



LIBRARY ADVISORY COMMISSION (LAC)

Monday, May 23, 2016
Downtown Branch Meeting Room
224 Church Street, Santa Cruz, CA 95060

7:00 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF MAY 23, 2016
3. ORAL COMMUNICATIONS
4. CONSENT AGENDA
 - A. Approve minutes of April 19, 2016 (PG.3-5)
 - B. Receive Conflict of Interest Code Approved May 10, 2016 by Santa Cruz County Board of Supervisors (PG.6-9)
5. MEMBER REPORTS
6. INTERIM LIBRARY DIRECTOR REPORT
7. GENERAL BUSINESS
 - A. Revised Bylaws for the Library Advisory Commission (LAC) (PG.10-15)
 - B. Proposed Library Budget for FY 16/17 (PG.16-20)
8. BOARD MEETING CALENDAR
9. NEXT MEETING

The next regularly scheduled meeting is _____

10. ADJOURN

The Library Advisory Commission will adjourn from the regular meeting of May 23, 2016 to its next regular meeting of _____ at 7:00 pm at the Downtown Branch Library located at 224 Church St., Santa Cruz, CA 95060.

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the Library Administration Office at 427-7706 at least five days in advance so that we can arrange for such special assistance, or email library_admin@santacruzpl.org.

**LIBRARY ADVISORY COMMISSION
(LAC)**

REGULAR MEETING MINUTES

Tuesday, April 19, 2016
Downtown Branch Meeting Room
224 Church Street, Santa Cruz, CA 95060

6:30 PM PUBLIC MEETING

1. ROLL CALL

Present: Commissioner Tracey-Proulx, Commissioner Gorson, Commissioner Campos, Commissioner Campbell, Commissioner Jackson, Commissioner Gerdt

Absent: Commissioner Dexter

Staff: Interim Library Director O'Driscoll

2. APPROVE AGENDA OF APRIL 19, 2016

Commissioner Campbell moved, seconded by Commissioner Campos

That the Board approve the Agenda of April 19th, 2016

**UNANIMOUS
Absent: Dexter**

3. i. Elect Chair and Vice-Chair

**Commissioner Campbell volunteered for Chair
Commissioner Tracey-Proulx volunteered for Vice-Chair**

ii. Draw lots for 48 months and 36 months terms

48 months: Dexter, Tracey-Proulx, Jackson, and Gerdt

36 months: Gorson, Campos, and Campbell

iii. Establish regular meeting time and place

Tentatively set to be monthly Mondays at 7pm on a rotating basis between Downtown, Aptos, and Scotts Valley branches.

4. ORAL COMMUNICATIONS

None

5. MEMBER REPORTS

Gorson: Sees the goal of the Commission to be to optimize the value of our library services and programs for our entire community. This would include both our current users and non-users who potentially are an underserved part of the community.

Jackson: After the parcel tax passes hopes to have an opportunity to provide guidance or a voice on the new construction.

Gerdt: Hopes our system can move into a new era where there is less squabbling and infighting and instead work together as a system.

Campos: Likes the idea of working with people all over the community. So sees this as a good opportunity to work with people from other branches and other areas of the county.

Tracey-Proulx: Hoping to see new direction and service due to the parcel tax and the new Library Director. As well as to see new agency collaborations.

Campbell: Sees the opportunity for the commission to be the voices that are passionate about the library. To provide good advice and leadership even though this is just an advisory role.

6. INTERIM LIBRARY DIRECTOR REPORT

O'Driscoll informs the commission about the meet and greet with the Library Director candidates and the library staff that occurred on Thursday April 14th. The JPA held the interviews on Friday April 15th but there is no news to report yet.

Measure S has not been getting any negative pushback from the public.

New bookmobile is being worked on and is still on schedule to be delivered in the first week of June.

A bike mobile is in the works. Intended to go into places the bookmobile cannot.

Next JPA meeting in May the first draft on the next budget will be presented.

7. OTHER BUSINESS

Proposed Bylaws for the Library Advisory Commission
Draft Bylaws for Library Advisory Commission (LAC)

The Commission reviewed the draft bylaws. They highlighted Article III Section 4. Removal of Members. They concluded that the bylaws would require further research.

Public Comment:

A member of the public, B Holloway, commented on the draft bylaws.

Vice-Chair Tracey-Proulx moved, seconded by Commissioner Jackson

That the bylaws need further review by staff and legal counsel and shall be presented again to the Commission for final approval.

