August 7, 1989	Receive UPS
August 14, 1989	Install Network
August 28, 1989	INLEX will install software
October 2, 1989	Begin installation of Branch equipment

Mr. Richards explained the conversion process of the bibliographic, item and patron records. Bibliographic records are ready to load onto the new system, and will take about six weeks. A test file will be loaded first for training and testing of software.

Mr. Richards commended the library staff for a remarkable job of creating the item and patron record conversion process. Item and patron records will be converted from scratch using bar codes. Each library will be closed for a short period of time for the conversion. The bar code conversion was chosen because it is universal and inexpensive.

Library Board Minutes
July 19, 1989
Page seven

Mr. Richards will present issues to the Board in the future regarding patron information needed for patron records.

COMMENTS

Ms. McChesney asked if we should began work on the bond letters now. When will we set up Friends meetings?

Mr. Clay replied that staff will begin preparing letters for groups in each members district immediately. If there are other groups in addition to the ones already targeted by staff, information should be made available to staff. Meetings with Friends groups will be scheduled within the next two weeks.

Ms. Murphy informed the board of a letter she had received regarding the employee compensation study and asked who would reply to these type of letters? Mr. Clay explained that within the study there was a procedure established by Cornelius O'Kane, Personnel Director, for an appeal. The Office of Personnel will respond to the letters.

ADJOURNMENT:

Upon motion by Sharon Murphy, the meeting was adjourned at 10:00 p.m.

MEMBERS PRESENT:

Irene Burgess
Edwin S. Clay, III
Herbert Doyle, Jr.
Jeanne McChesney
Louise Meade
Sharon Murphy
Bruce Richards
Phylis Salak
Linda Singer

MEMBERS ABSENT:

Gwendalyn Cody
Linda Hunt
Vincent Kashuda

THE PRECEDING MINUTES WERE TRANSCRIBED FROM TAPE P01 and P02, WHICH WILL BE STORED IN THE DIRECTOR'S OFFICE FOR A PERIOD OF ONE YEAR BEFORE BEING RECYCLED.

Respectfully submitted:

Approved:

Edwin S. Clay, III
Director of Libraries

Linda A. Singer, Chair
Fairfax County Public Library
Board of Trustees

COMMITTEE
REPORTS

Architecture Committee.

Ms. Burgess reported that she attended a retirement dinner for Rev. William Peterson, St Johns Episcopal Church. Reverend Peterson was presented with a letter from FCPL for his support of the Centreville library. The new Centreville Regional Library was mentioned very favorably and a financial contribution for materials supporting the Centreville Room were given in Reverend Peterson's name.

The Centreville ground breaking is scheduled for early spring. Ms. Burgess and Mr. Clay will meet with Supervisor McConnell on January 9, 1990 to present an update on the plans for the Library.

Policy Committee: Meade.

Ms. Meade urged members who might have an addition to the Policy Committee's agenda or an issue for consideration to please inform her Mr. Clay. The Board consented to meeting on the first Tuesday of the month beginning in February. The January meeting is scheduled for January 9, 1990, 7:30 p.m. at Tysons-Pimmit.

Technology Committee: Richards.

All automation activities continue to be on schedule. Final installation is scheduled for March 7-9 and the system will go online March 10.

COMMENTS

Ms. Cody stated that she had been asked why non-hard cover books are not cataloged. Mr. Clay replied, with the new system all materials will be in the catalog.

Mr. Kashuda inquired if his understanding that the Board would here about the metro library on the 28th of January was correct. Mr. Clay answered, yes.

Ms. Salak directed the boards attention to the last 2 pages in the Board package regarding the grant for Library Information Services, commending staff's effort.

Ms. Salak also mentioned that she had received criticism regarding the displaying of materials and not cataloged items. She then asked what is the library doing about English as a second language and where are the fax machines?

Ms. Singer thanked Ms. Murphy for providing the wonderful cookies and board members for turning out on such a critical date, wishing all a happy holiday.

Newspaper Article - Fairfax Journal

Ms. Salak brought to the Board's attention an article in The Fairfax Journal, written by Virginia Stouffer and James C. Miller III, former budget director under President Reagan, "If N. Va. wants affordable Housing, why do they make it expensive?" Mr. Clay pointed out that the statement in question was, "Developers also have been expected to build schools, libraries, shopping centers and even playgrounds, tennis courts and swimming pools." Ms. Salak felt that the board should express their opinion on the careless topics and careless use of information.

Upon motion by Ms. Meade, seconded by Ms. Salak and unanimously passed it was resolved to write a letter addressing the article under the Chair's name.

CHAIR'S
REPORT

Ms. Singer briefly addressed the VLA Legislative Day, VLA, and ALA memberships and the Board Workshop. The Board workshop will be held on February 28, 1990, Greenbriar Corporate Center at ~~7:30~~ p.m.

COMMITTEE
REPORTS

Employee Compensation Committee - Doyle

Mr. Doyle reported that the Employee Compensation Committee met and reviewed the history and problems concerning the County's standardized work week. As a result of this meeting the committee presented a statement for Board approval. (attached)

Ms. Salak moved that the statement be adopted and disseminated, seconded by Ms. Cody and unanimously carried.

Technology Committee: Richards

March 10, 1990 continues to be the goal for the new automation system to go online. Equipment installation continues to be on schedule; 90 percent of branch equipment has been received and inventoried; and terminals have been installed in the backrooms of Reston, Herndon, Burke Centre, Kings Park, Pohick and Patrick Henry with the balance to be installed on tomorrow.

COMMENTS

50th Anniversary - Mr. Clay informed the Board, on February 18, from 2:00-4:00 p.m., at Kings Park Library FCPL would host its 50th anniversary history book party. Also, on February 18, at 3:00 p.m., FCPL Friends of Music will premier at George Mason Regional Library.

