



LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, March 5, 2012
Aptos Branch Meeting Room
7695 Soquel Drive, Aptos CA

6:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA OF MARCH 5, 2012
3. ORAL COMMUNICATIONS
4. MEMBER REPORTS
5. CONSENT AGENDA
 - A. Approve minutes of February 6, 2012 (PG. 3-7)
 - B. Amend Library Conflict of Interest Code (PG. 8-9)
 - C. Food for Fines (PG. 10)
 - D. Resolution affirming September motion to appropriate emergency funds (PG. 11-12)
 - E. Benefactor Recognition Policy (PG. 13-19)
6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT
7. STAFF REPORTS
 - A. Monthly Narrative Reports February 2012 (PG. 20-27)
 - B. Monthly Statistical Report (PG. 28-32)
 - C. Financial Report: January Financials (PG. 33-42)
 - D. Lease template (PG. 43-48)

- E. Preliminary FY12/13 Budget (PG. 49-54)
- F. Scope for Facilities Improvement Plan (PG. 55-57)

8. OTHER BUSINESS

- A. First notice to amend by-laws to eliminate Article IX Sec 2; Normal Order of Business (PG. 58-59)
- B. Change date of next meeting to April 9 due to Spring Break

9. WRITTEN COMMUNICATIONS

- A. Articles about Santa Cruz and California Libraries (PG. 60-62)
- B. Patron Written Comments (PG. 63-64)
- C. Articles on Libraries Nation Wide (PG. 65-73)

10. NEXT MEETING

The next regularly scheduled meeting is Monday, April 9, 2012 at 6:30 p.m. at the Downtown Branch Library

11. ADJOURN

The Library Joint Powers Authority Board will adjourn from the regularly scheduled meeting of Monday, March 5 to the next regularly scheduled public meeting on Monday, April 9 at 6:30 pm in the Community Meeting Room of the Downtown Branch Library.

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 subfinders@santacruzpl.org.

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

Downtown Branch Community Meeting Room
224 Church Street, Santa Cruz

February 6, 2012

6:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Nancy Gerdt, Citizen Leigh Poitinger, Councilmember Jim Reed,
Councilmember Katherine Beiers, Supervisor Mark Stone, Councilmember David
Terrazas, Councilmember Sam Storey, Citizen Dick English

Absent: Supervisor Ellen Pirie

Staff: Teresa Landers, Director of Libraries

II. APPROVAL OF MEETING AGENDA OF FEBRUARY 6, 2012

Councilmember Terrazas moved, seconded by Councilmember Storey

That the Board approve the Agenda of February 6, 2012

UNAN
Absent: Pirie

III. APPROVE MINUTES OF JANUARY 9, 2012

Citizenmember English moved, seconded by Councilmember Terrazas

That the Board approve the Minutes of January 9, 2012 (with the following correction: Councilmember Storey was present at the Board Meeting on January 9, 2012)

**UNAN
Absent: Pirie**

III. ORAL COMMUNICATIONS

Boardmember David Terrazas received a donation of sheet music from 1949 and offered it for the Library collection.

IV. CONSENT AGENDA

Councilmember Terrazas moved, seconded by Councilmember Storey

That the Board approve the Consent Agenda of February 6, 2012

**UNAN
Absent: Pirie**

V. WRITTEN COMMUNICATIONS

- A. Articles About Santa Cruz and California Libraries
- B. Patron Written Comments
- C. Articles on Libraries Nation Wide

VI. REPORTS OF ADVISORY BODIES

- A. Friends of the Santa Cruz Public Libraries (oral)
Carol McPherson reported on the Library tours the Friends organize as an outreach tool to the community. Presently the Friends are working on the topic of legacy as well as a brochure for wills with the intention to expand the fund development.
- B. Finance Committee Oral Report
Items discussed during the Finance Subcommittee Meeting of January 30 are on the Agenda under Item VIII C.

VII. MEMBER REPORTS

A. Capitola Report (Storey)

Councilmember Storey reported that no further update will be forthcoming until there is clarification regarding the status of redevelopment funds. He agreed to eliminate the Capitola Report from future agendas until further notice.

VIII. STAFF REPORTS

A. Monthly Narrative Reports- December 2011

B. Monthly Statistical Report- November 2011. Director Landers presented basic circulation Statistics for November, December and January. The data needs to be carefully watched and interpreted over the coming months, since January is the first month of the new service model with additional open hours and reduced staff. A report on performance indicators will be forthcoming in March. Councilmember Terrazas suggested that selective parts of the Narrative Reports could be made public on Facebook.

C. Financial Report

Director Landers reported on the current financial status of the library and the Board reviewed revenues, expenditures and cash flow for the library system.

D. Update on Transition (oral)

Director Landers reported that overall the transition is going forward in a positive manner. Some pressure points are starting to be identified. Not enough staff relative to the volume of business is beginning to present a difficulty in some locations. Live Oak is behind in check-in and does not yet have 8 hours of volunteer time available. Therefore additional Library Aides are being hired to help. Covering class visits is also difficult and subs need to be hired to free up regular staff. It will take some time to get to the root of the problems.

E. Report back on meeting location for 2012.

Boulder Creek is too small to accommodate a Board meeting that is open to the public. Aptos and Scotts Valley however can accommodate meetings. Meeting times and dates are being published and flyers will be available to the public.

F. Revised budget for FY 2011/2012

Director Landers reported on the need for additional funds. Councilmember Terrazas spoke on improvements to and overhaul of the Library website. Director Landers feels confident that the requested funds will not endanger the overall fund balance.

Councilmember Storey moved, seconded by Councilmember Terrazas

That the Board revise the FY 2011- 2012 Budget to increase expenditures by \$118,500. (Resolution # 2012-03)

**UNAN
Absent: Pirie**

000005

G. Budget priorities for FY 2012/13.

Director Landers reported on cash flow reserve, increase in hours and the other recommendations in the Community Service Model with respect to technology, vehicles, capital maintenance and small capital improvements. Implementing the increase in hours needs to be looked at carefully. Director Landers will provide numbers at the March meeting as well as a timeline for implementation. The Board discussed budget priorities and the impact on the budget.

Councilmember Beiers moved, seconded by Citizenmember English

That the Board affirm the priorities and provide direction for the preparation of the FY 12/13 Budget.

**UNAN
Absent: Pirie**

IX. OTHER BUSINESS

A. Report out from Study Session on January 23, 2012

Citizenmember Poitinger reported that two architectural firms gave presentations and Director Landers gave an overview of different facility master plans including a discussion of leases. The Board gave direction to Director Landers. The issues will be on the March agenda.

B. Elect Board Chair and Vice-Chair

Supervisor Stone moved, seconded by Councilmember Beiers

That the Board nominate Councilmember Storey as Chair.

**UNAN
Absent: Pirie**

Councilmember Terrazas moved, seconded by Councilmember Storey

That the Board nominate Citizenmember Poitinger as Vice-Chair

**UNAN
Absent: Pirie**

February 6, 2012

C. Finance Committee Assignment

Citizenmember English was asked to be the new Finance Subcommittee member, which he accepted.

X. NEXT MEETING

The next regularly scheduled meeting is on Monday, March 5, 2012 at 6:30 pm at the Aptos Branch Library.

XI. ADJOURN

The regular meeting adjourned at 7:15 p.m.

Respectfully submitted,

Helga Smith, Clerk of the Board

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

000007

STAFF REPORT

DATE: February 15, 2012
TO: Library Joint Powers Authority Board
FROM: Director of Libraries *TL*
RE: Amend Library Conflict of Interest Code

RECOMMENDATION: That the Library Joint Powers Authority Board amend the Library Conflict of Interest Code to delete and add library staff positions in accordance to the new library organization that went into affect January 1st.

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. Positions within an agency that are required to file are defined as:

High level positions that have authority to vote on a matter, appoint a person, obligate or commit his or her agency to a course of action, or enter into any contractual agreement on behalf of his or her agency.

Mid-level positions that have authority to negotiate decisions on behalf of the agency, without significant substantive review, or employees that advice or make recommendations to the decision maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion that requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.

After transitioning to our new organizational structure in January, this list of employees has changed from past years. The following list of employees will now need to file this form given their role in the library system.

000008

Library Joint Powers Authority Board		
Contact: Kira Henifin, 117 Union Street, Santa Cruz, CA 95060		
P: (831) 427-7706 x7608 F: (831) 427-7720; henifink@santacruzpl.org		
Last Update February 7, 2012		
		Changes
Beiers, Katherine	Santa Cruz City Council	
Contreras, Paula	Branch Manager-Live Oak	Librarian II- Selection
Cowen, Diane	Library Specialist for Virtual Services Coordination	Add: New Position
Eberle, Richard	Circulation Supervisor	Reassigned January 2012
English, Dick	Citizen Member	Add: Elected January 2012
Farthing, Gale	Librarian III-Outreach	Division Manager for On-Site Services
Galli, Emily	Division Manager of System Services	Add: New Position
Gerdt, Nancy	Citizen Board Member	
Gerson, Barbara	Citizen Member-Chair	Term Ended January 2012
Graziano, Sue	Librarian III-Youth Serv	Librarian II- Selection
Henifin, Kira	Management Analyst	
Jaeger-Smith, Heidi	Librarian III-Aptos Br Mgr	Retired September 2011
Landers, Teresa	Director of Libraries	
Landry, Dan	Network Administrator	Retired December 2011
Mason, Gail	Librarian III-SV Br Mgr	Resigned November 2011
Norquist, Heather	Librarian II- Selection	Add: New Position
O Driscoll, Janis	Mgr of Progs & Partnerships	Division Manager of Programs and Partnerships
Pereira, Heather	Library Specialist for Learning Systems Coordination	Add: New Position
Pirie, Ellen	Santa Cruz County Supervisor	
Poitinger, Leigh	Citizen Member	
Reed, Jim	Scotts Valley City Council	
Richardson, Julie	Collection Development	Reassigned January 2012
Snider, Barbara	Librarian IV-Access Srvs Mgr	Division Manager of Access Services
Stone, Mark	Santa Cruz County Supervisor	
Storey, Sam	Capitola City Council	
Swedberg, Donna	Librarian III-Lead Ref	Retired December 2011
Taylor, Merritt	Public Srves Mgr	Retired September 2011
Terrazas, David	Santa Cruz City Council	Add: Appointed January 2011
Titangos, Hui-Lan	Librarian II- Selection	Add: New Position
Whaley, Laura	Library Specialist for Volunteer Coordination	Add: New Position

STAFF REPORT

DATE: February 28, 2012
TO: Library Joint Powers Board
FROM: Teresa Landers, Director of Libraries *TL*
RE: Food For Fines

RECOMMENDATION: The LJPB approve the Food for Fines initiative for National Library Week, April 8-14, 2012.

SUMMARY

Food for Fines is a common event for libraries to sponsor. It generates good will and provides an excellent community service. Each item is worth \$1.00 in fines.

BACKGROUND

Many libraries participate in a Food for Fines program once or twice a year. SCPL staff has been asked by the public whether we ever sponsor such a program.

It is not uncommon for libraries to offer amnesty weeks; particularly around the time of computer system migrations. The Thanksgiving/Christmas season and National Library Week are the other natural times to sponsor such an event. While there was interest during Fall 2011, staff was not able to support such an effort but has asked to do so for National Library Week, April 8-14, 2012.

DISCUSSION

Each canned/nonperishable food item would be considered the equivalent of \$1.00 to be used towards paying fines. A maximum of \$20.00 would be allowed and the offer would not apply to lost or damaged items.

The benefits of a Food for Fines program include:

- Recognition of the Library as a supportive member of the community
- Second Harvest Food Bank will receive a great deal of food at a time of year when donations are not as common as well as publicity for their program
- Patrons are able to clear or reduce their fines while contributing to the welfare of the community

The obvious drawback is a reduction in fines received by the Library during this week. It is difficult to know what SCPL would lose since we have never done it. In looking at other libraries, there was data from one that indicated they lost 3% in fines for the week they did Food For Fines. This would represent \$102 for us. Using January fine collection data, we took in almost \$15,000. Seven days would be \$3,387. So, the maximum "exposure" is \$3,3867 and the actual amount is most likely going to be a lot less.

Several staff has stepped forward and feel they can give the time to arrange for barrels with Second Harvest and to create the necessary publicity. Branch staff is comfortable with participating as well.

000010

STAFF REPORT

DATE: February 28, 2012
TO: Library Joint Powers Board
FROM: Teresa Landers, Director of Libraries ^{TW}
RE: Affirming Resolution for Emergency Expenditures

RECOMMENDATION: Approve Resolution as presented

This is a housekeeping item. In September 2011 the LJPB passed a motion on the consent agenda to appropriate funds up to \$54,675 for emergency required repairs at Aptos for fire doors and mold removal and for the bookmobile.

A resolution is required in order to transfer the money so the resolution is presented now.

Actual expenditures were \$52,684 but the resolution needs to reflect the motion that was passed. Only the funds actually needed will be transferred.

000011



RESOLUTION 2012-004

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS
AUTHORITY BOARD AMENDING THE FY 2011-2012 BUDGET**

WHEREAS, the Santa Cruz Library Joint Powers Authority Board authorizes the following budget adjustment

WHEREAS, the budget will be amended to increase expenditures by \$54,675

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board to amend the FY 2011-2012 Budget to increase expenditures in the following areas:

- \$675 Fire Approved Exit Doors & Concrete Pad for Aptos Meeting Room
- \$32,000 Mold Removal & Replacement of Infrastructure at Aptos
- \$22,000 Legally Required Emission Control Modifications to the Bookmobile

Passed and adopted this 5th day of March 2012 by the following votes:

AYES: Board Member(s)

NAYES: Board Member(s)

ABSENT: Board Member(s)

DISQUALIFIED: Board Member(s)

APPROVED


ATTEST

CHAIR

BOARD CLERK

000012

STAFF REPORT

DATE: February 28, 2012
TO: Library Joint Powers Board
FROM: Teresa Landers, Director of Libraries 
RE: Benefactor Recognition Policy

RECOMMENDATION: Approve Benefactor Recognition Policy with no revisions.

This is the next in our series of policy updates. This policy was last updated in 2002. No revisions are recommended at this time but in the spirit of updating all the policies it needs to be reaffirmed.

000013

Policy Title: BENEFACTOR RECOGNITION IN SANTA CRUZ CITY-COUNTY LIBRARY FACILITIES

Policy Statement:

Various means exist to recognize and honor those individuals, organizations, and corporations who make substantial philanthropic contributions to the Library System, or who have played a significant part in the development of the Library. Specifically, this policy refers to:

- Naming buildings, segments of buildings, specified rooms, special facilities, or landscape features in honor of a benefactor;
- Placing a plaque or label carrying the name of a benefactor on Library equipment, furnishings, or architectural features.
- Placing a plaque or other means of posting the name of a benefactor on or in a Library building;

This policy describes the criteria by which such recognition is approved, the process by which the recognition is implemented, and the three general forms the recognition may take.