**UNANIMOUS
Absent: Dexter**

8. BOARD MEETING CALENDAR

9. NEXT MEETING

The next regularly scheduled meeting is on Monday May 23rd, 2016 at 7:00 pm

10. ADJOURN

The regular meeting adjourned at 7:21 pm

Respectfully submitted,

Ivan Sumano-Vargas, Clerk of the Commission

The Library Advisory Commission will adjourn from the regular meeting of April 19, 2016 to its next regular meeting of Monday May 23rd, 2016 at 7:00 pm at the Downtown Branch Library located at 224 Church St., Santa Cruz, CA 95060.

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STAFF REPORT

DATE: 17 May 2016
TO: Library Advisory Commission
FROM: Janis O'Driscoll, Interim Library Director
RE:

| |
|---|
| <p>RECOMMENDATION: Receive Conflict of Interest Code for the Santa Cruz Public Libraries adopted by the Santa Cruz County Board of Supervisors on May 10, 2016. 1.</p> |
|---|

SUMMARY The Santa Cruz County Board of Supervisors adopted an updated Conflict of Interest Code for the Santa Cruz Library-County Library System on May 10, 2016.

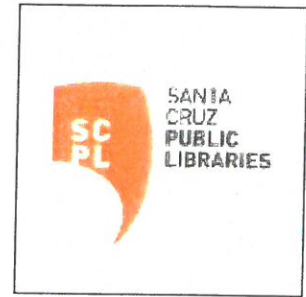
BACKGROUND The Political Reform Act (Government Code Section 8100, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for the Santa Cruz City/County Library System.

Designated employees shall file their statements with the Library Board Clerk, who shall be the filing officer, who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008) Statements for all designated employees will be retained by the Filing Officer.

Appendix A shows that Library Advisory Commissioners have a disclosure category of 1. Appendix B shows the General Provisions and List of Disclosure Categories.

Commissioners are encouraged to contact Kira Henifin, SCPL Management Analyst, with questions about filing Form 700 schedules. henifink@santacruzpl.org

CONFLICT OF INTEREST CODE
SANTA CRUZ LIBRARY-COUNTY
LIBRARY SYSTEM
May 10, 2016



**CONFLICT OF INTEREST CODE
FOR THE
SANTA CRUZ LIBRARY-COUNTY LIBRARY SYSTEM**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for the Santa Cruz City/County Library System ("Library JPA").

Designated employees shall file their statements with the Library Board Clerk, who shall be the filing officer, who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Statements for all designated employees will be retained by the Filing Officer.

APPENDIX A

Schedule of Designated Positions and Their Disclosure Categories

| DESIGNATED POSITIONS | DISCLOSURE CATEGORY |
|--|----------------------------|
| DIRECTORS | Govt.Code §87200 |
| COMMISSIONERS | 1 |
| DIRECTOR OF LIBRARIES | Govt.Code §87200 |
| TREASURER-CONTROLLER | Govt.Code §87200 |
| DIVISION MANAGER SYSTEM SERVICES | 1 |
| DIVISION MANAGER PROGRAMS & PARTNERSHIPS | 4 |
| DIVISION MANAGER ONSITE SERVICES | 4 |
| DIVISION MANAGER COLLECTION MANAGEMENT SERVICES | 3 |
| MANAGEMENT ANALYST | 3 |
| LIBRARY INFORMATION TECHNOLOGY MANAGER | 3 |
| ASSISTANT ONSITE SERVICES MANAGER | 3 |
| LIBRARIAN II – SELECTION | 3 |
| LIBRARIAN II – SELECTION | 3 |
| LIBRARIAN II – SELECTION | 3 |
| LIBRARIAN II – CATALOGING/SELECTION | 3 |
| VIRTUAL SERVICES LIBRARIAN | 3 |
| LEARNING SYSTEMS COORDINATOR | 3 |
| VOLUNTEER COORDINATOR | 3 |
| FIELD SERVICE CREW LEADER | 3 |
| LEGAL COUNSEL | 1 |
| SPECIFIED CONSULTANTS | 1 |
| <p>Those consultants likely to participate in the making of a governmental decision as determined by the Director of Libraries or Board of Directors in writing.</p> | |

APPENDIX B
General Provisions and List of Disclosure Categories

1. **FULL DISCLOSURE**
What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property located in the Library System.
What Form 700 schedules? All Schedules (A through E)

