



SANTA CRUZ PUBLIC  
LIBRARIES  
A City-County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, September 12, 2011  
Scotts Valley Branch Library Fireside Meeting Room  
251 Kings Village Road, Scotts Valley

6:00 PM Closed Session- Labor Negotiations (Government Code §69967.6)  
and Library Staffing, Transition Up-date

Teresa Landers, Library Director  
Employee Organizations – Service Employees International Union  
Supervisory Employees, Operating Engineers,  
Mid-Management, Operating Engineers.

Conference with Legal Counsel – Liability Claim (Government Code  
§54956.95)

1. Claimant: David Kossak

6:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF SEPTEMBER 12, 2011
3. APPROVE MINUTES OF JULY 11, 2011 (PG 4-8.)
4. PROCLAMATION OF BIG READ MONTH (PG 9.)
5. ORAL COMMUNICATIONS
6. WRITTEN COMMUNICATIONS
  - A. Articles About Santa Cruz and California Libraries (PG 86-96.)
  - B. Patron Written Comments (PG 97-98.)
  - C. Articles on Libraries Nation Wide (PG 99-109.)

7. REPORTS OF ADVISORY BODIES

- A. Friends of the Santa Cruz Libraries, Inc. (oral)
- B. Finance Committee Draft Minutes & Oral Report (PG 10-11.)

8. MEMBER REPORTS

- A. Capitola Report (Storey)

9. CONSENT AGENDA

- A. Annual staff development plan (PG 12-13.)
- B. Adopt revised Display policy (PG 14-17.)
- C. ILS Migration Update (PG 18-19.)
- D. Approval of hours beginning January 3, 2012 (PG 20-21.)
- E. Holiday Hours FY11/12 (PG 22.)
- F. Approval of Finance committee recommendation for unexpected emergency capital needs (PG 23-24.)
- G. Monthly narrative report July and August 2011 (PG 25-36.)
- H. Monthly Statistical report – through August (PG 37-49.)

10. STAFF REPORTS

- A. FY10/11 Year End Financials (PG 50-70.)
- B. July Financials (PG 71-80.)
- C. Presentation of New Logo (oral)
- D. Facilities Master Plan discussion (PG 81-82.)
- E. Transition update (oral)
- F. Performance Indicators for new service model (PG 83-85.)

11. OTHER BUSINESS

- A. Parking Lot Review (no pending items)

12. NEXT MEETING

The next regularly scheduled meeting is Monday, October 3, 2011 at 6:30 p.m.

13. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of September 12 2011 to the next regularly scheduled public meeting on Monday October 3 at 6:30 pm in the Community Meeting Room of the Central Branch Library.

000002

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 [subfinder@santacruzpl.org](mailto:subfinder@santacruzpl.org).

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

July 11, 2011

Central Branch Library Meeting Room  
224 Church Street, Santa Cruz

6:00 PM CLOSED SESSION

Chair Gorson reported that labor negotiations as well as the library staffing transition were discussed. Direction was given and no decisions were made.

6:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Nancy Gerdt, Citizen Barbara Gorson, Citizen Leigh Poitinger, Councilmember Jim Reed, Councilmember David Terrazas, Councilmember Katherine Beiers and Councilmember Sam Storey

Absent: Supervisor Pirie, Supervisor Stone

Staff: Teresa Landers, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF JULY 11, 2011

**Councilmember Terrazas moved, seconded by Councilmember Reed**

**that the Board approve the agenda of July 11, 2011.**

**UNAN**

**Absent: Pirie, Stone**

III. APPROVE MINUTES OF JUNE 6, 2011

**Councilmember Reed moved, seconded by Councilmember Storey**

**that the Board approve the minutes of June 6, 2011.**

**Ayes:** Citizen Gerdt, Citizen Gorson, Citizen Poitinger, Councilmember Reed, Councilmember Beiers and Councilmember Storey

**Abstain:** Councilmember Terrazas

**Absent: Pirie, Stone**

000004

IV. ORAL COMMUNICATIONS

Emily Galli, library staff, reported on First Friday event which was attended by approx. 100 people. Next month art created by Staff members will be featured at the Downtown library.

V. CONSENT AGENDA

**Councilmember Beiers moved, seconded by Councilmember Storey**

**that the Library Joint Powers Board approve the transfer of \$12,000 from the Richardson Trust to the FY 2011-2012 Budget for the purchase of library materials that meet the criteria established for the Trust. (Resolution # 2011-03 Richardson Trust)**

**UNAN**

**Absent: Pirie, Stone**

**Councilmember Beiers moved, seconded by Councilmember Storey**

**that the Library Joint Powers Board approve the transfer of \$190 in anticipated interest income from the Finkeldey Trust to the FY 2011-2012 Budget for the purchase of library music materials. (Resolution # 2011-04 Finkeldey Trust)**

**UNAN**

**Absent: Pirie, Stone**

**Councilmember Beiers moved, seconded by Councilmember Storey**

**that the Library Joint Powers Board approve the transfer of \$10,000 in accrued McCaskill Trust for the Visually Impaired income to the FY 2011-2012 Budget for the purchase of library materials for this purpose. (Resolution # 2011-05 McCaskill Trust for the Visually Impaired)**

**UNAN**

**Absent: Pirie, Stone**

**Councilmember Beiers moved, seconded by Councilmember Storey**

**that the Library Joint Powers Board approve the transfer of \$5,000 in accrued McCaskill Trust for Local History income to the FY 2011-2012 Budget for the purchase of library materials for this purpose. (Resolution # 2011-06 McCaskill Trust for Local History)**

**UNAN**

**Absent: Pirie, Stone**

V. WRITTEN COMMUNICATION

- A. Articles About Santa Cruz and California Libraries
- B. Patron Written Comments
- C. Articles on Libraries Nation Wide
- D. Monthly Narrative Reports- June 2011
- E. Monthly Statistical Report- through May 2011
- F. PLF Population Figures

VI. REPORTS OF ADVISORY BODIES

- A. No Friends Report in June.
- B. No Finance Committee Report in June.

VII. MEMBER REPORTS

- A. Scotts Valley Report

Councilmember Reed reported that the new Scotts Valley Branch Library had a great Opening and that 80 new Library cards had been issued on that day.

- B. Capitola Report

Councilmember Storey reported that the Design Consultant has almost concluded her work for the new Capitola Branch Library. Her recommendation is a 13,000 sq feet Library with an estimated cost of \$7.4 million. However, RDAs are disappearing and therefore the funding source for the Library. The funding plan for the RDA agreement totals approx. \$2.7 million. At the Capitola City Council meeting in August, contingency plans and supplementing the financing program will be discussed.

## VIII. STAFF REPORTS

### A. May Financials

The Library Director reported on the current financial status of the library and the Board reviewed revenues, expenditures and cash flow for the library system. Year End information will be available in September.

### B. Updated Library Sales Tax Revenue.

Updated Library Sales Tax Revenue Report from the County of S.C.

### C. Adopt meeting room policy

**Councilmember Terrazas moved, seconded by Councilmember Beiers**

**that the Board adopt the Library Meeting room policy as presented effective September 1, 2011. Staff will notify those who are impacted by the new policy for meeting room dates already booked for the future.**

**UNAN**

**Absent: Pirie, Stone**

### D. Transition Update

The Director reported that two temporary assignments occurred:

- Emily Galli is the new Transition Coordinator
- Gale Farthing will be working out of class (WOC) as the Public Services Manager
- ILS implementation date has been moved to October 21, 2011
- Job classifications, specifications and salaries have been laid out and meet and confers occurred with the Unions. The next step is the mapping of the current positions.
- Outsourcing Couriers: based on a proposal by the present Couriers, a two week trial period will commence on August 1, 2011. Evaluation will occur at the end of August. Meanwhile an RFP will be issued for outsourcing. However, it is not binding, if the Courier proposal is accepted instead.
- 2 candidates for the AMERICorps volunteer coordinator have been interviewed.
- 7 retirements have been offered and all 7 have been taken.
- Merritt Taylor's retirement will be celebrated on July 19<sup>th</sup> in the Central meeting room
- Other positions vacated through retirements will not be filled.

IX. OTHER BUSINESS

A. Parking Lot Review

Board reviewed the parking lot list

B. Redaction of personal information in LJPB packet (oral).

The Board directed Staff to not redact any personal information submitted in future agenda packets.

C. August Board Meeting

**Councilmember Storey moved, seconded by Councilmember Terrazas**

**that the Board approve the cancellation of the August Board Meeting.**

**UNAN**

**Absent: Pirie, Storey**

X. NEXT MEETING

The next regularly scheduled meeting is Monday, September 12, 2011 at 6:30 pm.

XI. ADJOURN

The regular meeting adjourned at 7:40 p.m.

Respectfully submitted,

Helga Smith, Clerk of the Board

All documents referred to in these minutes are available in the Library Office.

000008



**PROCLAMATION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD PROCLAIMING  
OCTOBER 2 THROUGH NOVEMBER 5, 2011,  
AS THE BIG READ MONTH**

WHEREAS, The Big Read is an initiative of the National Endowment for the Arts (NEA) designed to restore reading to the center of American culture and encourage reading for pleasure and enlightenment; and

WHEREAS, the NEA presents The Big Read in partnership with the Institute of Museum and Library Services and in partnership with Arts Midwest; and

WHEREAS, what began as a pilot project in 2006 with ten communities, The Big Read has since expanded to include 951 grants as of June 2010 and now brings together partners across the country to participate in this important program; and

WHEREAS, locally, The Friends of the Library, in partnership with the Santa Cruz Public Libraries, received a Big Read grant for the works of author Edgar Allan Poe; and

WHEREAS, from October 1 through November 5, the goal is to have the entire Santa Cruz community reading, viewing and listening, and talking about the works of Poe; and

WHEREAS, to encourage broad participation in the local Big Read event, staff at the Santa Cruz Public Libraries, volunteers with Friends of the Library, local school districts, the Museum of Art and History, Community Television, and local businesses and groups will host a number of events highlighting the work and life of Poe; and

WHEREAS, events and activities will include book discussion groups reading Poe, mystery author events, and a condor education program, and will culminate with a grand finale event on November 3 at the Seymour Center where Poe impersonator Duffy Hudson and Author Laurie King will be the featured guests.

NOW, THEREFORE, I, Barbara Gorson, Chairperson of the Library Joint Powers Board, hereby proclaim October 2 through November 5, 2011, as The Big Read Month in all the Santa Cruz Public Libraries and encourage residents to participate in the many events focusing on the incredible life and work of Edgar Allan Poe.

Signed this 12<sup>th</sup> day of September, 2011.

000009

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD  
FINANCE COMMITTEE

MINUTES

August 22, 2011

Central Branch Meeting Room  
224 Church Street, Santa Cruz

7:00 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizenmember Gorson, Councilmember Storey and Councilmember Terrazas

Staff: Teresa Landers, Library Director

II. APPROVAL OF MEETING AGENDA OF AUGUST 22, 2011

**Councilmember Terrazas moved, seconded by Councilmember Storey**

**that the Board approve the agenda of August 22, 2011.**

UNAN

III. APPROVAL OF MINUTES OF MAY 23, 2011

**Councilmember Terrazas moved, seconded by Councilmember Storey**

**that the Board approve the minutes of May 23, 2011.**

UNAN

IV. ORAL COMMUNICATIONS

None

V. STAFF REPORTS

A. Year End Report FY 10/11

Year-end projections look good, ending the year with approximately a \$1 million dollar surplus. This surplus is credited to two things: personnel savings and an increase in the amount of revenue received.

B. Financial Reports through July 2011

These reports are preliminary since the City's Finance Department is still uploading the FY 11/12 budget into the financial software and all invoices have not been posted for July yet.

C. Emergency Cash Needs

000010

Three large expenses have emerged as required by law and/or in consideration of health and safety. These include:

- Mold removal and replacement of infrastructure at Aptos- \$32,000
- Sliding door in meeting room to be replaced with a window so that it can be excluded from the fire exit plan for the Aptos meeting room. There are two other exits from this room that can serve this purpose.- \$675
- Legally required emission control modifications to the Bookmobile- \$22,000 (contingent on not getting a grant for a new bookmobile)

**Councilmember Terrazas moved, seconded by Councilmember Storey**

**that the Finance Subcommittee recommend to the Library Joint Powers Board, a maximum allocation of \$54,675 to pay for unexpected emergency capital needs.**

**UNAN**

**D. Financial Performance Indicators for New Service Model**

Director Landers discuss with the subcommittee financial indicators that would help to evaluate the new library service model going into effect January 2012. The Finance Subcommittee gave the Director some direction and acknowledged this would be part of a larger discussion during the next regularly scheduled Library Joint Powers Authority Board meeting in September.

**E. PLF Funds for FY 11/12**

During the most recent state budget discussions, the Public Library Fund was in flux. Our library system may receive \$16,000 from this fund but because of the uncertainty earlier this year our library system budgeted zero dollars for this income to be received from the State.

**VII. NEXT MEETING**

The next regularly scheduled meeting will be held Monday, September 26, 2011 at 6:00PM in the Central Library meeting room.

**VIII. ADJOURN**


The regular meeting adjourned at 8:15 p.m.

Respectfully submitted,

Kira Henifin  
Clerk of the Board

All documents referred to in these minutes are available in the Library Office.

## STAFF REPORT

DATE: September 4, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries   
RE: Annual Staffing Report and Plan

<p><b>RECOMMENDATION:</b> That the Library Joint Powers Board accept this staff report as the annual training report and plan.</p>
--

### SUMMARY

During FY10/11 the Library took advantage of a variety of training opportunities including extensive use of webinars and a \$40,000 grant from the State Library to assist staff in preparing for major change and transition to the new service model.

The focus for FY11/12 will be on training for the new ILS, Evergreen, assisting staff gain skills needed for the new service model, and continuing work on changing the library culture to a learning organization.

### BACKGROUND

The Library Director is required to submit an annual staff training report in September of each year.

### DISCUSSION

As a way to achieve our vision to transform lives and strengthen communities, the library must have an informed and flexible staff who can fulfill this mission through their actions. Objective 6 of the Strategic Plan is Organizational Readiness. It states:

“The organization has a well trained workforce available to fulfill the mission of the Library system today and in the future”

The library staff is our most valuable resource and our goal is to support each person to develop their skills and to prepare for new challenges.

A major focus of our staff training this year has been the PRESTO Grant (Preparing Staff for Organizational Change). In December, SCPL learned that the full amount of the grant (\$40,000) had been awarded from the State Library. The PRESTO Grant proposed to develop a replicable staff development model that can be used by libraries facing major changes, transitions, and re-inventions. The goal is to empower staff to take an active role in the transition to a new service model and to take personal responsibility for their own development. The PRESTO Grant must be fully spent by September 30, 2011. So far, staff has attended all day workshops titled, “Building Change Resilience,” “Customer

000012

Service in a Self-Check World,” “Strategic Searching: Getting to the Real Question to Find the Right Answer,” and “What’s a Learning Organization and How Do We Make it Happen?”.

We had a Staff Day on April 13 which connected improvisation skills with change resilience. Seven staff of various levels attended a Process Design Session with Sam McBane Mulford and Cheryl Gould to identify how SCPL can become a learning organization.

In addition to the PRESTO training, staff has attended a variety other training. There are many webinars offered on many topics of interest to library staff. These are extremely cost effective as staff does not need to travel to attend and many are available from one’s own desk computer at no charge. Most of these are sponsored by InfoPeople, a state funded library training service. Training attended this year includes:

- Census, Brainfuse, eBooks, Graphic Novels, Floating Collections, City of Santa Cruz Employee and Leadership Development Training, Google Apps, Reference Fundamentals, Technology Petting Zoo, Reaching Reluctant Readers, and Valueline.
- Staff also attended several conferences including Future of Libraries 6.0, Marketing Summit, California Library Association Annual Conference, Edgy Librarian Conference, Evergreen International Conference, and Internet Librarian.

In all, staff has attended 126 different training events for a total of 3,656 training hours.

As we plan for FY11/12 the transition to Evergreen is getting close and training is underway on all aspects of the new ILS. In September, a trainer from Equinox will train trainers on acquisitions, circulation, cataloging, serials, OPAC, reports, and system administration. The staff attending in-person training will then teach others how to use the new system.

The goals for 2011/2012 are:

1. Enable staff to effectively use the Evergreen ILS System.
2. Ensure that each staff member has the training needed to perform successfully as part of new service model.
3. Introduce Individual Staff Development Plans as a critical part of employee appraisal and development
4. Continue the development of SCPL as a learning organization

## STAFF REPORT

DATE: September 4, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries *TL*  
RE: Display Policy

**RECOMMENDATION:** that the LJPB approve the attached policy as revised.

### SUMMARY

Changes were made to the Display policy to reflect changes in the reporting structure, to integrate the concept of digital signage and to “tighten” language that has been considered ambiguous in application.

### BACKGROUND

There has not been a schedule for review and updating of various Board policies. Such a schedule was created and these two policies are the next ones in line for review.

### DISCUSSION

The changes recommended are:

- References are to “service desks” in general. Any service desk anywhere should be able to accept the material. There may still be individuals charged with handling the materials but any staff member should be able to accept it.
- As we move to digital signage, we want to be able to convert and/or accept materials in electronic format
- Branches should not be establishing their own procedures as this gets confusing if managers change or someone goes to a different branch.
- Clarification that the one display per year is by an individual or organization
- Setting a time limit of one month for displays. We envision that an extension might be granted should circumstances warrant but a one month limit provides consistency and the ability to give more members of the community an opportunity.
- Along with the one month time limit, the Library needs the authority to remove exhibits if the individual or organization does not do so as others may be waiting for their one month to begin.

These changes address the issues that have been problematic and provide clarity for both staff and public.

000014

LJPB Policy 305

**Policy Title: DISPLAY POLICY: BULLETIN BOARDS, DISPLAY CASES, AND WALL-MOUNTED EXHIBITS**

Formatted: No underline

**Policy Statement:**

Formatted: Underline

Formatted: Font: Bold

In the context of its mission to provide materials and services that help community residents meet their personal, educational, cultural, and professional information needs, the Library System makes available for community use display cases, bulletin boards, and other space for conveying information or publicizing events. The following rules govern the type and manner in which materials may be displayed.

Bulletin Boards

1. Bulletin Boards in public areas may be used to publicize cultural events and programs of community interest.
2. Notices about political candidates, religious services, or private enterprises may not be posted.
3. All materials must be submitted to the branch service desk Branch Manager for posting and approval, ~~or at the Central Branch to the Reference desk for posting on adult area bulletin boards, and Children's Room staff for posting on the Children's Room bulletin boards.~~
4. Branches using digital signage may require posted notices to be received in or converted to electronic format for posting.

Formatted: List Paragraph, No bullets or numbering

Display Cases

1. Use of Display Cases is reserved for individuals, and community and not-for-profit groups only.
2. Groups or individuals may reserve space in display cases on a first-come, first-served basis, by making arrangements in advance with the Branch Manager or her/his designee, ~~using procedures established at each Branch.~~

Formatted: List Paragraph, No bullets or numbering

3. Generally, only one display per year per individual/organization may be booked at any one Branch.

4. Displays are for one calendar month.

5. Displays must be of interest to some segment of the community. They may not advocate the election of any candidate for political office. They may concern an issue of current political interest. It is understood that the opinions expressed in the display do not represent those of the Library System, its staff, or the Library Joint Powers Authority Board and signs stating this are posted at each Display Case.

6. The Library System will endeavor to make display space available to groups representing all sides of issues. It reserves the right to schedule displays on the first-come, first-served basis cited in Number 2 above. For displays regarding issues of current public debate, it also reserves the right to facilitate public comment on the issue via a binder in which people are invited to write their comments.

7. Each display must contain a sign indicating the name of the sponsoring group or individual. The sponsor may also post a sign listing its address and phone number so that interested members may contact the sponsor directly.

8. No work of art, craft, or artifact displayed may be priced for sale. The artist or sponsor of the display may post a sign within the display case stating that her/his business card is available at the service ~~Reference or Circulation Desk~~.

9. The Library System has no insurance covering the contents of display cases or other exhibits. If the sponsoring group or individual is concerned about insurance, it must make independent arrangements.

10. The group or individual must follow all rules regarding installation and de-installation established by the Branch at which the display is mounted.

11. Groups or individuals sponsoring displays must sign a Display Reservation Form provided by the Library System stating the proposed content of the display and attesting that they understand the rules and policies governing displays.

12. Branch Managers or the Director of Libraries reserve the right to remove any display whose content does not reflect that stated in the Display Reservation Form.

13. Library reserves the right to remove displays after the month display period has ended.

Formatted: List Paragraph, No bullets or numbering

Formatted: List Paragraph, No bullets or numbering

#### Wall-Mounted Exhibits

1. All the strictures listed above apply to wall-mounted exhibits.



DISPLAY POLICY

3

2. The Library System reserves the right to specify and limit the space in which wall-mounted exhibits are displayed.
3. The Library System reserves the right to form partnerships with Santa Cruz County arts organizations to select, coordinate, and manage the hanging of art exhibits.

Adopted by the Library Joint Powers Board  
September 10, 2001

DISPLAY POLICY  
Rev. 08/24/01  
Rev. 09/12/11

000017

## STAFF REPORT

DATE: September 4, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries  
RE: Migration to new ILS

**RECOMMENDATION:** Approve motion to close the Library Saturday October 22 through Monday October 24 for the migration to the new ILS.

### SUMMARY

The computer system will be unavailable from Monday October 17 through some time on Sunday October 23 or Monday October 24 to transition from the old ILS to the new one. October 17 through 20 staff will be using offline checkout. The transition requires a great deal of staff intensive work, lack of access to all library systems both front and back of the house. Not closing during this critical time may result in the loss of patron information and transaction data. Staff also needs hands on training before opening back up to the public.

### BACKGROUND

The Library has been actively planning a transition to the new computer system for the past year. In observing what other libraries have done and upon the recommendation of the vendor, it is considered advisable to close during the final cutover.

This closure allows staff to focus on the final transfer of patron account and transaction data as well as staff training on the actual live system rather than test systems as they will have been doing for the past month.

There are always anomalies that occur in the migration of data and having uninterrupted time on the system when transactions are not interfering with troubleshooting is advisable.

### DISCUSSION

Transactions of all kinds will freeze on October 17. These include cataloging, acquisitions, holds requests, serials, circulation, card registration/updating and online catalog). Registrations and circulation transactions done after DRA is frozen will need to be entered into the new system before going live with the public.

000018

We are planning on the cutover and troubleshooting to be accomplished Friday October 21-Sunday October 23. Monday October 24 will be spent on staff training and entry of patron registrations and circulation transactions. If these are not entered before the system goes live, it is possible for someone to return something before it shows as checked out. This can wreak havoc not only on the circulation function but on the holds function as well.

If by some chance the system is not live all day Monday October 24, we will have alternative staff development activities available so the day can be considered a staff training day no matter what happens with the new system.

Other areas affected include:

- No hold requests can be made after 5 pm on Sunday October 16. New holds will not be accepted until Tuesday October 25 on the new system.
- Paper card applications can be accepted from October 17-20 but cards will have to be mailed to patrons and new patrons may not check out materials.
- School library card registration must be completed by October 10.
- The catalog will be available until Sunday evening October 16.
- The loan period is being simplified to 3 weeks. Fines will begin to accrue on the first day overdue. Patrons will receive an email notice 3 days **before** an item is due and the first overdue notice when an item is 3 days overdue. This new loan period will begin October 1 which will encourage patrons to return materials by October 25. The grace period policy will end October 16. (Check outs on September 30 will be due October 14, the last check-out date with a shortened grace period)
- Patrons will be greatly encouraged to use email for library notices as there are extra benefits: receiving pre-due and holds expiring notices and saving the library money on print notices.

# STAFF REPORT

DATE: August 3, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries  
RE: January Hours

**RECOMMENDATION:** That the LJPB adopt the hours as presented to start on January 2, 2012 contingent on the successful adoption of the transition plan.

## SUMMARY

The new service model calls for expanded hours at each branch effective January 2012. The recommended configuration of hours is in the chart below.

## BACKGROUND

The Board subcommittee that recommended the service model to be adopted in January 2012, agreed on the number of open hours per branch. That subcommittee also recommended that library management determine the specific days and hours open as long as the total met the minimum established by the sub-committee and subsequently adopted by the LJPB.

The total hours per branch are:

Aptos	44
Boulder Creek	28
Branciforte	28
Capitola	30
Downtown	54
Felton	20
Garfield Park	20
La Selva Beach	20
Live Oak	30
Scotts Valley	44

## DISCUSSION

The original intent had been to solicit community input on preferred days and specific open hours. In order to determine how to translate the FTEs as stated in the plan to

000020

individual positions, specific days and number of hours per day needed to be determined much sooner than anticipated in order to keep the transition plan on track for approval in time for implementation in January. Specific hours were determined on short notice in consultation with the staff at each of the branches who are familiar with patron needs and visit patterns.

An attempt was made to keep hours at each branch somewhat consistent (always opening/closing at the same time or in an easily remembered pattern). With the exception of Garfield Park, all branches are open either Saturday or Sunday with Downtown returning to 7 days per week. We tried to take a regional approach and make sure that at least one library per region is open Saturday and another Sunday.

Since story time will be presented by Programs and Services staff, not onsite branch staff, we did not worry about making sure we were open for story time. This can happen while we are closed.

We kept the closing time at 7 pm as the consensus was that students doing homework could do most of what they need to do online and the 7-8 hour was slow in the past. When we look at adding more hours in the future, we may want to reconsider and make it a high priority to have at least one library per region open later on weeknights.

The recommended hours for January 2012 are:

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
APTOS	closed	11-7	11-7	11-7	11-7	11-5	11-5	44
BOULDER CREEK	closed	closed	12-6	12-6	12-6	12-5	12-5	28
BRANCIFORTE	closed	closed	10-6	1-7	1-7	1-5	1-5	28
CAPITOLA	closed	closed	1-7	11-5	1-7	11-5	11-5	30
DOWNTOWN	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
FELTON	1-5	2-6	2-6	1-5	1-5	closed	closed	20
GARFIELD PARK	closed	1-5	2-6	1-5	2-6	1-5	closed	20
LA SELVA BEACH	closed	closed	10-2	2-6	10-2	1-5	1-5	20
LIVE OAK	1-5	11-7	1-6	11-7	1-6	closed	closed	30
SCOTTS VALLEY	closed	11-7	11-7	11-7	11-7	11-5	11-5	44

## STAFF REPORT

DATE: September 4, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries *TL*  
RE: Holiday hours for FY11/12

**RECOMMENDATION:** That by motion the Board adopt the following system wide 2011 holiday closure schedule.

### **BACKGROUND**

The LJPB must approve holiday closures annually.

### **DISCUSSION**

The following proposed holiday closure schedule is recommended for all 10 library branches and the HDQ Administration offices. At this point all library staff except the Director will continue on furlough at least through December 31, 2011.

### SYSTEM WIDE HOLIDAY CLOSURE

Wednesday, November 23, 2011 (Furlough Day)  
Thursday, November 24, 2011 (Thanksgiving Holiday)  
Friday, November 25, 2011 (Day After Thanksgiving Holiday)

Sunday, December 25, 2011 (Christmas Holiday)  
Monday, December 26, 2011 (Christmas Holiday Observed)

Sunday, January 1, 2012 (New Years Day Holiday)  
Monday, January 2, 2012 (New Years Day Holiday Observed)

000022

## STAFF REPORT

DATE: September 4, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries  
RE: Emergency Capital Needs

**RECOMMENDATION:** That the Library Joint Powers Board authorize a maximum allocation of \$54,675 to pay for unexpected emergency capital needs as recommended by the LJPB Finance Subcommittee.