GENERAL CRITERIA FOR BENEFACTOR RECOGNITION

A. STATEMENT OF VALUES

Only individuals and organizations whose actions or programs are compatible with the policies, goals and values of the Santa Cruz Public Libraries will be considered in naming a Library facility or portion thereof. Those policies, goals and values are expressed in the Library's Mission Statement:

The Santa Cruz Public Libraries enhance Santa Cruz County's quality of life by providing vibrant physical and virtual public spaces where people connect, discover, and engage the mind. All ages have the opportunity to nurture their love of reading, find diverse and relevant resources for entertainment and enrichment, and strengthen community networks.

Believing that public libraries serve as the cornerstone of a free society, the Santa Cruz City-County Library System is committed to ensuring freedom of information and equitable access to all. The applicant individual or organization must demonstrate compatibility with these values, including:

- Provision of universal access to the collection, facilities and staff of the Library;

- Conducting Library service in an equitable and non-judgmental manner;
- Encouraging exploration of the broadest range of ideas, wisdom and culture through the Library's collections and services.

B. LEVELS OF GIVING

The monetary levels at which a benefactor contributes may be described or labeled in categories, depending on the terms of the project or fundraising campaign in question. These categories will be fixed at the time the campaign commences and will apply only to that campaign.

It should be noted that the Friends of the Santa Cruz Public Libraries, Inc. periodically undertake fundraising campaigns for special projects, which may also specify contribution levels. It is understood that these particular categories and inscriptions are specific only to the Friends' fundraising efforts.

C. DESIGN OF RECOGNITION FEATURES

The design, appearance, and content (name, text, symbol or logo) of any recognition feature on or in a Library facility, or on an element within a facility, may be determined by any of several factors. These include but are not limited to the intended use of the facility, equipment or furnishing; the intended audience of users; the particular fundraising campaign in question; the nature of the benefactor's request in relation to the Library's policies, goals and values; maintenance or upkeep considerations; or other factors as they occur in time.

D. MAINTENANCE OF RECOGNITION FEATURES

Costs for maintenance and upkeep of recognition features generally are calculated into the overall cost of the feature. In the case of some recognition features, maintenance costs for the first year the item is in existence will be calculated into the initial cost to the benefactor. Thereafter, the Santa Cruz City-County Library System will provide maintenance of these features. All recognition elements will be constructed with cost of upkeep and future appearance in mind. No recognition element that will require maintenance and upkeep will be undertaken without the approval of the Director of Libraries in consultation with the Project Architect or designer of the recognition feature, as appropriate.

GENERAL PROCEDURES

A. ADVISORY COMMITTEE

At the time a new facility or fund raising effort is planned, the Library Joint Powers Authority Board will appoint a Benefactor Recognition Advisory Committee from among its own members, the Board of Directors of the Friends of the Santa Cruz Public Libraries, Inc, and the Director of Libraries or her/his designee. The Committee will have the following responsibilities:

- To develop Recognition guidelines in the context of the scope, scale, and fundraising plan for the project. The guidelines shall conform to the standards outlined in this Policy, and will be approved by the Library Joint Powers Authority Board.
- To review proposals for naming facilities or other means of honoring or recognizing benefactors, and make recommendations to the Library Joint Powers Authority Board.

B. REQUEST AND APPROVAL PROCEDURE

1. Requests for Benefactor recognition may be initiated by an individual or group either within or outside the institution and forwarded to the Director of Libraries.
2. The Director of Libraries will receive requests and transmit them to the Benefactor Recognition Advisory Committee. When appropriate, the applicant (person or group) may arrange an appointment with the Advisory Committee to present their request.
3. The Advisory Committee will meet as required to deal with requests, using the criteria outlined in this Policy and the guidelines of the fundraising campaign in question or other considerations as appropriate, to determine if the project is in the best interest of the Library.
4. The Advisory Committee will make recommendations to the Library Joint Powers Authority Board, which will make final decisions.
5. A contract or written agreement will be drawn with the benefactor(s), specifying the type of recognition, amount of donation and any other considerations. Copies of these contracts will be kept on file at the Library System Administrative Offices.

C. CONTRACT SPECIFICS

The design, content, placement, maintenance, and other considerations particular to any form of benefactor recognition with a value of over \$500 will be specified in a contract or letter of agreement drawn between the Library and the benefactor. Degree of expected wear and tear to the recognition feature, if any, will be noted in the contract.

Benefactors will be informed, and must agree within the contract, that the Library may at its discretion at a future time, dismantle, move or entirely remove the recognition feature and the names thereon.

D. DISPOSITION OF DONATED FUNDS

The Friends of the Santa Cruz Public Libraries, Inc., a not-for-profit charitable corporation with United States Internal Revenue 501c3 status, is frequently asked to establish special accounts to handle donations to the Library System. Or, the Library System may establish a special Donation Account with its financial agent, the City of Santa Cruz.

If a donation in support of a facility is made before or during construction of the facility in question, the money is deposited into the Library System account for construction of the facility and disbursed from there. If the donation is made after construction is completed, the funds are deposited in a special Friends account or a Library Donation Account and disbursed according to the terms negotiated and described in the contract between the benefactor and the Library.

FORMS OF BENEFACTOR RECOGNITION

A. NAMING LIBRARY FACILITIES

The names of Santa Cruz City-County Library System **Branches** have historically reflected the name of the surrounding neighborhood and will continue to do so. However, a **building** housing a Branch may be dedicated to the memory of someone and so named. For example, the Central Branch Library might be housed in the Geraldine Work Memorial Building. Since the number of facilities owned by the institution is finite, the use of names of individuals, organizations, or corporations will be reserved for those most deserving, and will recognize only the most substantial gifts or bequests.

Portions of buildings that may also be named after a benefactor include meeting rooms, foyers, courtyards, hallways, a wing of a larger facility, and rooms housing special collections. For example, the Aptos Branch might house the Charles Atkins Meeting Room.

The level of contribution needed to secure the naming of the building or part thereof will be set in relation to such factors as the overall cost of the facility, square footage of the facility, and whether the facility is intended for use by the public and therefore provides significant public recognition for the donor. At the outset of each fundraising campaign associated with a facility the Benefactor Recognition Advisory Committee will consider these criteria and others specific to the facility and make recommendations to the Santa Cruz Library Joint Powers Authority Board. The Board will establish the final criteria.

It is understood that when one of the constituent jurisdictions (i.e., the signatories to the Library Joint Powers Agreement) has primary financial responsibility for construction of a library facility, the Library Joint Powers Board will consult with the jurisdiction to ensure there is agreement on the naming.

The following naming restrictions will apply:

- No Library facility will be named for individuals currently employed by the Library or by any of its constituent jurisdictions.
- When the person to be honored is living, three years must have passed since any formal association with the Library or the constituent jurisdictions. Such affiliation includes time spent as a paid member of the staff or administration, or as a member of the Library Joint Powers Authority Board, the Board of Directors of the Friends of the Santa Cruz Public Libraries, Inc., or an elected representative of a jurisdiction governing body.
- In the case of death of a benefactor or liquidation of a corporation or organization, a period of one year must elapse before renaming a facility.

B. BENEFACTOR RECOGNITION ON LIBRARY FURNISHINGS, EQUIPMENT, OR ARCHITECTURAL OR LANDSCAPE FEATURES

Some fundraising campaigns may offer a recognition element to benefactors who donate equipment, furniture, shelving units or the like, or cash gifts leading to the purchase of such items. In this case benefactors will be entitled to have their name, or a name they suggest, inscribed on plaques or labels, which will be placed on the item in such a way as to be visible to the public. The level of giving needed to secure this form of recognition will be determined at the outset of the fundraising campaign in question by the Library Joint Powers Authority Board, upon recommendation of the Benefactor Recognition Advisory Committee.

In specific fundraising campaigns, individuals or organizations may purchase individual portions (such as bricks or tiles) that are part of architectural or landscape features, such as a walkway, wall, tiled entry, or other similar feature. The benefactor's name, or other content as permitted in the terms of the fundraising campaign, will be inscribed on the portion. The purchase is considered a donation to the Library and does not confer upon the benefactor the right to remove the portion at any future time. In certain campaigns, individual portions are intended to fit into an overall design and no one portion will be designed or placed so as to stand out from the whole. In other circumstances the entire architectural feature may be the donation of a single individual or corporation.

C. DONOR PLAQUES ON OR IN LIBRARY BUILDINGS

Various kinds of plaques or other signage or display elements containing the names of Library benefactors may be mounted outside a Library building or on an interior wall. Donor plaques will be located where the greatest number of interested visitors will see them. The plaques will signify the fundraising campaign (if appropriate) in which the gift was made, and will include the year of the gift, and the amount or the donation category. Donor plaques should have the "stature" of permanence.

This policy will be reviewed every three years.

Adopted: January 7, 2002

Updated: March 5, 2012

MONTHLY REPORT FOR FEBRUARY 2012

This report is somewhat “light” as we were switching to a new server and staff had difficulties entering their information.

1. READING, LISTENING AND VIEWING FOR PLEASURE

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

Kari Gunn's Toddler Storytime is going strong at Boulder Creek. Each week staff at BC pulls picture books reflecting the theme of the storytime for patrons to check out.

Brenda McIlroy continues to delight families at LSB. The average number of people attending her storytimes is 20, an impressive amount given the size of the community!

The beach has come to the Capitola branch library...well at least on Wednesdays and Saturdays, which are the days we take the lid off our new PLAY AND LEARN station in the kid's area, and the children throng around to make sand castles, find fossils, etc.. This is a wonderful play island on loan from the Cucamonga library and when the beach is not “open”, it has a drawer full of wonderful manipulatives that the children can use to build, count, balance, or whatever other imaginative play they choose. There are also related books on shapes, dinosaurs and building, to stimulate the reading gene. We have had numerous requests for books on building, and big machinery, since the play station arrived, and it is virtually crowded with children and parents from opening to closing on most days. We are hoping to buy some of these in the future. Thanks to Laura Whaley for winning the loan at the CLA conference!

Branciforte continues to expand its baby storytime with Linda White, former staff member.

Storytimes have been held at all of the branches, and average participants thus far this year are: Baby storytimes at Branciforte 11 participants. Toddler storytimes at Aptos, 33; Boulder Creek, 38; Downtown, 37; Live Oak, 39 and Scotts Valley, 88 participants. Preschool storytimes at Capitola. 24; Downtown, 28; La Selva Beach, 21, and Scotts Valley, 30 participants. Evening Family storytimes at Felton, 2, and Garfield Park, 3 participants.

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 community put up two displays at the Felton Branch this month. In one of the window sills, Marilyn R. put up a poetry display celebrating Valentine's Day. In the branch's display case, a member of the community showcased his nail art. This display, which is located by the front door, has elicited a lot of attention from library patrons, who stop to look at the art when they enter the branch.

Garfield Park had a Black History Month display and a Valentine's day display. They tried for a Groundhog's day display, but didn't have enough books on the topic at the branch.

The Aides at LSB, Sandra Zamora and Lucy Corrales, created wonderful displays this month. Sandra compiled an interesting and informative selection of juvenile books to honor African-American History Month. Lucy used her artistic talents to design eye-catching display signs and her ingenuity to seek out a wide variety of adult material to celebrate St. Valentine's Day.

"A man's library is a sort of Harem." Thus said Ralph Waldo Emerson, and at Capitola we used his quote to inspire our February display for National Library Lover's month. This month's display was a selection of books we love, chosen both by staff and the public. With DIY heart sticker's affixed to the spines of everyone's choices this has been a very popular display with much participation as well as circulation. We also offered a great selection of cherry red cheesy bookmarks commemorating National Library Lover's week with such witty sayings as: "You're high on my shelf" and "I have stacks and stacks of love for you."

Branciforte had African-American book displays in the adult and the children's areas for Black History Month.

A parent from Orchard School put up a display of "mask" pictures at Branciforte. This replaced an old Gault School display.

Lil Rev entertained large audiences at Downtown, La Selva Beach, Felton, and Capitola in mid-February. He sang, played the guitar, mandolin, ukulele, recorder, and harmonica. Audiences of all ages were engaged and involved at each of his shows.

Children participated in 46 sessions of Tales to Tails during the month of February at the Capitola, Downtown, and Felton Branches.

93 people attended First Friday at the Downtown Branch on Feb. 3 to view an exhibit of work called "Do You See What I See?" and to make valentines.

On Feb. 9, 26 people attended the Small Business Brown Bag Seminar on Tax Tips at the Downtown Branch.

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

Patrons at Boulder Creek are getting used to more new faces as staff changes once again. Cathy Landis, Branch Manager, moves from the La Selva Beach branch and Peggy

Meserth, Library Aide, comes to BC from Felton and Scotts Valley. They join Pam Tovik, Library Aide, who has worked at BC for many years.

Victor moved the tax forms at Branciforte so that they would be more readily accessible. This cut down greatly on staff time directing the public to their location.

Paula T. has finished cleaning up the MARC records for the adult book discussion kits. There should be a direct link to our catalog now when you do a search through our website. She has also added the kits back to our database that were lost during the migration and in addition added 16 new book discussion kit titles. From Hui-Lan Titangos:

“Congratulations, Paula. What a beautiful and systematic job you have done in such a short period! A big THANK-YOU to Ann as well. She caught the culprit in the broken connection between the catalog and Reader’s Link.”

2. LIFELONG LEARNING

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

A homeschool group of teens have started coming to the Branciforte branch, beginning when we are still closed, to work on a Shakespeare project. They regularly attend the Oregon Shakespeare Festival and wanted to study the plays before they went this year. They really like the new furniture in the teen study room.

Heather purchased subscriptions to several new databases: Brainfuse JobNow, Vogue Archive, and Career Cruising.

Heather placed several orders for ebooks through the Overdrive Advantage program to add more copies of popular titles. Even though new ebooks are not currently visible in Evergreen, patrons are finding them through the Overdrive link and there are request lists for most titles.

Paula Contreras and Heather met with Kathy Shadburn-Butler of Gale/Cengage to discuss Gale offerings. Selectors also met with AudioGo to learn about their audiobook selection .

B. Volunteers will be used effectively.

Branciforte has a wonderful new volunteer, Joan, who started in February. She was given some rudimentary training downtown, and has done a fantastic job. Branciforte continues to have amazing volunteers.

C. 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.

The tutoring program at Garfield Park has been picking up. It is a very valuable resource for student.

Homework Help at Boulder Creek is proving to be popular with regulars and drop-ins alike.

LSB had a hand-clappin, foot-stompin' time thanks to Lil Rev's performance on 2/14. We had a total of 46 people of all ages enjoying his renditions of numerous multicultural songs. A BIG thank you to our programming team for making the event possible.

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 beta testing of Job Scout has been extended for several months.

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.

Catalogers cataloged 39 titles for the Special Needs Resource Center (SNRC) that will be housed at Scotts Valley and is being funded with grant monies applied for and received by the Scotts Valley Friends.

The Friends of the Boulder Creek Library are working with Shakespeare Santa Cruz to produce a Shakespeare to Go program in May.

Capitola had two new "shelving" volunteers in the month of February. They are working a total of 5 hours per week and their presence will allow the aides to concentrate more on discharging and routing items on the days the volunteers are present so we can continue to work towards putting the service model all the way in place.

