

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday January 12, 2015  
Downtown Branch Meeting Room  
224 Church Street, Santa Cruz, CA 95060

6:15 CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Name of case: Bruce Holloway v. Library Joint Powers Board- SCSC  
Case No. CV179151

B. PUBLIC EMPLOYMENT (Cal. Govt. Code §54957)

Title: Executive Director

7:30 PM PUBLIC MEETING

**The Board reserves the right to take action on any item included on this agenda.**

1. ROLL CALL
2. APPROVE AGENDA OF JANUARY 12, 2015
3. REPORT ON CLOSED SESSIONS DECEMBER 8, 2014 and JANUARY 12, 2015
4. ORAL COMMUNICATIONS
5. STAFF RECOGNITION (PG.4-6)
6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT
7. MEMBER REPORTS

## 8. CONSENT AGENDA

- A. Approve Minutes of November 10, 2014, December 8, and December 16, 2014 LJPB meetings. (PG.7-13)
- B. Receive monthly narratives for November and December 2014 (PG.14-26)
- C. Receive Monthly Performance Measures for October and November 2014 and revised reports for July-September 2014 (PG.27-36)
- D. Receive monthly financial snapshots for October and November 2014 (PG.37-38)
- E. Approve revisions to Internet Use Policy 317 (PG.39-40)
- F. Accept LSTA grant for \$3,000 for Book to Action Program (PG.41-42)

## 9. STAFF REPORTS

- A. Accept report on 13/14 Fiscal Year end (PG.43-46)
- B. Adopt Conflict of Interest Policy (PG.47-57)

## 10. OTHER BUSINESS

- A. Receive update and provide direction related to CFD JPA formation and possible ballot measure (PG.58-66)

## 11. WRITTEN COMMUNICATIONS

- A. Patron written comments (PG.67-68)
- B. Security Incidents Log (PG.69-76)
- C. Website Statistics for December 2014 (PG.77)
- D. Articles about Santa Cruz and Other Libraries (PG.78-91)

## 12. BOARD MEETING CALENDAR

The Board will consider its current meeting schedule and may revise it as necessary.

- A. June meeting- Keep at June 8 or return to regular date of June 1, 2015
- B. September 7, 2015 meeting date is Labor Day. Approve move of meeting to September 14, 2015.
- C. Anticipated Interim Library Director will not be available October 5. Possible alternate dates are Oct 12, 14 or 15.

## 13. NEXT MEETING

The next regularly scheduled meeting is Monday February 2, 2015 at 6:30 pm at the Downtown Branch Library.

## 14. ADJOURN

The Library Joint Powers Authority Board will adjourn from the Regular Meeting of January 12, 2015 to its next Regular Meeting February 2, 2015 for a closed session after the hour of 6:00 pm at the Downtown Branch Meeting Room followed by an open session at the approximate hour of 6:30 pm.

JPB AGENDA  
January 12, 2015

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

## STAFF REPORT

DATE: January 12, 2015  
TO: Library Joint Powers Board  
FROM: SCPL Recognition Committee  
CC: FSCPL  
RE: Staff Recognition Monthly Report

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### SUMMARY

The Library has instituted a way to recognize staff formally and on an on-going basis. The committee will be recognizing these individuals monthly in a report to the LJPB.

### MISSION

Staff are our most valuable resource and as such, are deserving of ongoing recognition to feel connected and to keep morale high. The Staff Recognition Committee is charged with developing ways to accomplish this purpose.

### NOMINATIONS

#### Weeding Crew

Sue G., Leslie A., Julie R. and Sheila O'Neil, Weeding Crew. My co-workers for the past year have gone through all the the Downtown and Aptos Adult Reference Collection and brought the Collection up to date. It has been wonderful learning experience for us all. It was a daunting job, but well done, and thank you to my most fabulous co-workers, who contributed many years of work experience updating this Collection, you did it (Nominated by P. Contreras)!