4. Renaming Libraries - Will discuss at the May meeting on Wednesday, May 2, 1990.

Technology Committee: Clay

Automation transfer took place on the March 8, 9 & 10. There are problems, but by and large the system is working well. The transition was fairly transparent to our public. Staff efforts and support from vendors during this transition have been superior.

COMMENTS

Ms. Meade reminded Board members of the Lorton Grand Opening on April 7th.

Ms. Gersic stated she would be meeting with group to answer questions regarding Great Falls, April 16, 1990.

Ms. Hunt stated Fairfax County Public Schools received a 13% increase in funding for resources.

Ms. Singer commented on the increased usage of copiers during the tax season.

Ms. Hunt thanked Board Members for participating in the Bingo Trivia.

Mr. Kashuda invited all members to attend the Richard Byrd anniversary celebration.

ADJOURNMENT:

The meeting was adjourned at 9:30 p.m.

Correction

The Board delayed confirmation of Herndon-Fortnightly Community Library and Great Falls Community Library.

Ms. Burgess submitted ^{Professor} Ormond Stone and Centreville Regional Library as possible names for the Centreville Library for Board approval.

Upon motion by Ms. Burgess, seconded by Mr. Doyle and unanimously carried, it was RESOLVED to name the Centreville library the Centreville Regional Library.

On behalf of the graduating seniors of Fairfax County, Ms. Murphy presented a certificate to FCPL for books donated as gifts to the students.

**COMMITTEE
REPORTS**

Budget Committee: Ms. Meade

No report was given. A meeting date will be scheduled prior to the September board meeting.

Planning Committee: Mr. Kashuda

The Planning Committee will meet on July 10, 1990, 2:00 p.m., at George Mason Regional Library

Technology Committee: Mr. Richards

Mr. Richards reported no new problems have occurred with the disc drive and it is working well. Staff has experienced some communications problems. Board members will be notified if the Committee needs to meet.

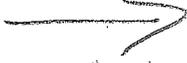
COMMENTS

Ms. Burgess commented on the success of the Centreville groundbreaking and thanked Sharon Murphy, Linda Singer and Sam Clay for their attendance.

Ms. Hunt expressed her appreciation for the report on the summer Reading program, and informed the Board of the many wonderful comments she has received from the School librarians regarding the children's librarians of the Public library.

ADJOURNMENT

Meeting was adjourned at 9:30 p.m.



FCPL and the NIMDA Virus.

The County closed its network on September 28 because of the infiltration of the NIMDA virus. All systems that operated on any Microsoft servers with the County were affected. Inlex was still available. There was very minimal catalog access, which was a trial for staff.

Every PC in the Library and in the County was disconnected from all servers. Every PC was touched about four times in the clean-up process. The Department of Information Technology coordinated teams to go to each library, cleaning PCs and software, using anti-viral software, which took about 30 minutes per PC. All machines in the libraries were cleaned up by October 2. Restoration of Internet services came to some branches October 2. The Library has about 400 public PCs and 600 PCs for staff. We still have a number of machines in the branches that need attention, and DIT is working feverishly to get to each branch and clean up the staff machines and to restore each public access machine and each public service machine to full functionality.

Ms. Goodwin stated that everyone has been working very hard; she can't say enough about staff's ability to cope with the situation.

The Chair commended staff for their patience.



Following Roger Sudduth's expressed concern about what we would do next time this happens, and his inquiry of, "Why have Internet if it's going to put us out of business?" Chair Charles Fegan appointed an ad hoc Technology Committee, with Roger Sudduth as Chair. Randy Bellows and Susan Thorniley will also serve on this committee.

Reston Regional Library/ATM.

The ATM went active last Thursday, in time for the Reston Friends book sale.

Branch Personnel Changes.

Rita Toscano, presently Branch Manager at Kings Park Library, will be the new Branch Manager at the Tysons-Pimmit Regional Library. Carolyn Koehler, currently Branch Manager at Patrick Henry Library, will be the Branch Manager at Pohick Regional Library. These appointments create other vacancies, and we have asked for interest in lateral transfers. Five individuals are interested in the three positions and will be interviewed. Ms. Goodwin commented that the System is fortunate to have such talent in its libraries.

Library Board Minutes
November 14, 2001

Foundation
Age

Bobbi stated that she was very excited about the new members of the ~~Library~~ Board that are coming on. She has been working with the United Fund Campaign and indicated that there are a number of the same players on the Foundation Board and she has gained many contacts in the County.

Mr. Fegan asked each member of the Library Board to introduce themselves and indicate what district they represent which they did. He told Bobbi to feel free to call upon the Board as needed.

**COMMITTEE
REPORTS**

Budget Committee: Herbert Doyle, Chairman.

Mr. Doyle reported that nine of the twelve Board members met just prior to this meeting regarding the budget cuts. After much discussion, the committee approved the budget cuts recommended by the staff. This will mean that the libraries are closed on four extra Sundays, saving \$29,139, and that \$762,250 has been cut from the materials budget plus money budgeted for materials processing, HP hardware maintenance, furniture and equipment, totaling \$275,693, and E-rate money will be used to cover some of the cut. The total amount is \$1,367,053. Mr. Doyle moved that the Board accept the recommendation. Joyce Andrews seconded the motion.

Discussion. Mr. Sickles asked when this cut would take effect. Mr. Clay answered in the third quarter that starts in January. Mr. Sickles asked if there was any chance that this might not happen. Mr. Clay answered no. If we make more cuts next year this could lower our base. Mr. Fegan called the vote and the motion passed.

Mr. Sickles reported that there is an event tomorrow night at Alice and Ken Starr's home for Foundation Board members and the new Advisory Board to discuss the New Century Fund. It is an opportunity to revitalize the Board.

Ad Hoc Technology Committee, Roger Sudduth.