2. **ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY**
What to report? All investments and business positions in business entities, and sources of income including gifts, loans and travel payments.
What Form 700 schedules? A, C, D, E

3. **LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME**
What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval by the Library System or the department in which that person is employed.
What Form 700 schedules? A, C, D, E

4. **LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME, REAL PROPERTY**
What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and all interests in real property, if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the Library System or the department in which that person is employed.
What Form 700 schedules? All Schedules (A through E)

5. **REGULATORY, LAND DEVELOPMENT RELATED INCOME, REAL PROPERTY**
What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and interests in real property, if the source is of the type that is subject to the regulatory permit or licensing authority by the Library System or department in which that person is employed or the source of income is from land development, construction or the acquisition or sale of real property by the Library.
What Form 700 schedules? All Schedules (A through E)

STAFF REPORT

DATE: 18 May 2016
TO: Library Advisory Commission
FROM: Janis O'Driscoll, Interim Library Director
RE: Proposed Bylaws for the Library Advisory Commission

RECOMMENDATION: Receive proposed bylaws for Library Advisory Commission, make appropriate changes if necessary, and forward the bylaws to the Library Joint Powers Authority Board for approval.

SUMMARY Section 5 (B) of the Fourth Amendment to the Joint Powers Agreement stipulates that the Library Advisory Commission may establish such bylaws as necessary to conduct the business of the Commission.

DISCUSSION Proposed bylaws have been drafted for consideration of the Commission. The Interim Director seeks direction in making any necessary changes to the document.

ACTION: Accept the bylaws with any suggested changes and forward them for approval to the Library Joint Powers Authority Board.

It is recommended that a representative of the Library Advisory Commission present the bylaws to the Board at a regularly scheduled Library Joint Powers Authority Board meeting.

EXHIBIT A
BYLAWS

LIBRARY ADVISORY COMMISSION
Santa Cruz City/County Library System, California

ARTICLE I. NAME AND AUTHORITY

Section 1. Name

The name of this organization shall be the LIBRARY ADVISORY COMMISSION of the Santa Cruz City/County Library System, California, hereinafter referred to as the "Commission".

Section 2. Authority

The Commission is established pursuant to the authority of Section 5 (B) of the Fourth Amendment to the Joint Powers Agreement between the City of Santa Cruz and the County of Santa Cruz and the Cities of Capitola and Scotts Valley, Relating to Library Services.

ARTICLE II. POWERS AND DUTIES

The Library Advisory Commission is advisory only and shall have the function and duties set forth in Section 5 (B) of the Fourth Amendment to the Joint Powers Agreement and any amendments thereto. Section 5 (B) currently provides for the following functions and duties:

- a. Act as a voice of the community to provide advice and feedback to the Governing Board and the Director of Libraries.
- b. Review Library System programs and services and make necessary recommendations as they pertain to the provision of these programs and services.
- c. Prepare an annual report for consideration by the Governing Board.

ARTICLE III. MEMBERSHIP AND TERM OF OFFICE

Section 1. Number and Qualifications

The Library Advisory Commission shall consist of seven members who must be registered voters.

Section 2. Selection and Appointment of Members

The Commission shall consist of the following Commissioners:

- a. Three residents of unincorporated Santa Cruz County appointed by and serving at the pleasure of the County Board of Supervisors, with one each from Supervisorial Districts 1, 2, and 5.
- b. Two Santa Cruz city residents appointed by and serving at the pleasure of the Santa

- Cruz City Council.
- c. One Capitola resident appointed by and serving at the pleasure of the Capitola City Council.
 - d. One Scotts Valley resident appointed by and serving at the pleasure of the Scotts Valley City Council.

Commissioners should reflect the diverse interests of the Library System including a wide cross-section of ages, ethnicities and backgrounds as well as representation in the areas of technology, education and business, or other areas identified by the Governing Board. Elected members of each jurisdiction are not eligible for appointment to the Commission.

Section 3. Term of Office

Each Commissioner shall serve a four-year term, except that the terms of the initial Commissioners shall be staggered to end at 36 months and 48 months, respectively, so as to ensure continuity among the Commissioners. The initial Commissioners shall draw lots to establish the lengths of their respective terms. Each Commissioner shall be limited to two terms. Commissioners replacing a Commissioner mid-term shall be limited to serving one additional term after completion of the remainder of the original term.