The new Bookmobile stop at Seacliff Highlands in Aptos is very popular with residents and supported by South County Housing staff.

Janis and Emily made contact with Mariah Roberts to create a special interactive photography event for the Santa Cruz County community in June.

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

The Friends of the Felton Library hosted a Read-a-Thon at the Felton branch on February 8 in which people from the community were invited to publicly read their work or the works that they love. Readers read Liza Lou and the *Yeller Belly Swamp*; selections from Kipling's Just-So stories, including an amusing story about the origin of the housecat; Poe's *Tell-tale Heart*; and Bukowki's poem, *They, All of Them, Know*. Several students from SLV High also read essays that they had written. The event was very well-attended and was enjoyed by all.

Programming started class visits for preschool and elementary grade classes in February and have already done visits at Downtown, Live Oak, Capitola, Branciforte, and Scotts Valley.

Jeanne is working with Cheryl Nickel, Aptos High School librarian, to get library cards for staff and students so that they can have access to SCPL databases remotely. She will do an inservice with Cheryl in March on our databases so that Cheryl can in turn teach the Aptos High teachers and students.

An email from Bryn Loosley, an 8th grade teacher at Mission Hill stated: "We had a very successful day at the downtown branch last Wednesday. The students received lots of help from Sarah, Jennifer, Julie, Fred and Valerie. Thanks so much for orchestrating the class visit, Paula."

Fred Ulrich added "Jenn did an excellent presentation on our catalog and databases, and the students seemed genuinely focused. Val did a million registrations. It was fun!! Good work all."

Reference and Programming conducted 24 class visits in February. 5 visits were offsite at Santa Cruz High School, 5 for middle and high school students in the library, and 14 preschool and elementary classes in branches.

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

Patrons at Boulder Creek continue to express appreciation for the library's extended open hours.

Brenda connected with HOPE services in Aptos, and will take over Leslie's monthly visits, which they have missed so much. She was warmly welcomed by everyone there and received a number of book requests right away.

Brenda held the first Let's Play Program with PAPAS in Watsonville. Over 30 participants made noisy instruments and a working crane. Further workshops are being

planned for our library branches, and a PAPAS library visit will share more resources for fathers of young children. This is a State funded grant program which was received as part of Brenda McIlroy's participation in the State Eureka Leadership Institute.

D. Volunteers will be used effectively.

The first student volunteer community service workday was held at Scotts Valley. The group did a great job. Their work is much appreciated by the Scotts Valley staff.

Spanish storytime resumed at Live Oak with a small enthusiastic group.

Aptos, Live Oak, and Scotts Valley now have volunteer gatekeepers for the Toddler storytimes. Thank you volunteers.

4. WELCOMING PLACE

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

Branciforte had an interesting month in February. Apparently, people or a person has been hanging out on the roof in the evenings. This month they decided to light a fire while there. Luckily the fire was put out quickly and didn't cause a lot of damage. There continues to be a smoke smell in the building, but opening the windows and replacing air filters has helped. The PIC has talked with the local police about problems at the branch. They seem to have stepped up patrols in the area. It was suggested that a light/sound alarm might be hooked up to the area where people are climbing. If it could be arranged to go off only after a person-sized figure approached—as opposed to a raccoon or large bird—then it might ameliorate the problem. The other solution that was suggested included taking down the lanai out back, which would create other problems since it currently protects the back—south face—of the building from the heat of the sun.

There was also a leak in the back corner of the circulation area at Branciforte during the last rainy days. Luckily, one of our fantastic Aides noticed it and took precautions against damage to the electronics in that area. She also called the proper people to take care of it. Yeah Tania!

Janis, Diane, Tinka, and Teresa met with Digital Media Factory on Feb. 13 to plan digital signs in as many branches as possible. Diane will take on this project. This project is funded by the Friends of the Library.

The Downtown Library has been plagued by heating problems. First it took over a week to get a new valve in place then a few hours later another part failed. At the time this is being written the new part is anticipated to be installed in one or two more days.

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

Laura W., Megan A., and Bobbi are continuing the development of electronic sign-up and tracking of Tales to Tails activities.

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.

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.

6. ORGANIZATIONAL READINESS

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

All CMS staff worked on learning and creating procedures to use Evergreen for selecting, ordering, receiving, and cataloging. We have been in talks with Baker and Taylor to use their Customized Library Services to make our work flow more efficient. Selectors have been learning Collection HQ which will help with balancing collections among branches, spending allocation decisions, and book selection

Paula and Selectors worked on establishing contact with our database vendors and finding out how to access use statistics for each database.

Selectors attended several webinars: "Ebooks and Book a Nook Project", Equinox Training, EBSCO Discovery, Collection HQ, SLJ Spring Teen Book Buzz, JobNow, EBSCO Ebooks, and Morningstar Investment. There was also a training webinar for Reference staff on Brainfuse HelpNow and JobNow.

Cathy Landis attended a training session for Liquid Space, the new online system for booking meeting room space at the library.

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

Cathy Landis attended the eighth module of the City of Santa Cruz's Employee and Leadership Development Program: Addressing Performance Concerns. Deborah Lipoma was a presenter at an Infopeople Webinar on 2/16. It was titled "Libraries, We Mean Business -- Best Ideas from LJ's Best Business Books of the Year."

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

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

Will try to have February data at the meeting

	Circulation			Visitors			Circ/Open Hr			Visitors/Open Hr		
	FY10/11	FY11/12	%change	FY10/11	FY11/12	%change	FY10/11	FY11/12	%change	FY10/11	FY11/12	%change
November												
Aptos	19,284	20,655	7.1%	13,913	8,659	-37.8%	117	125	7%	87	53	-40%
Boulder Creek	3,556	3,972	11.7%	2,224	1,937	-12.9%	39	44	12%	24	21	-11%
Branchforte	5,044	7,452	47.7%	4,597	4,895	6.5%	65	96	47%	59	63	6%
Capitola	7,516	8,307	10.5%	4,603	4,628	0.5%	79	87	10%	48	49	1%
Downtown	40,879	47,641	16.5%	26,840	28,005	4.3%	201	234	16%	132	138	4%
Felton	1,833	2,372	29.4%	1,025	821	-19.9%	28	36	30%	16	13	-21%
Garfield Park	2,052	2,392	16.6%	1,977	2,358	19.3%	26	31	18%	25	30	21%
La Selva Beach	909	1,245	37.0%	1,608	1,048	-34.8%	15	21	37%	27	17	-36%
Live Oak	13,216	13,403	1.4%	10,057	8,558	-14.9%	102	103	1%	77	66	-15%
Outreach	3,250	2,721	-16.3%	2,267	1,208	-46.7%	na	na	na	na	na	na
Scotts Valley	11,622	19,068	64.1%	10,676	12,403	16.2%	79	129	64%	72	84	17%
subtotal	11,853	7,543	-36.4%	79,787	74,520	-6.6%	751	906	21%	567	533	-6%
online												
renewals	121,014	136,771	13.0%									
ebooks												
downloadable												
TOTAL	121,014	136,771	13.0%	79,787	74,520	-6.6%	751	906	21%	639	617	-11%
December												
Aptos	16,442	20,468	24.5%	8,924	7,953	-10.9%	100	124	24%	54	48	-11%
Boulder Creek	3,206	3,224	0.6%	1,893	1,517	-19.9%	35	35	1%	21	17	-21%
Branchforte	4,679	6,737	44.0%	4,465	4,095	-8.3%	60	86	44%	57	53	-8%
Capitola	5,684	8,389	47.6%	3,957	4,591	16.0%	60	88	47%	42	48	15%
Downtown	37,335	46,660	25.0%	25,579	25,751	0.7%	183	229	25%	126	126	0%
Felton	1,512	2,600	72.0%	964	932	-3.3%	23	40	74%	15	14	-4%
Garfield Park	2,113	2,639	24.9%	2,981	2,866	-3.9%	27	34	25%	38	37	-3%
La Selva Beach	655	1,259	92.2%	1,098	1,241	13.0%	11	21	89%	18	20	14%
Live Oak	1,2185	1,2046	-1.1%	8,480	7,365	-13.1%	94	93	-1%	65	57	-13%
Outreach	2,522	2,295	537.0%	1,418	1,102	-22.3%	na	na	na	na	na	na
Scotts Valley	1,3241	1,6065	-82.7%	8,118	9,176	13.0%	90	16	-83%	55	62	13%
subtotal	108,782	122,382	12.5%	67,877	66,589	-1.9%	683	766	12%	491	483	-2%

000028

	Circulation			Visitors			Circ/Open Hr			Visitors/Open Hr		
	FY10/11	FY11/12	%change	FY10/11	FY11/12	%change	FY10/11	FY11/12	%change	FY10/11	FY11/12	%change
online renewals												
ebooks	9208											
downloadable												
TOTAL	217564	244764		67,877	66,589	-1.9%	683	766	12%	491	483	-2%
January												
Aptos	19197	23695	23.4%	11,330	10,317	-8.9%	117	135	15.1%	69	59	-15%
Boulder Creek	3457	4181	20.9%	2,089	2,272	8.8%	38	24	-37.5%	23	19	-16%
Branciforte	5203	8914	71.3%	4,964	5,842	17.7%	67	51	-24.4%	64	20	-68%
Capitola	7827	9436	20.6%	5,659	5,440	-3.9%	82	54	-34.6%	59	39	-33%
Downtown	43908	53475	21.8%	31,819	31,902	0.3%	216	304	40.7%	156	148	-5%
Felton	1736	2826	62.8%	1,071	1,587	48.2%	27	16	-40.5%	16	19	18%
Garfield Park	2173	2954	35.9%	2,647	2,688	1.5%	28	17	-40.1%	34	34	-1%
La Selva Beach	1018	1521	49.4%	1,141	1,547	35.6%	17	9	-49.2%	19	18	-3%
Live Oak	14161	13598	-4.0%	10,761	8,493	-21.1%	109	77	-29.1%	83	73	-13%
Outreach	2808	2917	3.9%	1,824	1,370	-24.9%	na	na	na	592	492	-17%
Scotts Valley	14863	20818	40.1%	10,114	14,760	45.9%	101	118	17.1%	69	84	22%
subtotal	116351	144335	24.1%	83,419	86,218	3.4%	802	820	2.3%	1,184	1,005	-15%
online renewals												
ebooks												
downloadable												
TOTAL	116351	144335	24.1%	83,419	86,218	3.4%	802	820	2.3%	1,184	1,005	-15.1%

000019

PERFORMANCE INDICATORS

MEASURE	BASELINE	TARGET	3/31/2012	6/30/2012	9/30/2012	1/31/2013
Collection 80% of users say they found the information they wanted	na	80% satisfaction				
90% of the time, returned items are shelved within 24 hours	study currently underway	90% w/in 24 hrs				
Service Visits per open hour remains constant	570 average/month based on FY10/11					
Circulation increases 5%	1,338,640 average					
Number of active cardholders remains constant	60,000 as of 6/30/2011					
80% of users say hours are convenient	na					
80% of users say hours are convenient	na					
80% of users describe reference services as good or excellent	na	apr-jun 2011 average; all				
Self check reaches 85%	74% branches up					
Programs School-age instruction increases 5%	295/6135	FY10/11				
Adult classes increase 5%	13 (programs)					
80% of participants rate the program as good or excellent	na					

000030

PERFORMANCE INDICATORS

MEASURE	BASELINE	TARGET 1/31/13	3/31/2012	6/30/2012	9/30/2012	1/31/2013
Number of attendees per program increases 5%	23	FY10/11				
Number of programs offered increases by 5%	1,199	FY10/11				
Active community partnerships increased by 10%	130					
Volunteers						
80% of volunteers rate their experience as good or excellent	na					
Measure number of branch operation critical shifts when volunteer not available	na					
Measure volunteer turnover rate for critical shifts	na					
Measure volunteer turnover rate for non-critical shifts	na					
Count the number of volunteers who are accepted and assigned	na					
			baseline to be established 2012-2013			
Financial						
Five-year financial projections of service model are met	see separate document					
Expended budget is within 1% of estimates	\$ 11,129,728	FY11/12 budgeted expenditures				
		\$11,241,025/\$11,018,431				
Technology						
Website usage increases 5%	4,166,138					
Library's overall technology is rated good or excellent by 75% of users	na					
						4,374,445

000031

PERFORMANCE INDICATORS

MEASURE	BASELINE	TARGET	1/31/13	3/31/2012	6/30/2012	9/30/2012	1/31/2013
Library has 800 followers on Facebook	646	12/14/2011					
Library has 300 followers on Twitter	286	2/14/2012					
Staff Development							
Workers' compensation claim rate remain constant	\$4.94 per \$100 of payroll	\$4.94 per \$100 of payroll					
30% of staff create an Independent Learning Plan	0						
90% of staff each receive 8 hours of non-mandatory training	na						

LIBRARY JOINT POWERS AUTHORITY	
COMBINED BALANCE SHEET	
JPA FUND AND ACCOUNT GROUPS	
JANUARY 2012	
	JPA
	Total
Assets	
Pooled cash	1,323,145
Pooled cash interest receivable	2,428
Other interest receivable	224
Taxes receivable - current	432,997
Accounts receivable	432,146
Internal investment & loan receivable	8,952
Infrastructure	579,683
Accumulated depreciation - infrastructure	(217,892)
Lease improvements - buildings	2,018,032
Accumulated depreciation - lease imp-buildings	(1,134,479)
Machinery and equipment	1,648,085
Accumulated depreciation - machinery & equip	(1,515,684)
Software	3,983
Accumulated depreciation-software	(3,983)
Construction in progress	71,354
Total Assets	3,648,991
Liabilities	
Accounts payable	117,273
Sales tax payable	317
Deferred grant revenue - unearned	3,098
Unclaimed funds	596
Payable to the County - noncurrent	80,586
Other intergovernmental payable-noncurrent	307,170
Total Liabilities	509,040
Equities	
Unreserved, undesignated fund balance	1,582,679
Committed - cash flow/unexpected expenditures	495,929
Investment in capital assets - Library	1,449,099
Reserved for long-term debt	(387,756)
Total Equities	3,139,951
Total Liabilities and Equities	3,648,991

LIBRARY JOINT POWERS AUTHORITY							
COMBINED BALANCE SHEET							
SPECIAL FUNDS							
JANUARY 2012							
Fund #	955	956	957	960	961	Spec Funds	
Fund Description	Contingency	Technology	Projects	Felton	Vehicle Replacement	Total	
Assets							
Pooled cash	-	4,774	-	1,135	-	5,909	
Pooled cash interest receivable	-	10	-	2	-	12	
Internal investment and loan receivable	-	43	-	10	-	53	
Total Assets	-	4,827	-	1,147	-	5,974	
Equities							
Unreserved, undesignated fund balance	-	4,827	-	1,147	-	5,974	
Total Equities	-	4,827	-	1,147	-	5,974	