### SUMMARY

Three large expenses have emerged as required by law and/or in consideration of health and safety. These include:

- Mold removal and replacement of infrastructure at Aptos- \$32,000
- Fire approved exit door and concrete pad for Aptos meeting room- \$675
- Legally required emission control modifications to the Bookmobile- \$22,000 (contingent on not getting a grant for a new bookmobile)

### BACKGROUND

The Library has had no funds to provide ongoing capital maintenance for the past two years and has relied on a small contingency fund in Building Operations and Maintenance to deal with the most egregious needs. Thus, preventive maintenance has been minimal and there are many pent up needs in the ten library facilities.

The board subcommittee that made the final recommendations regarding a fiscally sustainable alternative service model agreed that \$40,000 would be designated in the FY11/12 budget for ongoing capital maintenance. It was further agreed that the reserve fund would be available for emergency allocations and to cover cash flow obligations.

### DISCUSSION

Three immediate and severe issues have come up that will require significant expenditures of cash.

- Mold was discovered in the Aptos Library 3 months ago. An evaluation revealed there has been an ongoing condensation problem happening between the roof and the ceiling. The plywood and insulation has been in a state of constant wetness but never got bad enough to break through the ceiling so we could know it was happening. Mold grew and now needs to be removed. The wood needs to dry out or be replaced. Repairs will need to be made to the roofing ventilation as well. The estimated cost for testing and mold removal is \$14,000, and the labor and materials to return the roof/ceiling to its prior condition with proper ventilation

000023

will cost \$18,000. The branch will also need to be closed for about a week for both the removal and the rebuild.

- The Aptos Fire Marshal identified several deficiencies. The smaller ones have been handled but the replacement of the patio door to a non-functioning exit (permanent window) will cost \$675. Because this is a meeting room that holds more than 50 people, there must be two exterior exits which already exist so the removal of this exit was approved by the Fire Marshall.
- There is a regulation for emission control that the Bookmobile must comply with by December 31, 2011. The cost of this modification is \$22,000. We have applied for a grant for a new bookmobile and will hear around the end of September. If we receive the grant we will apply for an extension/exemption for the modification. If we don't receive it, we will need to make the modification.

It is clear that the total of these expenses, \$54,675, exceeds the \$40,000 allocated for ongoing capital maintenance. In addition, the \$40,000 was already insufficient for all the requests submitted by the branches:

- Lighting improvements
- Air Duct Cleaning
- Parking lot repair
- Exterior and interior painting
- Restroom repairs



## MONTHLY REPORT FOR JULY 2011

### 1. Reading, Listening and Viewing for Pleasure

#### *A. Children in Santa Cruz County will enter school ready to read, write, listen and learn*

Ready, Set, Read continued at all branches. It has been very successful with community experts from Musical Me, Healthy Kids and Toadal Fitness. Attendance has steadily increased at all branches. Families with young children are playing together, networking with each other, and enjoying all the library resources this summer. The music literacy programs have been wildly popular at all the branches.

At Aptos the Mother Goose Timers have been treated to expanded-enriched programming to support the Ready-Set-Read Grant. Combining an all-out family-place environment with a mother goose circle time, the summer has been topped off by a visit from Lizz Anderson from Music Together. Parents were encouraged to light up their children's brains and lives with music, movement, and rhythm which fits snugly with our early literacy focus.

Boulder Creek's weekly story-time is currently engaged in the "Ready, Set, Read" program. Headquarter staff are coming out with specialists in music, physical activity, health, etc. to augment story-time with special activities and the opportunity for parents and caregivers to talk with the specialists.

Felton is also participating in the Ready, Set, Read program on a special day prior to the Branch's opening. While no one attended the first two programs, two enthusiastic and appreciative families attended the following two.

A special pajama story-time occurred on July 12<sup>th</sup> where BC library staff and Friends' members, with the additions of Janis O'Driscoll and Teresa Landers, read bedtime stories to an appreciative audience of 35 pajama clad youngsters.

Almost 30 children from Green Acres Elementary School summer program participated in summer reading with their teachers and classmates. They all enjoyed celebrating their reading at a storytime with Outreach Librarian Jeanne the last week of summer school.

#### *B. All ages will have materials, programs and displays that reflect current community interests and provide pleasurable reading, viewing and listening experiences that help them reach their personal literacy goals*

The Downtown branch has had a couple of popular book displays in the adult area. The month began with a display of graphic novels that proved to be very popular and ended the month with books and media on time travel. Mostly fiction and Sci-Fi, some books on physics, etc.

The whole young people's room at Aptos is decorated with the world in reading. Decorative lettering pronounces the country and selected examples of reading material are displayed. Currently this display reflects the children's interest in the ongoing summer reading program.

Double-sided window display in collage advertises programming and jazzes up the room. From outside the library perimeter and inside the young people's room, the cut-paper collage advertises summer reading storytelling with Dolly Barnes, thirty-year children's librarian and Saratoga Branch Manager retired from the Santa Clara County Library System. A beach umbrella represents Storytelling at the beach, a woven picnic basket depicts storytelling at a picnic, and the forest of trees advertises storytelling in the woods. The large giant hand reaching out to the bean vine advertises the teen production of a shadow-puppet play, "Jack and the Beanstalk."

Aptos also featured a travel book display on the back side of the new book island. The "Novel destinations" display proved a huge hit. It featured literary guides to famous cities as well as travel reminiscences.

Boulder Creek Branch is displaying a large amount of materials focusing on job searching, resume writing, and starting one's own business.

A member of the Felton Friends, and a neighbor of the Branch, has created a poetry nook on the window ledge with a framed monthly poem and a nice throw scarf and flowers.

Summer Reading programming at Felton has also been very successful. In July large crowds enjoyed the Fratello Marionettes, Peter Weiss the Sing Scientist, and Dan O'Brian and Son. The summer program concluded with the ever popular "Great Blindini".

The following displays occurred during May and June at Aptos.

- Mixed media by Aptos High School Art Department. 35<sup>th</sup> annual art show.
- Oil paintings by Frances Travers-June

***C. People of all ages will have friendly support and intuitive access to the materials and resources they want***

An increasing number of Aptos patrons are enjoying the PlayAway audio titles featured at the entrance to the adult reading area. They are hoping this collection will grow.

## **2. LIFELONG LEARNING**

***A. People will have access to a relevant collection of resources in diverse formats for all ages.***

Senior Outreach Librarian Bobbi receives many phone inquiries about our services. This month she was contacted by a patron with low vision who has not been able to drive for some time. The patron has a CD player and Bobbi has set her up with the Book Buddy program.

Outreach staffer, Kathleen Frey completed the required volunteer training for jail service and then accompanied Leslie Auerbach to the jail in July. This monthly service is very much appreciated. We take at least 4 crates of donated paperback books and rarely return with more than a few books

***B. Library users will have access to innovative and successful programming which reflects the cultural, educational and informational needs of the diverse communities served by SCPL and which will help learners of all ages to achieve their goals.***

Science, magic, summer-time themes, music, theater, and early literacy abound at the Aptos Library, with Don and Shane O'Brien's Xtreme Science Magic, Summer Storytime themes from Storyteller Dolly Barnes, Music from Lizz Anderson and from Michelle Zheng's teen dance and song group, Teen-produced shadow-puppet play, and literacy programming for babies through the wonderful twos.

Aptos staff David Addison and Chase McLelan are offering a series of three 1 hour classes on basic computer skills and intermediate internet searching this summer. They tailor their classes to what the attendees ask for most. This week focused on attaching and retrieving e-mail documents among others. The classes are small and patrons appreciate the individual attention.

Young Adult Librarian Sandi Imperio provided Wii gaming to an appreciative crowd of teens and pre-teens on the 19<sup>th</sup>.

***C. People will have access to innovative technology and the tools necessary to find, evaluate and use information and resources to meet their learning needs.***

Library reference staff are beginning to experiment with using an Ipad to provide "mobile" reference services.

### **3. COMMUNITY CONNECTIONS**

***A. The Library will initiate and nurture partnerships with the public, private and nonprofit sectors in Santa Cruz County for the mutual benefit of the partners, the Library and the community.***

The Outreach partnership with Cabrillo Stage continues to flourish. SCPL's Programs & Partnerships has purchased 15 tickets (discounted by Cabrillo Stage) for clients of Hope Senior Services to attend the Aug 3 matinee of Hairspray. They will also get a backstage tour & a chance to meet with some of the actors. Hope Services staff is competing to

accompany the lucky clients. Jon Nordgren, Cabrillo Stage's Producing Director, wants to offer more opportunities for library patrons & partners from underserved sectors of our community. We will continue to work with Cabrillo Stage to find such opportunities. Jana Marcus, Cabrillo Stage's Marketing Director, gave SCPL prominent ad space in the Cabrillo Stage program booklet — a generous gift in a year that Cabrillo is battling large budget cuts. Jon Nordgren also made prominent mention of SCPL in his director's note in the program.

Live Oak's Kevin Hildreth is also a volunteer with Junior Giants, a youth baseball program managed by the Live Oak Family Resource Center and Santa Cruz Sheriff's office with sponsorship by the San Francisco Giants. Kevin encouraged the participants to use the library and distributed a bibliography of baseball books at SCPL created by Heather Norquist..

Branch Manager Laura Whaley continued her monster making program in partnership with the Boulder Creek Recreation Center.

***B. People will strengthen their ties with each other, the community and the library.***

Senior Outreach Librarian Bobbi met with Jennifer Andronico the Activities Director at Aegis Living on July 6<sup>th</sup> to see what presence the library could have at Aegis. Bobbi brought a number of LP books for their library and will continue to bring more titles as they do not have large print books and there is a demand. Bobbi suggested the Book Buddy program for those avid readers who could not make the trip to the Aptos Library. One of the residents had just moved from Oak Tree Villa and is the first person who will have a BB. Jennifer is pleased to begin a relationship with SCPL. Both Jennifer and Bobbi will continue to explore other options.

Lynette George and the Boulder Creek Friends organized an amazing walking entry for the Boulder Creek Fourth of July Parade. 'Madeline and Company' took first place for walking groups.

***C. The community will recognize the value of SCPL in improving their lives and will recognize SCPL as an asset to their community.***

Friends of the Santa Cruz Public Library Boulder Creek Chapter hosted its annual San Lorenzo Community Band. The Community Band is dedicated to sharing their love of instruments and music with community. They are especially focused on keeping music in the schools. The Boulder Creek Library Amphitheater is a lovely place to perform and listen to music.

The following groups used the Aptos Branch Library between May and July.

1. Genealogical Society
2. Aptos writing group
3. Avon training

4. College Bound Foundation
5. GLBT Youth Task Force
6. Santa Cruz Metro
7. University of San Diego
8. California State Teachers Assn.
9. Pave.
10. Transcendental Meditation.
11. United States Postal Service

***D. Volunteers will be used effectively***

Senior Outreach Librarian Bobbi has two new volunteers, a husband and wife team who live in Aptos. They will begin to working at our new partner Aegis, and are willing to take on another BB there should the need arise.

Several Aptos volunteers have resigned due to health issues. Aptos has also dis-continued having volunteers assist people with picking up holds and learning how to use self check. After a number of months, the public has learned what to do and it didn't make sense to schedule volunteers in the afternoon.

There are approximately 10 people who wish to volunteer at Aptos. Unfortunately we do not have work for them at this time. Heidi is forwarding their information on for the future volunteer coordinator.

The Aptos Branch Library will hold a volunteer recognition luncheon for approximately 20 volunteers on Wednesday, September 7<sup>th</sup> from 11-1 in the meeting room. Library Board members and Library Management are invited! We hope to see as many of you as possible!

**4. WELCOMING PLACE**

***A. Identify the physical changes and funding required to provide 21st century library facilities.***

Changes will be made to the sliding door and exit path at the Aptos Library meeting room. This is mandated by the Fire Department and should make things safer for an expanding number of groups who will book the space.

***B. The virtual branch meets the definition of a welcoming place***

Progress continues towards the cutover to the new ILS which includes a new public catalog. The cutover date is now set for October 21-24.

***C. People receive service at the level they need and want***

**5. FINANCIAL SUSTAINABILITY**

***A. The Library System maintains a healthy and stable financial position***

***B. There is adequate, stable and diverse funding to finance ongoing operations, key strategic initiatives and capital projects.***

A mold issue at Aptos will require using emergency funds to ameliorate. Estimates are pending

***C. Services of a defined level and quality are consistently delivered based on revenue projections and supportive organizational and operating structure.***

***D. The Library operates efficiently and focuses on continual improvement.***

Summer reading club is always a busy time at the Aptos Branch. It is also a time when staff vacations and the limited availability of subs changes the normal desk schedule patterns. The majority of children registering and turning in their reading club logs have been assisted from the single point of service counter this summer-whenver we were unable to staff a desk in the children's room. It worked out very well for all.

Aptos Pages continue to work on discharging materials in the back room as well as checking in our daily shipment. Three of the four pages are currently training as on-call clerks. Their versatility will be a definite asset to the system..

## **6. ORGANIZATIONAL READINESS**

***A. Staff receives adequate training to do their jobs effectively.***

Amelia Hickey completed an Excel class at Cabrillo. Amelia will participate in Presto Training on August 11<sup>th</sup>, and City supervisory training classes on August 9<sup>th</sup> and 29<sup>th</sup>. David Addison will participate in Presto training on August 10<sup>th</sup>. Mike Zulia completed a Presto Training class in June. He is scheduled for 6 weeks of on-line Core Reference training through the State Library in August. Mike is also the Aptos Library representative on the new Evergreen ILS system and attends meetings as they arise. Sally Macki attended an Infopeople class on Strategic Searching to assist with reference questions from a single point of service counter. She also attended a mini-workshop on Value Line-the business reference binder service heavily used at the Aptos Branch.

***B. SCPL is committed to developing current library staff to become tomorrow's library leaders.***

***C. Employees have the skills to execute change and are committed to change and continual improvement.***

***D. A customer driven service philosophy guides staff training and development.***

## MONTHLY REPORT FOR AUGUST 2011

### 1. READING, LISTENING AND VIEWING FOR PLEASURE

#### **A. Children in Santa Cruz County will enter school ready to read, write, listen and learn.**

Jeanne O'Grady coordinated staff and community specialists in a successful series of Family Place early literacy events this summer called READY, SET, READ . The program was funded by the County Office of Education and was designed and carried out by SCPL.

Jeanne provided programs at Felton and Live Oak Family Resource Center, as well as subbing for Linda White at Boulder Creek. Jenn Cockerill facilitated RSR programs at La Selva Beach and Capitola and subbed for Linda White at Garfield Park. In addition to the usual storytimes offered at Scotts Valley, on Wednesdays in July, Scotts Valley offered this program as well.

Downtown Youth Services had a very successful school readiness series during the summer. Geared towards those entering kindergarten in the fall, the programs focused on literacy, school readiness, music, nutrition and health, and child development

#### **B. All ages will have materials, programs and displays that reflect current community interests and provide pleasurable reading, viewing and listening experiences that help them reach their personal literacy goals.**

With the removal of Juvenile VHS tapes, La Selva Beach's children's area now has a nice display space for various materials and themes. Our current display is "Back to School".

B40 and CenYS were loaned a Play and Learn Island from the Rancho Cucamonga Library Foundation. Designed to incorporate the critical types of educational play in a library space, the play station included toys and manipulatives. Children were delighted to play with the sand, and parents were amazed that staff would allow the stuff in the library. We kept a carpet sweeper nearby.

Jeanne O'Grady did an end of summer reading storytime at Davenport Family Resource Center.

Outreach signed up 98 children for Summer Reading. 73 children cashed out (74.5%) and earned an average of 12.51 Summer Reading Dollars. Outreach staff did 10 summer reading programs (does not include RSR programs at branches) attended by 193 people (average 19.3 per program).

Scotts Valley also offered Drop in Crafts on Saturdays. This weekly program provided a variety of crafts for children ages 1-12, including windsocks, picture frames, tissue paper designs, rock painting, wooden shape painting, sun-catchers, collage and bookmarks.

This activity was very popular, and the branch was fortunate to have three young volunteers assisting with either these craft programs or with the gaming wall.

Scotts Valley participated in a Library-Pen Pal program which allowed patrons to create a postcard to send to the Scotts Valley Library pen pals at the Mission Valley Branch Library in San Diego.

**C. People of all ages will have friendly support and intuitive access to the materials and resources they want.**

LSB moved the children's "Read Alongs" (books with a CD to "read along" with) to the juvenile audio books section to highlight them and to encourage their circulation.

**2. LIFELONG LEARNING**

**A. People will have access to a relevant collection of resources in diverse formats for all ages.**

Bobbi Wolner introduced a BookBuddy to her second homebound patron. Her new BB tried books on CD but found that she prefers reading, even though it is becoming more difficult. Fortunately, large print works for now.

**B. Library users will have access to innovative and successful programming which reflects the cultural, educational and informational needs of the diverse communities served by SCPL and which will help learners of all ages to achieve their goals.**

On September 1st, LSB will begin a 6 part Memoirs Writing Workshop led by Gail Burk of the Santa Cruz Genealogy Society. All of our children's programming took a break in August but Storytime will return on September 6th.

The Scotts Valley Branch was proud to show off its new media wall with a live streamed presentation of the TEDxGlobal LiveCast which asked "What is life? And how can it be better lived?". The TEDxGlobal 2011 event was billed as a celebration of life, in all its forms, and the program in the Scotts Valley Fireside Room was presented to a full house. There was also a presentation in July by Scotts Valley Patch, a news and information platform dedicated to providing comprehensive local coverage specific to the Santa Cruz community.



Scotts Valley: Scotts Valley offered the program "Making Friends with Your Computer: A Library Computer Club". Scotts Valley also presented "Xtreme Science Magic", a lively science program that featured several fascinating science principles.

**C. People will have access to innovative technology and the tools necessary to find, evaluate and use information and resources to meet their learning needs.**

The digitization of Scotts Valley historical photographs will be made possible through a State Library grant. The grant allows 200 photos of historical significance to the Scotts Valley community to be digitally preserved and will be available on Santa Cruz Public Libraries' Local History website as well as through the California Digital Library.

### **3. COMMUNITY CONNECTIONS**

**A. The library will initiate and nurture partnerships with the public, private and nonprofit sectors in Santa Cruz County for the mutual benefit of the partners, the library and the community.**

The Friends of the La Selva Beach Library held a book sale and raised over \$1,000.

The Santa Cruz County Genealogical Society is celebrating its 40<sup>th</sup> anniversary in August this year and their long association with the Santa Cruz Public Libraries is almost that long. In a Sentinel article from early January 1972, it was mentioned that the Society was building a collection of books which would eventually be integrated with the SCPL system. On March 1<sup>st</sup> 1974, the organization moved into the Branciforte Branch library where they flourished. In 1986, Library Director Anne Turner wrote a proposal to establish a Local History Branch which would include a librarian and a clerk who would manage the branch and which would house the Californiana collection, the microfilm, the microfilm reader/printers and the Genealogical Society's collection. The branch was proposed as a cooperative effort between the library and the Society and it was suggested that an advisory board made up of members from the Society, the Library Board and the Branch itself be created to oversee its operation. While the proposal was approved in concept by the Library Board in April 1986, it clearly did not happen as proposed. The Genealogical Society and their collection eventually moved to the Central Branch in August, 1991 where they currently remain.

On Aug 3, 15 Hope Senior Services clients & staff members attended a special matinee of Cabrillo Stage's hit production of Hairspray. They also enjoyed a backstage tour & a meeting with members of the cast & production staff. "The play was AMAZING!!!! THANK YOU! THANK YOU!!!! THANK YOU!!!!" a staff member wrote to SCPL.

Jeanne O'Grady brought 6 young readers (ages 8 - 14) from Jardines del Valle to Santa Cruz on the annual shopping trip to spend summer reading dollars at Woodworm, Atlantis Fantasy World and Palace. They were warmly welcomed by staff at each of those stores and then they got the added treat of lunch, music, and making noisemakers at

the Battle of the Bands. When she dropped them off at home at the end of the day, she asked the youngest one if he had a good time. He said, "No. I had a GREAT time!"

The final report to COE of Ready, Set, Read summer early literacy program was sent on August 10. We taught 59 classes at 10 branches and 1 outreach site between June 14 and July 28. 1473 people attended these classes. Each child received an Elephant and Piggie book by Mo Willems. Spanish speakers received the bilingual book Bravo! by Ginger Fogelson Guy. Each family received a craft box and a Family Place tote bag with a parenting book and a ZunZun CD. Bags, CDs, and Spanish parenting books were purchased with First 5 grant funds for previous programs. All other giveaways were purchased with the COE grant for Ready, Set, Read.

**B. People will strengthen their ties with each other, the community and the library.**

The Library is participating in Club Digital which is a digital literacy program focused on connecting families to a new world of information and opportunities. It uses a multimedia training approach to connect Hispanic families to broadband with the goal of having program participants subscribe to broadband at the conclusion of the program.

**C. The community will recognize the value of SCPL in improving their lives and will recognize SCPL as an asset to their community.**

While on the Bookmobile at Dominican Oaks, staff was approached by Susan Littold, from Driftwood Manor, asking about service for their residents. Bobbi Wolner explained alternatives to actual bookmobile service: Book Buddies, monthly program similar to SC Skilled Nursing. Susan requested library card applications and Bobbi looks forward to getting the apps back and moving forward with some kind of service.

On Aug 15, when SCPL staff member Leslie Auerbach & volunteer Sue Lampson visited Hope Services for their monthly program, they were treated to an enthusiastic review of the Hairspray performance & were given a multi-page "thank you card" comprising drawings, handwritten notes, a group photograph of the Hope Services attendees, & a picture of the cast & crew talking with the audience. One of the Hope Services clients presented Leslie with a rose (artificial), & Sue & Leslie were hugged repeatedly & told Thank you, thank you, thank you. Staff spoke about what a difference this opportunity had made in clients' lives, & pointed out that the woman who'd given Leslie the rose had been very depressed all year; Hairspray had prompted the first smile they'd seen on her face in a long time.

The Friends of the Library arranged for Community Television to produce a PSA promoting the Read to Me book kits. Several staff and Carole McPherson of the Friends participated. It can be viewed on the Library's new utube channel.

**D. Volunteers will be used effectively.**

There are currently have 6 volunteers at La Selva Beach. They help with running book groups; sorting books for the book sales; search lists and watering plants among other things.

The corps of dedicated volunteers continues to grow at the Scotts Valley Branch, with both adult and young volunteers helping the branch function more effectively, by shelving, sorting gift books, assisting with the gaming wall, and with programming.

#### **4. WELCOMING PLACE**

**A. Identify the physical changes and funding required to provide 21<sup>st</sup>-century library facilities.**

**B. The virtual branch meets the definition of a welcoming place.**

The library now has its own utube channel. There are currently two videos available. One is a PSA produced by the Pacific Library Partnership using Santa Cruz teens.

**C. People receive service at the level they need and want.**

#### **5. FINANCIAL SUSTAINABILITY**

**A. The library system maintains a healthy and stable financial position.**

The library finished the fiscal year about \$1 million in the black.

**B. There is adequate, stable and diverse funding to finance ongoing operations, key strategic initiatives and capital projects.**

**C. Services of a defined level and quality are consistently delivered based on revenue projections and supportive organizational and operating structure.**

**D. The library operates efficiently and focuses on continual improvement.**

Discussions continue with the bargaining units about the staffing plan required for the new service model.

#### **6. ORGANIZATIONAL READINESS**

**A. Staff receives adequate training to do their jobs effectively.**

Cathy Landis completed an Excel class at Cabrillo College on August 3

Jeanne O'Grady attended a First 5 Brown Bag Lunch seminar on "Powerful Presentation Skills."

Bobbi Wolner finished the webinar series with Allan Kleiman. The last one was "Outreach to Seniors." One of the ideas presented was to have iPads available for Seniors with disabilities that can be loaded at the library with either books or audio books. This is something that Bobbi and Leslie discussed with Janis and said they would present a proposal by the beginning of October.

Paula Turpenen attended Excel I and II.

Amelia Hickey attended "Decision Making and Problem Solving" and "Customer Delight".

**B. SCPL is committed to developing current library staff to become tomorrow's library leaders.**

Laura VanDerslice attended *City Employee & Leadership Development Program Module #3, Decision-Making and Problem Solving Workshop*

On July 5, Cathy Landis temporarily took over operations at the La Selva Beach branch from Heather Pereira and Rachel Lee. She also attended the City of Santa Cruz's Employee & Leadership Development Program *Module #3, Decision-Making and Problem Solving Workshop*

**C. Employees have the skills to execute change and are committed to change and continual improvement.**

About 2/3 of the staff attended the *Learning Organization Workshop* with Cheryl Gould, These workshops are the last part of the Presto Grant and transitional training.

Linda Gault attended a workshop and a webinar on Copyright and Legal Issues affecting digitization projects.

In July, Paula Turpenen from Scotts Valley attended "Strategic Searching: Getting to the Real Question to Find the Right Answer".

Lauren Suhd attended a follow-up training on "Leading from Any Position", and continues to participate in the Evergreen committee in preparation of the library's migration to the new ILS system.

Several staff participated in a follow up workshop on the concept of becoming a learning organization to strategize on what specifically needs to be done at SCPL to move this forward.

**D. A customer-driven service philosophy guides staff training and development.**

The two major initiatives of the transition to a new ILS and the library becoming a learning organization will have a profound and direct impact on customer service.