Section 4. Removal of Members

Any member who is absent for three meetings, and who fails to provide an excuse that is determined by the member's appointing jurisdiction Chairperson to be reasonable, shall be removed by the appointing body of the jurisdiction which the Commissioner represents. the Governing Board of the Joint Powers Authority. All members of the Commission serve at the pleasure of the jurisdiction which they represent the Governing Board and therefore may be removed from office, without cause, and at any time, by the appointing jurisdiction. unanimous approval of all four Governing Board members.

ARTICLE IV. OFFICERS

Section 1. Selection of Officers

As soon as practicable, following the first day of January of each year, there shall be elected as officers for the Commission a Chairperson and a Vice Chairperson. An election shall be held at the next regular meeting to fill any office that becomes vacant during the calendar year.

Section 2. Chairperson

The Chairperson shall be elected by a majority vote of the members from among their membership. The Chairperson shall preside at all regular meetings and shall call all special meetings. The Chairperson shall use Roberts Rules of Order to conduct the meetings. He or she shall represent the Commission before the Governing Board. the Council.

Section 3. Vice Chairperson

The Vice Chairperson shall be elected by a majority vote of the Commission members. He or she shall assume all duties of the Chairperson in the absence of the Chairperson.

Section 4. Staff Representative

The Staff Representative shall be the Director of Libraries. General duties include:

1. Preparing, assembling and mailing meeting packets;
2. Correspondence and communication;
3. Record keeping;
4. Staff reports;
5. Financial reports;
6. Meeting minutes;
7. Liaison to the public; and
8. Other tasks as assigned.

ARTICLE V. COMMITTEES

Section 1. Establishment of the Committees

Committees shall be composed of no more than (3) Commissioners. The committees may include volunteer members as deemed necessary by the Library Advisory Commission. The committees shall report to the Library Advisory Commission on no less than a quarterly basis.

Section 2. Membership of Committees

The Chairperson shall make all assignments and appoint the Chairperson of each committee with the consensus of the Commission.

ARTICLE VI. MEETINGS

Section 1. Open Meetings

All regular and special meetings of the Commission are subject to the Brown Act and therefore are advertised and open meetings to which the public and the press shall be invited.

Section 2. Regular Meetings

Regular meetings of the Commission shall be held at least quarterly on a day, time and location to be decided upon by the Commission on an annual basis. Any changes to regular meeting day, time and location will be provided to the Board Clerk of the Joint Powers Authority for calendaring purposes.

Section 3. Special Meetings

A special meeting may be called by the Chairperson of the Commission or by vote of the

Commission. Notice of such special meeting shall be given as required by law, and the purpose of or the business to be transacted during such special meeting shall be stated in the notice.

Section 4. Quorum

A quorum shall consist of a majority of the members of the Commission.

Section 5. Absence of Quorum

In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by any member present. No meeting may be declared adjourned for lack of a quorum until a fifteen (15) minute period after the scheduled time of the meeting has elapsed.

Section 6. Conduct of Meeting

At the time and place established for any meeting, when a quorum is present, the Chairperson shall call the meeting to order. The meeting minutes will be recorded with the tapes to be retained for one year. Staff will prepare and submit to the Commission Governing Board the minutes in action form for their review. The normal order of business shall include at least the following:

- a. Roll call;
- b. Adoption of the Agenda;
- c. Oral communications (open to the public items not on the agenda);
- d. Approval of minutes of previous meetings;
- e. Discussion of old or unfinished business; review of recommendations and action on same;
- f. New business;
- g. Commissioner Reports;
- h. Staff Reports;
- i. Communications;
- j. Future Agenda Items; and
- k. Adjournment.

Section 7. Voting

All questions shall be resolved by a majority vote of the members present. The vote shall be taken by roll call vote, voice vote, or by the raising of hands provided that, at the request of any member, the vote shall be taken by a roll call vote.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended from time to time by a vote of the Commission and approval by the Governing Board.

ARTICLE VIII. ADOPTION AND EFFECT

Section 1. Adoption

Immediately upon a majority vote of the Commission and approval by the Governing Board these Bylaws shall be in full force and effect; any and all provisions of previously adopted Bylaws, policies, or procedures which may be totally or partially in conflict herewith are hereby repealed.

Section 2. Effect

These Bylaws shall not be considered or construed as superseding any directive of the Governing Board nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Commission may direct its activities.