LIBRARY JOINT POWERS AUTHORITY									
COMBINED BALANCE SHEET									
TRUST FUNDS									
JANUARY 2012									
Fund #	931	932	933	934	935	935	935	935	Trust Funds
Fund Description	McCaskill Loc His	McCaskill Vis Imp	Finkeldey	Whalen	Leet-Corday	Morley	Hale	Total	
Assets									
Pooled cash	254,850	235,645	9,323	144,198	89,165	12,293	70,090		815,564
Pooled cash interest receivable	535	495	20	303	187	9	21		1,570
Internal investment and loan receivable	2,317	2,191	85	1,257	737	-	-		6,587
Total Assets	257,702	238,331	9,428	145,758	90,089	12,302	70,111		823,721
Equities									
Net assets held in trust-library prog	257,702	238,331	9,428	145,758	90,089	12,302	70,111		823,721
Total Equities	257,702	238,331	9,428	145,758	90,089	12,302	70,111		823,721

000035

Account Number	Library Joint Powers Authority	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd	%
951-41000	TAXES						
951-00-00-0000-41211	Sales and use tax	5,501,530.00	432,997.05	3,524,575.72	1,976,954.28	64.07	64.07
Total	TAXES	5,501,530.00	432,997.05	3,524,575.72	1,976,954.28	64.07	64.07
951-43000	INTERGOVERNMENTAL						
951-36-00-0000-43210	State operating grants and contributions	0.00	0.00	5,000.00	-5,000.00	0.00	0.00
951-36-00-0000-43310	Local operating grants and contributions	0.00	0.00	14,671.00	-14,671.00	0.00	0.00
951-36-00-0000-43311	Maintenance of effort contributions	5,146,100.00	426,092.31	2,997,272.90	2,148,827.10	58.24	58.24
951-36-55-3531-43210	State operating grants and contributions	2,500.00	661.49	1,550.98	949.02	62.04	62.04
951-36-55-3560-43190	Federal grants - other	9,000.00	0.00	3,956.00	5,044.00	43.96	43.96
Total	INTERGOVERNMENTAL	5,157,600.00	426,753.80	3,022,450.88	2,136,149.12	58.60	58.60
951-44000	CHARGES FOR SERVICES						
951-36-00-0000-44613	Internet use fee	4,100.00	470.56	2,725.61	1,374.39	66.48	66.48
951-36-00-0000-44630	Room rentals-library JPA	2,500.00	350.00	1,535.00	965.00	61.40	61.40
951-36-00-0000-44901	Photocopy fee	7,000.00	757.39	4,200.43	2,799.57	60.01	60.01
Total	CHARGES FOR SERVICES	13,600.00	1,577.95	8,461.04	5,138.96	62.21	62.21
951-45000	FINES AND FORFEITS						
951-36-00-0000-45131	Library fines	200,000.00	14,931.81	102,618.98	97,381.02	51.31	51.31
951-36-00-0000-45132	Lost library items	25,000.00	815.45	8,336.75	16,663.25	33.35	33.35
Total	FINES AND FORFEITS	225,000.00	15,747.26	110,955.73	114,044.27	49.31	49.31

Account Number	Library Joint Powers Authority	Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd	S %
951-46000	MISCELLANEOUS REVENUES						
951-00-00-0000-46110	Pooled cash and investment interest	0.00	825.68	6,019.04	-6,019.04	0.00	
951-00-00-0000-46190	Interest earnings - other	4,096.00	224.02	1,682.65	2,413.35	41.08	
951-00-00-0000-46620	Internal investment & loan int receipts	0.00	0.00	50.04	-50.04	0.00	
951-00-00-0000-46910	Miscellaneous operating revenue	8,500.00	0.00	4,573.64	3,926.36	53.81	
951-00-00-0000-46990	Miscellaneous non-operating revenue	0.00	0.00	22,303.44	-22,303.44	0.00	
951-36-00-0000-46303	Donations - library	12,000.00	179.22	16,214.72	-4,214.72	135.12	
951-36-00-0000-46309	Donations - library - Friends of the Lib	100,000.00	820.45	25,504.55	74,495.45	25.50	
951-36-00-0000-46916	Cash over/short	0.00	-13.44	158.76	-158.76	0.00	
Total	MISCELLANEOUS REVENUES	124,596.00	2,035.93	76,506.84	48,089.16	61.40	
951-49000	OTHER FINANCING SOURCES						
951-00-00-0000-49122	From Library Private Trust Fund	15,190.00	0.00	15,190.00	0.00	100.00	
951-00-00-0000-49191	Intra-entity fund transfer in	9,959.00	0.00	10,036.41	-77.41	100.78	
Total	OTHER FINANCING SOURCES	25,149.00	0.00	25,226.41	-77.41	100.31	
Grand Total		11,047,475.00	879,111.99	6,768,176.62	4,279,298.38	61.26	

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 02/22/2012
 Periods: 7 through 7

Expenditure Status Report
 Library JPA
 CITY OF SANTA CRUZ
 1/1/2012 through 1/31/2012

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951 Library Joint Powers Authority

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Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
951-52000	SERVICES					
951-36-50-3510-52135	Financial services - outside	788.00	7,748.52	131.48	-236.00	103.09
951-36-50-3510-52199	Other professional & technical services	3,000.00	10,000.00	0.00	100,000.00	9.09
951-36-50-3510-52240	Office equipment operation/maint	115.80	1,246.09	0.00	2,773.91	31.00
951-36-50-3510-52248	Software maintenance services	0.00	10,100.00	0.00	5,900.00	63.13
951-36-50-3510-52302	Travel and meetings	0.00	514.91	0.00	3,485.09	12.87
951-36-50-3510-52402	Telecommunications service - internal	3,550.00	24,850.00	0.00	17,750.00	58.33
951-36-50-3510-52403	Telecommunications service - outside	155.88	562.53	0.00	2,737.47	17.05
951-36-50-3510-52933	Liability insurance/surety bonds-outside	0.00	10,440.00	0.00	4,334.00	70.66
951-36-50-3510-52961	Dues and memberships	0.00	13,551.00	0.00	3,699.00	78.56
951-36-50-3510-52971	Printing and binding-internal	9.01	39.25	0.00	60.75	39.25
951-36-50-3510-52972	Printing and binding-external	0.00	2,066.09	0.00	1,833.91	52.98
951-36-50-3540-52135	Financial services - outside	3,900.00	2,066.09	0.00	233,461.57	57.55
951-36-50-3520-52131	Claims management services - outside	550,000.00	316,538.43	0.00	-1,523.67	115.24
951-36-51-3520-52244	Other equipment operation/maintenance	931.73	0.00	8,380.05	1,680.00	0.00
951-36-51-3520-52248	Software maintenance services	0.00	29,234.28	0.00	17,085.72	63.11
951-36-51-3520-52302	Travel and meetings	100.00	17.00	0.00	83.00	17.00
951-36-51-3520-52972	Printing and binding-outside	2,500.00	580.48	0.00	1,919.52	23.22
951-36-52-3530-52240	Office equipment operation/maint	1,500.00	248.00	0.00	1,252.00	16.53
951-36-52-3530-52244	Other equipment operation/maintenance	2,180.00	610.42	0.00	1,569.58	28.00
951-36-52-3530-52302	Travel and meetings	2,150.00	417.61	0.00	1,732.39	19.42
951-36-52-3530-52972	Printing and binding-outside	4,000.00	3,277.37	0.00	722.63	81.93
951-36-53-3515-52201	Water, sewer and refuse	66,640.00	4,535.99	0.00	33,683.53	49.45
951-36-53-3515-52211	Janitorial services	125,000.00	32,956.47	0.00	73,602.55	41.12
951-36-53-3515-52223	Vehicle operation charges - internal	111,000.00	8,791.62	0.00	73,602.55	41.12
951-36-53-3515-52246	Building and facility o & m - outside	11,000.00	2,461.50	0.00	74,955.81	32.47
951-36-53-3515-52247	Landscaping maintenance services	183,800.00	11,463.11	0.00	64,804.67	64.74
951-36-53-3515-52261	Equipment, building and land rentals	17,000.00	1,549.94	0.00	15,450.06	9.12
951-36-53-3515-52302	Travel and meetings	312,530.00	304.16	0.00	121,712.99	61.06
951-36-53-3515-52932	Liability insurance/surety bonds-interna	150.00	25,938.11	0.00	150.00	0.00
951-36-53-3515-52933	Liability insurance/surety bonds-outside	17,050.00	0.00	0.00	7,104.19	58.33
951-36-54-3550-52199	Other professional & technical services	36,506.00	1,420.83	0.00	10,792.00	70.44
		48,000.00	6,593.75	21,448.25	17,000.00	64.58

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Expenditure Status Report
 Library JPA
 CITY OF SANTA CRUZ
 1/1/2012 through 1/31/2012

951 Library Joint Powers Authority

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used	58%
951-36-54-3550-52248	Software maintenance services	169,835.49	-6,593.30	50,938.78	11,750.00	107,146.71	36.91
951-36-54-3550-52249	Hardware maintenance services	91,700.00	2,340.10	25,104.17	4,740.30	61,855.53	32.55
951-36-54-3550-52302	Travel and meetings	1,350.00	48.84	601.63	0.00	748.37	44.57
951-36-54-3550-52403	Telecommunications service - outside	73,234.00	15,141.53	83,609.82	30,917.40	-41,293.22	156.39
951-36-55-3560-52304	Training	36,650.00	84.92	34,007.27	0.00	2,642.73	92.79
951-36-55-3560-52306	LSTA Tuition Reimb grant training	9,000.00	0.00	0.00	0.00	9,000.00	0.00
951-36-55-3560-52960	Advertising	3,000.00	0.00	0.00	0.00	3,000.00	0.00
951-36-55-3560-52972	Printing and binding-outside	6,500.00	712.85	2,562.02	0.00	3,937.98	39.42
Total	SERVICES	2,152,963.49	118,013.34	1,088,944.07	97,404.65	966,614.77	55.10
951-63000	SUPPLIES						
951-36-50-3510-53101	Postage charges	8,000.00	140.70	2,186.19	0.00	5,813.81	27.33
951-36-50-3510-53102	Office supplies	2,400.00	297.67	1,928.90	0.00	471.10	80.37
951-36-50-3510-53108	Safety clothing and equipment	0.00	175.00	175.00	0.00	-175.00	0.00
951-36-51-3520-53106	Books and periodicals	789,269.00	67,756.00	419,532.38	0.00	349,736.62	54.54
951-36-51-3520-53107	Books and periodicals-grants & donations	75,000.00	242.19	6,254.62	0.00	68,745.38	8.34
951-36-51-3520-53112	Library functional supplies	113,550.00	4,540.35	26,956.09	12,402.47	74,191.44	34.66
951-36-52-3530-53102	Office supplies	12,300.00	499.26	8,244.50	444.26	3,611.24	70.64
951-36-52-3530-53109	Copier supplies	6,630.00	1,057.00	2,615.70	0.00	4,014.30	39.45
951-36-53-3515-53108	Safety clothing and equipment	2,370.00	240.21	919.08	0.00	1,450.92	38.78
951-36-53-3515-53113	Janitorial supplies	18,360.00	1,216.69	7,081.83	0.00	11,278.17	38.57
951-36-53-3515-53311	Electricity	167,748.00	19,971.41	100,806.27	0.00	66,941.73	60.09
951-36-53-3515-53312	Natural gas	26,133.00	7,890.26	13,825.08	0.00	12,307.92	52.90
951-36-54-3550-53110	Computer supplies	22,000.00	8,514.78	14,192.74	4,000.00	3,807.26	82.69
Total	SUPPLIES	1,223,760.00	112,541.52	604,718.38	16,846.73	602,194.89	50.79
951-54000	OTHER MATERIALS AND SERVICES						
951-36-50-3510-54990	Miscellaneous supplies and services	3,445.00	74.90	658.90	0.00	2,786.10	19.13
951-36-52-3530-54990	Miscellaneous supplies and services	7,000.00	0.00	3,135.90	0.00	3,864.10	44.80
951-36-55-3531-54990	Miscellaneous supplies and services	0.00	209.00	1,463.00	0.00	-1,463.00	0.00
951-36-55-3560-54990	Miscellaneous supplies and services	18,927.52	1,773.68	15,603.83	0.00	3,323.69	82.44
Total	OTHER MATERIALS AND SERVICES	29,372.52	2,057.58	20,861.63	0.00	8,510.89	71.02
951-56000	OTHER CHARGES						

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Expenditure Status Report
 Library JPA
 CITY OF SANTA CRUZ
 1/1/2012 through 1/31/2012

951 Library Joint Powers Authority

58%

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
951-36-52-3530-56995	2,000.00	138.50	1,054.50	0.00	945.50	52.73
Total	2,000.00	138.50	1,054.50	0.00	945.50	52.73
951-57000						
	CAPITAL OUTLAY					
951-36-55-3560-57401	25,000.00	0.00	6,972.47	0.00	18,027.53	27.89
Total	25,000.00	0.00	6,972.47	0.00	18,027.53	27.89
951-58000						
	DEBT SERVICE					
951-36-50-3540-58140	40,961.00	43,008.92	43,008.92	0.00	-2,047.92	105.00
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	17,508.96	17,508.96	0.00	2,091.04	89.33
951-36-50-3540-58290	3,500.00	0.00	414.21	0.00	3,085.79	11.83
Total	104,354.00	60,517.88	101,225.16	0.00	3,128.84	97.00
951-59000						
	OTHER FINANCING USES					
Total	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	3,537,450.01	293,268.82	1,823,776.21	114,251.38	1,599,422.42	54.79

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Expenditure Status Report
 Library Personnel Costs
 CITY OF SANTA CRUZ
 1/1/2012 through 1/31/2012

951 Library Joint Powers Authority

52%


Account Number	PERSONNEL SERVICES	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
Total	Regular full time	4,237,245.00	248,873.16	2,199,369.21	0.00	2,037,875.79	51.91
Total	Regular part time	747,294.00	71,937.57	434,138.55	0.00	313,155.45	58.09
Total	Overtime	3,000.00	312.24	1,831.28	0.00	1,168.72	61.04
Total	Termination pay	0.00	13,878.44	72,974.12	0.00	-72,974.12	0.00
Total	Temporary	555,298.00	42,548.19	314,010.86	0.00	241,287.14	56.55
Total	Other pay	0.00	1,368.15	2,426.28	0.00	-2,426.28	0.00
Total	Special vacation pay	4,400.00	8,218.68	19,351.73	0.00	-14,951.73	439.81
Total	Special sick leave pay	0.00	0.00	0.00	0.00	0.00	0.00
Total	Vehicle-phone-data allowance	1,800.00	155.00	1,125.00	0.00	675.00	62.50
Total	Salary savings	0.00	0.00	0.00	0.00	0.00	0.00
Total	Retirement contribution	754,846.00	49,987.75	405,851.44	0.00	348,994.56	53.77
Total	F.I.C.A.	0.00	1,961.88	15,557.91	0.00	-15,557.91	0.00
Total	Group health insurance	1,119,068.00	79,555.55	583,315.82	0.00	535,752.18	52.13
Total	Group dental insurance	107,422.00	7,240.09	54,256.11	0.00	53,165.89	50.51
Total	Vision insurance	18,242.00	1,164.13	9,092.50	0.00	9,149.50	49.84
Total	Medicare insurance	64,309.00	5,078.56	40,178.52	0.00	24,130.48	62.48
Total	Group life insurance	2,744.00	182.44	1,473.67	0.00	1,270.33	53.71
Total	Disability insurance	73,078.00	2,679.72	21,911.44	0.00	51,166.56	29.98
Total	Unemployment insurance	23,622.00	1,886.62	14,652.59	0.00	8,969.41	62.03
Total	Workers' compensation	208,640.00	15,218.12	123,979.64	0.00	84,660.36	59.42
Total	Intrafund labor - credit	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		7,921,008.00	552,246.29	4,315,496.67	0.00	3,605,511.33	54.48

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Library - Fund 951
 Month-End Cash Balances

	July	August	September	October	November	December	January	February	March	April	May	June
FY 2012 Pooled cash	894,190.39	994,042.19	759,933.36	925,760.72	911,230.93	1,083,486.87	1,323,144.44					
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	806,095.53
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

STAFF REPORT

DATE: February 29, 2012
TO: Library Joint Powers Board
FROM: Teresa Landers, Director of Libraries 
RE: Leases for branches

RECOMMENDATION: The LJPB provide direction on how to proceed with developing leases for branch facilities.