## 10/11 SELF CHECKOUT

JULY								
	#1	#2	#3	#4	#5	#6	TOTAL	% Circ
Aptos	2270						2,270	11%
Boulder Creek							0	0%
Branciforte							0	0%
Capitola							0	0%
Central	3725	1187					4,912	11%
Felton							0	0%
Garfield Park							0	0%
La Selva Beach	803						803	80%
Live Oak	4036	3365	3601				11,002	83%
Scotts Valley	1861						1,861	10%
Subtotal							20,848	17%
AUGUST								
	#1	#2	#3	#4	#5	#6	TOTAL	% Circ
Aptos	2298						2,298	11%
Boulder Creek							0	0%
Branciforte							0	0%
Capitola							0	0%
Central	12009	3438					15,447	36%
Felton							0	0%
Garfield Park							0	0%
La Selva Beach	795						795	84%
Live Oak	4867	3514	3696				12,077	92%
Scotts Valley	1675						1,675	10%
Subtotal							32,292	27%
SEPTEMBER								
	#1	#2	#3	#4	#5	#6	TOTAL	% Circ
Aptos	2792	1374	1360				5,526	30%
Boulder Creek							0	0%
Branciforte							0	0%
Capitola							0	0%
Central	8329	3984	4524	3794			20,631	51%
Felton							0	0%
Garfield Park							0	0%
La Selva Beach	607						607	86%
Live Oak	4351	3000	3068				10,419	83%
Scotts Valley	1981						1,981	12%
Subtotal							39,164	34%
OCTOBER								
	#1	#2	#3	#4	#5	#6	TOTAL	% Circ
Aptos	4238	3556	4466				12,260	63%
Boulder Creek							0	0%
Branciforte							0	0%
Capitola							0	0%
Central	7047	6743	9340	4130			27,260	67%
Felton							0	0%
Garfield Park							0	0%
La Selva Beach	514						514	72%

000037

10/11 SELF CHECKOUT

Live Oak	4427	2955	3441				10,823	85%
Scotts Valley	2951	507	783				4,241	29%
Subtotal							55,098	49%
<b>NOVEMBER</b>								
	#1	#2	#3	#4	#5	#6	TOTAL	% Circ
Aptos	4716	3470	4790				12,976	67%
Boulder Creek							0	0%
Branciforte	1406	1578					2,984	59%
Capitola							0	0%
Central	6109	7211	10062	5016			28,398	69%
Felton							0	0%
Garfield Park							0	0%
La Selva Beach	692						692	76%
Live Oak	4502	3950	2835				11,287	85%
Scotts Valley	3625	2269	3127				9,021	78%
Subtotal							65,358	60%
<b>DECEMBER</b>								
	#1	#2	#3	#4	#5	#6	TOTAL	% Circ
Aptos	4303	2906	5069				12,278	75%
Boulder Creek							0	0%
Branciforte	1534	2294					3,828	82%
Capitola	1655	1464					3,119	55%
Central	4817	6631	10359	3851			25,658	69%
Felton							0	0%
Garfield Park							0	0%
La Selva Beach	535						535	82%
Live Oak	4314	3286	2452				10,052	82%
Scotts Valley	3199	1979	2723				7,901	60%
Subtotal							63,371	64%
<b>JANUARY</b>								
	#1	#2	#3	#4	#5	#6	TOTAL	% Circ
Aptos	4709	3677	6262				14,648	76%
Boulder Creek							0	0%
Branciforte	1646	2474					4,120	79%
Capitola	3021	3210					6,231	80%
Central	4905	7603	12437	5314			30,259	69%
Felton							0	0%
Garfield Park							0	0%
La Selva Beach	804						804	79%
Live Oak	4908	3829	3230				11,967	85%
Scotts Valley	3670	2565	3708				9,943	67%
Subtotal							77,972	67%
<b>FEBRUARY</b>								
	#1	#2	#3	#4	#5	#6	TOTAL	% Circ
Aptos	4709	3677	6262				14,648	76%
Boulder Creek							0	0%
Branciforte	1646	2474					4,120	79%
Capitola	3021	3210					6,231	80%

000038

10/11 SELF CHECKOUT

Central	4905	7603	12437	5314				30,259	69%
Felton								0	0%
Garfield Park								0	0%
La Selva Beach	804							804	79%
Live Oak	4908	3829	3230					11,967	85%
Scotts Valley	3670	2565	3708					9,943	67%
Subtotal								77,972	67%
MARCH									
	#1	#2	#3	#4	#5	#6		TOTAL	% Circ
Aptos	4603	3345	5944					13,892	77%
Boulder Creek	867	1						868	28%
Branciforte	2092	2369						4,461	80%
Capitola	2991	3190						6,181	80%
Central	3933	6749	11188	5128				26,998	70%
Felton								0	0%
Garfield Park								0	0%
La Selva Beach	815							815	80%
Live Oak	4380	3686	2595					10,661	86%
Scotts Valley	3555	2287	3378					9,220	66%
Subtotal								73,096	68%
APRIL									
	#1	#2	#3	#4	#5	#6	YP #20	TOTAL	% Circ
Aptos	4526	3317	6282					14,125	78%
Boulder Creek	1702	520						2,222	77%
Branciforte	1760	2090						3,850	79%
Capitola	2595	2994						5,589	79%
Central	3367	6247	10990				5228	25,832	70%
Felton	1027							1,027	69%
Garfield Park	679	557						1,236	64%
La Selva Beach	792							792	83%
Live Oak	3939	3704	2463					10,106	84%
Scotts Valley	3248	2602	3483					9,333	69%
Subtotal								74,112	72%
MAY									
	#1	#2	#3	#4	#5	#6	YP #20	TOTAL	% Circ
Aptos	4,505	3,161	6,532					14,198	91%
Boulder Creek	1,636	821						2,457	80%
Branciforte	2,344	1,893						4,237	83%
Capitola	2,670	3,150						5,820	80%
Central	3,769	6,852	11,595				5,579	27,795	70%
Felton	1,419							1,419	67%
Garfield Park	671	506						1,177	63%
La Selva Beach	800							800	78%
Live Oak	5,068	4,192	2,658					11,918	87%
Scotts Valley	2,095	1,708	2,754					6,557	64%
Subtotal	24,977	22,283	23,539	0	0	0	5,579	76378	75%
JUNE									
	#1	#2	#3	#4	#5	#6	YP #20	TOTAL	% Circ

000039

10/11 SELF CHECKOUT

Aptos	4,931	3,683	7,327						15,941	78%
Boulder Creek	1,696	967							2,663	78%
Branciforte	2,278	2,207							4,485	85%
Capitola	3,169	3,601							6,770	81%
Central	4,148	7,719	12,582					6,696	31,145	70%
Felton	2,031								2,031	69%
Garfield Park	760	842							1,602	64%
La Selva Beach	797								797	82%
Live Oak	4,670	4,190	2,805						11,665	85%
Scotts Valley	2,652	2,462	3,681						8,795	79%
Subtotal	27,132	25,671	26,395	0	0	0	0	6,696	85,894	74%
	#1	#2	#3	#4	#5	#6	YP #20	TOTAL	% Circ	
Aptos	48,600	32,166	54,294	0	0	0		135,060	60%	
Boulder Creek	5,901	2,309	0	0	0	0		8,210	21%	
Branciforte	14,706	17,379	0	0	0	0		32,085	50%	
Capitola	19,122	20,819	0	0	0	0		39,941	43%	
Central	67,063	71,967	105,514	32,547	0	0	17,503	294,594	60%	
Felton	4,477	0	0	0	0	0		4,477	20%	
Garfield Park	2,110	1,905	0	0	0	0		4,015	15%	
La Selva Beach	8,758	0	0	0	0	0		8,758	80%	
Live Oak	54,370	43,500	36,074	0	0	0		133,944	85%	
Scotts Valley	34,182	18,944	27,345	0	0	0		80,471	48%	
Total	259,289	208,989	223,227	32,547	0	0	17,503	741,555	55%	

000040



PER OPEN HOUR

	Circ/Open Hour		Busyness/Open Hour		Refill/Open Hour		Visits/Open Hour		%change
	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11	
July									
Aptos	150	147	363	341	25	28	98	73	-26%
Boulder Creek	67	15	201	44	1	3	86	9	-89%
Branciforte	111	101	359	301	59	9	107	78	-27%
Capitola	106	112	280	294	25	15	73	59	-19%
Central	257	247	571	520	76	27	196	172	-13%
Felton	73	59	281	185	5	8	54	35	-36%
Garfield Park	70	44	215	144	11	6	67	37	-44%
La Selva Beach	28	17	104	37	2	0	35	25	-27%
Live Oak	106	110	268	185	14	0	88	56	-36%
Scotts Valley	125	130	295	287	22	18	89	81	-9%
TOTAL	1093	980	2918	2339	240	114	894	626	-30%
August									
Aptos	156	145	361	341	25	28	88	81	-8%
Boulder Creek	80	16	204	47	1	3	87	11	-87%
Branciforte	129	93	330	282	59	9	105	76	-27%
Capitola	122	100	290	285	25	15	66	61	-8%
Central	250	248	578	487	76	27	200	168	-16%
Felton	57	46	201	170	5	8	44	28	-36%
Garfield Park	60	52	190	158	11	6	61	48	-22%
La Selva Beach	22	16	81	39	2	0	24	21	-11%
Live Oak	109	108	268	194	14	0	84	90	7%
Scotts Valley	119	118	278	278	22	18	83	74	-11%
TOTAL	1104	942	2781	2392	240	114	841	658	-22%
Sept									
Aptos	148	134	340	282	25	28	91	67	-27%
Boulder Creek	68	14	193	41	1	3	41	9	-78%
Branciforte	98	92	295	284	59	9	95	79	-17%
Capitola	104	94	281	261	25	15	69	55	-20%
Central	241	232	543	410	76	27	199	159	-20%
Felton	67	48	221	159	5	8	40	36	-11%
Garfield Park	65	49	192	145	11	6	40	38	-5%
La Selva Beach	23	12	86	31	2	0	29	16	-43%
Live Oak	104	103	250	174	14	0	85	58	-32%
Scotts Valley	120	115	278	265	22	18	79	77	-2%
TOTAL	1038	893	2680	2052	240	114	768	594	-23%
Oct									
Aptos	144	128	338	207	16	26	81	69	-15%
Boulder Creek	64	24	198	106	14	3	47	15	-69%
Branciforte	119	83	341	218	29	4	107	66	-38%
Capitola	107	90	288	233	13	18	61	56	-8%
Central	247	215	563	318	70	51	225	145	-35%
Felton	59	34	200	86	18	4	50	18	-64%
Garfield Park	56	36	173	68	27	3	50	34	-33%
La Selva Beach	24	12	89	31	1	4	26	16	-39%
Live Oak	104	102	255	165	13	22	78	75	-3%
Scotts Valley	123	103	281	219	24	35	79	67	-15%
TOTAL	1047	826	2726	1670	225	168	803	560	-30%

000041

PER OPEN HOUR

	Circ/Open Hour		Busines/Open Hour		Refinfo/Open Hour		Visits/Open Hour		%change
	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11	
Nov									
Aptos	115	117	278	205	16	26	90	84	-6%
Boulder Creek	53	39	161	107	14	3	42	24	-42%
Branciforte	89	65	265	168	29	4	100	59	-41%
Capitola	79	79	220	220	13	18	65	48	-26%
Central	211	201	478	317	70	51	185	132	-29%
Felton	44	28	147	90	18	4	47	16	-66%
Garfield Park	49	26	147	93	27	3	64	25	-60%
La Selva Beach	21	15	70	37	1	4	26	27	2%
Live Oak	97	102	234	167	13	22	90	77	-14%
Scotts Valley	96	79	228	191	24	35	86	72	-16%
TOTAL	855	750	2228	1595	225	168	795	565	-29%
Dec (closed 1 wk)									
Aptos	169	100	408	182	16	26	100	54	-46%
Boulder Creek	70	35	214	94	14	3	39	21	-47%
Branciforte	103	60	339	139	29	4	102	57	-44%
Capitola	108	60	326	154	13	18	59	42	-30%
Central	305	183	700	307	70	51	193	126	-35%
Felton	69	23	235	78	18	4	54	15	-73%
Garfield Park	64	27	206	92	27	3	56	38	-32%
La Selva Beach	27	11	100	30	1	4	26	18	-30%
Live Oak	135	94	333	158	13	22	97	65	-33%
Scotts Valley	136	90	328	178	24	35	91	55	-39%
TOTAL	1186	683	3188	1412	225	168	817	412	-50%
January									
Aptos	146	117	335	195	25	25	82	69	-16%
Boulder Creek	60	38	177	108	4	3	32	23	-28%
Branciforte	114	67	317	148	14	16	92	64	-31%
Capitola	99	82	262	159	19	27	56	59	6%
Central	281	216	621	331	64	63	182	156	-14%
Felton	51	27	187	88	5	2	42	16	-61%
Garfield Park	52	28	155	91	10	9	50	34	-32%
La Selva Beach	23	17	77	35	3	5	22	19	-13%
Live Oak	116	109	284	184	26	26	78	83	6%
Scotts Valley	123	101	279	186	20	42	81	69	-15%
TOTAL	1064	800	2695	1525	190	217	717	592	-17%
February									
Aptos	138	117	325	195	25	25	78	67	-14%
Boulder Creek	57	38	172	108	4	3	35	23	-34%
Branciforte	97	67	296	148	14	16	80	68	-15%
Capitola	97	82	268	159	19	27	59	57	-4%
Central	250	216	571	331	64	63	174	139	-20%
Felton	45	27	170	88	5	2	35	20	-44%
Garfield Park	49	28	150	91	10	9	41	36	-14%
La Selva Beach	20	17	71	35	3	5	20	21	7%
Live Oak	96	109	251	184	26	26	75	74	-2%
Scotts Valley	113	101	287	186	20	42	67	67	-10%
TOTAL	962	800	2539	1525	190	217	672	572	-15%

000042

PER OPEN HOUR

	Circ/Open Hour		Busyness/Open Hour		%change		Refill/Open Hour		%change		Visits/Open Hour		%change	
	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11	FY0910	FY10/11
<b>March</b>														
Aptos	154	110	368	180	-29%	-51%	25	25	0%	82	80	-13%		
Boulder Creek	71	34	201	88	-52%	-56%	4	3	-27%	45	30	-34%		
Branciforte	99	72	309	144	-27%	-53%	14	16	11%	88	73	-17%		
Capitola	101	81	289	151	-20%	-48%	19	27	39%	59	62	4%		
Central	265	191	613	302	-28%	-51%	64	63	-2%	188	167	-11%		
Felton	53	25	201	82	-52%	-59%	5	2	-57%	32	17	-45%		
Garfield Park	67	27	198	86	-60%	-57%	10	9	-8%	62	42	-32%		
La Selva Beach	22	17	83	37	-22%	-55%	3	5	67%	22	24	10%		
Live Oak	110	95	287	163	-13%	-43%	26	26	0%	93	75	-19%		
Scotts Valley	132	95	311	171	-28%	-45%	20	42	108%	90	64	-29%		
<b>TOTAL</b>	<b>1073</b>	<b>745</b>	<b>2660</b>	<b>1403</b>	<b>-31%</b>	<b>-51%</b>	<b>190</b>	<b>217</b>	<b>14%</b>	<b>771</b>	<b>634</b>	<b>-18%</b>		
<b>April</b>														
Aptos	140	110	329	192	-21%	-42%	25	18	-26%	78	65	-17%		
Boulder Creek	60	32	177	75	-48%	-58%	4	3	-13%	54	23	-57%		
Branciforte	94	63	288	157	-33%	-46%	14	10	-31%	115	66	-43%		
Capitola	96	74	267	153	-24%	-43%	19	24	24%	63	54	-14%		
Central	249	182	539	300	-27%	-44%	64	64	0%	179	139	-22%		
Felton	54	23	184	68	-57%	-63%	5	1	-71%	42	17	-61%		
Garfield Park	47	25	151	69	-47%	-54%	10	5	-49%	43	34	-22%		
La Selva Beach	23	16	81	38	-33%	-53%	3	3	16%	20	20	-4%		
Live Oak	101	92	228	165	-9%	-27%	26	22	-17%	76	65	-15%		
Scotts Valley	119	92	274	171	-23%	-38%	21	39	83%	75	62	-17%		
<b>TOTAL</b>	<b>985</b>	<b>707</b>	<b>2517</b>	<b>1388</b>	<b>-28%</b>	<b>-45%</b>	<b>190</b>	<b>189</b>	<b>-1%</b>	<b>747</b>	<b>544</b>	<b>-27%</b>		
<b>May</b>														
Aptos	133	95	320	195	-29%	-39%	25	18	-26%	70	67	-5%		
Boulder Creek	51	19	159	38	-64%	-76%	4	2	-52%	31	14	-56%		
Branciforte	87	31	270	71	-65%	-74%	14	5	-67%	84	32	-62%		
Capitola	92	44	251	85	-52%	-66%	19	14	-28%	58	28	-52%		
Central	218	241	548	366	10%	-33%	64	79	23%	166	183	10%		
Felton	46	13	153	32	-72%	-79%	5	1	-89%	32	8	-75%		
Garfield Park	45	11	144	30	-75%	-79%	10	2	-76%	37	13	-64%		
La Selva Beach	20	6	68	14	-69%	-79%	3	1	-57%	6	8	39%		
Live Oak	99	83	169	136	-16%	-19%	26	17	-34%	73	65	-10%		
Scotts Valley	111	63	260	113	-44%	-57%	21	35	63%	65	53	-19%		
<b>TOTAL</b>	<b>903</b>	<b>605</b>	<b>2341</b>	<b>1079</b>	<b>-33%</b>	<b>-54%</b>	<b>190</b>	<b>174</b>	<b>-9%</b>	<b>622</b>	<b>471</b>	<b>-24%</b>		
<b>June</b>														
Aptos	152	123	352	196	-19%	-44%	25	18	-26%	88	53	-39%		
Boulder Creek	61	38	184	78	-38%	-58%	4	3	-13%	35	25	-29%		
Branciforte	86	67	275	145	-22%	-47%	14	10	-31%	77	64	-18%		
Capitola	94	88	268	169	-6%	-37%	19	24	24%	62	55	-11%		
Central	250	217	574	336	-13%	-41%	64	64	0%	175	154	-12%		
Felton	55	45	188	115	-18%	-39%	5	1	-71%	38	27	-28%		
Garfield Park	58	32	175	82	-45%	-53%	10	5	-49%	43	44	2%		
La Selva Beach	15	16	69	38	5%	-45%	3	3	16%	30	26	-14%		
Live Oak	119	106	198	174	-11%	-12%	26	22	-17%	86	82	-4%		
Scotts Valley	125	76	286	110	-39%	-61%	21	39	83%	78	78	0%		
<b>TOTAL</b>	<b>1015</b>	<b>809</b>	<b>2568</b>	<b>1443</b>	<b>-20%</b>	<b>-44%</b>	<b>190</b>	<b>189</b>	<b>-1%</b>	<b>712</b>	<b>530</b>	<b>-26%</b>		

000043

PER OPEN HOUR

	Circ/Opn Hour		%change	Busyness/Opn Hour		%change	Refinfo/Opn Hour		%change	Visits/Opn Hour		%change
	FY09/10	FY10/11		FY09/10	FY10/11		FY09/10	FY10/11		FY09/10	FY10/11	
Annual	1875	1443	-23%	4368	2709	-38%	269	292	8%	1084	829	-24%
Aptos	827	340	-59%	2487	934	-62%	72	33	-54%	598	227	-62%
Boulder Creek	1329	859	-35%	4051	2214	-45%	303	110	-64%	1207	782	-35%
Branciforte	1306	985	-25%	3651	2323	-36%	221	244	10%	783	635	-19%
Capitola	3297	2588	-22%	7589	4324	-43%	820	628	-23%	2370	1841	-22%
Central	739	397	-46%	2579	1242	-52%	97	45	-54%	534	252	-53%
Felton	751	384	-49%	2305	1167	-49%	169	64	-62%	642	423	-34%
Garfield Park	286	170	-41%	1077	403	-63%	28	35	25%	296	240	-19%
La Selva Beach	1402	1213	-13%	3334	2050	-39%	256	202	-21%	1050	866	-18%
Live Oak	1539	1161	-25%	3696	2355	-36%	256	398	56%	1024	742	-28%
Scotts Valley	13351	9541	-29%	35127	19723	-44%	2491	2051	-18%	9585	6837	-29%
TOTAL												

000044

10/11 VOLUME AND PERCENT CHANGE

	Circulation		%change	Busyness*		%change	Reference/info		%change	Visitors		%change
	FY0910	FY1011		FY0910	FY1011		FY0910	FY1011		FY0910	FY1011	
July												
Aptos	20850	20321	-2.5%	50334	47311	-6.0%	3139	4684	49%	12,585	10,134	-19%
Boulder Creek	3462	3075	-11.2%	10470	9152	-12.6%	71	295	315%	4,151	1,971	-53%
Branciforte	6716	6152	-8.4%	21789	18285	-16.1%	3276	732	-78%	6,006	4,762	-21%
Capitola	9169	9711	5.9%	24244	25497	5.2%	1998	1489	-26%	5,821	5,133	-12%
Central	44612	42850	-3.9%	99046	90160	-9.0%	12081	5399	-55%	31,432	29,752	-5%
Felton	2531	2031	-19.8%	9064	6417	-29.2%	173	511	195%	1,728	1,202	-30%
Garfield Park	3643	2265	-37.8%	11154	7463	-33.1%	546	442	-19%	3,229	1,945	-40%
La Selva Beach	979	1005	2.7%	3609	2273	-37.0%	53		-100%	1,109	1,532	38%
Live Oak	12835	13313	3.7%	32510	22505	-30.8%	1570		-100%	9,870	6,792	-31%
Scotts Valley	17308	18018	4.1%	40942	39757	-2.9%	2760	2622	-5%	11,409	11,261	-1%
Outreach	3245	2677	-17.5%	7421	6304	-15.1%	2747	1278	-53%	na	994	na
TOTAL	125350	121418	-3.1%	310583	275124	-11.4%	28415	17433	-39%	87,340	75,477	-14%
August												
Aptos	21655	20095	-7.2%	50085	47281	-5.6%	3139	4684	49%	11242	11252	0%
Boulder Creek	4161	3364	-19.2%	10587	9752	-7.9%	49	295	501%	4188	2347	-44%
Branciforte	7806	5640	-27.7%	20027	17721	-11.5%	3276	732	-78%	5862	4607	-21%
Capitola	10607	8642	-18.5%	25134	24718	-1.7%	1887	1469	-22%	5256	5244	0%
Central	43409	43072	-0.8%	100246	84348	-15.9%	12081	5399	-55%	32012	29191	-9%
Felton	1959	1580	-19.3%	6972	5891	-15.9%	156	511	228%	1396	966	-31%
Garfield Park	3141	2695	-14.2%	9676	8223	-16.7%	546	442	-19%	2916	2472	-15%
La Selva Beach	771	945	22.6%	2791	2381	-14.7%	53		-100%	760	1279	68%
Live Oak	13221	13129	-0.7%	32495	23534	-27.6%	1936		-100%	9444	10975.5	16%
Scotts Valley	16444	16380	-0.4%	38603	38713	0.3%	2760	2622	-5%	10639	10232	-4%
Outreach	3235	2809	-13.2%	8972	4465	-36.0%	2747	1278	-53%	na	928	na
TOTAL	126409	118351	-6.4%	303788	267027	-12.1%	28630	17433	-39%	83715	79493.5	-5%
*Defined as check ins/check outs/route ins/route outs												
Sept												
Aptos	20473	18645	-8.9%	47173	39059	-17.2%	3139	4684	49%	11689	9,225	-21.1%
Boulder Creek	3547	2850	-19.7%	10019	8545	-14.7%	49	295	501%	1963	1,900	-3.2%
Branciforte	5974	5575	-6.7%	17902	17231	-3.7%	3276	732	-78%	5306	4,775	-10.0%
Capitola	9015	8171	-9.4%	24349	22620	-7.1%	1887	1469	-22%	5493	4,781	-13.0%
Central	41717	40135	-3.8%	94200	71145	-24.5%	12081	5399	-55%	31871	27,623	-13.3%
Felton	2335	1668	-28.6%	7676	5512	-28.2%	156	511	228%	1678	1,237	-26.3%
Garfield Park	3373	2568	-23.9%	9973	7537	-24.4%	546	442	-19%	1943	1,974	1.6%
La Selva Beach	804	703	-12.6%	2981	1856	-37.7%	53		-100%	929	996	7.2%
Live Oak	12618	12517	-0.8%	30363	21142	-30.4%	1936		-100%	9476	7,024	-25.9%
Scotts Valley	16630	15949	-4.1%	38550	36809	-4.5%	2760	2622	-5%	10947	10,692	-2.3%
Outreach	3550	6958	96.0%	7457	10247	37.4%	2747	1278	-53%	na	1,238	na
TOTAL	120036	115739	-3.6%	290643	241703	-16.8%	28630	17433	-39%	81295	71,465	-12.1%

10/11 VOLUME AND PERCENT CHANGE

	Circulation			Busyness*			Reference/Info			Visitors		
	FY0910	FY1011	%change	FY0910	FY1011	%change	FY0910	FY1011	%change	FY0910	FY1011	%change
Oct												
Aptos	19446	19446	-2.5%	46884	34026	-27.4%	1556	4281	175%	11,177	10,393	-7.0%
Boulder Creek	3534	3534	5.8%	10320	9649	-6.5%	516	234	55%	2,354	2,221	-5.6%
Branciforte	7211	5720	-20.7%	20712	16973	-18.1%	1218	295	-76%	6,508	4,595	-29.4%
Capitola	9282	8173	-11.7%	24959	22177	-11.1%	806	1759	118%	5,271	5,075	-3.7%
Central	42814	40573	-5.2%	97680	64677	-33.8%	8359	10318	23%	38,928	27,369	-29.6%
Felton	2043	1689	-17.3%	6936	5583	-19.5%	425	243	-43%	1,335	884	-33.0%
Garfield Park	2901	2330	-19.7%	8973	6886	-23.2%	979	225	-77%	2,594	2,183	-15.8%
La Selva Beach	842	709	-15.8%	3074	1897	-38.3%	26	238	817%	895	958	7.0%
Live Oak	12679	12779	0.8%	39941	21482	-30.6%	1122	2795	149%	9,418	9,414	0.0%
Scotts Valley	16998	14735	-13.3%	38930	32217	-17.2%	2314	5152	123%	10,938	9,633	-11.9%
Outreach	3099	2584	-17.3%	7116	5548	-22.0%	1833	2136	17%	357	1785	400.0%
TOTAL	121,123	112,252	-7.3%	296,505	221,117	-25.4%	19,154	27,677	44%	78,597	74,540	-5.2%
Nov												
Aptos	(closed 1 week)	19284	20.4%	38594	33727	-12.6%	1556	4281	175%	8,660	13,913	60.7%
Boulder Creek	2752	3556	29.2%	8356	9757	16.8%	516	234	-55%	1522	2,224	46.1%
Branciforte	5375	5044	-6.2%	16058	13116	-18.3%	1218	295	-76%	4,183	4,597	9.9%
Capitola	6865	7516	9.5%	19102	21700	14.0%	806	1759	118%	3,877	4,603	18.7%
Central	36594	40879	11.7%	82860	64540	-22.1%	8359	10318	23%	22,258	26,840	20.6%
Felton	1537	1833	19.3%	5109	5881	15.1%	425	243	-43%	1,137	1,025	-9.9%
Garfield Park	2549	2052	-19.5%	7650	7228	-5.5%	979	225	-77%	2,305	1,977	-14.2%
La Selva Beach	738	909	23.7%	2419	2225	-8.0%	26	238	817%	613	1,608	162.3%
Live Oak	11783	13216	12.2%	28370	21686	-23.2%	1122	2795	149%	7,596	10,057	32.4%
Scotts Valley	13302	11622	-12.6%	31580	28080	-11.1%	2314	5152	123%	8,285	10,676	28.9%
Outreach	2658	3250	22.3%	5908	6704	13.5%	1833	2136	17%	714	2,267	217.5%
TOTAL	100,161	109,161	9.0%	246,006	213,954	-13.0%	19,154	27,677	44%	61,150	79,787	30.5%
				(Italics=no self check)								
Dec												
Aptos	16235	16442	1.3%	39162	29919	-23.6%	1556	4281	175%	9,645	8,924	-7.5%
Boulder Creek	2514	3206	27.5%	7719	8524	10.4%	516	234	-55%	1397	1,893	35.5%
Branciforte	4323	4679	8.2%	14243	10832	-23.9%	1218	295	-76%	4,274	4,465	4.5%
Capitola	6504	5684	-12.6%	19541	14691	-24.9%	806	1759	118%	3,531	3,957	12.1%
Central	36544	37335	2.2%	84033	62572	-25.5%	8359	10318	23%	23,207	25,579	10.2%
Felton	1656	1512	-8.7%	5640	5060	-10.3%	425	243	-43%	1,299	964	-25.8%
Garfield Park	2317	2113	-8.6%	7405	7142	-3.6%	979	225	-77%	2,008	2,981	48.6%
La Selva Beach	642	655	2.0%	2406	1835	-23.7%	26	238	817%	616	1,098	78.2%
Live Oak	11364	12185	7.2%	27947	20542	-26.5%	1122	2795	149%	8,112	8,480	4.5%
Scotts Valley	13084	13241	1.2%	31472	26282	-16.5%	2314	5152	123%	8,776	8,118	-7.5%
Outreach	2436	2522	3.5%	5091	5453	7.1%	1833	2136	17%	579	1,418	144.9%
TOTAL	97,619	99,574	2.0%	244,659	192,852	-21.2%	19,154	27,677	44%	63,442	67,877	7.0%