DRAFT

STAFF REPORT

DATE: 17 May 2016
TO: Library Advisory Commission
FROM: Janis O'Driscoll, Interim Library Director
RE: Proposed Library Budget for FY 16/17

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|--|
| RECOMMENDATION: Receive current proposed Library budget for FY 16/17. 1. |
|--|

SUMMARY The staff has prepared a proposed FY 16/17 budget for the Santa Cruz Public Libraries that is essentially a status quo budget. The budget proposes no major projects in addition to those anticipated should Measure S be funded. The budget does reflect the impact of the CalRen/CENIC contract which will result in increased network speeds throughout the library system and cost savings in the budget.

The first budget hearing for FY 16/17 was held by the Library Joint Powers Authority Board on May 2, 2016. Requests for supplemental reports were made at that hearing and these will be presented to the Board at the next scheduled meeting on June 2, 2016 at 9am in the Downtown Branch Library meeting room.

BACKGROUND Article 8 of the Fourth Amendment to the Joint Powers Agreement Between the City of Santa Cruz and the County of Santa Cruz and the Cities of Capitola and Scotts Valley, relating to Library Services specifies that “the Services Authority shall hold a public hearing on the Proposed Budget which shall be held no later than May 31.”

“At the conclusion of the public hearing, the Governing Board shall request such supplemental reports as it deems appropriate and schedule final action on the Proposed Budget for a public meeting to be held no later than June 30.”

DISCUSSION

Projected sales tax revenues for the coming year are conservative and consistent with projections made by both the City of Santa Cruz and the County of Santa Cruz. The maintenance of effort estimate is the same as projected by both the City of Santa Cruz and the County of Santa Cruz.

Personnel costs include increased costs for PERS and health care as well as the salary of the Interim Executive Director of the Library Facilities Financing Authority. It is anticipated that there will be a transition period needed for the transfer of responsibility from the Interim Executive Director to the new Director of Libraries.

Should Measure S not be successful, it will be necessary to re-cable all branches to take full advantage of the CENIC contract. It is recommended that the budget have a

placeholder for \$150,000 in this event. Attached is the Staff Report from the Library IT Division Manager which gives background for this recommendation. This report was given to the Governing Board on May 2 at its regularly scheduled meeting.

Talks are currently ongoing with CENIC for a scheduled switchover in early July. It is recommended that the budget have a placeholder for \$106,896 should the network not be in place by July 31, 2016. ATT anticipates charging the Library tariffs for contract extensions past this deadline. Attached is the Staff Report from the Library IT Division Manager which gives background for this recommendation. This report was given to the Governing Board on May 2 at its regularly scheduled meeting.

The staff has estimated the cost of increasing 33 hours system-wide to the FY2008 levels. This estimate assumes that Felton, Garfield Park, and LaSelva Beach would each increase by 3 hours weekly and that Live Oak, Scotts Valley, Aptos, Boulder Creek, Branciforte, and Capitola would each increase by 4 hours weekly. The Downtown Branch would see no increase in hours.

Library staff does not recommend increases in hours at this time. With the changing capacities for library services that are possible with renovations and repair as a result of Measure S, it seems wise to wait to examine the hours question when we know what services the community wants most, what new capacities we will have with improved facilities, and how we will staff our renovated buildings. Further, PERS and health care costs are projected to continue to rise at double digit rates in the next few years and these increases bring serious consequences to the operational budget even at current staffing.

STAFF REPORT

DATE: May 5, 2016
TO: Library Joint Powers Board
FROM: Lynne Sansevero, Library IT Manager
RE: Estimate of Re-Cabling Branches for 16/17 FY

RECOMMENDATION: It is recommended that a placeholder of \$150,000 be in the budget to rewire branches with faster Ethernet wiring in case the bond measure does not pass. This estimate has been downgraded from the original \$270,000 estimate.

SUMMARY: In the case that the bond measure does not pass, and that the Library has moved onto the CalREN/CENIC network, with a 10Gb connection to the Internet, it will be necessary to spend funds to re-wire 10 branches with Cat 6 plenum Ethernet cables to take advantage of the increased network speeds at the user level.

BACKGROUND: The Library Cat 5e wiring has been in place for over 15 years, and tops out at a max speed of 1 Gigabit. Cat 6 cables give the ability to have a 10 Gigabit network. Plenum is a space, usually above a ceiling or below a floor, that can serve as a receiving chamber for air that has been heated or cooled to be distributed to inhabited areas. Plenum-rated cables use special types of plastics in their jacket coverings and offer good resistance against fire, and in the event that they do begin to burn, they will not emit large quantities of harmful fumes. Thus, for speed and for safety, Cat 6 plenum rated cables are needed.