SUMMARY

Three branches have current leases. The Board has expressed interest in creating a somewhat standardized lease. A sample lease is provided.

BACKGROUND

Three branches have current leases:

- La Selva Beach; a long term lease is in place with the La Selva Beach Recreation District
- Felton: a month to month lease is in place with the Belardi Trust
- Scotts Valley: a two year lease is in effect

At the special session on Facilities Improvement held on January 23, 2012, the LJPB directed the Library Director to work with the City Attorney on developing a standard lease template that could then be used to develop leases for each of the branches.

The City Attorney received waivers from the Cities of Santa Cruz and Capitola due to a potential conflict of interest. He proceeded to develop a standard lease template which is attached and was sent to Board members for review prior to the meeting with no discussion.

DISCUSSION

There may need to be some differences in the individual leases due to specific conditions at the various branches.

The landlords at those branches with leases in place may not be interested in renegotiating lease terms and conditions. That will need to be dealt with as situations arise.

Direction is needed on how to proceed with developing individual leases. Options include:

- Use this template as the basis for developing leases for all locations addressing concerns anyone might have
- Contract with an independent attorney at a potential cost of \$15-20,000 to develop the leases
- Work with City and County of Santa Cruz real estate/property offices to develop leases with final review by City and County Attorneys in the various jurisdictions and/or an independent attorney working for the Library.

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LEASE AGREEMENT
BRANCH LIBRARY
[Address]

This Lease Agreement is entered into on _____, 20__ by and between the _____ (“Landlord”), a municipal corporation organized in accordance with the Constitution and statutes of the State of California, and the Santa Cruz City County Library System (“Tenant”), a joint powers authority formed and duly organized in accordance with the statutes of the State of California.

1. **Premises.** Landlord leases to Tenant and Tenant leases from Landlord a portion of Landlord’s parcel in the City [County] of _____ designated by the Santa Cruz County Assessor as Assessor’s Parcel No. _____, which portion of said parcel is improved with a _____ square foot structure and an asphalt paved parking area comprised of _____ parking stalls dedicated to said structure. Attached as Exhibit A hereto and incorporated herein by reference is a diagram and legal description of Assessor Parcel No. _____ said diagram depicts the leased premises (i.e. the structure and its _____ dedicated parking stalls).

2. **Term.** This Agreement shall run for an initial period of _____ months from date of execution of this agreement. The initial term of this Agreement shall therefore approximately expire on _____. The term of this Agreement may be extended by a mutual written agreement between Landlord and Tenant.

3. **Termination.** Where neither party is in breach, this Agreement may be terminated prior to expiration of the initial term only by the mutual written agreement of Landlord and Tenant. If Tenant breaches this lease, Landlord shall have the right to terminate this lease by giving Tenant a written notice of default and 60 days from the date of notice within which to cure said default. Upon the expiration of said 60-day cure period, should the subject default not be cured the lease shall be deemed terminated and Landlord shall have the right to possession of the premises.

4. **Rent.** Rent for the _____-month lease term shall be \$_____ (i.e. \$_____ per year) [which has been paid in advance by Tenant and receipt of which is hereby acknowledged by Landlord]. In addition to rent, Tenant shall pay directly to vendors or reimburse to Landlord within 30 days of receipt of a written invoice “all additional expense items” associated with the leased premises. As used in this Agreement, the term “all additional expense items” shall include, but not be limited to, property taxes and assessments, possessory interest taxes, exterior and interior maintenance costs (to the extent that maintenance responsibility is not otherwise assigned to Landlord pursuant to other provisions of this Agreement), insurance costs (to the extent that insurance responsibility is not otherwise assigned to Landlord pursuant to other provisions of this Agreement), utility costs (to the extent that utility costs are not otherwise assigned to Landlord pursuant to other provisions of this Agreement), operating costs and other similar charges normally associated with the operation and maintenance of a public library building.

5. **Use.** Tenant shall use the premises exclusively for a public library and for no other purpose without Landlord’s prior written consent.

6. **Uses Prohibited.** Tenant shall not commit any act upon the leased premises, bring or keep anything in or about the leased premises, or use or maintain the leased premises in any fashion that will increase the risk normally associated with Tenant’s public library use of the leased premises (as determined solely by the Landlord) or which would increase Landlord’s cost of insuring the property against fire or casualty loss, or which would cause a cancellation of any insurance policy covering the property against such loss. [Insurance costs referenced herein shall include those costs associated with any self-insurance risk pool to which the leased premises may be assigned by Landlord.]

7. **Assignment.** Tenant shall not assign or encumber its interest in this Agreement or in the leased premises nor shall Tenant sublease all or any part of the leased premises. Tenant shall not allow any person or entity to occupy or use all or any part of the leased premises for other than public library purposes .

8. **Ordinances and Statutes.** Tenant shall obey and comply with all applicable statutes, ordinances, permits, conditions and requirements of all municipal, state and federal regulatory authorities which are now in force

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or which may hereafter be in force pertaining to Tenant's use, operation and occupancy of the leased premises. The successful civil, criminal or administrative prosecution of any local, state or federal abatement proceeding undertaken to compel Tenant's compliance shall, at Landlord's option, be deemed a breach of this Agreement. With respect to Americans With Disabilities Act ("ADA") compliance, it is understood that, with the exception of any required exterior wheelchair access ramps, Tenant is solely responsible for the leased premises' ADA compliance. Landlord shall be responsible for ADA compliant exterior wheelchair access ramps.

9. **Tenant Maintenance.** Except as otherwise set forth in other provisions of this Agreement, Tenant at its sole cost shall maintain in good condition all portions of the premises including, but not limited to, all personal property on the premises, all signs, all windows, the entirety of the premises' interior, the sewer lateral serving the premises, all gas and water pipes within the premises, all heating, ventilating and air conditioning systems on the premises, and all other improvements made by Tenant to the premises. Tenant's maintenance obligation, as prescribed herein, shall include the obligation to maintain all portions of the premises in a safe, clean, neat and sanitary fashion, free of trash and litter, both within and outside the premises' building and including the premises' trash enclosure, sidewalks, entryways and refuse receptacles. To this end Tenant shall provide, at its sole cost, all janitorial services necessary to comply with its maintenance obligations.

10. **Landlord Maintenance.** Landlord, at its sole cost, shall maintain in good condition the following structural components of the premises' building: foundations; bearing and exterior walls excluding glass and doors; exterior walkways and ramps; subflooring; roof; exterior site lighting; and landscaping. In addition, Landlord shall be responsible for all repairs to the structure on the premises occasioned by the negligent or intentional acts or omissions of third persons (other than library patrons) including, but not limited to, acts of vandalism. Notwithstanding the foregoing, Tenant shall be responsible for repairs to the leased premises necessitated by the acts or omissions of Tenant including, but not limited to, acts or omissions committed in connection with Tenant's maintenance obligations prescribed by this Agreement. Notwithstanding the foregoing, Tenant shall be responsible for repairs to the leased premises covered by insurance policies maintained by Tenant pursuant to this Agreement.

11. **Alterations.** Tenant shall make no alterations to the premises without Landlord's prior written consent. Any alterations made to the premises by Tenant in accordance with this paragraph shall, at Landlord's option, remain upon and be surrendered to Landlord with the premises upon expiration or termination of this Agreement. Alternatively, Landlord has the option to require Tenant to remove any such alterations by providing written notice to Tenant of its election in this regard. If Landlord so elects, Tenant at its sole cost shall restore the premises to the condition designated by Landlord in its notice of election on or prior to the termination or expiration date. Tenant's right to make any alterations to the premises as authorized by this paragraph shall take effect 15 days after Landlord has provided written notice of alteration authorization so as to provide Landlord with the opportunity to post and record an appropriate notice of nonresponsibility.

12. **Landlord's Entry On/Inspection Of Premises.** Landlord and its authorized agents and representatives shall have the right to enter onto the premises at all reasonable times for any of the following purposes: to determine whether the premises are in good condition; to determine whether Tenant is complying with its obligations under this Agreement; to undertake any activity related to additional future development on the premises or upon the parcel upon which the premises are located; to ascertain the condition of the premises'; biofilter and silt traps; to perform any necessary maintenance or to undertake any necessary restoration of the premises for which Landlord has responsibility under this Agreement including the correction of any conditions attributable to Tenant's failure to comply with Tenant's maintenance obligations hereunder; to serve or post any notices required or authorized by this Agreement; to post "for rent" or "for lease" signs in anticipation of the expiration of the lease term or the lease term's termination for Tenant's default; to shore the premises' building foundations, building footings and walls; and to erect scaffolding and protecting barricades around and about the premises as may be necessary in connection with Landlord's maintenance obligations imposed pursuant to this Agreement or in connection with Landlord's permitted activities on the remainder of the parcel upon which the premises are located. All of Landlord's activities undertaken in connection with Landlord's permitted entry upon the premises shall be undertaken in such a manner as to preserve access to the premises by public library patrons and employees and in such a fashion as to assure the safety of public library patrons and employees as well as the preservation of public library property upon the premises. Notwithstanding the foregoing, Landlord shall not be liable in any manner for any inconvenience, disturbance, loss of business, business interruption, nuisance or other damage which may occur as a result of Landlord's entry upon the premises as authorized herein except to the extent

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that said damage is a proximate result of Landlord's negligence or intentional misconduct or that of Landlord's agents or representatives. When Landlord intends to enter upon the premises during hours in which the public library is not open to the public, Landlord shall provide Tenant with reasonable notice of its intent to enter upon the premises. Landlord shall have the right to enter upon the premises without notice to Tenant during those hours when the public library on the premises is open to the public. However, if Landlord anticipates that its entry onto the premises during these hours might disrupt public library patrons or public library operations, Landlord shall provide reasonable notice of its entry onto the premises including an explanation of the nature and extent of the anticipated disruption. Landlord shall strive to conduct its activities on the premises as authorized herein in such a manner so as to cause the least possible inconvenience, annoyance, disruption or disturbance to Tenant and public library patrons and employees.

13. **Indemnification.** Tenant shall indemnify, defend and hold Landlord and Landlord's property, including the leased premises and all buildings, fixtures and improvements now or hereafter on the premises, free and harmless from any and all liability, claims, loss, damages or expenses resulting from Tenant's occupation and use of the leased premises. Tenant's indemnification obligation hereby assumed shall include, without limitation, any liability, claim, loss, damage or expense arising by reason of the death or injury of any person including but not limited to Tenant's agents, employees, invitees and public library patrons, caused or allegedly caused by any condition of the premises for which Tenant has maintenance responsibility pursuant to the provisions of this Agreement, or any act or omission of Tenant or any other person (with the exception of Landlord's agents or employees) in, on or about the premises with Tenant's permission and consent or any other cause whatsoever while any such person is in, on or about the premises. Tenant's indemnification obligation hereby assumed shall also include any liability, claim, loss, damage or expense arising by reason of loss of or destruction of any property, including Tenant's property or the property of Tenant's employees, agents or public library patrons proximately caused by any condition of the premises for which Tenant has maintenance responsibility, any act or omission of Tenant, Tenant's agents or employees or any other person (with the exception of Landlord's agents or employees) in, on or about the premises with Tenant's permission and consent or any other cause whatsoever while any such person is in, on or about the premises. Tenant's indemnification obligation hereby assumed shall also extend to any work performed on the premises or materials furnished to the premises at the instance or request or under the supervision of Tenant or any person or entity acting for or on behalf of Tenant. Tenant's indemnification obligation hereby assumed shall extend to any liability, claim, loss, damage or expense arising out of Tenant's failure to perform any provision of this Agreement or to comply with any requirement of law or any requirement imposed upon Tenant or the leased premises by any duly authorized governmental or regulatory agency or political subdivision. Nothing in this Agreement shall be construed to require Tenant to indemnify Landlord against any liability, claim, loss, damage or expense attributable to Landlord's negligence or intentional misconduct or that of Landlord's agents or employees.

14. **Utilities and Services.** Tenant shall pay for all water and water service provided to the premises. Tenant shall arrange and pay for all other utilities and services furnished to or used by Tenant in connection with its use and occupancy of the premises including, without limitation, gas, electricity, telephone service, cable television service and trash collection. Should Tenant fail to arrange for or maintain trash collection facilities on the premises and trash collection services to the premises, Landlord reserves the right to arrange for the installation and/or maintenance of trash collection facilities on the premises and trash collection services to the premises and to thereafter bill Tenant for any costs incurred by Landlord in connection with this activity including a reasonable administrative fee. Tenant shall satisfy any invoice submitted by the Landlord in this regard within 30 days of receipt. It is understood that the trash collection facilities called for by this paragraph of the Agreement include an outdoor trash enclosure which effectively screens the outdoor trash receptacles.

15. **Destruction of Premises.** In the event of partial or total destruction of the leased premises, Landlord and Tenant may mutually elect to terminate this Agreement. Any such agreement must be in writing.

16. **Landlord's Insurance Obligation.** Landlord, as owner of the building on the premises, shall insure that structure for its full insurable value against loss or destruction by fire and any other perils commonly covered under a standard extended insurance coverage endorsement to fire insurance policies with any loss indemnity thereunder payable to Landlord. Landlord shall have the option of meeting its insurance obligation hereunder by way of either a conventional insurance policy or by legally self-insuring against any such loss or destruction individually or through participation in a self-insurance risk pool.