10/11 VOLUME AND PERCENT CHANGE

	Circulation		%change	Business*		%change	Reference/Info		%change	Visitors		%change
	FY0910	FY1011		FY0910	FY1011		FY0910	FY1011		FY0910	FY1011	
<b>January</b>												
Aptos	20228	19197	-5.1%	46421	32045	-31.0%	3401	4043	18.9%	11,305	11,330	0.2%
Boulder Creek	3141	3457	10.1%	9193	9868	7.3%	182	234	28.6%	1,648	2,089	26.8%
Branciforte	6898	5203	-24.6%	19227	11551	-39.9%	849	1209	42.4%	5,569	4,964	-10.9%
Capitola	8549	7627	-8.4%	22718	15130	-33.4%	1668	2552	53.0%	4,873	5,659	16.1%
Central	48661	43908	-9.8%	107671	67347	-37.5%	11154	12848	15.2%	31,611	31,819	0.7%
Felton	1784	1736	-2.7%	6497	5751	-11.5%	178	143	-19.7%	1,461	1,071	-26.7%
Garfield Park	2681	2173	-18.9%	8062	7078	-12.2%	503	693	37.8%	2,604	2,647	1.7%
La Selva Beach	784	1018	29.8%	2865	2143	-19.6%	104	303	191.7%	752	1,141	51.7%
Live Oak	14045	14161	0.8%	34508	23909	-30.7%	3124	3354	7.4%	9,482	10,761	13.5%
Scotts Valley	17080	14863	-13.0%	38749	27372	-29.4%	2834	6249	120.5%	11,258	10,114	-10.2%
Outreach	2419	2808	16.1%	6054	6180	2.1%	2799	2747	-1.8%	800	1,824	128.0%
<b>TOTAL</b>	<b>126270</b>	<b>116351</b>	<b>-7.9%</b>	<b>301765</b>	<b>208374</b>	<b>-30.9%</b>	<b>26796</b>	<b>34376</b>	<b>28.3%</b>	<b>81,362</b>	<b>83,419</b>	<b>2.5%</b>
<b>February</b>												
Aptos	19120	19197	0.4%	45071	32045	-28.9%	3401	4043	18.9%	10,797	11,009	2.0%
Boulder Creek	2968	3457	16.5%	8932	9868	10.5%	182	234	28.6%	1,794	2,082	16.1%
Branciforte	5857	5203	-11.2%	17982	11551	-35.8%	849	1209	42.4%	4,873	5,331	9.4%
Capitola	8433	7627	-7.2%	23032	15130	-34.3%	1668	2552	53.0%	5,103	5,409	6.0%
Central	43293	43908	1.4%	98941	67347	-31.9%	11154	12848	15.2%	30,157	28353	-6.0%
Felton	1545	1736	12.4%	5882	5751	-2.2%	178	143	-19.7%	1,230	1,286	4.6%
Garfield Park	889	2173	15.4%	7805	7078	-9.3%	503	693	37.8%	2,147	2,785	29.7%
La Selva Beach	689	1018	47.8%	2478	2143	-13.5%	104	303	191.7%	690	1,286	86.4%
Live Oak	11664	14161	21.4%	30495	23909	-21.6%	3124	3354	7.4%	9,135	9,602	5.1%
Scotts Valley	15676	14863	-5.2%	37028	27372	-26.1%	2834	6249	120.5%	10,385	9,918	-4.5%
Outreach	1879	2808	49.4%	3214	2135	-33.6%	2799	2747	-1.8%	980	1,559	59.1%
<b>TOTAL</b>	<b>113694</b>	<b>116351</b>	<b>2.3%</b>	<b>280658</b>	<b>204329</b>	<b>-27.2%</b>	<b>26796</b>	<b>34376</b>	<b>28.3%</b>	<b>77,291</b>	<b>78,620</b>	<b>1.7%</b>
note: Circulation includes self check but business does not Business is a measure of staff workload.												
<b>March</b>												
Aptos	21408	18092	-15.5%	51024	29632	-41.9%	3401	4043	18.9%	12,779	13,201	3%
Boulder Creek	3676	3069	-16.5%	10469	8043	-23.2%	182	234	28.6%	2,338	2,705	16%
Branciforte	5979	582	-6.6%	18770	11226	-40.2%	849	1209	42.4%	5,358	5,708	7%
Capitola	8780	7683	-12.3%	25078	14363	-42.7%	1668	2552	53.0%	5,104	5,865	15%
Central	45936	38804	-15.5%	106284	61566	-42.1%	11154	12848	15.2%	32,631	33,995	4%
Felton	1832	1650	-9.9%	6980	5350	-23.4%	178	143	-19.7%	1,107	1,132	2%
Garfield Park	3488	2067	-40.7%	10276	6669	-35.1%	503	693	37.8%	3,224	3,267	1%
La Selva Beach	747	1014	35.7%	2876	2253	-21.7%	104	303	191.7%	756	1,453	92%
Live Oak	13334	12409	-6.9%	34789	21131	-39.3%	3124	3354	7.4%	11,274	9,762	-13%
Scotts Valley	18253	13923	-23.7%	43059	25142	-41.6%	2834	6249	120.5%	12,447	9,380	-25%
Outreach	2216	2885	30.2%	3942	2130	-46.0%	2799	2747	-1.8%	1,126	1,806	60%
<b>TOTAL</b>	<b>125629</b>	<b>107178</b>	<b>-14.7%</b>	<b>313547</b>	<b>187505</b>	<b>-40.2%</b>	<b>26796</b>	<b>34376</b>	<b>28.3%</b>	<b>88,146</b>	<b>88,273</b>	<b>0%</b>
note: Circulation includes self check but business does not Business is a measure of staff workload.												

10/11 VOLUME AND PERCENT CHANGE

	Circulation		Business*		Reference/Info		Visitors		%change
	FY0910	FY1011	FY0910	FY1011	FY0910	FY1011	FY0910	FY1011	
April									
Aptos	19434	18177	45604	31620	3402	3003	10,818	10695	-1.1%
Boulder Creek	3140	2870	9201	6794	182	277	2,799	2,082	-25.6%
Branciforte	5681	4891	12208	12208	849	754	6,985	5113	-26.9%
Capitola	8474	7038	23112	14559	1668	2279	5,482	5185	-5.4%
Central	43203	36972	93354	61166	11154	13047	30,973	28377	-8.4%
Felton	1864	1497	6373	4444	178	95	1,467	1082	-26.2%
Garfield Park	2433	1919	7826	5370	503	381	2,257	2629	16.5%
La Selva Beach	814	959	2802	2308	104	212	1,188	1188	68.0%
Live Oak	12263	11989	27666	21505	3124	2795	9,251	8424	-8.9%
Scotts Valley	16526	13507	38032	25176	2951	5729	10,429	9165	-12.1%
Outreach	2178	2878	3705	2579	2232	3272	1,050	1844	75.6%
TOTAL	116010	102495	275166	187729	26347	31844	82,227	75,784	-7.8%
note: Circulation includes self check but business does not. Business is a measure of staff workload.									
May									
Aptos	18,414	15,617	44,312	32,081	3,402	3,003	9,775	11,001	12.5%
Boulder Creek	2,877	3,074	8,246	6,230	182	277	1,618	2,236	38.2%
Branciforte	5,299	5,075	16,396	11,652	849	754	5,119	5,300	3.5%
Capitola	8,000	7,270	21,739	14,015	1,668	2,279	5,006	4,905	-8.0%
Central	37,809	39,647	94,923	60,208	11,154	13,047	28,690	30,087	4.9%
Felton	1,587	2,122	5,311	5,193	178	95	1,123	1,359	21.0%
Garfield Park	2,345	1,875	7,482	4,960	503	381	1,942	2,202	13.4%
La Selva Beach	695	1,023	2,358	2,344	104	212	184	1,282	560.8%
Live Oak	12,042	13,706	20,338	22,466	3,124	2,795	8,817	10,740	21.8%
Scotts Valley	15,425	10,295	36,039	18,581	2,951	5,729	9,031	8,726	-3.4%
Outreach	2,869	2,874	6,520	2,096	2,232	3,272	1,113	1,282	15.2%
TOTAL	107,162	102,378	263,664	179,826	26,347	31,844	72,428	78,820	8.8%
note: Circulation includes self check but business does not. Business is a measure of staff workload.									
June									
Aptos	21,066	20,321	48,747	32,228	3,402	3,003	12,198	8795	-27.9%
Boulder Creek	3,171	3,420	9,642	7,072	182	277	1,845	2295	24.4%
Branciforte	5,217	5,261	16,680	11,290	849	754	4,692	4,974	6.0%
Capitola	8,107	8,373	23,186	16,153	1,668	2,279	5,361	5,243	-2.2%
Central	43,330	44,250	99,452	68,385	11,154	13,047	30,348	31,370	3.4%
Felton	1,908	2,928	6,505	7,478	178	95	1,304	1,763	35.2%
Garfield Park	3,021	2,507	9,111	6,413	503	381	1,304	1,551	19.7%
La Selva Beach	530	976	2,399	2,299	104	212	1,036	1,067	2.6%
Live Oak	14,477	13,790	24,081	22,644	3,124	2,795	10,405	10,405	0.0%
Scotts Valley	17,274	11,178	39,689	16,270	2,951	5,729	10,790	11,633	7.8%
Outreach	3,235	2,588	6,879	2,420	2,232	3,272	1,163	1,675	44.0%
TOTAL	121,336	115,592	286,271	192,652	26,347	31,844	81,398	71,789	-11.8%
note: Circulation includes self check but business does not. Business is a measure of staff workload.									

000048



10/11 VOLUME AND PERCENT CHANGE

	Circulation		%change		Busyness*		%change		Reference/Info		%change		Visitors		%change	
	FY0910	FY1011	FY0910	FY1011	FY0910	FY1011	FY0910	FY1011	FY0910	FY1011	FY0910	FY1011	FY0910	FY1011	FY0910	FY1011
ANNUAL TOTAL	234,838	224,834	-4.3%		553,411	407,531	-26.4%		42,669	48,035	132,670	129,872	-2.1%			
Aptos	38,549	38,932	1.0%		113,054	99,330	-12.1%		1,963	3,119	27,617	26,044	-5.7%			
Boulder Creek	72,338	64,025	-11.5%		217,277	156,319	-28.1%		15,807	8,970	64,745	59,191	-8.6%			
Capitola	101,735	93,915	-7.7%		276,194	212,542	-23.0%		21,059	24,179	60,179	60,759	1.0%			
Central	50,722	49,233	-3.1%		1,158,670	789,267	-31.0%		134,120	124,837	364,117	350,374	-3.8%			
Felton	2,581	2,182	-2.7%		78,945	65,364	-17.2%		2,280	2,976	16,264	13,980	-14.0%			
Garfield Park	34,462	26,737	-22.4%		105,593	78,598	-25.6%		5,331	5,225	29,424	30,512	3.7%			
La Selva Beach	9,032	10,934	21.1%		32,858	24,608	-25.1%		1,498	2,261	9,059	15,372	69.7%			
Live Oak	152,325	157,355	3.3%		354,703	256,939	-27.6%		32,572	26,832	112,280	112,704	0.4%			
Scotts Valley	194,000	168,574	-13.1%		452,671	330,102	-27.1%		41,092	59,255	125,334	107,915	-13.9%			
Outreach	33,019	37,219	12.7%		70,279	56,358	-19.8%		29,742	28,302	7,862	18,620	136.2%			
TOTAL	1,400,799	1,336,840	-4.6%		3,413,655	2,572,192	-24.6%		328,134	250,961	949,569	925,343	-2.6%			

note: Circulation includes self check but busyness does not busyness is a measure of staff workload.

000049

# STAFF REPORT

DATE: September 4, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries *TL*  
RE: FY10/11 Year End Fiscal Report

**RECOMMENDATION:** Report is for information only. No action needed.

## SUMMARY

The Library ended FY10/11 in a much more positive position than anticipated. After carryovers and return of \$25,000 to the Whalen m, the net gain was \$825,603. \$172,540 is being carried over to FY11/12 for the ILS and two grants. In addition \$25,000 of this net gain was for unexpended.

## BACKGROUND

Staff continued managing the budget with austerity well in mind. The materials budget continued at a reduced level.

Positions vacated due to resignation or retirement were not fully filled by regular employees.

Mid year revenue projections were exceeded.

A \$40,000 training grant from the State took a great deal of pressure off the regular training budget. Staff also participated in many free webinars which resulted in a great deal of training for very little expenditure.

## DISCUSSION

**Revenues:** Revenues were \$11,531,000 which was \$475,259 more than had been projected. Almost \$346,000 of this was due to an unanticipated increase in sales taxes. The remainder is tied to donations and grants received:

- Miscellaneous non-operating revenue exceeded estimates by \$64,000. This was due primarily to two grants: the State training grant and the COE grant for the Ready Set Read summer program
- Library donations exceeded estimates by \$16,000. We never know how much we are going to get and what we do get is usually expended fairly quickly based on the donor's stipulations. If the money arrives late in the year we may not be able to spend it immediately.
- Donations from the Friends are equally unpredictable and this year exceeded estimates by about \$81,500. Like library donations this revenue is usually balanced by expenditures.

**Expenditures:** Expenditures were \$10,507,857 which is \$514,250 less than estimated. Underexpenditures over \$10,000 will be discussed individually. The remainder is a matter of

000050

small underexpenditures throughout the budget and is a testament to the diligence and fiscal conservatism that staff continues to employ.

- Personnel was underexpended by \$183,850. There are two contributing factors. One was mentioned above and is due to not filling any vacant positions. By assigning regular part time staff to extra hours and using temporary staff as needed, about \$50,000 in savings were achieved. The temporary budget also ended up about \$87,000 underexpended; primarily due to staff being careful about using subs. Health insurance was \$30,000 under budget and FICA almost \$50,000. We believe this may be due to FICA being accounted for in another line. We got lucky with health insurance.
- Janitorial was \$11,000 under. There was some special cleaning that did not happen.
- Building operations and maintenance was under by \$29,000. General and HVAC contingencies were allocated \$40,000 so not all the contingency was expended.
- Other professional consulting was \$16,000 under. These are contingency funds used by Library Information Technology as needed for consultation on specific issues.
- Functional supplies includes funds for supplies for projects such as the rebarcoding, processing materials such as media cases, bindery, new library cards and contract processing of materials. \$50,800 was saved. Library cards are going to be purchased this fiscal year and rebarcoding cost less than anticipated. Contract processing is directly related to the size of the materials budget. Since the materials budget has varied so much in the last few years it has been difficult to get a good handle on what is actually needed for this line. As we look to doing more preprocessing we have not wanted to decrease this budget significantly so the result is underexpenditure which will probably not continue next year. It will probably take at least another year or two to stabilize this line.
- Electricity was almost \$17,000 under budget. Definitely one that is hard to predict as it is very weather related. We got lucky.

As determined at the June LJPB meeting, any available amounts over \$100,000 will be placed in the fund balance for cash/emergency reserves. The first \$100,000 will be available for the regular operating budget to offset uncertainties created by the new staffing plan and service model.

Additional notes:

Attached are the financial reports for FY10/11. Also included are:

- Annual workers' compensation data
- Santa Cruz County single family housing sales history
- A memo from the Pacific Library Partnership describing the state budget and library funding for FY11/12
- The CAO Proposed budget showing the County Library Fund

000051

YEAR END FY10/11

LIBRARY JOINT POWERS AUTHORITY		PRELIMINARY
COMBINED BALANCE SHEET		
JPA FUND AND ACCOUNT GROUPS		
JUNE 2011		
	JPA	Total
<b>Assets</b>		
Pooled cash	866,885.86	
Pooled cash interest receivable	2,435.09	
Other interest receivable	363.33	
Taxes receivable - current	511,062.38	
Accounts receivable	416,581.71	
Grants receivable	589.00	
Infrastructure	579,683.02	
Accumulated depreciation - infrastructure	(191,370.66)	
Lease improvements - buildings	2,018,031.67	
Accumulated depreciation - lease imp-buildings	(1,031,667.59)	
Machinery and equipment	1,617,208.66	
Accumulated depreciation - machinery & equip	(1,478,466.09)	
Software	61,759.70	
Accumulated depreciation-software	(61,759.70)	
Construction in progress	78,918.85	
<b>Total Assets</b>	<b>3,390,255.23</b>	
<b>Liabilities</b>		
Accounts payable	261,751.60	
Sales tax payable	-	
Deferred grant revenue - unearned	15,169.84	
Unclaimed funds	144.00	
Payable to the County - noncurrent	80,586.11	
Other intergovernmental payable-noncurrent	350,179.03	
<b>Total Liabilities</b>	<b>707,830.58</b>	
<b>Equities</b>		
Unreserved, undesignated fund balance	1,024,922.93	
Committed - cash flow/unexpected expenditures	495,929.00	
Investment in capital assets - Library	1,592,337.86	
Reserved for long-term debt	(430,765.14)	
<b>Total Equities</b>	<b>2,682,424.65</b>	
<b>Total Liabilities and Equities</b>	<b>3,390,255.23</b>	

**YEAR END FY 10/11**

revstat.rpt  
08/22/2011 4:48PM  
Periods: 12 through 14

Revenue Status Report  
Library JPA  
CITY OF SANTA CRUZ  
6/1/2011 through 6/30/2011

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-41000					
TAXES					
951-00-00-0000-41211	5,321,475.00	511,062.38	5,667,331.78	-345,856.78	106.50
Sales and use tax					
Total TAXES	5,321,475.00	511,062.38	5,667,331.78	-345,856.78	106.50
951-43000					
INTERGOVERNMENTAL					
951-36-00-0000-43210	70,000.00	0.00	72,564.00	-2,564.00	103.66
State operating grants and contributions					
951-36-00-0000-43310	12,000.00	12,500.00	24,500.00	-12,500.00	204.17
Local operating grants and contributions					
951-36-00-0000-43311	5,210,951.00	407,034.39	5,181,372.53	29,578.47	99.43
Maintenance of effort contributions					
951-36-55-3531-43210	2,500.00	589.00	2,408.50	91.50	96.34
State operating grants and contributions					
951-36-55-3560-43190	39,024.00	0.00	39,024.00	0.00	100.00
Federal grants - other					
Total INTERGOVERNMENTAL	5,334,475.00	420,123.39	5,319,869.03	14,605.97	99.73
951-44000					
CHARGES FOR SERVICES					
951-36-00-0000-44613	7,000.00	435.22	3,900.45	3,099.55	55.72
Internet use fee					
951-36-00-0000-44630	1,890.00	180.00	2,001.00	-111.00	105.87
Room rentals-library JPA					
951-36-00-0000-44901	10,000.00	882.80	7,286.76	2,713.24	72.87
Photocopy fee					
Total CHARGES FOR SERVICES	18,890.00	1,498.02	13,188.21	5,701.79	69.82
951-45000					
FINES AND FORFEITS					
951-36-00-0000-45131	200,000.00	24,682.00	214,947.84	-14,947.84	107.47
Library fines					
951-36-00-0000-45132	25,000.00	2,928.10	24,110.23	889.77	96.44
Lost library items					
Total FINES AND FORFEITS	225,000.00	27,610.10	239,058.07	-14,058.07	106.25

000053

951 Library Joint Powers Authority

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prc't Rcv'd
951-46000	MISCELLANEOUS REVENUES					
951-00-00-0000-46110	Pooled cash and investment interest	9,000.00	0.00	8,299.45	700.55	92.22
951-00-00-0000-46190	Interest earnings - other	5,141.00	363.33	3,172.32	1,968.68	61.71
951-00-00-0000-46910	Miscellaneous operating revenue	9,250.00	0.00	9,140.00	110.00	98.81
951-00-00-0000-46990	Miscellaneous non-operating revenue	25,000.00	8,694.55	89,254.55	-64,254.55	357.02
951-36-00-0000-46303	Donations - library	42,222.30	0.00	58,772.16	-16,549.86	139.20
951-36-00-0000-46309	Donations - library - Friends of the Lib	25,100.00	0.00	106,614.48	-81,514.48	424.76
951-36-00-0000-46916	Cash over/short	0.00	6.83	20.13	-20.13	0.00
951-36-00-0000-46918	Damaged property recovery	0.00	0.00	1,091.78	-1,091.78	0.00
Total	MISCELLANEOUS REVENUES	115,713.30	9,064.71	276,364.87	-160,651.57	238.84
951-49000	OTHER FINANCING SOURCES					
951-00-00-0000-49122	From Library Private Trust Fund	40,190.00	-25,000.00	15,190.00	25,000.00	37.80
Total	OTHER FINANCING SOURCES	40,190.00	-25,000.00	15,190.00	25,000.00	37.80
<b>Grand Total</b>		11,055,743.30	944,358.60	11,531,001.96	-475,258.66	104.30

YEAR END FY1011

Expenditure Status Report  
 Library JPA  
 CITY OF SANTA CRUZ  
 6/1/2011 through 6/30/2011

expstat.rpt  
 08/22/2011 4:44PM  
 Periods: 12 through 14

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-52000						
		SERVICES				
951-36-50-3510-52135	6,200.00	0.00	5,155.00	0.00	1,045.00	83.15
951-36-50-3510-52149	603,881.00	71,267.46	579,694.26	0.00	24,186.74	95.99
951-36-50-3510-52199	63,900.00	0.00	33,150.00	0.00	30,750.00	51.88
951-36-50-3510-52223	0.00	0.00	163.75	0.00	-163.75	0.00
951-36-50-3510-52240	5,020.00	1,116.83	4,514.88	0.00	505.12	89.94
951-36-50-3510-52248	5,000.00	0.00	0.00	0.00	5,000.00	0.00
951-36-50-3510-52249	2,000.00	0.00	1,119.30	0.00	880.70	55.97
951-36-50-3510-52302	0.00	4,001.97	55,467.88	0.00	-55,467.88	0.00
951-36-50-3510-52402	3,970.00	68.88	2,141.39	0.00	1,828.61	53.94
951-36-50-3510-52403	14,484.00	0.00	10,190.00	0.00	4,294.00	70.35
951-36-50-3510-52933	17,471.00	0.00	13,045.97	0.00	4,425.03	74.67
951-36-50-3510-52961	100.00	32.94	140.08	0.00	-40.08	140.08
951-36-50-3510-52971	5,900.00	0.00	3,489.76	0.00	2,410.24	59.15
951-36-50-3510-52972	10,000.00	0.00	9,998.00	0.00	2.00	99.98
951-36-50-3510-52973	550,000.00	73,552.22	547,070.81	0.00	2,929.19	99.47
951-36-51-3520-52131	16,000.00	1,047.15	6,810.95	0.00	9,189.05	42.57
951-36-51-3520-52149	1,214,081.00	152,807.72	1,203,956.95	0.00	10,124.05	99.17
951-36-51-3520-52244	3,500.00	0.00	0.00	0.00	3,500.00	0.00
951-36-51-3520-52248	17,588.00	661.80	9,727.56	0.00	7,860.44	55.31
951-36-51-3520-52972	3,000.00	191.63	1,828.66	0.00	1,171.34	60.96
951-36-52-3530-52149	4,313,404.00	526,493.12	4,135,543.13	0.00	177,860.87	95.88
951-36-52-3530-52244	3,000.00	0.00	0.00	0.00	3,000.00	0.00
951-36-52-3530-52302	3,063.00	30.60	303.78	0.00	2,759.22	9.92
951-36-52-3530-52972	5,500.00	43.80	1,503.79	0.00	3,996.21	27.34
951-36-53-3515-52149	225,162.00	29,617.25	225,429.81	0.00	-267.81	100.12
951-36-53-3515-52201	55,065.00	6,008.70	52,624.53	0.00	2,440.47	95.57
951-36-53-3515-52211	100,000.00	16,052.12	88,936.41	0.00	11,063.59	88.94
951-36-53-3515-52223	39,555.00	3,575.36	40,195.06	0.00	-647.06	101.62
951-36-53-3515-52246	140,984.00	11,377.48	111,946.34	0.00	29,037.66	79.40
951-36-53-3515-52247	21,145.00	5,825.78	18,301.10	0.00	2,843.90	86.55
951-36-53-3515-52261	393,396.00	24,110.33	394,964.96	0.00	-1,568.96	100.40

000055

Expenditure Status Report  
 Library JPA  
 CITY OF SANTA CRUZ  
 6/1/2011 through 6/30/2011

expstat.rpt  
 08/22/2011 4:44PM  
 Periods: 12 through 14

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-36-53-3515-52302	150.00	0.00	0.00	0.00	150.00	0.00
951-36-53-3515-52932	15,500.00	1,291.67	15,500.04	0.00	-0.04	100.00
951-36-53-3515-52933	36,506.00	0.00	30,883.00	0.00	5,623.00	84.60
951-36-54-3550-52149	550,312.00	75,123.82	570,436.97	0.00	-20,124.97	103.66
951-36-54-3550-52199	29,000.00	0.00	12,936.25	0.00	16,063.75	44.61
951-36-54-3550-52248	215,038.00	2,189.13	142,255.47	0.00	72,782.53	66.15
951-36-54-3550-52249	55,275.00	5,740.23	50,874.06	0.00	4,400.94	92.04
951-36-54-3550-52249	1,300.00	328.44	1,361.29	0.00	-61.29	104.71
951-36-54-3550-52302	151,291.00	10,959.90	98,130.75	0.00	53,160.25	64.86
951-36-54-3550-52403	802,600.00	103,834.83	796,340.49	0.00	6,259.51	99.22
951-36-55-3560-52149	800.00	333.85	1,970.32	0.00	-1,170.32	246.29
951-36-55-3560-52302	49,975.00	11,392.52	25,182.00	0.00	24,793.00	50.39
951-36-55-3560-52304	3,024.00	0.00	2,952.00	0.00	72.00	97.62
951-36-55-3560-52306	3,000.00	0.00	0.00	0.00	3,000.00	0.00
951-36-55-3560-52960	6,000.00	506.87	2,970.44	0.00	3,029.56	49.51
951-36-55-3560-52972	9,762,140.00	1,139,484.40	9,309,207.19	0.00	452,932.81	95.36
<b>Total SERVICES</b>						
951-53000						
SUPPLIES						
951-36-50-3510-53101	12,000.00	789.76	5,222.36	0.00	6,777.64	43.52
951-36-50-3510-53102	16,200.00	2,960.88	19,949.92	0.00	-3,749.92	123.15
951-36-51-3520-53106	637,000.00	89,995.78	631,272.00	0.00	5,728.00	99.10
951-36-51-3520-53107	25,100.00	8,518.45	103,535.78	0.00	-78,435.78	412.49
951-36-51-3520-53112	120,350.00	20,666.83	69,526.83	0.00	50,823.17	57.77
951-36-52-3530-53109	6,500.00	1,053.65	6,236.65	0.00	263.35	95.95
951-36-52-3530-53108	2,690.00	395.10	1,577.40	0.00	1,112.60	58.64
951-36-53-3515-53108	18,000.00	1,732.00	17,963.70	0.00	36.30	99.80
951-36-53-3515-53113	157,710.00	12,868.71	140,848.29	0.00	16,861.71	89.31
951-36-53-3515-53311	20,260.00	924.34	20,895.04	0.00	-635.04	103.13
951-36-53-3515-53312	20,000.00	3,267.08	16,116.77	0.00	3,883.23	80.58
951-36-54-3550-53110	1,035,810.00	143,172.58	1,033,144.74	0.00	2,665.26	99.74
<b>Total SUPPLIES</b>						
951-54000						
OTHER MATERIALS AND SERVICES						
951-36-50-3510-54990	3,020.00	65.29	165.28	0.00	2,854.72	5.47
Miscellaneous supplies and services						