DISCUSSION: All branches will need to be re-wired. It was not possible to have a contractor survey and provide quotes for work at ten branches, so I took the worst three in terms of existing cabling, and got quotes from a single vendor. The worst branches are, Downtown, Aptos and Branciforte. The estimated amounts for each branch are; Downtown: \$52,387, Aptos: \$13,685 and Branciforte: \$9,816. Total for the worst three branches is \$76,000. I estimate that the other 7 branches will cost an additional \$74,000, based on their sizes and the complexity of the wiring terminations. The vendor that provided the three estimates has no promise of getting the job.

STAFF REPORT

DATE: May 5, 2016
TO: Library Joint Powers Board
FROM: Lynne Sansevero, Library IT Manager
RE: ATT Tariffs Placeholder in FY 16/17 Proposed Budget

RECOMMENDATION: It is recommended that a placeholder of \$106,896 be in the budget in case the CalREN/CENIC network is not in place before the AT&T contract expires on 7/31/2016, and we incur contract extension tariffs from AT&T.

SUMMARY: Currently, the Library system uses an AT&T Customized Switched Metro Ethernet Network (CSME) as interconnects between branches. This provides connection to the branches at speeds ranging from 1Gb to 10 Mbps. This contract expires on 7/31/2016. If the Library goes beyond that date on the CSME, AT&T will bill out of contract, "tariff" pricing for each month we go over.

BACKGROUND: While we anticipate a relatively smooth transition from AT&T fiber services to the CalREN/CENIC high-speed network, there are many unforeseen issues that may delay the installation of CENIC circuits throughout the system. Any branch AT&T fiber circuit that goes beyond the 7/31/16 contract date with AT&T will be subject to monthly contract extension tariffs. The roll-out of the new CalREN /CENIC network is entirely dependent on Comcast, the new fiber provider. We have no time estimates from Comcast, and even with estimates, turning on fiber circuits can take much longer than promised by a provider. We have estimated for a 4-month extension of CSME services, but it could be much less. We have planned for the worst case scenario.

DISCUSSION: The monthly contract extension tariffs are listed below by branch.

Downtown is 1Gbps: \$3900/month tariff

Felton and La Selva Beach are at 10 Mbps: \$1550/month tariff each circuit, equals \$3,100/month tariff

Boulder Creek, Scotts Valley, Aptos, Live Oak, Branciforte, Capitola and Garfield Park are at 100Mbps: \$2500/month tariff each circuit, equals \$17,500 /month tariff

Total monthly tariff cost for all circuits: \$24,500 /month

4 month costs of contract extension tariffs: ≈ \$106,000

*The additional \$8,000 is to account for taxes and surcharges.

*These tariff costs are still eligible for the E Rate discount of 60%, however, we would not recoup those monies until the beginning of the 2017 fiscal year.