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17. **Tenant's Insurance Obligation.** Tenant agrees to take out and keep in force during the life of this Agreement, at Tenant's sole expense, commercial general liability insurance, and automobile insurance with a company or companies satisfactory to Landlord so as to protect Landlord and Tenant against any liability to the public incident to the use of, or resulting from any accident or occurrence in or about the leased premises or from the maintenance and operation of the leased premises. This insurance shall provide a single combined liability limit of at least \$1 million for any one accident or occurrence, and a general aggregate limit of not less than \$1 million for any one policy year. The policy or policies shall insure Tenant's performance of the indemnity provisions of this Agreement. The policy or policies shall require that in the event of modification or cancellation of any policy, the insurance carrier shall notify Landlord in writing at least 30 days prior thereto. Landlord shall be named on each such policy of insurance as an additional insured party in accordance with the foregoing covenants. The policy or policies shall further provide that any other insurance carried by Landlord shall be excess insurance only as to the liability insured by said policy or policies. In addition to said policy or policies of insurance, Tenant shall keep in full force and effect for the life of this Agreement an excess liability insurance policy which provides at least \$10 million in additional coverage should, at any time, the \$1 million in liability coverage called for under the foregoing provisions of this Agreement requiring primary insurance be exceeded. The excess coverage provided by said "umbrella" policy of insurance shall be coextensive to the coverage offered by the primary policies of insurance called for by this Agreement. Said excess, or "umbrella," policy of insurance, like the primary policy or policies of insurance, shall name Landlord as an additional insured and shall not be modified or cancelled without 30 days' prior notification to Landlord. Tenant agrees that if Tenant does not keep any of the aforementioned insurance coverage in full force and effect, Landlord may, at Landlord's option, either terminate this lease or take out the necessary insurance and pay the premium therefore which payment shall thereafter become the Tenant's obligation and shall be deemed to be part of the rental due and payable under this Agreement. Any such rental payment shall be made by Tenant to Landlord within 30 days of Tenant's receipt of a written invoice for said rental payment from Landlord.

Tenant at its sole cost shall insure all Tenant's personal property, equipment and furnishings on or about the leased premises, including but not limited to, the library collection on the premises, against loss or destruction by fire and any other perils commonly covered under a standard extended coverage endorsement to a fire insurance policy. Any loss indemnity thereunder shall be payable to Tenant.

18. **Notices.** Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party or any other person pursuant to this Agreement shall be in writing and either served personally, sent by prepaid first-class mail or sent by facsimile transmission at the addresses and/or facsimile transmission telephone numbers set forth below. Either party may change its notification address or notification facsimile transmission phone number by providing a notice to that effect in accordance with this paragraph.

If to Landlord: _____, attention _____, _____, _____, California 950____.
Phone (831)_____. Facsimile (831)_____.

If to Tenant: Santa Cruz City County Public Library System, attention Library Director, 117 Union Street, Santa Cruz, California 95060. Phone (831) 420-5612. Facsimile (831) 420-5601.

If sent by first-class mail, any written notice shall be deemed effective and be deemed to have been given 48 hours after it has been deposited in the United States mail, postage prepaid, and addressed as set forth above. If sent by facsimile transmission, any written notice shall be effective and deemed to have been given 24 hours after the date and time of the facsimile transmission as evidenced by the facsimile transmission's confirmation of successful transmission.

19. **Legal Interpretation.** This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of California.

20. **Nondiscrimination.** Tenant covenants for itself, its employees and its agents that this Agreement is conditioned upon Tenant's covenant, which is hereby made, that there shall be no discrimination against, or segregation of, any person or group of persons on account of age, race, color, creed, religion, sex, sexual orientation, marital status, national origin or ancestry in the use, occupancy or enjoyment of the leased premises.

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21. **Entire Agreement.** The foregoing constitutes the entire agreement between Landlord and Tenant and may be notified only by way of a written amendment to this Agreement signed by both parties and evidencing the intent of both parties to amend this Agreement. To that end any such amendment agreement shall specifically reference this Agreement and state its intent to modify this Agreement.

Dated: _____

LANDLORD, _____

By _____

Dated: _____


TENANT, SANTA CRUZ CITY COUNTY
PUBLIC LIBRARY SYSTEM

By _____

Teresa Landers, Director

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STAFF REPORT

DATE: February 29, 2012
TO: Library Joint Powers Board
FROM: Teresa Landers, Director of Libraries 
RE: Preliminary FY12/13 Budget

RECOMMENDATION #1: Eliminate the \$2.50 charge for not picking up holds; effective immediately.

RECOMMENDATION #2: Provide direction for preparation of FY12/13 budget including provisions for personnel adjustments as recommended.

SUMMARY

The preliminary FY12/13 budget takes into account the priorities established by the LJPB. Three scenarios regarding personnel are presented with a recommendation to take the middle course which will remediate issues that have been identified which threaten the success of the service model. In analyzing what is and is not working, the \$2.50 charge for not picking up a hold is identified as unnecessarily punitive and is not cost effective to continue.

BACKGROUND

At the February LJPB meeting direction was given to the three priorities:

1. Maintain fund balance
2. Increase hours in July as per the goal stated in the Community Service Model
3. Maintain the other fiscal priorities stated in the Community Service Model

Direction was also given to come back in March with the estimated costs associated with an increase in hours and a timeline for implementation.

Senior Managers met and discussed the success of the service model after the first month. Staff throughout the system sent in comments as to how they perceived everything was working. Attention was paid to distinguishing between issues that are most likely endemic to the model itself and issues that will be resolved or mitigated once staff is more acclimated to the new model and expected efficiencies from the migration to the new computer system and in other areas are able to be fully realized.

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DISCUSSION

This report focuses on financial aspects of the new model primarily related to personnel issues. Three options are presented including FY12/13 estimated personnel costs for each and 4 year projections using the same methodology as the Community Service Model team used. County revenue projections are used for FY11/12 and FY12/13. After that the Model assumptions are adopted which is 2% growth in revenues per year. The first option assumes no changes to the personnel structure. The second assumes personnel adjustments are made to "fix" what has been identified as endemic faults in the model and the third assumes stepping up to the full hours as set as a goal in the Community Service Model.

Before the budgets themselves are presented, there is discussion about what is working well and what needs improvement so that the personnel requests are in context.

Working well

About \$107,800 per month is currently being saved in personnel costs once the cost of Y rating is removed. This is based on January personnel data compared with the 6 month average June-Dec 2011. This is about \$1.3 million per year in savings.

Reference librarians available half the time the larger branches are open seems to be working well and we have not yet had a chance to implement remote video reference.

Programming that was in place in October 2010 when the staffing model was developed is being provided. A few additional programs are being offered such as Tales to Tails expanded beyond the Capitola branch. The programming staff is at capacity and, as stated in the service model, additional programming will require either additional staff and/or volunteers.

Challenges and Recommended Solutions

- Staff in the branches is on the service desk all hours the branch is open. While coverage out front seems to be working there are some back room tasks that need to be performed by staff at a higher level than Library Aide. One example is damages. We are experimenting with centralizing this function and have assigned it to a .75 Library Assistant I who we have added 10 hours per week to on a temporary basis. Eventually we may be able to move this function to Collection Management Services (CMS). CMS is struggling right now as they have been restructured but the new ILS is not yet fully functional for them and rather than experiencing efficiencies, they are dealing with "workarounds." In addition, all staff needs some time "off desk" to do timesheets, check email (less so in smaller branches who can usually do these tasks while "on desk"). There is also no time for branch staff to meet as a team or for staff development and training. The recommended increases in staff time are included as a total package in the next bullet.

- In the larger branches that are open 6 days per week there is no second in command. This problem is particularly acute Downtown where the Person in Charge (PIC) has 26 direct reports including 2 Library Assistants I, 4 Library Assistants II, 19 Library Aides and at least 4 operational volunteers. The recommendation is to add a Library Assistant III who can supervise the Library Aides and be a second in command. Related to this is that the PICs in larger branches need off desk time to do evaluations, deal with personnel and public and administrative issues. The recommendation is to add 45 Library Assistant II hours in Scotts Valley, 20 in Aptos and 10 in Live Oak. Scotts Valley needs additional help since the new building has resulted in much higher volume than was planned. Scotts Valley is 1/3 busier than Aptos but is currently staffed the same. In addition, 66 more Library Aide hours are needed system wide.
- High school class visits are requiring sub coverage for reference staff and overall reference is only able to cover because Library Specialists (Volunteer Coordinator, Learning Systems Coordinator and Virtual Services Coordinator) who work in Headquarters are taking shifts. Their workload is making this increasingly difficult to do. The recommendation is to make a .75 Information Specialist full time.
- We are still working on gathering statistics but preliminary results show at least a 36 hour reshelving time at best with a large increase in items not able to be found even though they show checked in. The latter is hard to quantify and there are a number of possible explanations. The recommendation is to increase Library Aide hours by 66 per week system wide.
- The \$2.50 fee for holds not picked up is **very** unpopular with the public and takes a great deal of staff time to administer as charges must be entered manually. In fact, it takes 22 mouse clicks to add the fee to the patron's record. Data from 2011 indicates total annual income from this charge is less than \$10,000. It appears that, in addition, we waive about \$6,500 worth each year. In May 2009 the charge was approved with an estimate of \$20,000 per year in revenues. We are obviously not meeting that target and are waiving 2/3 as much as we are collecting. In the interests of both staff efficiency and patron satisfaction and goodwill, I recommend this fee be discontinued immediately

Increased hours

When reviewing what it will take to increase hours as indicated by the LJPB the following were taken into account:

- In order to determine the staffing needed for the increased hours, it was first necessary to establish a sample possible schedule. This is provided below. There is certainly tweaking that can be done based on more careful investigation of usage patterns and community feedback but small changes will not significantly impact staffing needs.
- Identifying pressure areas as described above. If we go to increased hours without addressing these deficiencies, the problems are only going to get worse.

- If Scotts Valley and Aptos go to 7 days per week then staffing gets additionally complicated with the need for people to have two days off in a row.
- As soon as any given work day extends beyond 5 hours, meal breaks must be provided for.
- Fridays are a late start for all but Downtown to facilitate scheduling training and staff meetings.
- The current schedule is included for comparison purposes

SAMPLE PROPOSED SCHEDULE

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
Aptos	1-5	12-8	10-6	12-8	10-6	1-6	10-5	48
BC	closed	closed	11-7	10-6	11-7	1-5	10-5	35
B40	closed	closed	10-6	10-8	10-6	1-5	12-5	35
Cap	closed	10-7	10-6	10-5	10-6	1-5	1-5	40
DTN	1-5	10-7	10-8	10-7	10-8	10-5	10-5	56
Felton	closed	closed	10-5	1-6	10-5	1-5	10-5	30
GP	closed	1-7	10-5	1-7	10-5	1-5	closed	30
LSB	closed	closed	10-5	1-6	10-5	1-5	10-5	30
LO	closed	12-7	10-6	12-7	10-6	1-5	11-5	40
SV	1-5	12-8	10-6	12-8	10-6	1-6	10-5	48
TOTAL								392

CURRENT SCHEDULE

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
Aptos	closed	11-7	11-7	11-7	11-7	11-5	11-5	44
BC	closed	closed	12-6	12-6	12-7	12-5	12-5	28
B40	closed	closed	10-6	1-7	1-7	1-5	1-5	28
Cap	closed	10-5	1-7	11-5	1-7	11-5	11-5	30
Dtn	1-5	10-7	10-7	10-7	10-7	10-5	10-5	54
Felton	closed	closed	2-6	2-6	1-5	1-5	10-2	20
GP	closed	1-5	2-6	1-5	2-6	1-5	closed	20
LSB	closed	closed	10-2	2-6	2-6	1-5	1-5	20
LO	1-5	11-7	1-6	11-7	1-6	closed	closed	30
SV	closed	11-7	11-7	11-7	11-7	11-5	11-5	44
TOTAL								318

Options

There are essentially three options with regard to changes in staffing. The four year fiscal impact of each of these is included below:

1. Make no changes in hours or staffing
2. Make no changes in hours and make adjustments to “solve” problems which have been identified. This represents a 4% increase in personnel costs.

3. Increase hours and increase staffing accordingly. This option includes the costs needed to also adjust for problems. This option represents a 23% increase in hours and a 16% increase in personnel costs.

A summary of the personnel costs by option is presented here:

Scenario	Personnel Costs
No changes in personnel	\$7.4 million
Adjusted for remediation	\$7.7 million
Additional Hours	\$8.6 million

Four year projections for each scenario were calculated based on the spreadsheets used for the Compromise Service Model with actual data for FY11/12 as available. This also uses County revenue projections for FY12/13 which shows no increase in revenues over the revised FY11/12 figures.

Not factored in is the anticipated savings from employee concessions made during last year's contract negotiations. The Library postponed realizing any savings until the rest of the City began the furlough extrication process in July 2012. However, no increase to cover changes in benefits or step increases was built into the FY12/13 personnel expenditures in this model. It is estimated that the savings from the concessions and the natural increases will effectively balance each other. . Next year's estimated personnel expenses are not yet available but should be shortly.

In reviewing the spreadsheet used to develop the Community Service Model, it appears that the estimates for personnel expenditures for FY12/13 is on track for the "adjustment" scenario presented here but is not accurate for the increased hours scenario. It appears that, if the Community Service Model was intended to reflect the increased hours, then the cost estimate for doing so was greatly underestimated.

NO PERSONNEL CHANGES	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
Net operating gain (loss)	\$ 399,834	\$ 211,268	\$ 481,197	\$ 602,633	\$ 731,874
Fund balance at year end	\$ 894,834	\$1,106,102	\$1,587,299	\$2,189,932	\$2,921,805
ADJUSTMENTS	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
Net operating gain (loss)	\$ 399,834	\$(126,107)	\$ 133,839	\$ 262,562	\$ 399,271
Fund balance at year end	\$ 894,834	\$ 768,727	902,566	\$1,165,129	\$1,564,400
ADDITIONAL HOURS	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16
Net operating gain (loss)	\$ 399,834	\$(1,140,29)	\$(831,813)	\$ (723,615)	\$ (607,746)
Fund balance at year end	\$ 894,834	\$(245,465)	\$(1,077,27)	\$(1,800,89)	\$(2,408,639)

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Timeline for implementation of additional hours

The Board had asked that a timeline be included should hours be increased. Not knowing what the Board's decision might be that information is provided as requested.


In consultation with city and library staff it has been determined that approval of the library budget and the associated staffing changes by May 21 will provide ample time to implement additional hours on July 9, 2012 which is the Monday right after a new pay period starts. Any later than that and it will become more difficult to meet the July 9 date as there are several steps that need to be taken once the LJPB has approved the staffing changes. City Council must approve the changes before any recruitment or reassignment of hours can occur. There is also significant paperwork involved to make changes in both the HR and Payroll systems.

Recommendations

The Library Director receives an average of 4-5 comments from the public each week on a variety of issues. In the two months since the new service model was implemented there have been no comments received that express any concern at all about the new hours. In fact, only positive comments have been received; not only by the Director but by staff throughout the system. With only one month of data, we are showing increased visitors but visitors per hour are lower. With this information in mind, and appreciating the pressures staff is facing in areas where we may have cut too deeply, I make the following recommendations:

- Implement the changes identified as immediately necessary to adjust the staffing of the new service model
- Delay implementation of increased hours until financial conditions can support additional personnel expenses.
- Continue evaluating what is working and what is not with regard to the new service model using the performance indicators approved by the LJPB.
- Any fund balance above \$1 million is placed in a capital improvement reserve pending the outcome of the facilities improvement study.
- The \$2.50 charge for not picking up holds be eliminated effective immediately.

STAFF REPORT

DATE: February 29, 2012
TO: Library Joint Powers Board
FROM: Teresa Landers, Director of Libraries 
RE: Facilities Improvement Plan

RECOMMENDATION: The LJPB authorize the preparation of an RFP for a Facilities Improvement Plan with the scope as described.