Expenditure Status Report  
Library JPA  
CITY OF SANTA CRUZ  
6/1/2011 through 6/30/2011

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
951-36-52-3530-54990	2,390.00	1,778.15	2,032.13	0.00	357.87	85.03
951-36-54-3550-54203	0.00	0.00	368.28	0.00	-368.28	0.00
951-36-54-3550-54990	0.00	0.00	26.20	0.00	-26.20	0.00
951-36-55-3531-54990	2,500.00	209.00	2,109.00	0.00	391.00	84.36
951-36-55-3560-54990	36,393.30	14,940.44	33,447.45	0.00	2,945.85	91.91
<b>Total OTHER MATERIALS AND SERVICES</b>	<b>44,303.30</b>	<b>16,992.88</b>	<b>38,138.34</b>	<b>0.00</b>	<b>6,164.96</b>	<b>86.08</b>
951-56000						
OTHER CHARGES						
951-36-52-3530-56995	2,500.00	160.00	2,267.01	0.00	232.99	90.68
<b>Total OTHER CHARGES</b>	<b>2,500.00</b>	<b>160.00</b>	<b>2,267.01</b>	<b>0.00</b>	<b>232.99</b>	<b>90.68</b>
951-57000						
CAPITAL OUTLAY						
951-36-54-3550-57410	73,000.00	0.00	23,311.44	0.00	49,688.56	31.93
<b>Total CAPITAL OUTLAY</b>	<b>73,000.00</b>	<b>0.00</b>	<b>23,311.44</b>	<b>0.00</b>	<b>49,688.56</b>	<b>31.93</b>
951-58000						
DEBT SERVICE						
951-36-50-3540-58140	40,961.00	0.00	40,960.88	0.00	0.12	100.00
951-36-50-3540-58190	40,293.00	0.00	40,293.07	0.00	-0.07	100.00
951-36-50-3540-58240	19,600.00	0.00	19,557.00	0.00	43.00	99.78
951-36-50-3540-58290	3,500.00	0.00	977.91	0.00	2,522.09	27.94
<b>Total DEBT SERVICE</b>	<b>104,354.00</b>	<b>0.00</b>	<b>101,788.86</b>	<b>0.00</b>	<b>2,565.14</b>	<b>97.54</b>
<b>Grand Total</b>	<b>11,022,107.30</b>	<b>1,299,809.86</b>	<b>10,507,857.58</b>	<b>0.00</b>	<b>514,249.72</b>	<b>95.33</b>

5/15/11  
CITY OF SANTA CRUZ

YEAR END FY 11  
Personnel

Expenditure Status Report  
Library Personnel Costs  
CITY OF SANTA CRUZ  
6/1/2011 through 6/30/2011

expstat.rpt  
08/22/2011 4:46PM  
Periods: 12 through 14

Account Number	General Fund	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
101-35-51000	PERSONNEL SERVICES						
Total	Regular full time	4,226,408.00	372,599.01	4,149,963.92	0.00	76,444.08	98.19
Total	Regular part time	733,982.00	72,330.94	757,395.57	0.00	-23,413.57	103.19
Total	Overtime	3,000.00	961.25	2,597.45	0.00	402.55	86.58
Total	Termination pay	0.00	3,692.66	11,421.12	0.00	-11,421.12	0.00
Total	Temporary	520,010.00	41,613.19	433,330.93	0.00	86,679.07	83.33
Total	Other pay	0.00	8,771.04	9,602.78	0.00	-9,602.78	0.00
Total	Special vacation pay	12,600.00	0.00	19,324.59	0.00	-6,724.59	153.37
Total	Special sick leave pay	0.00	3,830.34	3,501.18	0.00	-3,501.18	0.00
Total	Vehicle-phone-data allowance	2,880.00	125.00	3,247.40	0.00	-367.40	112.76
Total	Retirement contribution	665,780.00	62,058.79	670,272.33	0.00	-4,492.33	100.67
Total	F.I.C.A.	69,994.00	2,054.90	20,119.19	0.00	49,874.81	28.74
Total	Group health insurance	982,969.00	58,968.49	952,226.08	0.00	30,742.92	96.87
Total	Group dental insurance	99,100.00	5,536.87	91,958.16	0.00	7,141.84	92.79
Total	Vision insurance	17,994.00	936.71	16,096.06	0.00	1,897.94	89.45
Total	Medicare insurance	63,836.00	6,644.82	70,587.06	0.00	-6,751.06	110.58
Total	Group life insurance	2,744.00	153.39	2,611.39	0.00	132.61	95.17
Total	Disability insurance	35,300.00	624.59	33,791.90	0.00	1,508.10	95.73
Total	Unemployment insurance	37,175.00	2,365.81	25,072.65	0.00	12,102.35	67.44
Total	Workers' compensation	221,481.00	21,554.24	238,281.85	0.00	-16,800.85	107.59
Total	Accrued vacation - period 13	0.00	0.00	0.00	0.00	0.00	0.00
<b>Grand Total</b>		7,695,253.00	664,822.04	7,511,401.61	0.00	183,851.39	97.61

000058

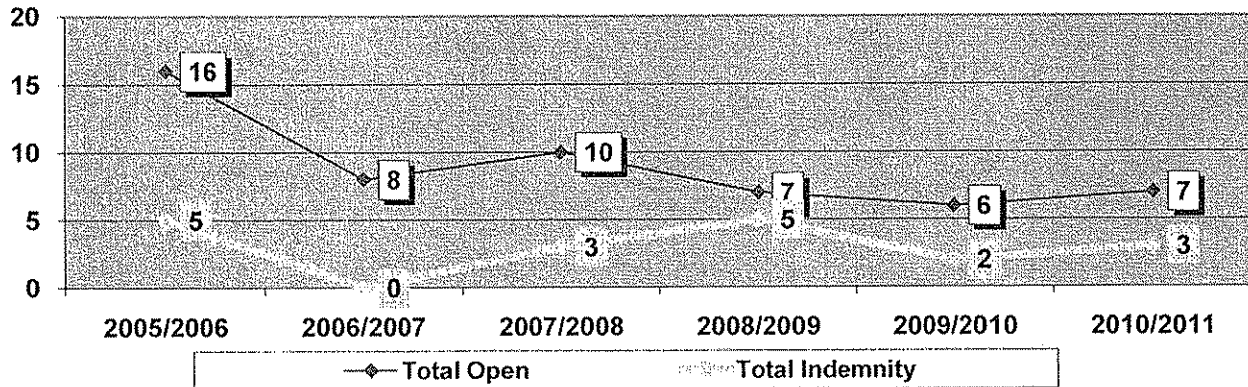
YEAR END FY10/11

Library - Fund 951  
Month-End Cash Balances

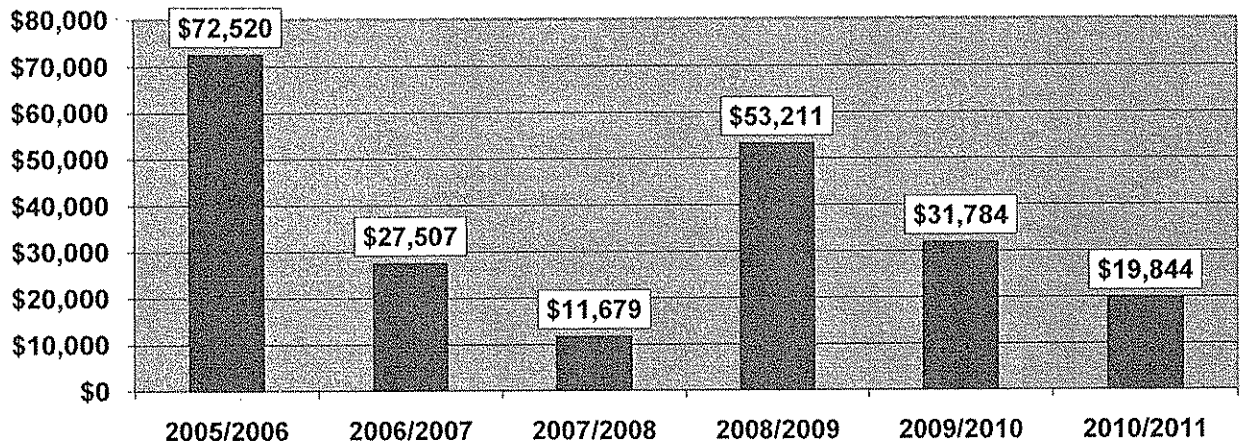
PRELIMINARY

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2011 Pooled cash	72,541.96	250,794.12	312,607.59	1,397,052.22	604,129.15	539,173.69	1,586,968.17	875,122.12	1,076,342.48	1,227,629.78	1,164,416.13	866,885.86
FY 2010 Pooled cash	(908,343.59)	(797,637.50)	(752,924.76)	(597,787.31)	(558,459.72)	(707,533.76)	290,832.95	(390,345.22)	(62,933.28)	15,984.66	25,912.58	120,299.01
FY 2009 Pooled cash	(1,028,955.46)	(397,327.61)	(356,989.20)	252,949.44	(714,416.36)	(711,714.61)	(812,054.05)	(668,015.42)	(595,048.05)	(543,669.74)	222,502.65	(667,431.15)
FY 2008 Pooled cash	555,177.28	285,993.39	362,222.74	452,678.88	381,688.89	348,644.68	414,873.10	180,026.54	267,117.50	988,379.63	877,239.75	65,274.00
FY 2007 Pooled cash	378,173.37	260,209.81	(47,055.07)	77,967.52	141,276.32	331,082.13	1,134,207.34	1,970,264.04	582,080.73	688,990.25	693,402.17	250,082.00

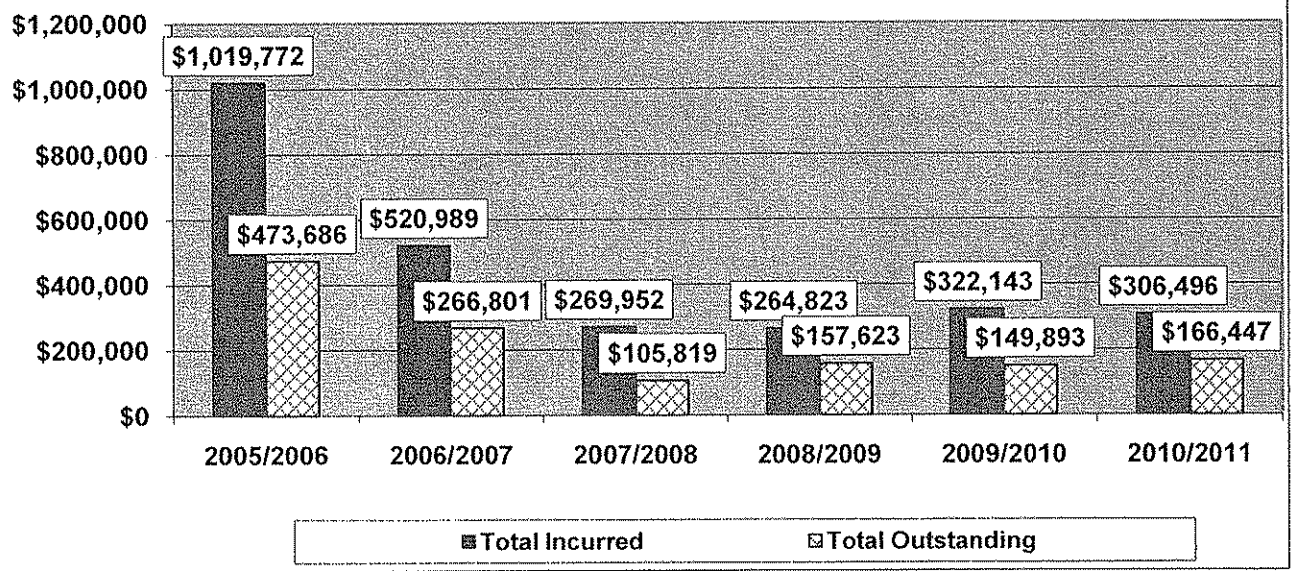
Open Claims  
Library  
07/01/05 - 06/30/11



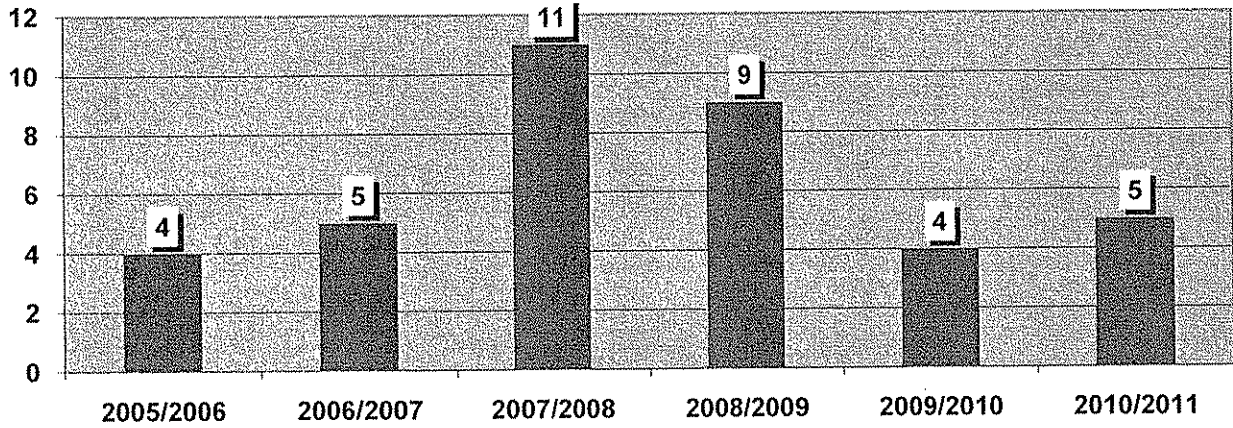
Paid Costs Per Fiscal Year



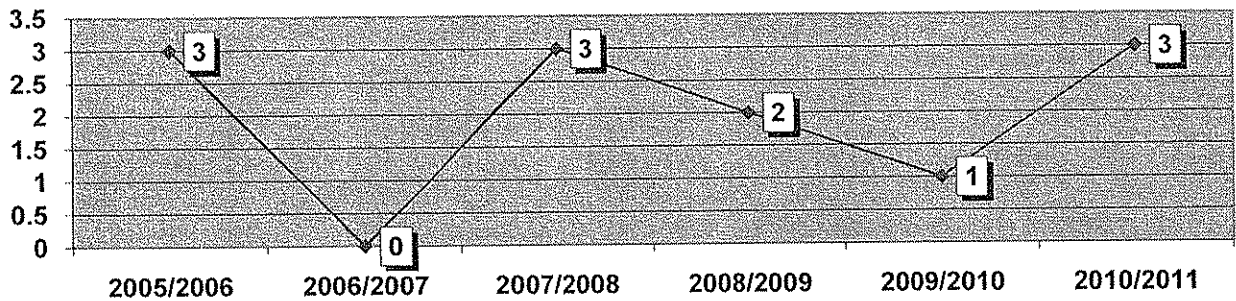
Total Year End Incurred and Outstanding Costs



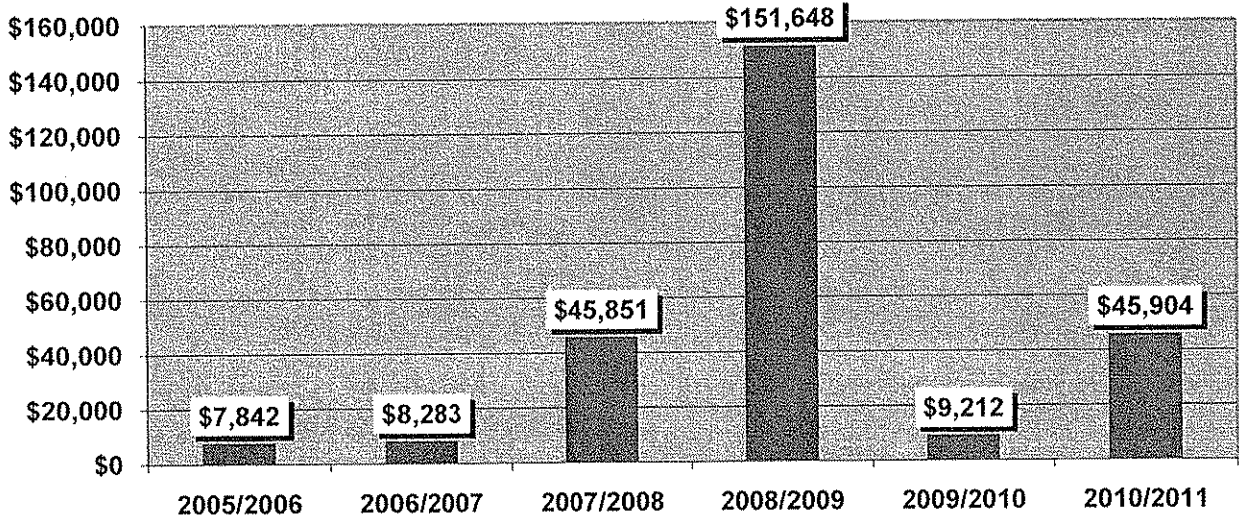
**City of Santa Cruz  
Workers' Compensation  
Reported Claims per Fiscal Year  
Library  
07/01/05 - 06/30/11**

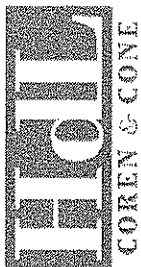


**Indemnity Claims**



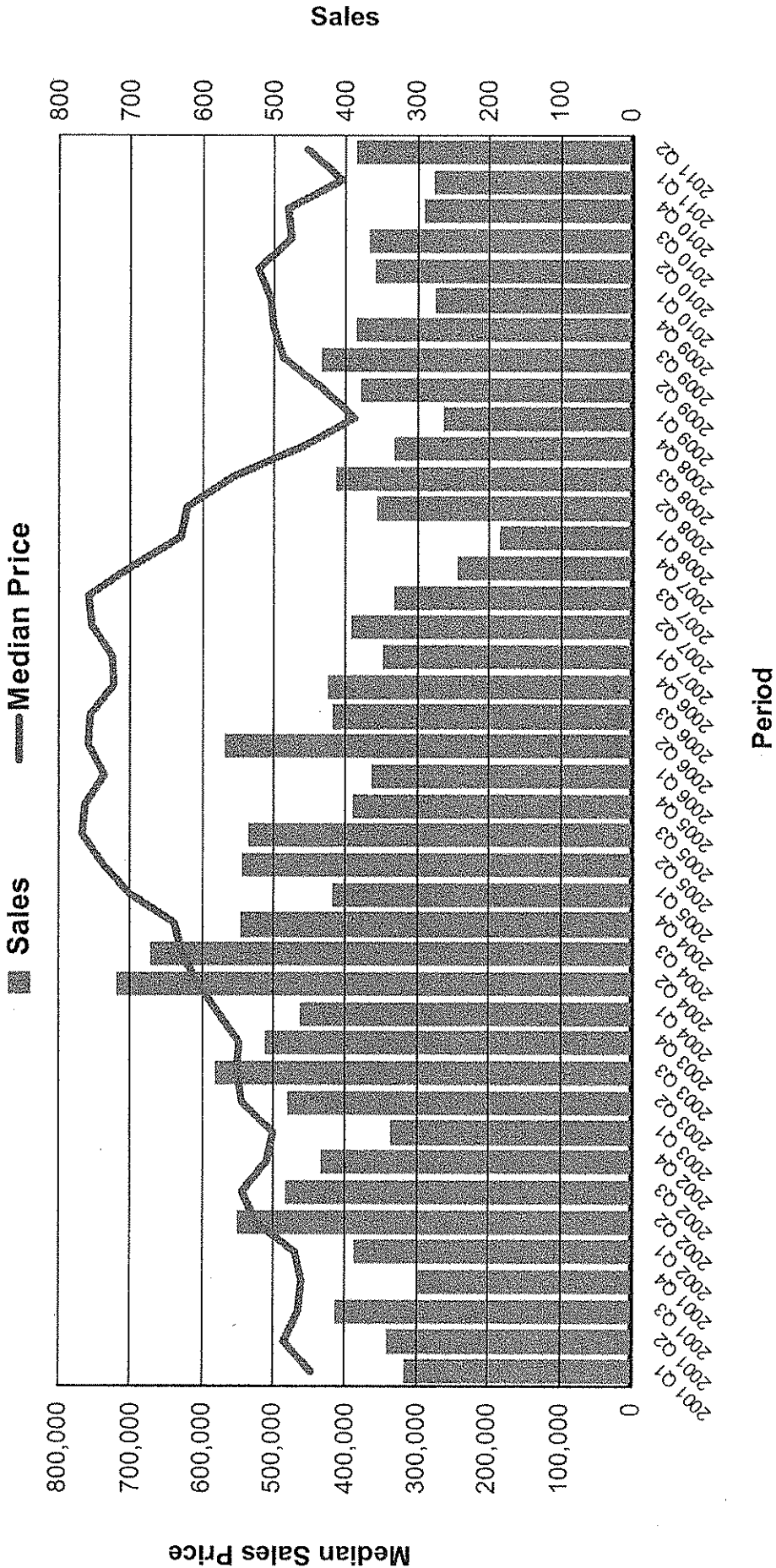
**Incurred Costs for Reported Claims**





# THE COUNTY OF SANTA CRUZ SALES HISTORY

Detached Single Family Residential Full Value Sales (01/01/2001 - 6/30/2011)



290000

\*Sales not included in the analysis are quitclaim deeds, trust transfers, timeshares, and partial sales.  
Data Source: Santa Cruz County DataQuick Property Data

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HCL, Coren & Cone

July 7, 2011

TO: PLP Library Directors  
FROM: Linda Crowe, PLP Executive Director  
SUBJECT: The State Budget and Library Funding for 2011/12

We have been informed by the State Library that they will have to hold all CLSA, Literacy, PLF, and TBR funds until January 1, 2012, per AB 121, the Trigger Bill.

According to State Librarian Stacey Aldrich's message:

"As you know, on December 15, 2011, if the revenue forecast turns out to be less than \$87,452,500,000 then there will be several programs that will be reduced. There are a total of 13 listed for this first trigger and 5 are programs in the State Library.

They include:

- \*California Civil Liberties Public Education Program (\$450,000)
- \*California Newspaper Project (\$216,000)
- \*California Library Services Act (\$8,500,000)
- \*California Library Literacy Services (\$3,700,000)
- \*Public Library Fund (\$3,000,000)

You may be wondering what this means in terms of the State Library being able to use this funding. We have just verified that there will be no local assistance until Jan. 1. We will not be able to release any funds until after January 1. We can continue to send letters or complete other work related to the programs just no release of funds."

For those of you who included TBR funds and/or PLF funds in your budgets, you should note that this also applies to those programs. The earliest you are likely to see any funds from those programs is late winter/early spring 2012.

What does this mean for PLP: While the California Library Association lobbyists, the Dillons, are optimistic about the likelihood of achieving the revenue threshold, it is unlikely that we will see any CLSA funds until the early part of 2012. From prior surveys and discussions, I believe we have a good understanding of your priorities. This subject will be the primary agenda item at the PLP Executive Committee meeting, scheduled for Monday, July 29, 2011.

For now, I will be working closely with Stacey, our State Librarian, the other System Directors in the state, and our CLA lobbyists, the Dillons, to fully understand the implications and the possible outcomes.

If information is needed as to how this Trigger Bill impacts local libraries, I will ask you for the information.

In the meantime, I have prepared this for you to share within your respective jurisdictions. Please advise me if there is any further information that I can provide.

For Santa Cruz

100% Funding = \$635,468

FY 10/11 Funding = \$72,000

.0799 % FY 11/12 depending on trigger = \$16,512



Library

6/30/11 #2

000065

CAO  
PROPOSED  
BUDGET

000066 # 2  
6/30/11

**COUNTY LIBRARY FUND**  
**Teresa Landers, Director of Libraries**  
 Index Number: 131855

Fund: County Library  
 Function: Education  
 Title: Library Services

Requirements	Actual 2009-10	Appropriated 2010-11	Estimated 2010-11	Requested 2011-12	Recommended 2011-12	Change From 2010-11
<b>Appropriations</b>						
Services & Supplies	\$4,738,628	\$4,814,422	\$4,800,191	\$4,755,109	\$4,755,109	(\$59,313)
Other Charges	\$30,491	\$58,989	\$58,989	\$48,923	\$48,923	(\$10,066)
<b>Total</b>	<b>\$4,769,119</b>	<b>\$4,873,411</b>	<b>\$4,859,180</b>	<b>\$4,804,032</b>	<b>\$4,804,032</b>	<b>(\$69,379)</b>
Increase Reserve	\$90,397	\$0	\$0	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$4,859,516</b>	<b>\$4,873,411</b>	<b>\$4,859,180</b>	<b>\$4,804,032</b>	<b>\$4,804,032</b>	<b>(\$69,379)</b>
<b>Available Funds</b>						
Fund Balance Avail.	(\$2,415)	(\$35,249)	(\$35,249)	\$0	\$0	\$35,249
Cancel Reserve	\$22,860	\$90,397	\$90,397	\$0	\$0	(\$90,397)
Revenue	\$4,803,822	\$4,818,263	\$4,804,032	\$4,804,032	\$4,804,032	(\$14,231)
<b>Total</b>	<b>\$4,824,267</b>	<b>\$4,873,411</b>	<b>\$4,859,180</b>	<b>\$4,804,032</b>	<b>\$4,804,032</b>	<b>(\$69,379)</b>

This budget provides the appropriations and revenues for the County Library Fund. The County Library Fund, which covers the unincorporated area of the County and the cities of Capitola and Scotts Valley, is governed by the Board of Supervisors and is an important element in the overall financing of library services in Santa Cruz County.

Library services in the County Library Fund's service area are provided through contracts with the City of Santa Cruz and the City of Watsonville. The result of these contractual arrangements is a comprehensive library program intended to meet the information, education and recreation needs of a diverse public through a network of community focused libraries and to support lifelong learning and self-education, utilizing current technology and expert staff.

**Overall Financing of Library Services**

In spring of 1996, the Cities of Santa Cruz, Watsonville, Scotts Valley and Capitola and the County entered into governance agreements for the library which, among other things, provided for consolidating all library funding with a Library Financing Authority. The financing arrangements provided for in the 1996 agreements were contingent upon the passage of a new special tax for the libraries.

In November 1996, the voters approved Measure B, a special 1/4¢ sales tax for the libraries. The 1/4¢ sales tax for the libraries was extended in June 2008 by Measure R. As a result, the overall financing of public library services in Santa Cruz County is now provided through the Library Financing Authority which is funded with the proceeds of the special 1/4¢ sales tax and the maintenance of effort contributions from the general funds of the cities of Watsonville and Santa Cruz and the County Library Fund. The Library Financing Authority receives these funds and then distributes them on the basis of population served by the Santa Cruz City/County Library System and the Watsonville Library.