#### Jennifer Hooker

We called Jennifer at home just as the Dia de los Muertos program was about to begin to ask her if she had a speaker we could use for the dance group who didn't have their own. She immediately came on over to the library with the speaker, showed me how to use it, and then the show went on (Nominated by J. O'Grady).

#### Melanee Barash

Melanee did an outstanding job of herding cats, also known as the LOCO team as they embarked on a month long journey to create a charter. Thank you Mel for your perseverance and patience and efforts well beyond those listed on your job description (Nominated by T. Landers).



### **Brenda McIlroy**

I was fortunate enough to attend the CLA conference this year, I was even more fortunate to be attending it with Brenda. In the coming weeks she worked tirelessly to prepare for a large booth in the exhibit hall on STEM (Science Technology Engineering Math) inspired crafts. All of her hard work culminated into a beautiful experience that represented SCPL in a significant way to all of our neighboring California professionals. I got the chance to talk to many people at the conference and it became clear to me that Brenda is an infamous authority on specialized programming to MANY of our out-of-system colleagues. By the end of the conference SCPL gained quite a bit of recognition as being a library system with a prolific craft program (despite the fact that this was not an SCPL exclusive booth, we partnered with colleagues from the Long Beach and Rancho Cucamonga Library systems). I cannot help but come to the conclusion that this very meaning reputation is owed to the hard work of Brenda (Nominated by C. Van Pelt).

### **Tania Berlinski**

I started a weekend drop-in craft program at B40 in the early fall. I provide the crafts and the materials but I am not there to facilitate the program. Tania jumped right in and took charge. She sets out materials and put them away and oversees the project every Saturday. In addition, she offers ideas for special seasonal crafts and makes them happen as well. Thank you Tania for making sure the Saturday Crafts Program at B40 is a success (Nominated by J. O'Grady).

### **Paula Turpenen**

To help prepare for a 1st grade class visit at Live Oak, Paula processed library cards for over 40 students in only 2 days. She delivered the cards to Live Oak and then stuck around to help with the class visit. Thanks, Paula (Nominated by J. O'Grady)!

### **Helga Smith**

Helga did a special confidential project for me which was tedious, to put it mildly. She did it with efficiency and good humor as well as way ahead of schedule. The person I shared the information with was most appreciative of her special efforts (Nominated by T. Landers).

### **Paula Turpenen**

Paula has provided strong collegial support for me in my capacity as the facilitator of the Downtown Book Discussion group and liaison to discussion group facilitators at Branciforte, La Selva and Felton. She is responsive to feedback on selection of kit titles and assists with timely access to book kits (Nominated by J. Richardson).

### **Victor Willis and Arturo Villaseñor**

Victor, along with Arturo's help, did a bilingual class visit for the students at the Santa Cruz Adult School. Victor did a very thorough job communicating with the instructor, Janet Swann, about what she expected from the visit and was well prepared when the students arrived. She really was impressed with the skills that both Victor and Arturo demonstrated and sent me the

following email: Thanks so much--it was exactly what they wanted. All of them were familiar with the library but didn't know half of what you told them---so much to know. I think they are excited about the possibilities! Thank you again for the exclusive tour--it was perfect (Nominated by P. Turpenen)!

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

Downtown Branch Meeting Room  
224 Church St. Santa Cruz, CA 95060

November 10, 2014

6:00 PM CLOSED SESSION

6:30 PM PUBLIC MEETING

1. ROLL CALL

Present: Supervisor Zach Friend, Supervisor Bruce McPherson, Councilmember Cynthia Mathews, Councilmember Jim Reed, Councilmember Michael Termini, Councilmember David Terrazas, Citizen Member Jim Mosher

Absent: Citizen Member Sean Campbell, Citizen Member Martha Dexter

Staff: Marcus Pimentel, Finance Director; Teresa Landers, Library Director

2. APPROVAL OF MEETING AGENDA OF NOVEMBER 10, 2014

**Councilmember Mathews moved, seconded by Councilmember Reed**

**That the Board approve the Agenda of November 10, 2014**

**UNAN**

**Absent: Campbell, Dexter**

3. ORAL COMMUNICATIONS

3 minutes: A member of the public commented on an alleged conflict of interest involving a LJPB member in a purchasing related matter.