SUMMARY

A facilities improvement plan is linked to ensuring the success of the new service model and meeting the objectives outlined in the strategic plan. A scope of work that focuses on issues surrounding an aging infrastructure, the ability of each facility to contribute to the success of the new service model, and a methodology for prioritizing projects is recommended.

BACKGROUND

The Strategic Plan identified A Welcoming Place as one of the six Strategic Directions.

“People of all ages and backgrounds will find safe, comfortable, welcoming and customer focused physical and virtual spaces which reflect the character of the community and which deliver a 21st century library experience.”

Conducting a facilities improvement plan is one step in meeting this objective.

The Community Service Model provided funding a facilities master plan for the library system. This was in recognition that of the 10 branches plus headquarters; only 3 of the facilities meet current building standards and only the new Scotts Valley Library is designed with the new service model in mind.

In preparing the scope of the RFP for this study, the LJPB asked for additional time to study the issue. A study session was held on January 23, 2012. At that meeting, the Library Director was directed to develop a scope of work for an RFP.

The study session looked at the who, what, why, when and how involved in doing such a plan. Other completed plans were presented and input from two library architects on the possible foci of such a plan was provided. From this two primary issues are identified:

1. Aging infrastructure
2. Facilities not designed to provide services in the ways libraries now do so, which results in inefficiencies and is a threat to the success of the new service model

Since the study session, inquiries have been made regarding the possibilities of funding for capital projects that may get recommended from the study.

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- Small projects may be fundable from the regular library budget in cooperation with Friends chapters
- There are a couple of possibilities with general obligation bonds and/or parcel taxes. These could be restricted to within the service area of the Library District thus excluding Watsonville (unless they want to be part of it). Furniture, Fixtures and Equipment (FF&E) are not fundable from bonds so that will need to be taken into account when planning the library budget.
- The Library Financing Authority does seem to have the authority to issue bonds.
- Phil Bregman, who was a campaign consultant for previous library campaigns, was optimistic and gave excellent advice. He emphasized the need to have a facilities plan in place and did say we could poll based on a draft but that we had to have something. There are options as to the type and timing of an election but agreed that 2013 at the absolute earliest, and most likely 2014.

DISCUSSION

The following scope is recommended for the RFP. The study will focus on two areas: infrastructure and the ability of each facility to successfully and efficiently provide service to the community using the new service model.

1. Capital Maintenance

- Each facility will be analyzed using a life cycle analysis of major systems and structural features (roofs, HVAC systems, parking lots). This analysis would use documentation and minimal physical inspection.
- Up to 3 facilities will be identified for more detailed physical inspection and mitigation recommendations.

2. Service Provision:

- Each branch will be assessed with regard to its ability to implement the new service model. Recommendations from this could include cosmetic upgrades, minor remodels, major renovations, expansion, or replacement

3. Prioritization:

- The consultant will be asked to develop a methodology for prioritizing what needs to be done. The consultant will develop evaluation factors and recommended weights for each and then each identified project can be evaluated using this methodology. This will assist the Board in prioritizing projects and in determining the full scope of what needs to be done and the level of funding needed.

This plan will not focus on getting a great deal of community input in order to conserve costs and will rely on the breadth of data and information collected for the strategic plan, the task force and the needs assessments for Capitola and Scotts Valley. The disadvantage to this is that civic engagement does get the community talking about the needs which “softens” them to the idea of approving funding.

Timeline:

1. RFP issued by April 15, 2012
2. Responses by May 15, 2012
3. Evaluation and award of project by June 15, 2012
4. Study conducted June-September 2012

5. Draft report to LJPB November 1, 2012
6. Final report December 2012/January 2013

DATE: February 28, 2012
TO: Library Joint Powers Board
FROM: Sam Storey, Chair LJPB
RE: Bylaws change

RECOMMENDATION: The LJPB agree to place the by laws amendment on the next agenda for formal approval.

SUMMARY

For some time, board members have been concerned about the order of agenda items. This by-laws amendment would allow for greater flexibility while retaining the elements needed to be in compliance with the Brown Act and other legal necessities.

BACKGROUND

The LJPB by-laws are very specific about the order of business. The order of the agenda can be changed meeting by meeting. Discussions with the City Attorney affirm that the section of the by-laws that dictates the normal order of business is not a legal necessity.

DISCUSSION

The recommendation is to strike Article IX Section 2 and re-order the other sections accordingly. The other sections are legally necessary and would remain.

Striking this section would afford the Board greater flexibility in ordering the agenda according to current needs.

The recommended changes are attached.

ARTICLE IX

CONDUCT OF MEETINGS

1. At the time and place established for a meeting, and with a quorum present, the Chair shall call the meeting to order

2. ~~The normal order of business shall be as follows:~~

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- ~~a. Roll call;~~
- ~~b. Approval of minutes of previous meetings;~~
- ~~e. Oral Communications—The Board shall hear brief oral communications related to the library on items not listed on the agenda;~~
- ~~d. Written communications;~~
- ~~e. Reports of Advisory Bodies~~
- ~~f. Member Reports~~
- ~~g. Staff Reports~~
- ~~h. Committee Reports~~
- ~~i. Other Business~~
- ~~j. Adjournment~~

3. ~~2.~~ The order of business may be revised by the Chair with the concurrence of the Board.

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4. ~~3.~~ The public shall have an opportunity to speak on any agenda item. Therefore, at the beginning of the "Other Business" section of the agenda, the Chair will announce that persons in the audience will have an opportunity to speak on any item in that section. At the beginning of each item, the Chair will ask the audience if there is a desire to speak on that item. The Chair, with the concurrence of the Board, may set parameters for the nature and length of any comments.

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5. ~~4.~~ Action may be taken on items not appearing on the posted agenda in compliance with provisions of the Ralph M. Brown Act.

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6. ~~5.~~ Rules of procedure not governed by these bylaws may be adopted and amended by motion of the Board.

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Santa Cruz Sentinel.com

Los Gatos opens a smartly designed new library, one that Steve Jobs might have appreciated

By John Boudreau
jboudreau@mercurynews.com
Posted: 02/11/2012 05:12:52 PM PST

They waited in the rain with the kind of excitement usually found at Apple product launches.

Hundreds then surged forward as the doors of the new Los Gatos Library opened to the public for the first time Saturday, a moment that captured the enduring importance of repositories of treasured information to community life, even in the Age of the App.

The 30,000-square-foot, two-story building quickly flooded with bodies -- toddlers, teens, civic leaders. Its inviting interior -- slate floors, wide-open spaces and floor-to-ceiling windows -- surely would have found favor with the late Steve Jobs had he built a library.

Rather than offering the latest in fashionable gadgets, however, the library will provide something far more lasting: aisles of soft-page books revealing ancient tales and important histories. There are also corners for reading and reflection.

"We are the community's living room," said Los Gatos Library Director Linda Dydo, noting that the building even has a fireplace.

The Internet, she said, has only made libraries more important to people of all ages. Dydo, who recalls debates early in her career about whether libraries should line shelves with the suddenly popular paperbacks, said the venerable institutions have remained vital by staying

current.

The new library, for instance, houses complete databases of newspapers, magazines, encyclopedias as well as technical information such as programming languages C++

and Java -- the kind of material few could afford to own on their own. The library is outfitted with 30 shiny iMac desktop computers that also run the Windows operating system for digital discoveries. It also offers e-books.

"Libraries are always early adopters of technology," said Dydo, eyeing one of her staff walking quickly, iPad in hand.

The institution's relevancy could be seen in the faces of residents huddled outside, awaiting the opening ceremony and first chance to roam the roomy facility.

And it was evident in the \$18.4 million the city committed to building the structure, 20 years in the planning, and the additional \$2.1 million raised among residents to pay for much of what went inside.

Silicon Valley Leadership Group CEO Carl Guardino, who spoke during the opening ceremony, noted that the community mustered



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Santa Cruz Sentinel.com

the resources to build the library during tough economic times -- even as other communities closed libraries or reduced their hours.

The new library, while certain to be a tranquil oasis for stretching the mind, is not meant to be tomb-quiet. There are rooms aplenty for meetings and discussions.

"Nobody 'shushes' you. Nobody follows you around," Dydo said. "You can come in with your bottled water and Snickers bar."

The library, located next to Town Hall on Main Street, houses a large children's area, gathering space for teens, computer bar, technology lab and outdoor patio. It was also built with solar panels and "smart" building technology that enables staff to reduce energy costs by monitoring power usage throughout the building.

"Libraries are evolving," said Los Gatos Mayor Steve Rice, who noted that the town of 30,000 had long ago outgrown its 1960s era library, cramped and outdated in every way.

"They have become community gatherings," he added. "They are at least as relevant today as they were" in the predigital days.

Indeed, a group of teenagers waited impatiently for the speeches to end before bolting ahead of the horde as the doors opened. The teens immediately set about exploring every nook of the library, mapping out new territory in their lives.

"It's just amazing," said 16-year-old Ethan Arns, a sophomore at nearby Los Gatos High School. He, like his buddies, has a deep appreciation for books -- the paper kind -- and plan to spend hours and hours every week in the library.

Shailaja Venkatsubramanian, though, initially wondered what role a library would play at a time so much is available online. Her skepticism vanished the moment she and her husband and

two children walked into the library.

She envisions their kids -- ages 7 and 4 -- spending a lot of time in the new facility.

"When you think of places to hang out -- other than the mall, there is nowhere else," said Venkatsubramanian, an associate professor of management information systems at San Jose State University.

While her son and daughter are as tech savvy as any Silicon Valley children their age, they do have a preference for nondigital books.

"They love to feel the texture" of books made from paper, Venkatsubramanian said.

"My little one loves the smell of books. That's something you can't get with a digital book."

She added, "My kids will grow up here."

Contact John Boudreau at 408-278-3496.



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Santa Cruz Sentinel.com

Library board OKs spending amid improved revenue: Director requests improvements for materials, maintenance and website

By J.M. BROWN - Santa Cruz Sentinel

Posted: 02/06/2012 08:34:30 PM PST

SANTA CRUZ - In light of better-than-expected sales tax revenue, the library board Monday approved spending more on e-book readers, maintenance projects, website improvements and early-literacy equipment.

The \$118,500 in expenses requested by Library Director Teresa Landers were made possible through \$230,800 in additional revenue for the 10-branch system, according to county projections. About \$25,000 in losses in other areas left the board with a net gain of \$205,800 more than budgeted six months ago.

The news is only the latest evidence of a slow-but-sure turnaround in the library's finances, which were in the red two years ago. The joint city-county system now has a nearly \$1.1 million reserve that represents 10 percent of its budget.

"We're in really good shape overall," Landers said.

Just a month into a new service model designed to increase hours and technology, Landers said branches are just beginning to collect meaningful statistics on how the changes have impacted users. She said staffing is being adjusted as needs arise - such as hiring more aides at the Live Oak branch, where workers are behind in checking in materials - and that better information would be available at the board's

March meeting.

Part of the increased spending approved Monday was \$30,000 for technology, including hiring a contractor to begin work to improve the system's website.

Santa Cruz Councilman David Terrazas, a member of the Library Joint Powers Authority Board, said funding website improvements must a priority because "makes certain we invest" in simplifying access to the online catalog and other resources.

Terrazas also has asked the board to begin alternating the location of monthly meetings to make sure users can visit their nearest branch to provide feedback on changes stemming from the service changes approved last April. The board's March 5 meeting will be at the Aptos Branch, 7695 Soquel Drive.

Also Monday, Capitola Councilman Sam Storey was named chair of the board, and Leigh Poitinger of Santa Cruz, a citizen member, will continue serving as vice chair.

Follow Sentinel reporter J.M. Brown on Twitter



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Teresa Landers <landerst@santacruzpl.org>

A positive comment from the public

Diane Cowen <cowend@santacruzpl.org>
To: All Staff <allstaff@santacruzpl.org>

Wed, Feb 15, 2012 at 5:43 PM

Hi,

Still feeling down about Evergreen complaints? Hopefully this letter I received in the webmaster inbox will improve your spirits:

Sounds like you guys are getting a lot of knocks for the system switch over. I am glad you are making the change. Thank you for the FAQ explaining some details about the previous system you were using and the lack of vendor support. I did accrue some fees because of the confusion but your helpful staff mitigated them for me and it was really no trouble.

I can be patient. I benefit immensely from the library and am glad that it is being tended and updated.

Again, my thanks,

Jennifer Beagle

--

Diane Cowen
Virtual Services Coordinator
Santa Cruz Public Libraries
(831) 427-7706 ext. 7763

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Hello Joint Power Board members,

A number of us were hoping you might reconsider starting the telephone renewal system. Many of us don't have access to the internet up here in the boondocks, and with all the trees falling down on the roads, it might be impossible to make it the library on time to do it here. Of course, this would also save gas and traffic problems.

Thank you for your consideration of this issue.

Sincerely, Lyse McGilvery

425-7019

lysemcgilvery@live.com

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Public Libraries and the Digital Divide

—By Kevin Drum

| Sat Feb. 18, 2012 9:15 AM PST

Via David Ryan, a Metafilter comment on libraries and the digital divide. Here's a piece:

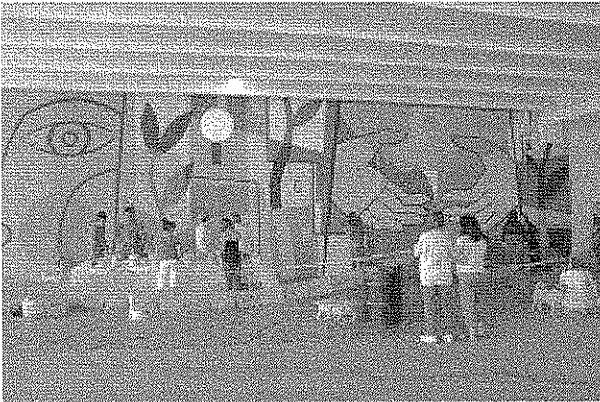
If you can take yourself out of your first world techie social media smart-shoes for a second then imagine this: you're 53 years old, you've been in prison from 20 to 26, you didn't finish high school, and you have a grandson who you're now supporting because your daughter is in jail. You're lucky, you have a job at the local Wendy's. You have to fill out a renewal form for government assistance which has just been moved online as a cost saving measure (this isn't hypothetical, more and more municipalities are doing this now). You have a very limited idea of how to use a computer, you don't have Internet access, and your survival (and the survival of your grandson) is contingent upon this form being filled out correctly.

Do you go to the local social services office? No, you don't. The overworked staff there says that due to budget cuts they can no longer do walk-in advising, and that there's a 2 week waiting list to get assistance with filling out forms. You call them up on the by-the-minute phone you're borrowing from your cousin (wasting 15 of her minutes on hold) and they say that they can't help, but you can go to your public library. OK, so you go to your public library after work.....

It's worth a few minutes of your time to read the whole thing from the beginning.