APPROVED AND FILED  
 BOARD OF SUPERVISORS

DATE: 6/30/11  
 COUNTY OF SANTA CRUZ  
 SUSANA MAURIELLO  
 EX-OFFICIO CLERK OF THE BOARD  
 BY: *[Signature]* DEPUTY

## 2011-12 Recommended Library Fund Budget

The Library Financing Authority Agreement provides for a Maintenance of Effort contribution by the County Library Fund. Specifically, Section 3.2 of the Library Financing Authority Agreements provides that:

*"The County of Santa Cruz on behalf of the Unincorporated Area and the cities of Capitola and Scotts Valley shall contribute each year, commencing with the 1997-98 fiscal year, for the purposes set forth herein, a maintenance of effort amount equal to the amount of allocated taxes received by the County Library Fund through the operation of State Law less the County Library Fund's share of the Property Tax Administration Fee and the General County Overhead allocated to the County Library Fund. Allocated taxes shall include current secured property taxes, current unsecured property taxes, supplemental secured property taxes, supplemental unsecured property taxes, State Homeowners Property Tax Relief and such funds as the County Library Fund may receive as a result of Redevelopment Pass Through Agreements. Allocated taxes does not include payments which the County may receive from the Scotts Valley and Capitola Redevelopment Agencies in lieu of the construction of branch libraries."*

The recommended budget for 2011-12 provides for the distribution of the allocated tax revenues and prior year reserves available to the County Library Fund in accordance with the provisions of the Library Financing Authority Agreement. The table which follows summarizes the components for the 2011-12 Recommended Budget for the County Library Fund.

<u>2011-12 Library Fund Budget</u>	
Item	Amount
From Allocated Taxes and Reserves	
• Payment to Libraries	\$ 4,708,301
• Property Tax Administrative Fee	43,241
• Insurance Payment	3,567
• Prior Debt Service	5,555
• General County Overhead	<u>43,368</u>
Total County Library Fund Budget	<u>\$ 4,804,032</u>

LINE ITEM DETAIL  
VOLUME II

000069

6/30/11  
#2

Schedule 9 Volume 2  
**County Library Fund**  
 Index Code(s): 131855

Acct	Acct Title	2009-10 Actual	2010-11 Appropriated	2010-11 Estimated	2011-12 Requested	2011-12 Recommended
20000	SERVICES & SUPPLIES	4,738,628	4,814,422	4,800,191	4,755,109	4,755,109
30000	OTHER CHARGES	24,936	53,434	53,434	43,368	43,368
30000	OTHER CHARGES	5,555	5,555	5,555	5,555	5,555
	<b>SUBTOTAL</b>	<b>4,769,119</b>	<b>4,873,411</b>	<b>4,859,180</b>	<b>4,804,032</b>	<b>4,804,032</b>
90000	REVENUES	(4,803,822)	(4,818,263)	(4,804,032)	(4,804,032)	(4,804,032)
	<b>NET</b>	<b>(34,703)</b>	<b>55,148</b>	<b>55,148</b>	<b>0</b>	<b>0</b>
23305	OTHER INSURANCE	2,882	2,900	3,567	3,567	3,567
23665	PROF & SPECIAL SERV-OTHE	4,735,746	4,811,522	4,796,624	4,751,542	4,751,542
20000	SERVICES & SUPPLIES	4,738,628	4,814,422	4,800,191	4,755,109	4,755,109
35980	COUNTY OVERHEAD A87/CP E	24,936	53,434	53,434	43,368	43,368
36103	OP/TR OUT-TO 131215 CERTS	5,555	5,555	5,555	5,555	5,555
30000	OTHER CHARGES	30,491	58,989	58,989	48,923	48,923
90100	PROPERTY TAX-CURRENT SE	4,541,317	4,562,575	4,541,006	4,541,006	4,541,006
90101	PROP 1A ST SUSPENSION BO	(282,401)	0	0	0	0
90110	PROPERTY TAX-CURRENT UN	112,287	105,260	106,925	106,925	106,925
90130	PROPERTY TAX-PRIOR UNSEI	1,077	1,200	3,767	3,767	3,767
90142	PENALTIES FOR DELINQUENT	486	600	490	490	490
90143	REDEMPTION PENALTIES FOF	1,199	1,400	1,518	1,518	1,518
90150	SUPPLEMENTAL PROP TAX-C	32,172	31,000	35,000	35,000	35,000
90151	SUPPLEMENTAL PROP TAX-C	(3,172)	(3,172)	13	13	13
90160	SUPPLEMENTAL PROP TAX-PI	4,754	6,000	4,926	4,926	4,926
90161	SUPPLEMENTAL PROP TAX-PI	178	200	139	139	139
90197	IN-LIEU TAXES OTHER	1,236	1,027	1,012	1,012	1,012
90209	IN-LIEU TAXES CALIF COMM S	282,401	0	0	0	0
90830	ST-HOMEOWNERS' PROPERT	39,965	39,269	39,524	39,524	39,524
90852	ST-OTHER TAX RELIEF SUBVE	4,983	4,904	1,712	1,712	1,712
91150	CONTR FR OTHER GOVT AGE	67,340	68,000	68,000	68,000	68,000
90000	REVENUES	4,803,822	4,818,263	4,804,032	4,804,032	4,804,032

APPROVED AND FILED  
 BOARD OF SUPERVISORS  
 DATE: 6/30/11  
 COUNTY OF SANTA CRUZ  
 SUSAN A. MAURIELLO  
 EX-OFFICIO CLERK OF THE BOARD  
 BY: *[Signature]* DEPUTY

6/30/11  
 #2

LIBRARY JOINT POWERS AUTHORITY		PRELIMINARY
COMBINED BALANCE SHEET		
JPA FUND AND ACCOUNT GROUPS		
JULY 2011		
	JPA	
	Total	
<b>Assets</b>		
Pooled cash	911,107.41	
Pooled cash interest receivable	2,435.09	
Other interest receivable	315.46	
Taxes receivable - current	521,730.00	
Accounts receivable	434,301.99	
Infrastructure	579,683.02	
Accumulated depreciation - infrastructure	(191,370.66)	
Lease improvements - buildings	2,018,031.67	
Accumulated depreciation - lease imp-buildings	(1,031,667.59)	
Machinery and equipment	1,617,208.66	
Accumulated depreciation - machinery & equip	(1,478,466.09)	
Software	61,759.70	
Accumulated depreciation-software	(61,759.70)	
Construction in progress	78,918.85	
<b>Total Assets</b>	<b>3,462,227.81</b>	
<b>Liabilities</b>		
Accounts payable	40,277.42	
Sales tax payable	16.59	
Deferred grant revenue - unearned	15,169.84	
Unclaimed funds	144.00	
Payable to the County - noncurrent	80,586.11	
Other intergovernmental payable-noncurrent	350,179.03	
<b>Total Liabilities</b>	<b>486,372.99</b>	
<b>Equities</b>		
Unreserved, undesignated fund balance	1,318,353.10	
Committed - cash flow/unexpected expenditures	495,929.00	
Investment in capital assets - Library	1,592,337.86	
Reserved for long-term debt	(430,765.14)	
<b>Total Equities</b>	<b>2,975,854.82</b>	
<b>Total Liabilities and Equities</b>	<b>3,462,227.81</b>	

LIBRARY JOINT POWERS AUTHORITY							
COMBINED BALANCE SHEET							
SPECIAL FUNDS							
JULY 2011							
	Fund #	955	956	957	960	Spec Funds	
Fund Description		Contingency	Technology	Projects	Felton	Total	
<b>Assets</b>							
Pooled cash		9,467.50	4,783.71	471.28	1,137.51	15,860.00	
Pooled cash interest receivable		23.50	11.88	1.17	2.83	39.38	
<b>Total Assets</b>		<b>9,491.00</b>	<b>4,795.59</b>	<b>472.45</b>	<b>1,140.34</b>	<b>15,899.38</b>	
<b>Equities</b>							
Unreserved, undesignated fund balance		9,491.00	4,795.59	472.45	1,140.34	15,899.38	
<b>Total Equities</b>		<b>9,491.00</b>	<b>4,795.59</b>	<b>472.45</b>	<b>1,140.34</b>	<b>15,899.38</b>	

PRELIMINARY

000072





Revenue Status Report  
 Library JPA  
 CITY OF SANTA CRUZ  
 7/1/2011 through 7/31/2011

revstat.rpt  
 08/18/2011 9:49AM  
 Periods: 1 through 1

8/8/10

Account Number	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-41000					
TAXES					
951-00-00-0000-41211	5,501,530.00	521,730.00	521,730.00	4,979,800.00	9.48
Sales and use tax					
Total TAXES	5,501,530.00	521,730.00	521,730.00	4,979,800.00	9.48
951-43000					
INTERGOVERNMENTAL					
951-36-00-0000-43311	5,146,100.00	434,301.99	434,301.99	4,711,798.01	8.44
Maintenance of effort contributions					
951-36-55-3531-43210	2,500.00	589.00	589.00	1,911.00	23.56
State operating grants and contributions					
951-36-55-3560-43190	9,000.00	0.00	0.00	9,000.00	0.00
Federal grants - other					
Total INTERGOVERNMENTAL	5,157,600.00	434,890.99	434,890.99	4,722,709.01	8.43
951-44000					
CHARGES FOR SERVICES					
951-36-00-0000-44613	4,100.00	337.40	337.40	3,762.60	8.23
Internet use fee					
951-36-00-0000-44630	2,500.00	280.00	280.00	2,220.00	11.20
Room rentals-library JPA					
951-36-00-0000-44901	7,000.00	517.25	517.25	6,482.75	7.39
Photocopy fee					
Total CHARGES FOR SERVICES	13,600.00	1,134.65	1,134.65	12,465.35	8.34
951-45000					
FINES AND FORFEITS					
951-36-00-0000-45131	200,000.00	15,699.80	15,699.80	184,300.20	7.85
Library fines					
951-36-00-0000-45132	25,000.00	1,606.11	1,606.11	23,393.89	6.42
Lost library items					
Total FINES AND FORFEITS	225,000.00	17,305.91	17,305.91	207,694.09	7.69
951-46000					
MISCELLANEOUS REVENUES					
951-00-00-0000-46190	4,096.00	315.46	315.46	3,780.54	7.70
Interest earnings - other					

000074

Account Number	Library Joint Powers Authority	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
951-00-0000-46910	Miscellaneous operating revenue	8,500.00	0.00	0.00	8,500.00	0.00
951-00-0000-46990	Miscellaneous non-operating revenue	0.00	18,964.66	18,964.66	-18,964.66	0.00
951-36-00-0000-46303	Donations - library	12,000.00	0.00	0.00	12,000.00	0.00
951-36-00-0000-46309	Donations - library - Friends of the Lib	100,000.00	2,249.16	2,249.16	97,750.84	2.25
951-36-00-0000-46916	Cash over/short	0.00	56.39	56.39	-56.39	0.00
Total	MISCELLANEOUS REVENUES	124,596.00	21,585.67	21,585.67	103,010.33	17.32
951-49000	OTHER FINANCING SOURCES					
951-00-00-0000-49122	From Library Private Trust Fund	15,190.00	0.00	0.00	15,190.00	0.00
951-00-00-0000-49191	Intra-entity fund transfer in	9,959.00	0.00	0.00	9,959.00	0.00
Total	OTHER FINANCING SOURCES	25,149.00	0.00	0.00	25,149.00	0.00
Total	Library Joint Powers Authority	11,047,475.00	996,647.22	996,647.22	10,050,827.78	9.02

Account Number	Library Joint Powers Authority	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
Grand Total		11,047,475.00	996,647.22	996,647.22	10,050,827.78	9.02

000075

PRELIMINARY

Expenditure Status Report  
 Library JPA  
 CITY OF SANTA CRUZ  
 7/1/2011 through 7/31/2011

expstat.rpt  
 08/18/2011 9:40AM  
 Periods: 1 through 1

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	% Prct Used
951-52000						
SERVICES						
951-36-50-3510-52135	7,644.00	1,048.04	1,048.04	6,831.96	-236.00	103.09
951-36-50-3510-52199	110,000.00	0.00	0.00	0.00	110,000.00	0.00
951-36-50-3510-52240	4,020.00	0.00	0.00	0.00	4,020.00	0.00
951-36-50-3510-52248	16,000.00	0.00	0.00	4,025.00	11,975.00	25.16
951-36-50-3510-52302	4,000.00	0.00	0.00	0.00	4,000.00	0.00
951-36-50-3510-52402	42,600.00	3,550.00	3,550.00	0.00	39,050.00	8.33
951-36-50-3510-52403	3,300.00	67.70	67.70	0.00	3,232.30	2.05
951-36-50-3510-52403	14,774.00	10,440.00	10,440.00	0.00	4,334.00	70.66
951-36-50-3510-52933	17,250.00	11,661.00	11,661.00	0.00	5,589.00	67.60
951-36-50-3510-52961	100.00	0.00	0.00	0.00	100.00	0.00
951-36-50-3510-52971	3,900.00	0.00	0.00	0.00	3,900.00	0.00
951-36-50-3510-52972	550,000.00	0.00	0.00	0.00	550,000.00	0.00
951-36-50-3540-52135	10,000.00	0.00	0.00	10,000.00	0.00	100.00
951-36-51-3520-52131	37,440.00	0.00	0.00	0.00	37,440.00	0.00
951-36-51-3520-52199	1,680.00	0.00	0.00	0.00	1,680.00	0.00
951-36-51-3520-52244	46,320.00	2,242.70	2,242.70	0.00	44,077.30	4.84
951-36-51-3520-52248	100.00	0.00	0.00	0.00	100.00	0.00
951-36-51-3520-52302	2,500.00	195.30	195.30	0.00	2,304.70	7.81
951-36-51-3520-52972	1,500.00	0.00	0.00	0.00	1,500.00	0.00
951-36-52-3530-52240	2,180.00	0.00	0.00	0.00	2,180.00	0.00
951-36-52-3530-52244	2,150.00	0.00	0.00	0.00	2,150.00	0.00
951-36-52-3530-52302	4,000.00	217.00	217.00	0.00	3,783.00	5.43
951-36-52-3530-52972	66,640.00	3,152.26	3,152.26	0.00	63,487.74	4.73
951-36-53-3515-52201	125,000.00	0.00	0.00	0.00	125,000.00	0.00
951-36-53-3515-52211	111,000.00	0.00	0.00	0.00	111,000.00	0.00
951-36-53-3515-52223	143,800.00	5,945.60	5,945.60	14,470.77	123,383.63	14.20
951-36-53-3515-52246	17,000.00	127.15	127.15	0.00	16,872.85	0.75
951-36-53-3515-52247	312,530.00	27,788.11	27,788.11	18,500.00	266,241.89	14.81
951-36-53-3515-52261	150.00	0.00	0.00	0.00	150.00	0.00
951-36-53-3515-52302	17,050.00	0.00	0.00	0.00	17,050.00	0.00
951-36-53-3515-52932	36,506.00	25,714.00	25,714.00	0.00	10,792.00	70.44
951-36-53-3515-52933						

000076

Expenditure Status Report  
Library JPA  
CITY OF SANTA CRUZ  
7/1/2011 through 7/31/2011

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
951-36-54-3550-52199	28,000.00	0.00	0.00	16,000.00	12,000.00	57.14
Other professional & technical services						
951-36-54-3550-52248	71,023.00	-2,718.67	-2,718.67	0.00	73,741.67	3.83
Software maintenance services						
951-36-54-3550-52249	91,700.00	1,941.72	1,941.72	0.00	89,758.28	2.12
Hardware maintenance services						
951-36-54-3550-52302	1,350.00	0.00	0.00	0.00	1,350.00	0.00
Travel and meetings						
951-36-54-3550-52403	73,234.00	961.37	961.37	104,334.61	-32,061.98	143.78
Telecommunications service - outside						
951-36-55-3560-52304	13,975.00	1,161.55	1,161.55	0.00	12,813.45	8.31
Training						
951-36-55-3560-52306	9,000.00	0.00	0.00	0.00	9,000.00	0.00
LSTA Tuition Reimb grant training						
951-36-55-3560-52960	3,000.00	0.00	0.00	0.00	3,000.00	0.00
Advertising						
951-36-55-3560-52972	6,500.00	18.88	18.88	0.00	6,481.12	0.29
Printing and binding-outside						
Total SERVICES	2,008,916.00	93,513.71	93,513.71	174,162.34	1,741,239.95	13.32
951-53000						
SUPPLIES						
951-36-50-3510-53101	8,000.00	0.00	0.00	0.00	8,000.00	0.00
Postage charges						
951-36-50-3510-53102	2,400.00	528.34	528.34	0.00	1,871.66	22.01
Office supplies						
951-36-51-3520-53106	769,269.00	6,853.20	6,853.20	0.00	762,415.80	0.89
Books and periodicals						
951-36-51-3520-53107	75,000.00	0.00	0.00	0.00	75,000.00	0.00
Books and periodicals-grants & donations						
951-36-51-3520-53112	113,550.00	174.97	174.97	8,680.39	104,694.64	7.80
Library functional supplies						
951-36-52-3530-53102	12,300.00	3,648.32	3,648.32	2,946.46	5,705.22	53.62
Office supplies						
951-36-52-3530-53109	6,630.00	0.00	0.00	0.00	6,630.00	0.00
Copier supplies						
951-36-53-3515-53108	2,370.00	295.11	295.11	0.00	2,074.89	12.45
Safety clothing and equipment						
951-36-53-3515-53113	18,360.00	422.17	422.17	0.00	17,937.83	2.30
Janitorial supplies						
951-36-53-3515-53311	167,748.00	15,597.30	15,597.30	0.00	152,150.70	9.30
Electricity						
951-36-53-3515-53312	26,133.00	504.14	504.14	0.00	25,628.86	1.93
Natural gas						
951-36-54-3550-53110	22,000.00	0.00	0.00	4,000.00	18,000.00	18.18
Computer supplies						
Total SUPPLIES	1,223,760.00	28,023.55	28,023.55	15,626.85	1,180,109.60	3.57
951-54000						
OTHER MATERIALS AND SERVICES						
951-36-50-3510-54990	3,445.00	0.00	0.00	0.00	3,445.00	0.00
Miscellaneous supplies and services						
951-36-52-3530-54990	7,000.00	0.00	0.00	0.00	7,000.00	0.00
Miscellaneous supplies and services						
951-36-53-3515-54992	40,000.00	0.00	0.00	0.00	40,000.00	0.00
Capital outlay expensed (periods 13/14)						
951-36-55-3531-54990	0.00	209.00	209.00	0.00	-209.00	0.00
Miscellaneous supplies and services						
951-36-55-3560-54990	12,061.00	3,172.02	3,172.02	0.00	8,888.98	26.30
Miscellaneous supplies and services						
Total OTHER MATERIALS AND SERVICES	62,506.00	3,381.02	3,381.02	0.00	59,124.98	5.41

000077

Expenditure Status Report

Library JPA  
CITY OF SANTA CRUZ  
7/1/2011 through 7/31/2011

expstat.rpt  
08/18/2011 9:40AM  
Periods: 1 through 1

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-56000 OTHER CHARGES						
951-36-52-3530-56995 Refunded fees and fines	2,000.00	214.00	214.00	0.00	1,786.00	10.70
Total OTHER CHARGES	2,000.00	214.00	214.00	0.00	1,786.00	10.70
951-57000 CAPITAL OUTLAY						
951-36-55-3560-57401 Office furniture/equipment	25,000.00	0.00	0.00	0.00	25,000.00	0.00
Total CAPITAL OUTLAY	25,000.00	0.00	0.00	0.00	25,000.00	0.00
951-58000 DEBT SERVICE						
951-36-50-3540-58140 Loan principal	40,961.00	0.00	0.00	0.00	40,961.00	0.00
951-36-50-3540-58190 Other debt principal	40,293.00	0.00	0.00	0.00	40,293.00	0.00
951-36-50-3540-58240 Loan interest	19,600.00	0.00	0.00	0.00	19,600.00	0.00
951-36-50-3540-58290 Other debt interest	3,500.00	0.00	0.00	0.00	3,500.00	0.00
Total DEBT SERVICE	104,354.00	0.00	0.00	0.00	104,354.00	0.00
<b>Grand Total</b>	<b>3,426,536.00</b>	<b>125,132.28</b>	<b>125,132.28</b>	<b>189,789.19</b>	<b>3,111,614.53</b>	<b>9.19</b>

000078

**Expenditure Status Report**  
 Library Payroll Expenditures  
 CITY OF SANTA CRUZ  
 7/1/2011 through 7/31/2011

PRELIMINARY

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
PERSONNEL SERVICES						
Total	4,219,805.00	272,701.54	272,701.54	0.00	3,947,103.46	6.46
Total	747,294.00	47,586.05	47,586.05	0.00	699,707.95	6.37
Total	3,000.00	80.90	80.90	0.00	2,919.10	2.70
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	555,298.00	29,125.60	29,125.60	0.00	526,172.40	5.25
Total	0.00	33.03	33.03	0.00	-33.03	0.00
Total	4,400.00	0.00	0.00	0.00	4,400.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	1,800.00	195.00	195.00	0.00	1,605.00	10.83
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	754,846.00	48,060.18	48,060.18	0.00	706,785.82	6.37
Total	0.00	1,488.67	1,488.67	0.00	-1,488.67	0.00
Total	1,119,068.00	71,265.75	71,265.75	0.00	1,047,802.25	6.37
Total	107,422.00	6,670.29	6,670.29	0.00	100,751.71	6.21
Total	18,242.00	1,128.98	1,128.98	0.00	17,113.02	6.19
Total	64,309.00	4,585.60	4,585.60	0.00	59,723.40	7.13
Total	2,744.00	186.12	186.12	0.00	2,557.88	6.78
Total	73,078.00	2,564.96	2,564.96	0.00	70,513.04	3.51
Total	23,622.00	1,643.29	1,643.29	0.00	21,978.71	6.96
Total	208,640.00	14,715.16	14,715.16	0.00	193,924.84	7.05
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00
Total	7,903,568.00	502,031.12	502,031.12	0.00	7,401,536.88	6.35
<b>Grand Total</b>						

000079

Library - Fund 951  
 Month-End Cash Balances


PRELIMINARY

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2012 Pooled cash	911,107.41											
FY 2011 Pooled cash	72,541.96	250,794.12	312,607.59	1,387,052.22	604,129.15	539,173.69	1,586,968.17	875,122.12	1,076,342.48	1,227,629.78	1,164,416.13	1,265,341.98
FY 2010 Pooled cash	(908,343.59)	(797,637.50)	(752,924.76)	(597,787.31)	(558,459.72)	(707,533.76)	290,832.95	(390,345.22)	(62,933.26)	15,984.66	25,912.58	120,299.01
FY 2009 Pooled cash	(1,028,955.46)	(397,327.61)	(356,999.20)	252,949.44	(714,416.36)	(711,714.61)	(812,054.05)	(668,015.42)	(595,048.05)	(543,669.74)	222,502.65	(667,431.15)
FY 2008 Pooled cash	555,177.28	285,993.39	362,222.74	452,678.88	381,688.89	348,644.68	414,873.10	180,026.54	267,117.50	988,379.63	877,239.75	65,274.00
FY 2007 Pooled cash	378,173.37	260,209.81	(47,055.07)	77,967.52	141,276.32	331,082.13	1,134,207.34	1,970,264.04	582,080.73	688,990.25	693,402.17	260,082.00

000080



## STAFF REPORT

DATE: September 4, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries   
RE: Facilities Improvement and Funding Options

**RECOMMENDATION:** that the LJPB provide direction to Library Director for proceeding with an RFP to engage a consultant to conduct a Facilities Improvement and Funding Options plan

### SUMMARY

By using the valuable data we already have, this plan would focus on identifying individual physical needs for each facility and possible funding options to accomplish identified projects.

### BACKGROUND

Acknowledging that the Santa Cruz Public Libraries has an aging infrastructure The LJPB approved \$100,000 for a Facilities Master Plan in the FY11/12 operating budget. The range of what is included in such a plan varies greatly and should be individualized for the specific needs of the organization requesting such a plan.

### DISCUSSION

In consultation with several facilities master plan “experts” the following approach is recommended to define the scope of a Request for Proposal:


- Many facility master plans spend a great deal of time and budget on conducting community focus groups and surveys. The Library already has a pretty good sense of “needs”. The community input for both the strategic plan and the fiscally sustainable alternative service model task force was extensive and provides a good idea of what is needed from our library buildings in order to implement the service model adopted by the LJPB. In addition, both Scotts Valley and Capitola have recently completed formal needs assessments as part of their respective building projects.
- One page per branch will be presented to describe the particular needs of each in light of the new service model and current physical condition.
- Respondents will be asked to conduct a high level analysis of each branch with a timeframe of the next 5-15 years (Scotts Valley being the one farthest out). This analysis would not include engineering or specific design as this is very expensive and not feasible with 10 locations to be analyzed.
- Recommendations from the selected consultant will be expected to include:
  - Possible non-structural “makeovers” as a temporary measure or, for some branches such a makeover may be all that is needed.

000081

- More permanent solutions for those facilities that most likely need to be replaced, structurally redesigned or added on to (Felton, Downtown, Capitola and Aptos being the most obvious).
- A ballpark estimate of the funding needed per branch for both the temporary and more permanent solutions
- An assessment of possible funding sources/options for the solutions that have been identified.
- As appropriate- phasing or sequencing of projects may also be identified

If this approach is amenable to the LJPB, we will proceed with developing a formal RFP that utilizes the approach described above.

## STAFF REPORT

DATE: September 6, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries   
RE: Performance Indicators

**RECOMMENDATION:** The LJPB approve the performance indicators as outlined in this report or provide direction for changes.

### SUMMARY

There are many performance indicators that can be used to evaluate the success of the new service model. Seven key areas are identified with several indicators for each. There are also other statistics which may be kept by staff in order to be able to provide a more complete analysis of certain areas of the new service model. The indicators listed here are an attempt to provide a variety of perspectives- quantitative, qualitative and effectiveness.

### BACKGROUND

When the LJPB approved the new service model there was concern about how we were going to evaluate the success of this model. To this end, the Library Director was asked to bring a set of performance indicators to the Board at the September 2011 meeting for discussion, review and eventual adoption.

### DISCUSSION

There are many ways to approach this issue and no one way is right or wrong. The common basis is, however, a shared vision of the success of the new service model. This model will be successful if it furthers the objectives of and meets the goals of the strategic plan. It is to the strategic plan, then, that we should look for guidance.

There are many indicators possible and most likely there are indicators the library will use internally to inform ongoing analysis and evaluation. Performance indicators are only one type of input to be used to determine how well the transition is progressing and to identify issues and potential changes to the model. Other inputs will include anecdotal and additional qualitative inputs from the public, patrons, staff and management.

We also need to recognize that there is a relatively short time between the implementation of the new model in January 2012 and the need to approve the FY12/13 budget. These indicators will not be able to provide sufficient data to determine whether the model is successful or not by the time budget decisions are required, but they should provide some indication for the direction and changes needed.