→ Mr. Sudduth reported that he would briefly summarize the meeting with the Fairfax County Department of Information Technology. He met with Wanda Gibson, Chief Technology Architect and Director of the Department of Information Technology, and Steve Brundage, Head of Security for DIT, Charles Fegan, Sam and Marianne Gearhart. Mr. Sudduth had a computer expert, Mr. Tom Rodes, along with him. We only received a partial answer to our set of questions and we are waiting for the rest of the information.

The security of the system was discussed and the conversation was general discussion. It was candid in that Ms. Gibson explained how NIMDA got the drop on the County. They took the systems off line. How long they waited, well it was like watching a fire.

Library Board Minutes
November 14, 2001



The County has a difficult situation from a security perspective. That is that the networks are a conglomeration of networks or a kluge of networks. There is constant change as a result of NIMDA. There was a revitalization of the domain, of extending the domain where it wasn't extended before. These are all actions that the security people have to fight with. They are not in a particularly good profile. There's not a consistent architecture to the methods; there's not a consistent platform for servers and desktops; and, there's not a consistent virus management in place. You can't get to a consistent virus management without having consistent architectures and platforms because it's too hard. Ms. Gibson referred to the fact that they have people still on 95, others on 98, some on NT and there are people on 2000.

What I suspect from that discussion is that there's a platform refreshment program that responds to the contributions of the various offices. And the platforms are refreshed on the basis of that and you are never going to catch it because the high-powered users are going to insist on Windows and Windows XP, they are going to push the platform and the low powered users are going to drag the tail of the platform. That technology creep, unless something is done by the Board of Supervisors, is going to continue, which makes it extremely difficult to invoke a system wide security policy. There needs to be constant monitoring of that process to see that there isn't an interruption of the automatic controls. I hope that we present to the Board a plan of recommendations of things to be done. Certainly one of them is that we get out of the continuing technology creep where you wait for each department that is essentially responsible for their own refreshing to the extent that they want to continue. It needs a different look. Take one section of the County and put them on the high level and take the other section and put them on the old —level and keep them there until you can afford to upgrade. You can handle domains more automatically than you can handle everybody having all this variety. They are working on moving the Internet to a separate serve. That has to be done.

Several people on the Board thanked him.

Stephanie Abbot asked if we could isolate our system?

Mr. Sudduth answered that was one option, but that is not as easy as you think because there are several different ways that can be done.

Meaghan Kiefer asked how we can institute something to isolate our system? Mr. Sudduth stated that we may have some options for our own activity and we may just have some recommendations that the Board of Supervisors will have to take a look at.

Fairfax County Public Library Board of Trustees

ACTION ITEM

February 12, 2014

ISSUE: To establish a customer Code of Conduct for Fairfax County Public Library

RECOMMENDATION: Library staff recommends adopting a Code of Conduct for customer behavior

BACKGROUND: Fairfax County Public Library would like to establish a Code of Conduct for use in library buildings to help guide and define acceptable behaviors in our spaces. The goal is to ensure all library customers have a respectable and courteous environment as they use Fairfax County Public Library.

The draft Code of Conduct was developed by a committee of library staff, including branch managers. The draft language has been approved by the County Attorney's Office and is similar in scope to many neighboring jurisdictions including Arlington, District of Columbia, Loudoun, Montgomery and Prince William Public Libraries.

Attached Document:

- (1) Code of Conduct

Fairfax County Public Library Code of Conduct

Fairfax County Public Library welcomes customers; we expect all visitors to be respectful of our neighbors, staff and facilities and engage in activities associated with the use of the Library. In particular we prohibit:

- Damaging library materials/property or removing them without permission; rearranging the furniture
- Obstructing or monopolizing any library space
- Use of library computers/Internet access in violation of Virginia Code*
- Inappropriate use of the restrooms

- Eating
- Alcoholic beverages and illegal drugs
- Smoking and use of tobacco products

- Boisterous behavior
- Harassing, threatening or intimidating language or behavior
- Animals (except service animals)
- Soliciting or distributing literature without prior approval

A person who fails to observe these rules may be asked to leave and could have future access to Fairfax County Public Library limited or suspended. The Library works in partnership with the Fairfax County and City of Fairfax Police Departments to keep its customers, staff and facilities safe. Thank you for your cooperation.

*Virginia Code §18.2-374.1:1 (child pornography), Virginia Code §18.2-372 through §18.2-374 (obscene materials) or §18.2-377 (obscene materials)

January 2014

ACTION ITEM

February 12, 2014

ISSUE: Request to Defer Delinquent Accounts in Excess of \$500 to the Department of Tax Administration for Additional Enforcement Opportunities

RECOMMENDATION: Library staff recommends deferring accounts in excess of \$500 for additional collection efforts.

BACKGROUND: The Department of Tax Administration (DTA) is the department assigned with oversight of all County receivable programs and routinely conducts reviews of all outstanding accounts countywide. In working with FCPL on our accounts recently, it has been noted that our accounts are purged after 24 months leaving behind "dead" accounts that could be considered "high-balance". DTA has offered to assist FCPL in the collection of high-dollar accounts outside of our normal collection process and reminds us of our due diligence in collecting all funds due to the county. In keeping with our customer service philosophy, our collection methods may be viewed as less proactive as compared to other agencies since our customers are comprised of a cross-section of citizens and could even include children.

Primarily, library overdue accounts are comprised of very small dollar values but can grow larger in the event that materials are lost. As of December 13, 2013, FCPL has 40 accounts over \$500 with an average value of \$667. Of these, 3 accounts will be written off by January 31, 2014, if they are not collected-restoring these users their full privileges.

The Department of Tax Administration has offered to provide their enforcement tools to FCPL to collect these delinquent accounts. While they possess enforcement tools that are unavailable to FCPL, they can work with us on several options, such as:

- Issuing strongly worded letters that include language such as the threat of bank and wage liens and the marking of financial credit records (which has been approved by the County Attorney);
- After 30 days of non-payment legal action can be initiated on a case by case basis, most usually in the form of a bank lien which can be released if remuneration is made prior to the elapse of the specified time period (generally 15 days);
- Payment plans can be established.