Kevin Drum is a political blogger for *Mother Jones*

The Public Library as an Incubator for the Arts



Irene Romsa

Poudre River Public Library District's Community Mural

Arguably, those who believe a public library is simply a repository of print books haven't been to a public library lately. Here at MindShift, we've been covering the ways in which the library is evolving to change the demands of digital technologies and of its patrons: libraries are becoming learning labs, innovation centers, and makerspaces.

Of course, the public library has always been a community center as much as a place to go to check out books to read, so the new extensions of the library's service may not be so far afield from the institution's mission to provide access to information. Even so, much of the emphasis has been on literacy — reading and writing, digital and analog — and not on other forms of creativity.

But three graduate students at the University of Wisconsin-Madison School of Library and Information Studies have launched a project that points to another important way in which libraries play a key role in their communities. The Library as Incubator Project highlights some of the ways in which libraries and local artists can work together.

I spoke with Erinn Batykefer, Laura Damon-Moore, and Christina Endres about the project.

Q. What was the inspiration for the Library as Incubator Project?

Laura Damon-Moore: The inspiration for the project came from several places. One was an article in the Friends of the UW-Madison Libraries' magazine, written by Madison artist and curator Martha Glowacki. Martha uses library research and spaces frequently in the development of her

"We're shortchanging an entire generation of Americans who may never spend an hour painting or writing or acting, or doing any creative endeavor as part of a formal education."

creative work. We wanted to learn more about how other artists use libraries in their work, and how the “library experience” might be enhanced for artists. Another important piece of the inspiration for the project came up at the end of our first semester of library school. Professor (now Emerita) Louise Robbins spoke about the need for advocacy to infuse everything that we do as library students and future librarians. Lastly, the three of us have an interest in the arts and help engage the communities we all will be serving some day. These pieces came together over the course of about a semester to form the basis for the project as it exists today.

Q. How does the project work?

Laura Damon-Moore: A good place to start answering this question is to talk about the [website](#), which serves as our “hub” for the Library as Incubator Project. The three of us all work to find and manage the content for the website. With the website, the goals are:

- To highlight artists and writers who currently use libraries as “incubators” for their creative work. This ranges from using a book or other library item as a source of inspiration (like book artist Carol Chase Bjerke, or poet Rita Mae Reese) to artists who use library spaces to show/perform their work (like the Dark Carols Cycle, which premiered at the LA Public Library, or Brandon Monokian, a theater artist who works with teens on the Page to Stage project).
- To highlight libraries and librarians who are promoting the arts – and the use of their libraries for artistic endeavors – in innovative ways. So, offering artists a space to create or install artwork, like the BOOKLESS project here at Madison Public Library’s (now empty) central branch. Or the series of workshops at the Washington, DC Public Library called The Creative Class, which uses library materials as inspiration for craft projects.
- To provide resources for librarians and artists. These range from art education resources, like a link to the Kennedy Center’s ArtsEdge network or our program kit library, to tips on how to use resources like Freegal, a music checkout program, or the British Library’s Newspaper Archive.

We are also quite active on the social media scene, with Twitter ([@IArtLibraries](#)) and Facebook. Social media allows us to interact and connect with people all over the world, and is how we’ve been finding a lot of the people/libraries we highlight.

Q. What would your response be to those who’d say that this project falls outside the mission of the library?

Laura Damon-Moore: Few would argue the fact that one mission of “the library” is to provide its community with information. I would argue against the idea that information can only be found in books, or journal articles. Arts programming in libraries is just a different way of presenting information. For example, if a library has an art gallery or even some free wall space, a local watercolor artist may want to display their work. The library can not only provide the space for a professional or non-professional artist to show their work, but can also create a book display on watercolor techniques and perhaps famous examples of watercolor artwork. Furthermore, a lot of arts programming allows community members to not only consume but create as well. So, with our watercolor example, perhaps the artist is invited to host a workshop

or class on watercolor painting. Community members become active, not passive, participants in the information cycle.

Christina Endres: The goals of many public libraries include statements about community enrichment and providing support for lifelong learning. I would say that providing support for the arts and a place for the public to create and enjoy art directly serves those missions. By promoting and supporting the arts, a library can help create a more creative and expressive community, and allow those without access to art education or art museums to participate and learn in this creative community.

Erinn Batykefer: I would say, “Get thee to a library!,” because it’s pretty clear you don’t understand the mission! The reductive view a lot of people– and lawmakers– have about libraries is that they are about books. Libraries’ mission isn’t about books. It never has been. Libraries collect and loan books in response to their mission, which is much broader. Read the [Library Bill of Rights](#), and you’ll see that libraries are concerned with free access to information of all types for all people– no matter who they are or what they are interested in learning. In fact, Article VI specifically states that “VI. Libraries that make exhibit spaces and meeting rooms available to the

“A lot of arts programming allows community members to not only consume but create as well.”

public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” In this article, it’s not only implicit that libraries are likely to have both exhibit and meeting spaces, it’s also understood that the broad goal of free access to information for all– which is the basis of library service as a public good– translates to lifelong learning and community building. No one would question the validity of children’s art programming at a library as an important component of early literacy education. Yet somehow, once you’re an adult, libraries are just about books.

That attitude is so limiting!

And I think it’s the crux of the argument you hear a lot these days, which is “Everything’s online; libraries are dead.” That’s only true if you think libraries are only about books and other physical materials. But they’re not. They’re about digital materials, and free access to the Internet–especially important in places where not everyone is so fortunate to have a connection in their home– and they’re about self-directed, life-long learning. That includes the arts! And at a time when arts budgets–from local schools all the way up to the NEA– are being gutted for the same myopic reasons that library budgets are slashed, arts education is suffering; We’re shortchanging an entire generation of Americans who may never spend an hour painting or writing or acting, or doing any creative endeavor as part of a formal education.

We believe the library can and does have the capacity to fill that educational gap. Even in places where the arts are supported, the library is a place where you can learn what you want to learn, not what you have to learn. There is a wonderful video circulating the internet right now: [Chrystie Hill’s TedxRanier talk about the future of libraries](#). It’s a worthwhile view, in my opinion, because in it, she addresses a lot of the concerns that come up with these kinds of library

mission / future of libraries questions. She asks “When everything is online, why go to the library at all?” And her answer is one that points to community building more than anything: “The library of the future... is not about storing books. Well what is it? We get to decide. We get to do what we want. And everything is allowed.”

Q. What's next for the project?

Laura Damon-Moore: Probably the biggest thing we are working on is setting up some type of funding system, so that we can sustain the project once the three of us have graduated. We are hoping to expand the project and right now we are working many, many hours/week on a volunteer basis. We are submitting grant proposals, talking about a donation system for the website, and are in the discussion stages of moving toward non-profit status. We want to keep the website ad-free, but also be able to continue our work – and so we're working hard to make this possible.

We are also working from an organizational standpoint to make sure that the project will be sustainable after we graduate and (likely) move away from the same city. Luckily we have a lot of people happy to talk with us about getting ourselves organized, setting up a manageable workflow, etc. We seriously hope that we'll have some internships available in the coming year!

The co-founders of the project don't just want to be talking about what other libraries are doing, but actively engaging in and assisting with programs and events ourselves. We have several exciting projects on the horizon, including an art exhibition of works based on materials from the University Archives here at UW; what we're calling “incubaTOURS” of campus libraries specifically geared toward student and community artists; and, of course, our involvement with BOOKLESS, an awesome library fundraiser for the Madison Public Library. We only hope to add to our personal involvement in these and other creative projects, particularly as we set off on our own adventures as library professionals!

A major goal of ours is to continue to develop program kits for libraries to use. We would love to expand some of our kits to be in line with what arts educators in schools and after-school programs are doing – particularly as many arts programs are under attack budget-wise. We hope to work with some arts educators to help libraries fill in where there are gaps in the arts education system, especially in under-resourced communities.



- Shannon Litz / Nevada Appeal

Robotic library branch opens at Boys & Girls Clubs of Western Nevada

JANUARY, 28 2012

BY SANDI HOOVER

SHOOVER@NEVADAAPPEAL.COM

A new branch of the Carson City Library opened Thursday in the Boys & Girls Clubs of Western Nevada — a branch powered by robotics.

The 3,700-pound BranchAnywhere device, containing 250 items on topics of interest to kids, parents and teachers, is the first of its kind in the U.S., according to Tammy Westergard, deputy director of the library.

The club, in Carson City, was selected as the perfect place to launch the project, Westergard said. Its objectives are to reach underserved populations and to involve youngsters. Use of BranchAnywhere is restricted to club members and other library education partners.

“We have an emphasis on materials customized to STEM — science, technology, engineering and math,” Westergard said.

“How does it work?” said Library Director Sara Jones in a letter to the club's members and supporters. “Think Redbox for library materials — only you just need your Carson City Library card.”

In addition to books, there are items for family time. Collections under the “Fun Stuff,” for instance, include LEGO kits, card games, word games, audio books and DVDs.

There also are plenty of choices for adults under the “Grown Up” button, where parents, teachers and other youth leaders can find items on topics such as career building, practical parenting, child development, health, science fair ideas, best-sellers and cookbooks.

The first patron to put the library robot to the test after a brief ribbon-cutting ceremony Thursday was 10-year-old Jake Toreson, who — after retrieving his NFL Xbox 360 game — decided that “it was pretty cool.”

A search from the touch-and-browse screen on the 8-foot-6-inch long, and 7 foot high kiosk contains a full list of the 250 items, organized by category, contained within. Once a selection has been made, young patrons can check out using their library card. The screen allows them to watch the multi-axis robotic arm search for the item using its radio frequency identification system, and then insert it into the exchange door, where it can be pulled out.

Returning items is just as easy, and a receipt is printed for the user.

Westergard, who wrote an innovation grant last year, received \$100,000 in federal funding for the BranchAnywhere project from the Library Services and Technology Act. The Mae B. Adams Trust provided a needed \$30,000 match.

Todd Cutler, inventor of BranchAnywhere, was in Carson City to install his baby. Westergard said it took about three weeks to complete.

“It is really sophisticated,” she said, laughing. “I felt like I was in outer space and talking to mission control to get me back to Earth. It's so cool, and we have customized the collection as we work hard to be an active education partner in the community. We'll work with any teacher who wants to make a lesson plan around this,” Westergard said.

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Racquel Abowd, a teacher at the Carson Montessori School, said she has already started.

“We're doing a fourth-, fifth- and sixth-grade unit on robotics with 12 LEGO kits, so there will be additional kits available in the BranchAnywhere,” she said.

And Joe McEllistrem, a member of the Boys & Girls Clubs board, which serves up to 500 youngsters, said he was thrilled that the club could team up with the library.

“This is something that will really enrich the lives of these kids,” he said. “Kids love technology, and this will keep them plugged in. Anytime you can enrich the emotional, psychological and educational lives of children, they do better in everything.”

Jones agreed.

“Our goal is to make this the best learning community in America,” she said.

<http://www.nevadaappeal.com/apps/pbcs.dll/article?AID=/20120127/NEWS/120129771&parentprofile=search&template=printart>

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Susan H. Hildreth

Director of the Institute of
Museum and Library Services

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Libraries Succeed by Constantly Evolving

Posted: 1/13/12 10:25 AM ET
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People depend on libraries now more than ever. Not only do visits and circulation continue to rise, the role of public libraries in providing Internet resources to the public continues to increase as well. Public libraries have also increased their program offerings to meet greater demand and provide more targeted services.

In the business world, such demand for an industry's services would mean big profits for that sector. But despite the demonstrated ability of libraries to adjust to meet the growing needs of the public, many libraries across the country face severe budget cuts.

There is no doubt that the future success of libraries depends on their ability to change and evolve to meet the changing ways that people access and use information. As director of the [Institute of Museums and Library Services](#), the federal voice for library and museum service in the U.S. -- I see three big goals for libraries: provide engaging learning experiences, become community anchors, and provide access to content even as the devices for accessing that content change rapidly.

These are some of the findings of the Institute of Museum and Library Services' report on the [FY2009 Public Library Survey \(PLS\)](#), a census of American public libraries.

The Institute's analysis of the data showed that per capita visits to libraries rose by 24 percent in the century's first decade, while circulation increased by 26 percent. In 2009, libraries were visited a record-breaking 1.59 billion times. Libraries have defied the conventional wisdom that Google, Wikipedia, and the like would make them obsolete. That's because they've recognized and responded to the evolving ways in which people use libraries.

Those who prematurely announced the demise of libraries at the hands of the Internet failed to anticipate the symbiotic relationship that would develop

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between the two institutions. As revealed by [Interconnections: The IMLS National Study on the Use of Libraries, Museums, and the Internet](#), Internet users are much more likely to visit public libraries than non-Internet users.

Libraries' ability to provide public access to the Internet accounts for much of the change in the way people use these institutions. In the 12-month period studied for the IMLS-funded [Opportunity for All: How the American Public Benefits from Internet Access](#) (PDF) at U.S. Libraries, 77 million Americans aged 14 and older took advantage of Internet access in a public library. That number represents 46 percent of all library visitors during that same period and 32 percent of all Americans over the age of 14.

The ways in which these library visitors use the Internet is illustrative of how vital a public service this has become. The data collected for Opportunity for All show that 42 percent of those using library computers for Internet access used it to advance educational goals; 40 percent had career or employment purposes, with three-quarters of those specifically seeking a job; 37 percent were focused on health and wellness; and 34 percent used the library's Internet connection to link to government officials, programs, and services. These are not leisurely activities that one may choose to pursue or not pursue; they are central to life and well-being.

The [IMLS National Medal for Library Service](#) is given for exceptional outreach to the community. So a look at some recent recipients of that honor provides excellent examples of innovative ways in which libraries are keeping up with their patrons' needs.

With unemployment in the Columbus, Ohio area hovering around 10 percent, the [Columbus Metropolitan Library](#) has opened Job Help Centers serving some 44,000 people in 2010. The library augments the program by bringing in partners with expertise in employment, entrepreneurship, and business development and promotes it to the community and other libraries through Job Help Week at Your Library.

CML is also one of the first winners of a national competition sponsored by IMLS and the MacArthur Foundation to build 21st-century learning labs in museums and libraries around the country. The labs will use digital media tools to enhance learning and create a collaborative community of teens.

In a remote, mountainous region of Idaho, the [Weippe Public Library & Discovery Center](#) brought high-speed Internet service to the tiny town of Weippe and will soon expand the current library-centered cell phone service to serve the entire community. The library also helps residents apply for jobs and unemployment assistance and learn basic computer skills.

The [Alachua County Library District](#) in Gainesville, Florida is filling the gap as government social services agencies close and offer their services online only. Through the Library Partnership, residents have access to health and legal services, rent and utility subsidies, tax assistance, counseling for substance or domestic abuse, and a host of other social services.

The Library Partnership also serves as a distribution point for book and clothing drives and runs a backpack program that provides weekend food for children in the free/reduced lunch program. The success of the Library Partnership has encouraged other communities to develop partnerships of their own and it has attracted new partners from unexpected places such as the Alachua County Sheriff, who sees this program as having a positive impact on crime prevention.

The extraordinary ability of libraries to evolve with the needs of their patrons has resulted in Americans using libraries now more than ever, and using them for more essential purposes than ever.

And yet, on average, American libraries are seeing a decline in financial support. This unfortunate paradox should not be overlooked.

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