000083

In looking at the new service model and the strategic plan the following areas emerge as potential for focus:

- Use of library services: convenience, ease of access (physical and online),
- Quality of services: finding what patrons need/want, getting the help patrons need/want
- Quality of programming
- Use of volunteers
- Financial sustainability
- Availability of current and emerging technology
- Staff: training, safety, level of involvement

For each of the areas listed above, the goal is to have a variety of indicators for each: quantitative, qualitative and effectiveness. Once the basic indicators are approved, management will develop baselines and targets for each, and the intent will be to report on these either monthly, quarterly or annually as appropriate to the indicator. The list will be brought back to the Board in November for official adoption.

#### **USE OF SERVICES**

Visits per open hour increases A%  
Circulation increases B%  
Number of active cardholders increases by C%  
D% of survey respondents say hours are convenient

#### **QUALITY OF SERVICES**

F% of users describe reference services as good or excellent  
Self check reaches 85%  
G% of users say they found what they came in for  
Returned items shelved within 24 hours; 90% of the time

#### **QUALITY OF PROGRAMMING**

H% rate program as good or excellent  
Number of attendees per program increases by J%  
Number of programs offered increases by K%

#### **VOLUNTEERS**

M% of volunteers rate their experience as good or excellent  
Number of branch operation critical shifts (8hpw at 6 branches) for which volunteers were absent  
Volunteer turnover rate  
Average number of volunteer hours by age group  
% of volunteer applicants who are accepted and assigned

**FINANCIAL SUSTAINABILITY**

Five year financial projections

Expended budget is within N% of estimates

**TECHNOLOGY**

Website usage increases by E%

Library's overall technology is rated good or excellent by P%

Library has Q followers on Facebook

**STAFF**

Workers' compensation rates

R% of staff create an IDP in first year

S% of staff each receive 8 hours of non-mandatory training per year

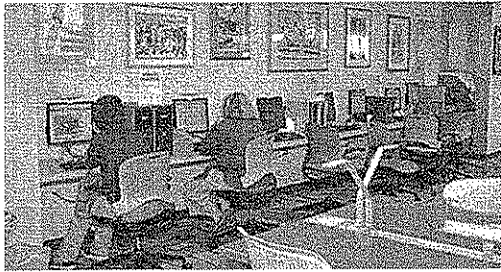
Please note these are all intended to be system wide indicators, rather than measures for looking at specific branches.

[print](#)

## Permanent wireless coming soon to library

by Peter Burke

09.01.11 - 01:15 pm



It's been a months-long dogfight for staff in the Santa Cruz Public Library system as they've tried to obtain permanent wireless Internet service for patrons at the Scotts Valley Branch Library.

Comcast, the Internet provider that serves the building on Kings Village Road, has apparently dragged its feet in the process.

"The library staff has shown the patience of Job," Councilman Jim Reed said. "They're getting the runaround from the provider."

The library opened in mid-June, with only limited access. Since then, a temporary fix by information technology staff has allowed an Internet connection via the library's stationary computers, but somewhat spotty wireless.

Reed sits on the Library Joint Powers Authority board and has followed the progress.

"It's been enormously difficult to get closure," he said.

Originally, Comcast quoted the library system a \$250,000 fee to get the building online, library director Teresa Landers said. The library, it seems, is outside the regular service area for Comcast, leading to the high price.

Landers said the library talked to Cruzio, another local provider, and explored all other options before Comcast came around.

"Comcast changed their mind," she said.

The library received its Internet service connections from Comcast as of Aug. 16, according to a Comcast representative.

However, the library still must contract out the installation of wireless technology, because its I.T. staff is working on another project. The staff is updating security features on 24 new laptop computers before they can be made available for people to use.

As of Wednesday morning, Aug. 31, Landers did not have specific dates for when the wireless Internet and computers would be ready, although she hopes it will be within a week or two.

000086

9/6/2011 10:25 AM

“We’re doing everything we can,” Landers said.

Wireless access is free at the library, and the laptops, once updated, can be checked out for use within the library grounds.

The Comcast account manager did not return calls this week seeking further information.

---

© pressbanner.com 2011

000087

## Santa Cruz Sentinel.com

### City, Santa Cruz service worker union reach tentative pact

By J.M. BROWN

Posted: 08/30/2011 01:30:26 AM PDT

SANTA CRUZ -- City and union officials have reached a tentative, two-year contract agreement covering service workers, Santa Cruz's largest and lowest-paid labor group.

The two sides would not disclose specific details Monday other than the pact contains furloughs in the short term and greater employee shares of retirement and health care costs down the road.

Members of the Service Employees International Union Local 521 will begin voting today on whether to ratify the agreement. Their current contract is set to expire Thursday.

City Manager Martín Bernal said the tentative agreement would generate \$1.2 million in savings this year, which represents 10 percent of the bargaining unit's overall annual compensation costs. The plan, bargained over a two-month period, also would create ongoing savings equal to 8 percent of the unit's compensation for future years.

Bernal had requested similar savings from other labor groups.

"We're pleased," Bernal said. "Both parties were interested in getting the necessary savings to meet the city's economic goals."

Leslie Auerbach, a member of SEIU's negotiating team, said, "We think we are bringing something to our workers that is the best deal we could negotiate under extremely difficult circumstances."

The agreement, if ratified, represents the final piece of major labor negotiations needed to close a city budget deficit that at one time exceeded \$8 million. The city's other large labor

groups, police and firefighters, agreed to pay more for benefits and establish a two-tier pension system that hikes costs paid by future hires.

Since October 2010, the city has extracted \$5 million in savings from labor groups and expects to receive \$1.6 million from the Measure H utility tax increase approved by voters in November 2010. Bernal plans to tap reserves and propose midyear cuts to the City Council in December to erase the remaining red ink.

The city's proposal, as presented to the council last week, called for a year of furloughs equivalent to 10 percent of compensation for the 450 parking officers, maintenance crews, library staff, clerks and other service workers. The second year called for fewer furloughs and increases in the employee share of benefits.

It's unclear how the proposal may have changed after negotiations resumed Friday. Service workers already have sustained 24 to 30 months of furloughs.

SEIU members will vote on the tentative agreement today and Wednesday, with union leaders expected to count ballots Wednesday evening.





**SantaCruz.com**

[Home](#) [News](#) [Hotels](#) [Restaurants](#) [Attractions](#) [Real Estate](#)

[Santa Cruz News](#) » [News](#) [Opinion](#) [Environment](#) [Business](#) [Community](#) [Obituaries](#)

# Trees Outside Central Library to Be Replaced

## Removal and replacement estimated to cost \$40,000

Read More: [News](#), [libraries](#)

By Danny Wool Wed, Aug 24, 2011

A A A

0 Comments

Email

Share

Six liquid amber trees that provide shade outside the Central Library in Santa Cruz are about to be removed. Four of the trees are of heritage size (greater than 14 inches in diameter and more than 54 inches tall), while two are smaller. These trees will be replaced by boxside ginkgo biloba trees. A seventh tree, a jacaranda, will also be removed but will not be replaced.

Officials say that the problem with the current trees is the damage that their roots cause to the sidewalk and curb outside the library. Repairs have cost the taxpayer about \$20,000 in the past decade. The irony is that the removal and replacement of the trees, along with sidewalk repairs, is estimated to cost \$40,000. The problem is that pruning the existing trees would not only accumulate more costs. It would also harm the trees' health, making their eventual removal inevitable.

Funding for the project is coming from the library itself, which currently bears the brunt of the cost of tending to the trees, and the city's Parks and Recreation Department. PG&E will also be contributing from a special fund it has to plant new trees. Read more at [Santa Cruz Sentinel](#).

A A A

0 Comments

Email

Share

## Comments (0)

Post a comment

There are no comments for this entry yet.

Post a comment

Subscribe

Most Discu

- [Book Expo](#)
- [Smoking B](#)
- [Why I'm Vo](#)
- [Reform Nee](#)
- [Child Cust](#)
- [Anti-Semitic](#)
- [Controversi](#)
- [Church](#)
- [Raft of Rule](#)
- [Apartments](#)
- [Santa Cruz](#)
- [Maria Teuk](#)
- [Junkie Tow](#)
- [Bungled Sh](#)

Ads by Goo  
Tree Service  
Read Review  
Tree Experts  
[www.Service](#)

000089

## Santa Cruz Sentinel.com

### Library layoffs expected this fall: Director expects 10 percent of workforce will be shaved

By J.M. BROWN

Posted: 08/24/2011 07:28:14 PM PDT

SANTA CRUZ - A new library service model that keeps all branches open and increases their hours will require layoffs this fall that are expected to equal about 10 percent the workforce, a top official says.

Teresa Landers, director of Santa Cruz Public Libraries, has submitted a draft report to staff members and union leaders for input, and anticipates presenting it to the Library Joint Powers Authority board for a possible vote Oct. 3. The library's new service plan - defined in April through a compromise between opponents for closing smaller branches and advocates for a leaner, high-tech program - is slated to launch in January.

Landers declined to release the staffing plan because it is part of closed-door personnel negotiations. But she said it calls for reclassifying, reducing or eliminating a number of positions among the library's 112 employees.

Landers said the number of people who could lose jobs may reach 15, though she expects fewer. Seven workers have accepted an early-retirement incentive that provides a total of \$15,000 in health care coverage for the next two years, and Landers anticipates several others will take the offer.

Landers said the staffing report has caused some concern among employees about their job security, but she stressed that cuts are months away and subject to board approval. The cuts

must also be approved by the Santa Cruz City Council.

"There will be no layoffs until this fall," she said. "What the plan does indicate to some people is that there is a chance they are going to be laid off. But we have not told any individual yet (about a possible layoff.)"

Union officials could not be reached Wednesday.


After years of red ink that reduced hours at most branches, the board approved a new budget plan earlier this year to keep all 10 sites open, invest more in technology and increase reserves. But the board left Landers to devise a staffing model that would fit the budgetary bill, one that would rely more on volunteers for some tasks.

The board chairwoman, Barbara Gorson, said she understands employee anxiety about the changes.

Although all of the service models considered by the board this spring included layoffs - necessitated over the years by declining tax revenues and increases in labor expenses - it's a heavier burden for the board to weigh real job losses.

"I expect we'll be seeing a lot more anger, grief

and frustration that the staff is feeling, those losing jobs or going to part time," Gorson said. "You cannot increase hours and decrease staff, which all the models did, without some significant changes going on."

Print Powered By  FormatDynamics™

000090

## Santa Cruz Sentinel.com

### Slight boost in sales tax revenue for Santa Cruz County public libraries

By SHANNA MCCORD

Posted: 07/14/2011 01:30:47 AM PDT

SANTA CRUZ -- The Santa Cruz Public Library System received a bit of bright financial news at Monday's board meeting with the number on sales tax revenues coming in higher than expected.

Sales tax receipts for the 10-branch city-county system that stretches from Boulder Creek to La Selva Beach totaled \$1.1 million for the fourth quarter, which ended June 30.

The revenue is roughly \$167,000 more than library officials had estimated, Director Teresa Landers said.

The Watsonville Public Library will receive about \$40,000 of that additional revenue.

Sales tax revenue accounts for \$5.1 million of the city-county system's \$11.1 million annual budget, Landers said.

Library officials will use \$100,000 of the additional revenue to cover expenses in the 2011-12 budget while the remainder will be stashed away as savings, Landers said.

"As of right now it's going to go back into the reserves to build the cash back up," she said. "Maybe later in the year we can use some of it to purchase new materials."

The library joint powers board on Monday also approved some revisions to the meeting room policy.

The cost of reserving a public meeting room

increased from \$10 an hour to \$25 an hour.

The board also agreed to allow meeting rooms to be used when the libraries are closed.

However, it is still working out security and liability details.

The after-hours use is expected to begin in December, Landers said.




HEARTLAND QUALITY  
**OMAHA STEAKS**  
EST. 1917

**SAVE**  
up to **64%**

Plus, get  
**3 FREE Gifts**

Special Code: 45069ZWN

To order: [www.OmahaSteaks.com/print71](http://www.OmahaSteaks.com/print71)  
or call 1-877-605-0496

Print Powered By  FormatDynamics™

000091

## Santa Cruz Sentinel.com

### Scotts Valley eyes 9,000 square feet of commercial space next to library

By KIMBERLY WHITE

Posted: 07/07/2011 01:30:57 AM PDT

SCOTTS VALLEY -- Scotts Valley is moving forward with plans to build 9,000 square feet of commercial space next to the newly opened library on Kings Village Road, with city leaders hoping to create more employment opportunities and rake in additional tax revenue.

The City Council, acting as the Redevelopment Agency, voted unanimously Wednesday to move forward with plans to separate the lot that now houses the new 13,000-square-foot library from the adjacent 9,000-square-foot lot, which is zoned for service and commercial purposes.

Both lots are owned by the city Redevelopment Agency, and both are within the Town Center Specific Plan, which "allows a wide range of permitted commercial uses," according to a staff report.

City staff was directed to create a tentative map, which likely will be complete by mid-September and later come before the city's planning commission before it's approved by the City Council.

Kirsten Powell, the city's attorney, explained that the lot could be subdivided before the council members approve the final map, and that Wednesday's action simply "moves the process forward" and provides "more flexibility for leasing, selling or using that property."

The process is expected to take about four months.

"In my estimation, this is something that's

worthwhile to do," Mayor Dene Bustichi said ahead of the vote.

Councilman Randy Johnson echoed that sentiment, adding that numerous parties already have expressed

interest in the property. The council members later moved into closed session to discuss real-estate matters related to the lot, but Bustichi said city officials don't expect to release information about a potential buyer or lessee until next month.

Public meetings also were held on proposed annual assessment fees for homeowners who live in Skypark and Pinewood Estates. At Skypark, homeowners would be charged a fee of \$219 per unit to maintain the park, greenbelt areas and pay for insurance for the bluffs along the park, according to Ken Anderson, the city's public works director.

Pinewood Estates homeowners would be charged \$240 per unit to maintain landscaping, irrigation equipment, signs and other features. Both fees mirror those charged last year.

City leaders will hear additional public comments on those proposals at public hearings scheduled for July 20.

**DONATE YOUR CAR!**




The Breast Cancer Research Foundation

**100% Tax Deductible**  
**Free Pick-Up Anywhere**  
**We're Available 7 Days a Week**

**Donating is Fast & Easy!**

**Call Today 877-821-5493**

The Breast Cancer Research Foundation is a classified 501 (c)(3) charity.

Print Powered By  FormatDynamics™

000092



Serving Santa Cruz County, CA Since 1989 | Visit us on Twitter | The Great Exchange

Select a recent issue: August 9, 2011

The Latest Issue

Community Calendar

911

History

Opinions

People

Around Aptos

Classifieds

Search the Post

August 9, 2011 - August 23, 2011

Volume XXXIII, Issue 14

**FIRST SECURITY**  **ALARM SERVICES**  
 AC01277-430530 **831-476-1111**

**LifeSport**  
 Where life is always a participation sport  
**Medicine & Wellness Center**



In This Issue...

The Mid-County Post > News

- ▶ Giving Their Time to the Libraries
- ▶ Target: Not Until Next Year for Capitola
- ▶ Redevelopment Agencies Not Gone for Good
- ▶ Capitola's City Clerk to Retire after 32 Years
- ▶ FEMA Says No Again to March Disaster Funding
- ▶ Capitola Moves Toward Repeal of Rent Control
- ▶ Caught in the Middle of the Fight over Rent Control
- ▶ 2-1-1 a Year Later
- ▶ Simplifying Sandhill Protection for Developed Parcels
- ▶ Tax Distribution Dispute Gets Appeal Hearing
- ▶ Scotts Valley Postpones Fees for New Businesses
- ▶ State Preparing New Fire Service Fee
- ▶ County Settles on Extra Bluff Stabilization Costs
- ▶ Highway 1 Improvement Funds Approved
- ▶ Labor Dept. Grant Creates Jobs in Santa Cruz County
- ▶ 911
- ▶ Back to School with the California Highway Patrol
- ▶ Business Owner, Employee Arrested for Drugs and Stolen Property
- ▶ Dispatch Website Preserved for Year
- ▶ Tax Refund Scam Targets Elderly
- ▶ Arrest Made in Soquel Hit-and-Run Bicyclist Fatality

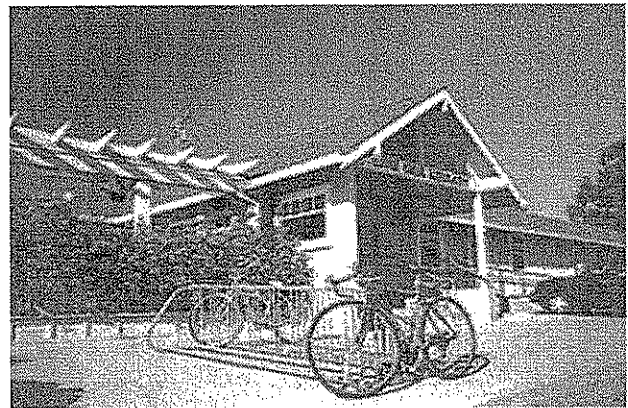
# Giving Their Time to the Libraries

## Volunteers Enjoy Helping in Branches and Supporting Programs

By Linda Fridy

Santa Cruz County residents love their libraries, a fact borne out by the large crowds that show up to discuss any changes to the system. But many people show up to do more than talk: they volunteer.

Friends of the Santa Cruz Public Libraries, a non-profit organization, coordinates about 600 volunteers who provide 14,500 hours of service a year, according to the man who oversees the program, Ron D'Alessandro.



Live Oak Library

He matches people with tasks, from dozens of college students who show up twice a year to help move boxes of books for the sales at the Civic Auditorium to volunteers who regularly sort, shelf and sell.

D'Alessandro even has a young woman who comes in each week to clean a fish tank.

D'Alessandro found working with volunteers to be the perfect introduction to his new home after he and his wife moved to Santa Cruz to join their children.

D'Alessandro retired after 35 years of teaching and coaching, a career in which sharing the value of volunteering played a big role. He founded a service club for the teens at his Los Angeles area high school, and was himself named a county volunteer of the year for his work.

Little surprise, then, that Friends of the Libraries quickly put him to work with its volunteers nearly three years ago.

000093

8/22/2011 11:22 AM

His level of qualification is not unusual among library volunteers. D'Alessandro praises them not only for their friendliness, but for the skills and experience they offer.

"I've been amazed by the quality of our volunteers. We have many people, teachers, nurses, those with major degrees and post graduate work, and they're all so willing to give of themselves and help us out. They're really terrific people," he said.

### Helping Friends Help Libraries

Nora Mayer once worked as a librarian, and she still spends time going through books for the benefit of local libraries.

For 20 years, the Ben Lomond resident has come to the downtown Santa Cruz branch to help Friends sort through the tons of books that are donated each year. (No one dared hazard a guess at the number of books. Mayer simply said they come by the thousands.)

She's done volunteer stints as a board president and coordinator, but these days is happy to simply sort what's left after librarians see if any books can be used in the system's collection.

"It requires that you know books," she said. "It's a natural for me."

Helen Kain, who lives just outside Scotts Valley, has been working with Mayer much of that time after she moved from shelving at that city's branch. Their efforts support the annual book sales and downtown used book store to raise money for the libraries.

In addition to their sorting responsibilities, they partner with staff member Karl Yaeger. Yaeger, who is disabled from a motorcycle accident, compares the two to mothers.

"They hold me and give me hugs when I have a seizure," he said fondly.

They return the affection, calling him the "heart and muscle" of the sorting operation as he moves the books through the process.

### A Place in the Community

Jean Skelton and her husband retired to Capitola 14 years ago, when the local branch was just a field, she recalled.

She prefers not to drive, and knew as she watched the Capitola library go in near her house that she had found her volunteer home.

"I knew this was something I wanted to do as my entrance into a new neighborhood," she said.

"I'm a letters person rather than a figures person and I'm very happy working with printed media. ♦ This was obvious for me."

And the library has proven to be a great place to run into people she meets elsewhere since much of the community seems to come through it, she said.

"People really like the branch so," she said.

Although she's happy to take on whatever task would be of help, Skelton's regular volunteer time is spent shepherding the magazines, or periodicals, through the library process. She applies her experience from a career in retail and office work to labeling, recording, displaying and archiving.

She knows that by handling some "grunt work" she frees up branch staff, who she calls the girls, for work that better uses their expertise.

"The girls at the branch have become sort of a surrogate family. It's a very nice atmosphere. I feel appreciated," she said.

### **Chess Offers Hands-On Learning**

Not every volunteer position with the library works directly with books.

Dana Mackenzie of Live Oak has offered a youth chess program at the Aptos branch for the last 15 years.

His story is similar to several volunteers The Post spoke with: he made volunteering a priority when he moved here.

"I was always too busy. I decided I'm making a fresh start in a new community and I'll make room for volunteering right from the start," he recalled.

When he went to the Volunteer Center to find opportunities, staff saw chess listed as an interest and said the Aptos branch had an opening for an instructor.

"It was an amazing circumstance. It's the only time I've seen a job opening for a chess player," he said with a laugh.

He's actually a competitive player who earned his U.S. Chess Federation life master rating two years ago.

"The kids would often call me master ♠ It's nice that it's actually true," he said.

In addition the weekly meetings (Tuesdays 3:30 to 4:30 p.m.), Mackenzie runs a tournament each winter with modest prizes and medals, said Aptos' children's librarian Nancy Call. Mackenzie even brought in the world youth master champion to play with the kids.

Both Call and Mackenzie praise chess as a learning tool that compliments the library's goals, teaching younger members how to win and lose, along with strategy and concentration.

"It also teaches consequences. You have to anticipate what's going to happen after you make your move. That's an important lesson for eight to 10 year olds," Mackenzie said.

And Call loves to see young players bring their friends to an activity at the library.

### **Young Volunteers**

Call also explained that volunteers don't have to be adults. For example, she works with youth volunteers throughout the year. She tries to balance the more routine aspects of library work with opportunities for creativity, such as creating and performing shadow puppet plays during the summer reading program.

One of her long-time young volunteers, Jason Zheng, took it upon himself to read as many variations of "Jack and the Beanstalk" as he could find in the library's folk tales. He then proceeded to write an original shadow play script, design the puppets and sets, and even produced the play with musical interludes.

The result exceeded all expectations, Call said, as he drew elements from several variations of the story and demonstrated what he had learned from previous productions. She marveled at Jason's inventive ideas, including using a flashlight to make a fairy character twinkle.

"He'd been thinking all those years," she said. "[This kind of work] builds literacy skills up to

greater heights."

**Another Way to Share Books**

Bob Cheer of Santa Cruz thought he would help out with genealogy until the Friends' director discovered he had a background in bookselling.

Since then, Cheer has watched the nonprofit's book sales area grow over the last five-plus years from just five shelves to the dedicated store the nonprofit built in the lobby of the downtown branch in January 2010.

He regularly combs through the donated books to find stock for the store, spending two to three days a week there, often joined by his wife, Kathy.

"I like people to be able to get good books without having to pay an arm and a leg for them, and that's what we do here," he said simply.

The store now brings in an average of \$600 week, which Friends uses to fund its support of the libraries. D'Alessandro credits Cheer's eye for books with making the store such a success, a compliment echoed by a frequent customer.

"He has a knack for finding the books I simply have to have," she said with laugh. "This is the best used bookstore in Northern California."

**Volunteer Presence To Expand**

The library is going to have more opportunities for people with time to share as it implements its new service model, which is expected to start by January.

"After the first [of the year] there's going to be a really big need for more volunteers. They're cutting staff, and they need to fill the gap," said D'Alessandro.

At the moment, he works with volunteers who help with both Friends' projects and in the library system's 10 branches. The branch coordination will transition to a new staff member as the system expands its in-branch needs.

Meanwhile, there are uses for many different skills. For example, Friends is looking for someone with experience selling online to handle the selling and shipping of books that earn more when offered to a wider audience. ■

Next Story: Target: Not Until Next Year for Capitola »

**Contact Us**

Advertising Inquiries  
To the Editor  
Submit a Calendar Event

**Learn More...**

About the Mid-County Post  
Online Issue Archives

**The Mid-County Post**

Bringing Home the News Since 1989  
831 Bay Avenue Ste. 1C 831-476-9130 phone  
Capitola, CA 831-476-5023 fax



Entire contents ©2007 The Mid-County Post. No part may be reproduced in any fashion without written permission of the publisher. Locally owned and published.

000096





Teresa Landers <landerst@santacruzpl.org>

---

## Fwd: Kudos to Fred

---

Donna Swedberg <swedbergd@santacruzpl.org>

Tue, Jul 26, 2011 at 11:23 AM

To: System Library Management <MANAGERS@santacruzpl.org>

----- Forwarded message -----

From: **Brenda McIlroy** <mcilroyb@santacruzpl.org>

Date: Sat, Jul 23, 2011 at 10:57 AM

Subject: Kudos to Fred

To: Donna Swedberg <swedbergd@santacruzpl.org>, Fred Ulrich <ulrichf@santacruzpl.org>

Hi,

I just had a lovely conversation with Tanya Rekow, who wishes to send thanks to Fred for being so helpful and patient with all her questions.

Brenda

--

Brenda McIlroy

Librarian,

Santa Cruz Public Library

Phone # (831) 427-7707 x 7728

Youth Services Office: (831) 427-7707 x 5721

--

Donna Swedberg

Lead Reference Librarian

Co-Manager, Central Branch

Santa Cruz City-County Library System

224 Church St.

Santa Cruz, CA 95060

swedbergd@santacruzpl.org

831-427-7707 x7750

000097

July 6, 2011

To Whom It May Concern:

I am writing to express my concern about the library system bidding out courier service. I think it is a bad idea for many reasons.

I believe that the financial cost of our current courier service has been incorrectly estimated. It does not take into consideration the "extra's" that our workers do for the system that an outside business will not do. This does not mean that the extra's will not need to be done in the future. It simply means that others will have to do it. Or they will be done by the new courier service for an added cost. Neither of these situations has been anticipated in terms of costing out a new service.

One of the major cost items stated in the need to replace our in-house couriers is the cost of vehicles and their replacement. In no other department has vehicle replacement been used as a reason to outsource. The Outreach department is scheduled to be expanded, which will require more vehicle replacements—Bookmobiles, vans, other vehicles. The library purchased a vehicle for staff travel, despite the fact that the library system has access to City of Santa Cruz vehicles. It is not clear which department is being charged with these vehicles, but it is clear that personnel is not being laid off to accommodate them.

Having worked at other public agencies, I know that government grants to replace worn out machinery/vehicles are often available, even when there is no money for personnel.

One of the biggest concerns I have with this out-sourcing is the notion that the library no longer wants to deal with the Worker's Compensation issues that have come from the courier staff. Worker's Compensation injuries are certainly a concern in terms of finances. The more injuries a system has, the higher the Worker's Compensation bills are. The library has not included this as a reason for the out-sourcing. I cannot imagine that it is not a factor however. Whether it is stated or not, the fact remains, that this has been a management concern for a while. Historically, staff has brought to management ways to ameliorate some of the inherent ergonomic problems with the way things are done. In many instances, changes have occurred. In some, staff concerns have not been adequately dealt with, even when the changes necessary would be economically minor. It seems to me that it is ultimately more productive to ameliorate the ergonomic problems of a job, than to get rid of personnel. It sets a bad precedent and is not good for the institution in the long run.