It should be noted that this service will be free to FCPL but will require a report to be generated routinely to provide DTA with the information required to conduct their process.

Attached Document:

- (1) List of Accounts Greater than \$500

22769102612392	\$	760.90
22769104172262	\$	584.14
22769104210013	\$	519.51
22769104305987	\$	518.99
22769104376996	\$	1,220.26
22769104381368	\$	552.81
22769104471508	\$	519.64
22769104534289	\$	517.36
22769104855767	\$	523.18
22769104873711	\$	768.79
22769105160456	\$	1,680.16
22769105208883	\$	609.33
22769105287887	\$	541.23
22769105321934	\$	512.06
22769105423854	\$	725.08
22769105444488	\$	576.69
22769300131534	\$	546.83
22769300168445	\$	893.19
22769300211211	\$	562.78
22769300245367	\$	623.88
22769300397416	\$	1,066.69
22769300404964	\$	561.84
22769300493272	\$	610.30
22769300505984	\$	768.94
22769300507287	\$	663.73
22769300513491	\$	578.37
22769300527087	\$	921.55
22769300680920	\$	552.57
22769300706475	\$	583.72
22769300720476	\$	551.60
22769300746026	\$	596.08
22769300769473	\$	509.41
22769300772188	\$	883.34
22769300823874	\$	517.49
22769300944035	\$	619.10
22769400089178	\$	587.18
22769400454638	\$	522.58
22769401116301	\$	603.08
22769401425910	\$	612.04
22769401726166	\$	596.47
	\$	26,662.89
	\$	666.57

Fairfax County Public Library

**FY 2014
&
FY 2015**

DIVERSITY PLAN



County of Fairfax, Virginia

MEMORANDUM

DATE: January 14, 2014

TO: Kenneth Saunders
Director, Office of Human Rights and Equity Programs

FROM: Edwin S. Clay, III *per*
Library Director

SUBJECT: FY 2014 and FY 2015 Agency Diversity Plan

The Fairfax County Public Library FY 2014 and 2015 Diversity Plan is enclosed for your review. As in previous years, the Library will continue its strong commitment to the Equal Employment Opportunity/Diversity Plan.

If you have further questions, please do not hesitate to call me. I can be reached at 703-324-8308, or you can contact Janis Simmons, Assistant Library Human Resources Manager, at 703-324-2291.

Cc: Janis Simmons, Library Human Resources

Library Administration
12000 Gov't Center Pkwy., Suite 324
Fairfax, VA 22035-0059
703-324-3100 FAX: 703-222-3193
www.fairfaxcounty.gov/library

 Fairfax County Public
Library
We're everywhere you are

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FAIRFAX COUNTY PUBLIC LIBRARY

*FY 2014
&
FY 2015*

DIVERSITY PLAN

“To create and maintain a balanced and diverse work force within Fairfax County Public Library by providing employment and advancement opportunities for people without regard to their race, religion, gender, national origin, age, disability, genetic information, veteran’s status, color, creed, political or union affiliation, marital status, sexual orientation or because of any other characteristic associated with discrimination.”

-Diversity Committee

FAIRFAX COUNTY PUBLIC LIBRARY

Policy Statement on Diversity

It is the policy of the Fairfax County Public Library to ensure equal opportunity and advancement opportunities for all qualified individuals, particularly those who historically have been discriminated against because of their age, race, religion, sex, color, national origin, religion, disability, genetic information, disabled veteran's status, marital status, political and union affiliation and creed. The existing employment policies and practices of the Fairfax County Public Library Board of Trustees and the Library Administration are in conformance with Title VII Civil Rights Acts of 1964, as amended by the Equal Opportunity Act of 1972, Executive Order 11246, the Americans with Disabilities Act (ADA) Amendments Act and all other Federal laws and Commonwealth of Virginia and County of Fairfax Codes, statutes and personnel regulations which prohibit discrimination.

Additionally, acts of retaliation as defined in Section 17.3-2 of the *Fairfax County Personnel Regulations* are prohibited. The Fairfax County Public Library also complies with Fairfax County Standards of Conduct. The Library requires that all employees treat individuals with respect, courtesy and tact regardless of age, race, veteran's status, color, religion, sex, national origin, marital status, disability or sexual orientation.

The Library complies with the Americans with Disabilities Act (ADA) Amendments Act and ensures reasonable accommodation. During FY 2013 the Fairfax County Public Library received six requests and approved an estimated three hundred ten dollars for reasonable accommodation under the ADA Amendments Act.



EDWIN S. CLAY, III, DIRECTOR

DIVERSITY COMMITTEE, FY 2013
FAIRFAX COUNTY PUBLIC LIBRARY

Position	Name	Membership Status	Term	Selection
Director	Sam Clay	Ex Officio	Permanent	Standing
Branch Coordinator	Debbie King	Chair	Permanent	Standing
Assistant Human Resources Manager	Janis Simmons	Co-Chair	Permanent	Standing
Training Coordinator	Danielle Hopson	Standing Member	Permanent	Standing
Volunteer Coordinator	Erin Chernisky	Ad Hoc	Permanent	Standing
Branch Representatives	The agency's formal Diversity Committee with branch representatives ceased in 2010 due to a massive Reduction in Force of library employees. Permanent Members continued to meet to keep the Library's commitment to diversity in the forefront and to revamp the current structure and focus.			

SEXUAL HARASSMENT POLICY STATEMENT FAIRFAX COUNTY PUBLIC LIBRARY

Purpose of this Statement

The purpose of this statement is to state clearly that the Fairfax County Public Library prohibits sexual or gender harassment and to set forth procedures, by which allegations of sexual or gender harassment may be filed, investigated and resolved.