FY 16/17 Budget Overview
Updated as of April 26, 2016

| | FY 15/16 Adopted Budget | FY 16/17 Proposed Budget |
|---|-------------------------|--------------------------|
| Revenue | | |
| Sales Tax | \$ 7,516,000 | \$ 7,799,700 |
| Maintenance of Effort | 5,504,000 | 5,515,273 |
| Grants and Donations | 74,468 | 78,568 |
| Fines and Fees | 104,000 | 140,500 |
| Other | 8,500 | 11,870 |
| Vehicle Transfer from Replacement Fund | 200,000 | - |
| Revenue Total | \$ 13,406,968 | \$ 13,545,911 |
| Personnel | | |
| Regular Full and Part Time | \$ 5,367,835 | \$ 5,666,781 |
| Temporary | 809,801 | 826,000 |
| Misc. Personnel Costs | 12,280 | 6,920 |
| Benefits | 2,543,440 | 2,696,166 |
| Personnel Subtotal | \$ 8,733,356 | \$ 9,195,867 |
| Expenditures | | |
| Information Technology | | |
| Hardware Maintenance | \$ 16,500 | \$ 47,500 |
| Professional Services Other | 44,000 | 27,000 |
| Software Maintenance Services | 263,704 | 359,654 |
| Telecommunications | 155,271 | 47,295 |
| Computer Equipment | 100,000 | 125,000 |
| Subtotal | \$ 579,475 | \$ 605,449 |
| Library Materials | | |
| Materials | \$ 1,268,190 | \$ 1,129,677 |
| Grants and Donations | 26,278 | 26,278 |
| Refunded Fines and Fees | 2,000 | 2,000 |
| Library Functional Supplies | 161,850 | 161,850 |
| Subtotal | \$ 1,458,318 | \$ 1,319,805 |
| Staff Development | | |
| Travel | \$ 14,180 | \$ 18,380 |
| Training | 51,195 | 54,495 |
| LSTA Tuition | - | - |
| Subtotal | \$ 65,375 | \$ 72,875 |
| Utilities | | |
| Water/Sewer/Refuse | \$ 63,330 | \$ 69,095 |
| Hazardous Materials Disposal | 1,000 | 1,000 |
| Electricity | 184,600 | 184,600 |
| Natural Gas | 28,000 | 28,000 |
| Subtotal | \$ 276,930 | \$ 282,695 |
| Building O & M | | |
| Building O & M | \$ 197,322 | \$ 199,862 |
| Landscaping | 33,000 | 33,000 |
| Janitorial Services | 217,100 | 219,017 |
| Vehicle O & M | 32,524 | 32,524 |
| Vehicle Equipment | 200,000 | - |
| Building Equip. And Rental | 309,385 | 309,385 |
| Subtotal | \$ 989,331 | \$ 793,788 |
| Supplies and Equipment | | |
| Office Supplies | \$ 20,500 | \$ 21,700 |
| Copier Supplies | 7,550 | 5,250 |
| Janitorial Supplies | 20,000 | 22,500 |
| Misc. Supplies | 73,960 | 69,440 |
| Safety Clothing and Equipment | 4,710 | 4,710 |
| Office Furniture and Equipment | 25,400 | 26,400 |
| Other Equipment | 4,500 | 5,250 |
| Building Repairs-Library | 102,800 | 69,000 |
| Subtotal | \$ 259,420 | \$ 224,250 |
| System Services | | |
| Professional Services Fiscal | \$ 8,300 | \$ 88,300 |
| Unique Management Collection Agency | 14,000 | 14,000 |
| Insurance | 64,225 | 77,819 |
| Postage | 3,500 | 5,500 |
| Printing and Advertising | 27,530 | 34,330 |
| Dues and Membership | 34,910 | 34,910 |
| Merchant Bank Fees | - | 1,500 |
| Professional & Technical Services | 70,000 | 13,000 |
| Subtotal | \$ 222,465 | \$ 269,359 |
| Other Services and Transfers | | |
| Financial Services Outside (City of SC) | \$ 669,211 | \$ 710,000 |
| Transfer to Vehicle Replacement Fund | 55,666 | 56,166 |
| Transfer to 2-month reserve account | 85,368 | 15,036 |
| Subtotal | \$ 810,245 | \$ 781,202 |
| Non-Labor Operating Expenditure Subtotal | \$ 4,661,559 | \$ 4,349,423 |
| Total Operating Expenditures | \$ 13,394,915 | \$ 13,545,290 |
| Total Operational Surplus or <Deficit> | \$ 12,053 | \$ 621 |
| Extraordinary, one-time expenditures (funded from excess reserves) | | |
| Recabling to accommodate greater internet speeds at the branches | \$ - | \$ 150,000 |
| AT & T Month to Month | - | 106,896 |
| Additional one-time, extraordinary expenditures | \$ - | \$ 256,896 |
| OPTIONAL BUDGET ITEM | | |
| Add Increased Hours (System-wide) | | \$ 217,582 |
| Subtotal | | \$ 217,582 |
| Total Surplus or <Deficit> (with optional changes) | | \$ (216,961) |
| Total Fund Summary | | |
| Revenue Total | \$ 13,406,968 | \$ 13,545,911 |
| Personnel Subtotal | \$ 8,733,356 | \$ 9,195,867 |
| Non-Labor Operating Expenditure Subtotal | 4,661,559 | 4,349,423 |
| Optional- Add increased hours (System-wide) | - | 217,582 |
| Expenditure Total (recommended and optional) | \$ 13,394,915 | \$ 13,762,872 |
| Maximum Operating Surplus or <Deficit> | \$ 12,053 | \$ (216,961) |
| Extraordinary, one-time expenditures | - | 256,896 |
| Projected Net Cash Flow | \$ 12,053 | \$ (473,857) |