Finally, I think it is self-defeating to be part of creating more unemployment or underemployment. The library system relies on a healthy economy in order to stay afloat. That requires people who are employed. It requires a strong middle class. It requires people with the financial resources to spend money in the county. Whenever an organization lays off people, or out-sources jobs to companies where wages are barely livable, that takes away from our ability to grow economically as a society. In fact, it causes our resources to be stretched even further by having more people who are no longer economically viable. They end up relying more on City and County services. At the very least, it is shortsighted. This too has not been factored into the outsourcing. What is the overall cost of bringing down the living conditions of more working people? Can the County grow economically, while continuing to displace workers in favor of the poor paying jobs that outsourcing necessarily brings? I do not believe so.

I think it is important for the library system to hold on to as many workers as they can during this financial set-back. A set-back that will eventually turn around. It will ultimately be better for the library, better for the workforce and much better for the community at large.

Thank you for your consideration and time.

Lauren Suhd

000098

## Smartphones Replacing Old-Fashioned Library Cards

August 3, 2011 By Sarah Rich

Public libraries sometimes get a bad rap for not utilizing the latest technology, but in reality more of them are pushing their services onto smartphones. Checking a book out on a smartphone rather than at a counter is becoming a more common occurrence.

For example, the Catawba County, N.C., Library System recently began using an app, called LS2 Mobile, to give its registered patrons access to its catalog of available books and other media. The free app provides a searchable list of titles, and users can also renew items, place items on hold and check their account status.

“[Patrons] can then go and pick the item up at their library; they don’t have to pull it off the shelves themselves,” said Regina Reitzel, a Catawba County information services librarian. “They can also see how many books they have out.”

The app is available on the iPod Touch and iPhone, and soon is expected to be made available on Android and BlackBerry. The app’s features also can be accessed by logging on to the county library’s website.

Reitzel said it’s important for libraries to keep current on technology trends in order to support what citizens demand. Delivering library services on a smartphone is one example. Otherwise, libraries will die, she said.

Several community members had asked Catawba County to provide library services through mobile devices, so Reitzel approached The Library Corp., an Inwood, W.Va.-based library systems vendor, about developing an app. Coincidentally The Library Corp. already was creating an app that met Catawba County’s needs. The county library system then purchased it for \$3,000.

Currently the county library system has 82,000 users, and Reitzel said the county expects to see a high usage rate of the app.

Catawba County is by no means the only local library system to see the importance of smartphones. Other systems, such as the Warren County, N.J., Library, have also released library services through the LS2 Mobile app.

Santa Clara County, Calif., provides library services via mobile devices through its SCCL Mobile tool. The tool allows patrons to locate libraries as well as find library hours of operation. Through a text message feature, patrons can receive library contact information through the tool’s Ask a Librarian feature.

In June, Los Angeles Public Library staff announced that its Silver Lake branch was the first public library to launch a smartphone app that provides a self-checkout feature. With the MyMobileLibrary app, patrons can securely check out items from anywhere within the library.

Some libraries are also supporting apps like CardStar and KeyRing, which allow a smartphone to store the bar-code data for a library card. In essence, the smartphone becomes the library card.

## Digital Literacy: an opportunity for inclusion or a barrier to access?

Date: August 1, 2011

—A Guest Blog Article in the Discussion Series on Social Innovations in Adult Education

Article by Dale Lipschultz

Last summer I acquired an e-reader for purely practical reasons. I could no longer carry a 600 page book in my briefcase—any more than could I leave it home. For me, the switch was neither problematic nor traumatic. A book is a book. How print is displayed is not an issue for me. It's the reading that's important.

My personal and pragmatic decision to go digital was greeted with alarm by friends and family members. What about books? What about libraries? Their questions made me think about libraries, literacy, and the future of reading.

The timing is right for thinking and writing about digital literacy. Libraries, librarians, and the American Library Association are examining the broad impact of digital literacy. On the national level, the Federal Communications Commission (FCC) and the National Telecommunications and Information Administration (NTIA) have high profile digital literacy initiatives, including the Broadband Technology Opportunities Program (B-TOP).

I searched for a standardized definition of digital literacy and quickly learned that one doesn't exist. I also learned that the ability to read and write (foundational literacy) was not included in any existing digital literacy definition. Given these limitations, I settled on a hybrid: *digital literacy is the ability to use technology effectively, understand digital content, and communicate with digital tools.*

I continued reading and thinking. A 2010 report authored by the Social Science Research Center (SSRC), commissioned by the FCC, and entitled Broadband Adoption in Low-Income Communities, was an eye opener. SSRC interviewed 170 people in four low income communities. 22% of the respondents stated that *digital literacy* was the main barrier to accessing the internet.

I wondered if digital literacy really was the main barrier to internet access or just a politically correct response. I think the real barrier to internet access is limited literacy skills. Did SSRC's interview protocol include questions about reading habits? Finally, is literacy—the ability to read, write, and comprehend text—a skill that is assumed?

Next, I read portions of the National Broadband Plan. The Plan articulates an ambitious, and in my opinion, unrealistic set of goals for bridging the digital literacy gap.

*"The Broadband Plan will ensure that every American has access to relevant, age-appropriate digital literacy education, for free, in whatever language they speak ... Achieving this goal will likely lead to an adoption rate higher than 90% by 2020 and reduced differences in broadband adoption among demographic groups."*

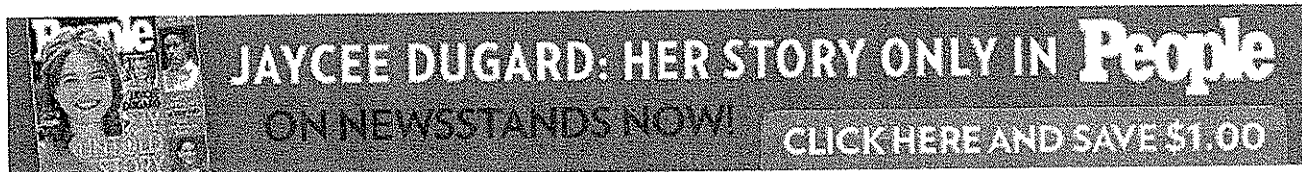
This statement stopped me in my tracks. I am convinced that policy makers are not considering—or worse yet—unaware of America's adult literacy crisis. According to the 2003 National Assessment of Adult Literacy (NAAL), 90 million Americans read at basic and below basic levels. For these adults, digital literacy is not the only barrier to internet access.

In the end, the issue is not solely digital literacy—it's the ability read, write, and comprehend text regardless of format. As librarians, educators, advocates, and policy makers we must ensure that foundational literacy is

000100

included in every definition of digital literacy and advocate for literacy services—foundational and digital—for all. Only when literacy for all is a reality we will have successfully bridged the print and digital divide.

000101


[Back to Article](#)
[Click to Print](#)


Monday, Jul. 11, 2011

## Is a Bookless Library Still a Library?

By Tim Newcomb

We've been hearing about it for years, but the bookless library has finally arrived, making a beachhead on college campuses. At Drexel University's new Library Learning Terrace, which opened just last month, there is nary a bound volume, just rows of computers and plenty of seating offering access to the Philadelphia university's 170 million electronic items. Scott Erdy, designer of the new library, says open, flexible space — the furniture is movable and the walls act as one giant whiteboard — allows student and staff "knowledge transfer," a concept reinforced by Danuta Nitecki, dean of Drexel's libraries. "We don't just house books, we house learning," she says.

The trend began, naturally, with engineers, when Kansas State University's engineering library went primarily bookless in 2000. Last year, Stanford University pruned all but 10,000 printed volumes from its new engineering library, making more room for large tables and study areas. And the University of Texas at San Antonio ditched print in lieu of electronic material when it renovated its engineering library in 2010. ([See the 100 best English-language novels of all TIME.](#))

But when books disappear, does a library lose its definition?

"The library is a societal tent pole," says Michael Connelly, best-selling author of *The Fifth Witness*. "There are a lot of ideas under it. Knock out the pole and the tent comes down." Connelly says that browsing through physical books brings inspiration of the kind that led him from wandering his campus library's stacks straight to a writing career. "Can something like that happen in a bookless library? I'm not so sure," he says.

From a design perspective, some architects also lament the inevitable trend toward booklessness. Steven Holl, architect of Queens Library's new branch, in New York City, says books still provide character and are a nice counterpoint to technology. "Acknowledging the digital and its speed and putting it in relation to the history and physical presence of the books makes it an exciting space," Holl says. "A book represents knowledge, and striking a balance in a library is a good thing." ([See "The E-Book Era Is Here: Best Sellers Go Digital."](#))

000102

## E-reader ownership doubles in six months

by Kristen Purcell

Jun 27, 2011

### Overview

The percent of U.S. adults with an e-book reader doubled from 6% to 12% between November 2010 and May 2011. Hispanic adults, adults younger than age 65, college graduates and those living in households with incomes of at least \$75,000 are most likely to own e-book readers. Parents are also more likely than non-parents to own these devices.

Tablet computers have not seen the same level of growth among U.S. adults in recent months. In May 2011, 8% of adults report owning a tablet computer such as an iPad, Samsung Galaxy or Motorola Xoom. This is roughly the same percentage of adults who reported owning this kind of device in January 2011 (7%), and represents just a 3 percentage-point increase in ownership since November 2010. Overall, the highest rates of tablet ownership are among Hispanic adults and those with household incomes of at least \$75,000 annually. [Read more...](#)

### About the Survey

The results in this report are based on data from telephone interviews conducted by Princeton Survey Research Associates International from April 26 to May 22, 2011, among a sample of 2,277 adults, age 18 and older. Telephone interviews were conducted in English and Spanish by landline and cell phone. For results based on the total sample, the margin of error is plus or minus 2 percentage points. For more information, including the [topline](#), please see [the Methodology section of this report](#).

<http://www.pewinternet.org/Reports/2011/E-readers-and-tablets.aspx>

## Kindle and OverDrive

The major question on librarians' minds at OverDrive's Digipalooza, which concluded yesterday, was when Kindle users will be able to download from OverDrive. The debut is viewed with a mixture of excitement and anxiety. Librarians look forward to being able to serve Kindle users, but worry about being able to buy enough copies to meet the increased demand.

Throughout the conference, CEO Steve Potash, looking like a kid with a delicious secret, kept saying "soon" and, "I'm not allowed to announce a date yer." During the final session, he delivered a broad hint, by summarizing the main points of his "Crystal Ball Report" :

Streamlining (both downloading and ordering)

Explosion (we have gone from two reading devices to 85 and more are coming)

Premium (the library catalog as the most premium, value-added site on the Web)

Traffic (enormous growth coming by year's end)

But Potash delivered a larger and more revolutionary vision in his report; the library website as the first place to go to find in-copyright ebooks with the WIN platform enhancements. For a title that the library does not own, users can recommend that the library buy it or buy it themselves from ebook retailers (including independent stores). As a result, Potash predicted, the value of owning a library card will grow exponentially and traffic will make last year's increases look like "small fry." To prepare, he has put his staff on "Maximum OverDrive" to ensure the system will be able to handle demand 100 times greater than last year.

<http://www.earlyword.com/2011/08/01/kindle-and-overdrive/>





NEA Home



## National Endowment for the Arts Announces \$1 Million in Grants for the Big Read

*Seventy-six grantees include libraries, museums, universities, and boys & girls clubs*

July 7, 2011

Washington, DC - The National Endowment for the Arts (NEA) announced today that 76 not-for-profit organizations have been recommended for grants totaling \$1,000,050 to host a Big Read project between September 2011 and June 2012. The Big Read is an initiative of the National Endowment for the Arts designed to restore reading to the center of American culture. The NEA presents The Big Read in cooperation with Arts Midwest.

**Contact:**  
Liz Stark  
202-682-5744  
starkl@arts.gov

The Big Read provides communities nationwide with the opportunity to read, discuss, and celebrate one of 31 selections from U.S. and world literature, such as *In the Time of the Butterflies* by Julia Alvarez, *Fahrenheit 451* by Ray Bradbury, *To Kill a Mockingbird* by Harper Lee, *The Things They Carried* by Tim O'Brien, and the poetry of Edgar Allan Poe. Among the organizations receiving a Big Read grant are libraries, humanities councils, museums, theater companies, literary centers and presses, public broadcasting stations, universities, YMCAs, and boys & girls clubs. The selected organizations will receive Big Read grants ranging from \$2,500 to \$17,000 to promote and carry out community-based programs.

Please see the complete listing of grants.

NEA Chairman Rocco Landesman said, "Since 2006, nearly three million Americans have attended a Big Read event, more than 39,000 volunteers have participated locally, and nearly 27,000 community partner organizations have been involved. The Big Read's success depends on these commitments of time, energy, and enthusiasm and I look forward to seeing these 76 communities come together in celebration of a great work of literature."

Participating communities also receive high-quality, free-of-charge educational materials to supplement each title, which also are available for download on [neabigread.org](http://neabigread.org). Reader's Guides include author biographies, historical context for the book, and discussion questions. Teacher's Guides are developed with the National Council of Teachers of English and State Language Arts standards in mind and include lesson plans, essay topics, and classroom handouts. The Big Read Audio Guides feature readings from the novel along with commentary from renowned artists, educators, and public figures such as Junot Díaz and Aimee Mann, and Big Read authors such as Ursula K. Le Guin and Tim O'Brien.

Each community's Big Read includes a kick-off event to launch the program; activities devoted specifically to its Big Read book or poet (e.g., panel discussions, lectures, public readings); events using the selection as a point of departure (e.g., film screenings, theatrical readings, exhibits); and book discussions in diverse locations aimed at a wide range of audiences.

For more information about The Big Read please visit [www.neabigread.org](http://www.neabigread.org).

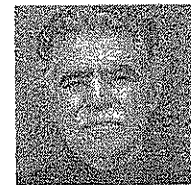
\*\*\*\*\*

### WATCH



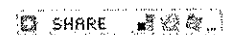
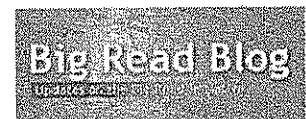
Interviews with  
Big Read authors  
on YouTube

### LISTEN



Listen to a podcast  
with Big Read author  
Rudolfo Anaya

### READ



000105

The National Endowment for the Arts was established by Congress in 1965 as an independent agency of the federal government. To date, the NEA has awarded more than \$4 billion to support artistic excellence, creativity, and innovation for the benefit of individuals and communities. The NEA extends its work through partnerships with state arts agencies, local leaders, other federal agencies, and the philanthropic sector. To join the discussion on how art works, visit the NEA at [www.arts.gov](http://www.arts.gov).

Arts Midwest promotes creativity, nurtures cultural leadership, and engages people in meaningful arts experiences, bringing vitality to Midwest communities and enriching people's lives. Based in Minneapolis, Arts Midwest connects the arts to audiences throughout the nine-state region of Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin. One of six non-profit regional arts organizations in the United States, Arts Midwest's history spans more than 25 years. For more information, please visit [www.artsmidwest.org](http://www.artsmidwest.org).

[Return to News Index](#)

---

[Privacy Policy](#)   [Important Notices](#)   [Contact Us](#)   [USA.gov](#)

National Endowment for the Arts · an independent federal agency  
1100 Pennsylvania Avenue NW  
Washington, DC 20506

000106



## The Big Read

## The Big Read: September 2011-June 2012

SORT BY: GRANT | STATE | BOOK

Grantee	City, State	Book Name	Grant
Alachua County Library District	Gainesville, FL	<i>A Wizard of Earthsea</i>	\$16,400
Attleboro Public Library	Attleboro, MA	<i>The Adventures of Tom Sawyer</i>	\$11,800
Barter Theatre	Abingdon, VA	<i>The Adventures of Tom Sawyer</i>	\$17,000
Black Storytellers of San Diego, Inc.	Chula Vista, CA	<i>The Things They Carried</i>	\$17,000
Boys and Girls Club of Farmington	Farmington, NM	<i>The Call of the Wild</i>	\$7,500
Bronx Council on the Arts	Bronx, NY	<i>In the Time of the Butterflies</i>	\$17,000
Carmel Ideas Foundation	Carmel, CA	<i>Old School</i>	\$16,200
City of Los Angeles Department of Cultural Affairs	Los Angeles, CA	<i>Their Eyes Were Watching God</i>	\$17,000
City of West Hollywood Arts and Cultural Affairs Commission	West Hollywood, CA	<i>Fahrenheit 451</i>	\$15,800
Community College of Allegheny County	Pittsburgh, PA	<i>Their Eyes Were Watching God</i>	\$17,000
Cromaine District Library	Hartland, MI	<i>The Adventures of Tom Sawyer</i>	\$9,000
DeKalb Public Library	DeKalb, IL	<i>The Maltese Falcon</i>	\$17,000
Del Rio Council for the Arts	Del Rio, TX	<i>Sun, Stone, and Shadows</i>	\$2,500
Eugene Public Library	Eugene, OR	<i>Fahrenheit 451</i>	\$17,000
Fishtrap, Inc.	Enterprise, OR	<i>The Joy Luck Club</i>	\$7,500
Florida Center for the Book / Broward Public Library Foundation	Fort Lauderdale, FL	<i>Their Eyes Were Watching God</i>	\$17,000
Florida Center for the Literary Arts at Miami Dade College	Miami, FL	Emily Dickinson	\$17,000
Fresno County Public Library	Fresno, CA	<i>The Call of the Wild</i>	\$17,000
Friends for the Albuquerque/Bernalillo County Libraries	Albuquerque, NM	Edgar Allan Poe	\$17,000
Friends of the Santa Cruz Public Library Inc.	Santa Cruz, CA	Edgar Allan Poe	\$17,000
Golden Isles Arts and Humanities Association	Brunswick, GA	<i>The Maltese Falcon</i>	\$17,000
Hancock County Public Library	Greenfield, IN	<i>The Grapes of Wrath</i>	\$9,200
High Plains Writing Project	Roswell, NM	Emily Dickinson	\$7,500
Houma Regional Arts Council	Houma, LA	<i>Love Medicine</i>	\$12,750
Irvin L Young Auditorium	Whitewater, WI	<i>The Adventures of Tom Sawyer</i>	\$17,000
Irving Public Library	Irving, TX	<i>The Adventures of Tom Sawyer</i>	\$12,750
Island Readers & Writers	Mount Desert, ME	<i>The Adventures of Tom Sawyer</i>	\$9,000
Jefferson Madison Regional Library	Charlottesville, VA	<i>Bless Me, Ultima</i>	\$5,000
Jennings County Public Library	North Vernon, IN	<i>The Maltese Falcon</i>	\$7,900
Jump Street	Harrisburg, PA	<i>The Adventures of Tom Sawyer</i>	\$11,700
Kansas City Public Library	Kansas City, MO	<i>The Adventures of Tom Sawyer</i>	\$17,000
Kenosha Public Library	Kenosha, WI	<i>Sun, Stone, and Shadows</i>	\$14,450
Knox County Public Library	Vincennes, IN	<i>The Adventures of Tom Sawyer</i>	\$5,900
Kore Press	Tucson, AZ	Emily Dickinson	\$12,750



000107

Leominster Public Library	Leominster, MA	<i>To Kill a Mockingbird</i>	\$6,000
Lewis & Clark Library	Helena, MT	<i>Fahrenheit 451</i>	\$17,000
Maryland Public Television	Owings Mills, MD	Henry Wadsworth Longfellow	\$17,000
Massillon Museum	Massillon, OH	Edgar Allan Poe	\$17,000
Middle Georgia College	Cochran, GA	<i>The Things They Carried</i>	\$7,500
Milwaukee Repertory Theater	Milwaukee, WI	<i>To Kill a Mockingbird</i>	\$17,000
Muscogee County Friends of Libraries	Columbus, GA	Edgar Allan Poe	\$17,000
North Valley Public Library	Stevensville, MT	<i>The Adventures of Tom Sawyer</i>	\$12,000
Orange County Library System	Orlando, FL	Edgar Allan Poe	\$6,700
Palo Alto Children's Theatre	Palo Alto, CA	<i>In the Time of the Butterflies</i>	\$12,750
Pocumtuck Valley Memorial Association	Deerfield, MA	<i>The Joy Luck Club</i>	\$17,000
Pomona Public Library	Pomona, CA	<i>The Maltese Falcon</i>	\$17,000
Poughkeepsie Public Library District	Poughkeepsie, NY	<i>The Bridge of San Luis Rey and Our Town</i>	\$15,300
Quincy Public Library	Quincy, IL	Edgar Allan Poe	\$7,500
Rapides Parish Library	Alexandria, LA	<i>The Adventures of Tom Sawyer</i>	\$7,500
Raven Theatre - Take Flight	Chicago, IL	<i>Sun, Stone, and Shadows</i>	\$12,150
Research Foundation for & in behalf of SUNY Fredonia Reed Library	Fredonia, NY	Edgar Allan Poe	\$17,000
Rural California Broadcasting Corporation / KRCB	Rohnert Park, CA	<i>Bless Me, Ultima</i>	\$17,000
Sacramento Public Library	Sacramento, CA	<i>The Adventures of Tom Sawyer</i>	\$17,000
San Leandro Public Library	San Leandro, CA	<i>Sun, Stone, and Shadows</i>	\$17,000
Somerset County Library System	Princess Anne, MD	<i>The Things They Carried</i>	\$17,000
SOMOS - Society of the Muse of the Southwest	Taos, NM	<i>Love Medicine</i>	\$8,500
Springfield-Greene County Library District	Springfield, MO	<i>The Maltese Falcon</i>	\$5,000
St. Catharine College	St. Catharine, KY	<i>A Wizard of Earthsea</i>	\$7,800
Stage Aurora Theatrical Company	Jacksonville, FL	<i>To Kill a Mockingbird</i>	\$17,000
Staten Island OutLOUD	Staten Island, NY	<i>The Adventures of Tom Sawyer</i>	\$7,000
Texas Wesleyan University	Fort Worth, TX	<i>The Grapes of Wrath</i>	\$11,700
The Center for Fiction	New York, NY	<i>A Wizard of Earthsea</i>	\$17,000
The Lake County Office of Education	Lakeport, CA	Edgar Allan Poe	\$2,500
The Lower Eastside Girls Club of New York	New York, NY	<i>In the Time of the Butterflies</i>	\$14,450
The Oceanside Public Library	Oceanside, CA	<i>Their Eyes Were Watching God</i>	\$17,000
THE POINT Community Development Corporation	Bronx, NY	<i>In the Time of the Butterflies</i>	\$9,300
The Preservation Society of Newport County	Newport, RI	<i>The Bridge of San Luis Rey and Our Town</i>	\$5,700
Tom Green County Library	San Angelo, TX	<i>Fahrenheit 451</i>	\$17,000
Union County Public Library	Monroe, NC	<i>A Wizard of Earthsea</i>	\$15,600
United Way of Salem County	Salem, NJ	Edgar Allan Poe	\$7,000
University of Massachusetts Boston	Boston, MA	<i>In the Time of the Butterflies</i>	\$17,000
Vermont Humanities Council	Montpelier, VT	<i>To Kill a Mockingbird</i>	\$17,000
West Valley Arts Council	Surprise, AZ	<i>The Great Gatsby</i>	\$17,000
Wichita Public Library Foundation	Wichita, KS	<i>The Things They Carried</i>	\$17,000
Write Out Loud	San Diego, CA	Edgar Allan Poe	\$14,450

000108

Young Men's Christian Association of Billings, MT  
Billings

Robinson Jeffers

\$13,050

[Return to News Index](#)

[Privacy Policy](#)   [Important Notices](#)   [Contact Us](#)   [USA.gov](#)

National Endowment for the Arts · an independent federal agency  
1100 Pennsylvania Avenue NW  
Washington, DC 20506

000109

## STAFF REPORT

DATE: September 8, 2011  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Director of Libraries <sup>TL</sup>  
RE: Display Policy

**RECOMMENDATION:** that the LJPB approve the attached policy as revised.

### SUMMARY

Changes were made to the Display policy to reflect changes in the reporting structure, to integrate the concept of digital signage and to “tighten” language that has been considered ambiguous in application.

### BACKGROUND

There has not been a schedule for review and updating of various Board policies. Such a schedule was created and this policy is the next one in line for review.

### DISCUSSION

The changes recommended are:

- References are to “service desks” in general. Any service desk anywhere should be able to accept the material. There may still be individuals charged with handling the materials but any staff member should be able to accept it.
- As we move to digital signage, we want to be able to convert and/or accept materials in electronic format
- Branches should not be establishing their own procedures as this gets confusing if managers change or someone goes to a different branch.
- Clarification that the one display per year is by an individual or organization
- Setting a time limit of one month for displays. We envision that an extension might be granted should circumstances warrant but a one month limit provides consistency and the ability to give more members of the community an opportunity.
- Along with the one month time limit, the Library needs the authority to remove exhibits if the individual or organization does not do so as others may be waiting for their one month to begin.

These changes address the issues that have been problematic and provide clarity for both staff and public.

p. 14 revised



Teresa Landers <landerst@santacruzpl.org>

---

## Fwd: Please forward to JPB members and Teresa Landers, Thank you.

---

Leigh Poitinger <lpoitinger@comcast.net>

Tue, Aug 23, 2011 at 3:31 PM

To: "Gerdt, Nancy" <NancyG@surfnetusa.com>, "Gorson, Barbara" <bagorson@pacbell.net>, "Landers, Teresa" <LandersT@santacruzpl.org>, "Reed, Jim" <jimreedsv@gmail.com>, David Terrazas <dterrazas@cityofsantacruz.com>, "Beiers, Katherine" <kbeiers@ci.santa-cruz.ca.us>, kbeiers@sbcglobal.net, samforcapitola@att.net, ellen.pirie@co.santa-cruz.ca.us, Mark Stone <Mark.Stone@co.santa-cruz.ca.us>

Hello everyone,

This person asked me to forward her email to the board.

Leigh Poitinger

----- Forwarded Message -----

From: Joanne James <jwarobickj@gmail.com>

To: lpoitinger@comcast.net

Sent: Mon, 22 Aug 2011 22:24:19 -0000 (UTC)

Subject: Please forward to JPB members and Teresa Landers, Thank you.

Attn:

Teresa Landers

Barbara Gorson

Leigh Poitinger

Nancy Gerdt

Councilmember David Terrazas

Councilmember Jim Reed

Councilmember Katherine Beiers

Councilmember Sam Storey

Supervisor Ellen Pirie

Supervisor Mark Stone

As Director of the Library and members of the Joint Powers Board, I would like you to consider adding this item to your agenda for your September meeting. I want to inform you that I am starting a campaign to raise awareness regarding the very questionable ethics of becoming a volunteer for the library. I have been a Friends volunteer for 3 years. I've put in 6-8 hours a week. In my experience what is being referred to by management as "robust volunteers", is anything but. In this economy, the people with time to volunteer are primarily the frail elderly with multiple health issues. Very few are able to keep their commitments and do not have to account for their absence when they can't show up. They have strokes, they have falls, they take time off from volunteering when family is in town. I want to know how it is going to be possible to increase hours, cut staff and expect volunteers to do work that experienced staff has been doing. In the first place, who is going to have the time to train them? There will be an increased workload for the remaining staff members and decreased hours in which to do it.

98 A

My spouse was cut to part-time last week along with most of the library clerks. Many lost their jobs entirely. We have lived in Santa Cruz for 30 years. I am a member of the Temple Beth El Social Justice Committee and have an extensive network in this community. I am also on the MoveOn Council with over 200 members locally. This is an issue that I'm sure they'd both be glad to take on. I want people to know that volunteering contributes to job loss for too many people. It supports a system that has moved in the direction of depending on unpaid workers. It's a system that is probably going to fail. The public wants all the branches open and increased hours. The public is ignorant of the fact that the library as they knew it is now a thing of the past.

Sincerely,  
Joanne W. James  
420-1746

---

98 B