Policy Statement

Sexual or gender harassment of Library staff, whether by supervisors, coworkers or members of the public is unacceptable behavior and will not be tolerated or condoned. Sexual or gender harassment is a violation of the Civil Rights Act of 1964 as amended and a prohibited practice in Fairfax County. All supervisors will be held accountable for preventing this type of conduct and are charged with the responsibility to investigate complaints, observe due process, inform higher level managers and take appropriate action to remedy the situation.

Definition

Sexual or gender harassment is defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This behavior constitutes sexual or gender harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of Sexual or Gender Harassment

- Sexual propositioning
- Sexual innuendo
- Suggestive comments
- Sexually oriented "kidding" or "teasing"

- Jokes about gender-specific traits
- Foul or obscene language or gestures
- Display of foul or obscene printed or visual material
- Physical contact, such as patting, pinching, or brushing against another's body

Responsibilities of the Library Director

The Library will maintain a working environment that is safe and secure from occupational hazards including sexual harassment. Any intrusion into the work place of any element that can cause undue interference with an employee's performance of assigned duties will not be tolerated.

The Library will immediately investigate and will move to have any such incident resolved, or such a condition removed from the work place.

Statement of Action

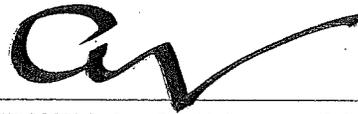
1. Individuals who experience sexual or gender harassment should make it clear to the offending person that such behavior is offensive to them and upon its occurrence or repetition, bring the matter to the attention of their immediate supervisor.
2. Information and advice about sexual or gender harassment may be obtained by contacting the Equity Programs Division or agency designated personnel. Every precaution will be taken to ensure confidentiality at the informal information gathering stage.
3. The employee should report the incident to his/her immediate supervisor or to the department head for appropriate action. Supervisors or department heads will immediately deal with any act of sexual or gender harassment of which they become aware. If the harassment is by the employee's immediate supervisor, the employee should report it to that supervisor's superior.
4. An employee may take advantage of the formal grievance procedure in resolving a complaint.
5. In dealing with complaints of sexual or gender harassment, due process will be observed and the rights of all parties will be protected.

Violations

Any staff member or supervisor who violates this policy will be subject to discipline up to and including discharge. Members of the public who are guilty of harassment will face legal consequences.

No Reprisals

There will be no retaliation against employees who report instances of sexual or gender harassment.



EDWIN S. CLAY, III, DIRECTOR

GLOSSARY

(Definitions of Frequently Used Terms from Fairfax County Diversity Plan)

AFFIRMATIVE ACTION

A planned aggressive, coherent, management program to provide for equal employment opportunity. It is implemented through specific actions in recruitment, hiring, promotion, upgrading and similar areas that will remove barriers to equal employment opportunity.

CULTURAL DIVERSITY

Those human qualities that are different from our own and outside the group, to which we belong, yet present in other individuals and groups. Qualities along one or several dimensions, such as age, ethnicity, gender, physical abilities, and race, which make us different from others.

INDIVIDUAL with a Disability

Any individual who has a physical or mental impairment which substantially limits one or more of the individual's major life activities; has a record of such impairment; or is regarded as having such impairment.

DISCRIMINATION

Any act which adversely affects the pay, status or working conditions of an employee, or any act which adversely affects an applicant for employment or a former employee seeking reinstatement, reemployment or reappointment, where such act is based upon the employee's or the applicant's race, religion, gender, cultural origin, age, disability, color, creed, political and union affiliation, or marital status.

DIVERSITY

People who bring a variety of abilities, background, beliefs, perspectives, styles, and values as assets to the Fairfax County Public Library.

DIVERSITY PLAN

A program designed to achieve equal employment opportunity and workforce diversity through a results-oriented plan targeted to meet the goals set forth in action steps.

EQUAL EMPLOYMENT OPPORTUNITY

Describes a condition in which all applicants for employment and all existing employees are treated fairly, and in which the employer does not discriminate against any group or individual on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation. The concept is not limited to hiring practices. Equal Employment Opportunity is concerned with every aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion and separation. Such activities are based solely on individual merit and fitness of applicants and employees related to the specific jobs.

GOALS AND TIMETABLES

Numerical projections to correct areas of employee under-utilization. Goals and timetables are not quotas.

RECRUITING

A recruitment program designed to attract minorities, females and individuals with disabilities through the use of the media, organizations, schools, colleges, and other sources with a high minority and/or female population and/or people with disabilities.

REASONABLE ACCOMMODATION

Changes in the physical workplace, job duties or conditions of employment, which would enable a person with a disability to perform the work.

SEXUAL ORIENTATION

The direction of one's sexual interest toward members of the same, opposite, or both sexes.

NARRATIVE OVERVIEW

The reduction of staff in FY2010 and FY2011 forced the Library to cease its traditional Diversity Committee meetings and focus on an inclusive method of accomplishing its commitment to diversity. The Library began focusing its Diversity Plan efforts on recruitment, retention and the development of its current merit and exempt staff. Agency activities include systemic recruitment efforts, staff retention strategies and continuous staff development opportunities and funds. These efforts allow the Library to create and maintain a balanced and diverse work force to meet the mission, vision, and values of the Fairfax County Public Library (FCPL).

Historically, the Library has had an overutilization of females in the category of White in the Official/Administration, Professional, and Technician categories due to the large percentage available in Fairfax County's labor market area and the applicant pool for the positions.

In our Paraprofessional and Office/Clerical categories, the Library continues to have an overutilization of females in the category of White and Asian Pacific Islander due to the large percentage available in Fairfax County's labor market area and the applicant pool for the positions.

Our entry-level exempt Page staff, included in the Office/Clerical categories, has a high percentage of diversity and has been the agency's pipeline to fill entry-level merit positions. In FY2013, the Library began its successful Customer Service Assistant (CSA) program. The Library hired merit and exempt Library Information Assistants to fill these CSA positions as a hybrid to assist in both the Circulation and Information departments.

Agency Recruitment, Retention and Development activities include the following:

Provide funds for continuing education, undergraduate and MLS programs

- FCPL continues to participate in the COG agreement with the Catholic University of America to provide a 50% tuition reduction to staff pursuing the MLS at CUA.
- Library Foundation provides funds for continuing education for merit and exempt staff and volunteers.
- George Mason Friends Professional Development Funds are given to merit employees for non-county sponsored training and degree programs.

Promote and support the agency and County employee development resources and initiatives

- In FY2012, Individual Development Plans (IDP's) were introduced to all FCPL management teams as an employee development tool.
- In FY2014, the County's new Performance Management Process began which included employee development plans, to include IDPs and Career management plans.
- The department adopted the "Expectations for the Well Run Branch", with clear performance expectations. Among other expectations, the branches were evaluated whether they:
 - Supported participation in staff development and learning opportunities (webinars, instructor led, E-learning, on the job, cross training, etc.).
 - Provided opportunities to share and apply knowledge and skills gained from training.

FY 2014 and FY2015 ASSESSMENT OF FY 2013 PROGRESS IN
DIVERSIFYING THE WORKFORCE ACHIEVEMENT OF
EMPLOYMENT GOALS

Form 2
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- Mentored staff and encouraged the use of Individual Development Plans.

Establish Career Planning Initiatives

- Before the introduction of the County's STRIVE program, the Library had created career management programs to develop staff and make them competitive for promotions. These initiative included:
 - Circulation Mentoring Program - developed a pipeline of confident and prepared exempt Page staff and volunteers able to compete to fill vacant merit Library Aide positions. This program has demonstrated success with the increase in competent exempt diverse staff being promoted to merit positions.
 - Career Management Program – developed to coach, mentor and prepare staff to increase their knowledge and confidence to compete for management or other library positions. Career development activities were coordinated through this initiative using agency resources, coaching, group-mentoring, participant feedback and Branch Manager knowledge-transfer.

OFFICIAL/ADMINISTRATION

[Director, Deputy Director, Associate Director, Management Analyst IV]

Of two (2) professionals appointed to merit positions filled in FY 2013, minorities filled zero (0).

PROFESSIONALS

[Administrative Associate, Archivist, Assistant Archivist, Communication Specialist, Library Program Coordinator, Librarian, Library Branch Coordinator, Management Analyst, Volunteer Services Program Manager]

Of nineteen (19) professionals appointed to merit positions filled in FY 2013, minorities filled two (2).

TECHNICIANS

[Administrative Assistant V, Administrative Assistant IV, Archives Technician, Graphic Artist, Internet/Intranet Architect, Library Assistant, Library Associate, Library Information Assistant]

Of forty-three (43) professionals appointed to merit positions filled in FY 2013, minorities filled ten (10).

PARAPROFESSIONALS

[Library Aide]

Of eleven (11) professional appointed merit positions filled in FY 2013, minorities filled seven (7).

OFFICE/CLERICAL

[Administrative Assistant I, Administrative Assistant II, Administrative Assistant III, Library Page, Supply Clerk]

Of fifty (50) professional appointed merit positions filled in FY2013, minorities filled thirty-four (34).

PLANNED ACTION STEPS FOR FY 2013

ACTION ITEM	TARGET DATE	RESULTS
Distribute copies of the FY 2013 & FY 2014 Diversity Plan to all branches and departments highlighting key findings	Fall 2012	Completed
Update Language Access List	December 2013	Ongoing
Include language skills as a preferred qualification in advertisements for appropriate public service positions.	Ongoing	Ongoing
Ensure that all merit position interview panels have attended the County's mandatory interview training by January 2012.	Ongoing	Ongoing
Ensure that a question related to diversity is included in interviews for management positions.	Ongoing	Ongoing
Review effectiveness of interview questions and recommend changes as needed. Evaluate questions related to diversity.	Ongoing	Ongoing
Facilitate employee attendance at conferences, meetings, seminars, training sessions and other professional development activities.	Ongoing	Ongoing
Manage effectiveness of Agency's Employment, Retention and Development initiatives.	Ongoing	Ongoing

PLANNED ACTION STEPS FOR FY 2014 & FY2015

ACTION ITEM	TARGET DATE	RESULTS
Distribute copies of the FY 2014 & FY 2015 Diversity Plan to all branches and departments highlighting key findings	Spring 2014	
Update Language Access List	December 2014	
Include language skills as a preferred qualification in advertisements for appropriate public service positions.	Ongoing	
Ensure that all merit position interview panels have attended the County's mandatory interview training.	Ongoing	
Ensure that a question related to diversity is included in interviews for management positions.	Ongoing	
Review effectiveness of interview questions and recommend changes as needed. Evaluate questions related to diversity.	Ongoing	
Facilitate employee attendance at conferences, meetings, seminars, training sessions and other professional development activities.	Ongoing	
Manage effectiveness of Agency's Employment, Retention and Development initiatives.	Ongoing	

FY 2014 and FY 2015 Office of Human Rights and Equity Programs' Diversity Plan
 Requests for ADA Reasonable Accommodations, June 30, 2012-December 31, 2013

Check Column That Applies

Item #	Date	Description of Accommodation Requested	Approved/Denied	Cost	Employee	Citizen	Applicant
1	1/31/2013	Avoid certain eating areas, eat on a set schedule, avoid contact with food allergens, limited driving	Approved	\$0	X		
2	2/25/2013	Schedule that requires working time restrictions	Approved	\$0	X		
3	3/21/2013	Specific workday off per week	Approved	\$0	X		
4	6/12/2013	Sign language interpreter for a job interview	Approved	\$210			X
5	10/2/2013	Customer was denied access to a library book sale due to being in a wheelchair.	Approved	\$0		X	
6	10/16/2013	Requests a hands-free headset telephone	Approved	\$80.00	X		


DIRECTOR SIGNATURE

EEO JOB CATEGORY	MALES										FEMALES									
	TOTAL MALES	WHITE (A)	BLACK (B)	HSPNC (C)	AMER INDIAN ALASKN (D)	ASIAN PA ISLANDR (E)	TOTAL FEMALE	WHITE (G)	BLACK (H)	HSPNC (I)	AMER INDIAN ALASKN (J)	ASIAN PA ISLANDR (K)	TOTAL MINOR -TITLES	TOTAL IN JOB CATEG						
OFFICIAL/ADM	5										5									
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	5	0	0	0	0	0	0						
% AVAIL IN EFX LABOR MKT AREA		29.8	12.8	2.5	0.0	7.0	21.7	17.5	4.2	0.0	4.5									
IDEAL NUM FOR BAL WORKFORCE	2.6	1.5	0.6	0.1	0.0	0.4	1.1	0.9	0.2	0.0	0.2	2.4								
UNDER(OVER) UTILIZATION	2.6	1.5	0.6	0.1	0.0	0.4	(3.9)	0.9	0.2	0.0	0.2	2.4								
PROFESSIONALS	101										101									
PERSON IN JOB CATEGORY	17	15	11.0	2.4	0.0	2	84	72	3	0	2	14								
% AVAIL IN EFX LABOR MKT AREA		13.3	11.0	2.4	0.0	3.8	28.1	27.4	7.3	0.0	6.6									
IDEAL NUM FOR BAL WORKFORCE	30.7	13.4	11.1	2.4	0.0	3.8	70.2	27.7	7.4	0.0	6.7	59.1								
UNDER(OVER) UTILIZATION	13.7	(1.6)	11.1	2.4	0.0	1.8	(43.6)	20.7	4.4	0.0	4.7	45.1								
TECHNICIANS	87										87									
PERSON IN JOB CATEGORY	20	11	6	2	0	1	67	46	1	1	11	30								
% AVAIL IN EFX LABOR MKT AREA		15.5	9.4	2.8	0.0	4.5	29.4	22.2	8.7	0.0	7.4									
IDEAL NUM FOR BAL WORKFORCE	28.0	13.5	8.2	2.4	0.0	3.9	58.9	19.3	7.6	0.0	6.4	47.8								
UNDER(OVER) UTILIZATION	8.0	2.5	2.2	0.4	0.0	2.9	(8.1)	11.3	6.6	(1.0)	(4.6)	17.8								
PROTECT/SRVCS	0										0									
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
% AVAIL IN EFX LABOR MKT AREA		32.4	19.3	6.3	0.0	5.6	16.0	13.9	4.5	0.0	2.0									
IDEAL NUM FOR BAL WORKFORCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
UNDER(OVER) UTILIZATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0						

DIRECTOR SIGNATURE

EEO JOB CATEGORY	MALES					FEMALES					TOTAL IN JOB CATEG		
	TOTAL MALES	WHITE (A)	BLACK (B)	HSPNC (C)	AMER INDIAN ALASKN (D)	ASIAN PA ISLDR (E)	TOTAL FEMALE	WHITE (G)	BLACK (H)	HSPNC (I)		AMER INDIAN ALASKN (J)	ASIAN PA ISLDR (K)
OFFICIAL/ADM	1												
PERSON IN JOB CATEGORY	1	1	0	0	0	0	0	0	0	0	0	0	0
% AVAIL IN EFX LABOR MKT AREA		29.8	12.8	2.5	0.0	7.0	21.7	17.5	4.2	0.0	0.0	4.5	
IDEAL NUM FOR BAL WORKFORCE	0.5	0.3	0.1	0.0	0.0	0.1	0.4	0.2	0.0	0.0	0.0	0.0	0.4
UNDER(OVER) UTILIZATION	(0.5)	(0.7)	0.1	0.0	0.0	0.1	0.4	0.2	0.0	0.0	0.0	0.0	0.4
PROFESSIONALS	35												
PERSON IN JOB CATEGORY	1	1	0	0	0	0	34	34	0	0	0	0	0
% AVAIL IN EFX LABOR MKT AREA		13.3	11.0	2.4	0.0	3.8	28.1	27.4	7.3	0.0	0.0	6.6	
IDEAL NUM FOR BAL WORKFORCE	10.7	4.7	3.9	0.8	0.0	1.3	24.3	9.6	2.6	0.0	0.0	2.3	20.5
UNDER(OVER) UTILIZATION	9.7	3.7	3.9	0.8	0.0	1.3	(9.7)	(24.2)	2.6	0.0	0.0	2.3	20.5
TECHNICIANS	63												
PERSON IN JOB CATEGORY	5	3	1	0	0	1	58	46	3	2	1	6	14
% AVAIL IN EFX LABOR MKT AREA		15.5	9.4	2.8	0.0	4.5	29.4	22.2	8.7	0.0	0.0	7.4	
IDEAL NUM FOR BAL WORKFORCE	20.3	9.8	5.9	1.8	0.0	2.8	42.7	18.5	14.0	5.5	0.0	4.7	34.7
UNDER(OVER) UTILIZATION	15.3	6.8	4.9	1.8	0.0	1.8	(15.3)	(27.5)	3.5	(1.0)	(1.3)	20.7	
PROTECT/SRVCS	0												
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0
% AVAIL IN EFX LABOR MKT AREA		32.4	19.3	6.3	0.0	5.6	16.0	13.9	4.5	0.0	0.0	2.0	
IDEAL NUM FOR BAL WORKFORCE	0	0	0	0	0	0	0	0	0	0	0	0	0
UNDER(OVER) UTILIZATION	0	0	0	0	0	0	0	0	0	0	0	0	0

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DIRECTOR SIGNATURE

EEO JOB CATEGORY	MALES							FEMALES							TOTAL MINOR -TITLES	TOTAL IN JOB CATEG
	TOTAL MALES	WHITE (A)	BLACK (B)	HSPNC (C)	AMER INDIAN ALASKN (D)	ASIAN PA ISLDR (E)	TOTAL FEMALE	WHITE (G)	BLACK (H)	HSPNC (I)	AMER INDIAN ALASKN (J)	ASIAN PA ISLDR (K)	TOTAL MINOR -TITLES			
PARA-PROF	114															
PERSON IN JOB CATEGORY	10	4	1	1	0	4	104	58	4	5	2	35	52	114		
% AVAIL IN EFX LABOR MKT AREA		11.4	9.2	2.7	0.0	3.0		27.4	27.7	11.1	0.0	7.6				
IDEAL NUM FOR BAL WORKFORCE	30.0	13.0	10.5	3.1	0.0	3.4	84.2	31.2	31.6	12.7	0.0	8.7	70.0			
UNDER(OVER) UTILIZATION	20.0	9.0	9.5	2.1	0.0	(0.6)	(19.8)	(26.8)	27.6	7.7	(2.0)	(26.3)	18.0			
ADMIN SUPPORT	149															
PERSON IN JOB CATEGORY	29	20	1	2	0	6	120	71	7	4	0	38	58	149		
% AVAIL IN EFX LABOR MKT AREA		7.1	5.5	2.6	0.0	3.3		32.4	26.6	12.8	0.0	9.7				
IDEAL NUM FOR BAL WORKFORCE	27.6	10.6	8.2	3.9	0.0	4.9	121.5	48.3	39.6	19.1	0.0	14.5	90.2			
UNDER(OVER) UTILIZATION	(1.4)	(9.4)	7.2	1.9	0.0	(1.1)	1.5	(22.7)	32.6	15.1	0.0	(23.5)	32.2			
SKILLED CRAFT	0															
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
% AVAIL IN EFX LABOR MKT AREA		43.0	29.9	12.1	0.0	8.7		2.1	2.6	0.8	0.0	0.8				
IDEAL NUM FOR BAL WORKFORCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
UNDER(OVER) UTILIZATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
SERV/MAINT	0															
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
% AVAIL IN EFX LABOR MKT AREA		37.7	39.8	10.0	0.0	5.0		2.9	3.0	0.9	0.0	0.7				
IDEAL NUM FOR BAL WORKFORCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
UNDER(OVER) UTILIZATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

ASSESSMENT OF FY2013 PROGRESS IN DIVERSIFYING THE WORKFORCE
 ACHIEVEMENT OF EMPLOYMENT FORECAST

Library
 Department


 Director's Signature

EEO JOB CATEGORY	MALES						FEMALES						TOTAL APPOINTMENTS	
	PLAN #	ACTUAL #	WHITE (A)	BLACK (B)	HISPANIC (C)	AMERICAN INDIAN/ALASKAN (D)	ASIAN/PACIFIC ISLANDER (E)	TOTAL FEMALES	WHITE (A)	BLACK (B)	HISPANIC (C)	AMERICAN INDIAN/ALASKAN (D)		ASIAN/PACIFIC ISLANDER (E)
(1) PARA-PROFESSIONAL	PLAN #	3	1	1	1	1	0.0%	66.7%	22.2%	22.2%	0.0%	22.2%	0.0%	66.7%
	ACTUAL #	1	1	1	1	1	0.0%	100.0%	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%
(6) ADMIN SUPPORT	PLAN #	25	8	5	5	7	0.0%	32.0%	16.0%	10.0%	0.0%	14.0%	0.0%	34.0%
	ACTUAL #	11	10	10	10	1	0.0%	90.9%	90.9%	90.9%	0.0%	90.9%	0.0%	90.9%
(7) SKILLED CRAFT	PLAN #	6	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	ACTUAL #	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
(8) SERVICE/MAINTENANCE	PLAN #	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	ACTUAL #	0	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

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FY2014 and FY2015
FORM 5

FORECAST AND TIMETABLES
FY2014 AND FY2015
PROJECTED EMPLOYMENT OPPORTUNITIES

Library
Department



Director's Signature

EEO JOB CATEGORY	MALES							FEMALES							TOTAL PROJECTED APPOINTMENTS
	#	%	WHITE (A)	BLACK (B)	HISPANIC (C)	AMERICAN INDIAN/ALASKAN (D)	ASIAN/PACIFIC ISLANDER (E)	TOTAL FEMALES	WHITE (A)	BLACK (B)	HISPANIC (C)	AMERICAN INDIAN/ALASKAN (D)	ASIAN/PACIFIC ISLANDER (E)	TOTAL MINORITIES	
(1) OFFICIAL/ADMINISTRATOR	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	1	100.0%	0.0%	0.0%	0.0%	0.0%	0	
(2)	4	36.4%	18.2%	9.1%	9.1%	0.0%	0.0%	7	63.6%	27.3%	0.0%	0.0%	0.0%	5	
PROFESSIONAL	7	26.9%	11.5%	7.7%	3.8%	0.0%	3.8%	18	78.1%	11.5%	7.7%	0.0%	7.7%	11	
(3)	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	
(4) PROTECTIVE SERVICE	4	23.5%	11.8%	5.9%	5.9%	0.0%	0.0%	13	76.5%	11.8%	5.9%	0.0%	11.8%	17	
(5) PARA-PROFESSIONAL	19	36.5%	13.5%	5.8%	3.8%	0.0%	0.0%	33	63.5%	11.5%	5.8%	0.0%	19.2%	31	
(6) ADMIN SUPPORT	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	
(7) SKILLED CRAFT	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	
(8) SERVICE/MAINTENANCE	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	
TOTAL	34	31.8%	0.0%	0.0%	0.0%	0.0%	0.0%	78	68.2%	0.0%	0.0%	0.0%	0.0%	107	

END