4. PRESENTATION: Minecraft: World of Humanities – Lynne Sansevero

The Santa Cruz Public Libraries (SCPL) has partnered with a local business, MakersFactory, to provide two game-based learning environments using Minecraft World of Humanities and Minecraft Creative Play systems. Teachers in over 40 countries use MinecraftEdu in STEM, language, history, and art with the GBL Cube, a server that delivers content-rich, hands-on Game Based Learning (GBL) education. Each portable pre-configured servers support up to 10 students via its own broadcast LAN, creating a totally safe environment for kids. Travelling among its 10 branches, the SCPL project will provide students with laptops and headphones onsite and a “teacher” server laptop that will control the game and monitor student activity. Program staff/community partners will offer free lessons in a wide range of subjects that meet targeted Common Core standards. In these immersive worlds, learners create their avatar, play out roles, solve authentic problems, fail safely, and see the impact of their individual decisions and trajectories, while gaining experience and fluency in these theories-in-action. For example, the Wonderful World of Humanities is a vast, virtual environment that simulates exploration of ancient history that engages students with the discovery of ancient history and geography. Students can discover areas themed to ancient civilizations, go on quests, meet characters from history, and collaborate to build themed projects from history.

5. REPORT OUT ON CLOSED SESSION

Chair Terrazas reported that the Board provided direction to counsel. No reportable action was taken.

6. CONSENT AGENDA

**Councilmember Mathews moved, seconded by Councilmember Reed**

**That the Board approve the following Consent Agenda of October 6, 2014:**

- A. Approve Minutes of October 6 and October 27, 2014**
- B. Receive monthly narrative report**
- C. Receive monthly and quarterly performance measures (with revised page 22 presented as handout)**
- D. Receive monthly financial report for August and September 2014**
- E. Approve Board meeting calendar for 2015**

**UNAN**

**Abstain from item A: Friend**

**Absent: Campbell, Dexter**

7. STAFF RECOGNITION

8. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

Cordelia Neff of the Friends, reported that

**In October 2014, FSCPL...**

- Started a chapter at the Aptos Library
- Held a fundraiser and Santa Cruz Chamber of Commerce Mixer at Woodstocks Pizza
- Held a fundraiser at Shadowbrook Restaurant

**FSCPL plans include...**

- Host our Fall Book Sale on November 14 and 15 at the Civic Auditorium
- Host Gary Beaudoin, author of *Unbroken Web*, a book about traditional Navajo weaving on Tuesday November 25 at 7 pm
- Host our Holiday Book Sale on December 6<sup>th</sup> from 10 am – 3 pm, during and after the Santa Cruz Holiday Parade, which will feature our Book Worm!
- Send out invitations to our 2<sup>nd</sup> Edition Solstice Gala: Relax at Home with a Good Book Gala.
- Send out a new membership mailing to over 1,300 frequent library users who have given permission to have the Friends contact them.

9. MEMBER REPORTS

None

10. STAFF REPORTS

A. Receive preliminary, unaudited year end FY 13/14 financial report

Finance Director Pimentel reported that the final audit has not yet been completed. The year ended short \$419k from incoming revenue – for ex. payroll was higher than anticipated (due to temporary staffing). The planned average at budget adoption was over \$500,000. In addition it had been decided that it would be more cost effective to purchase a copier rather than continuing to lease it realizing savings of \$16,000. This represented a change in anticipated expenditures as well and contributed to the increased deficit. The Board reviewed the report and Finance Director Pimentel responded to a number of questions.

11. OTHER BUSINESS

None

11. WRITTEN COMMUNICATIONS

- A. Patron Written Comments
- B. Security Incidents Log
- C. Website Statistics for October 2014
- D. Articles about Santa Cruz and California Libraries
- E. Powerpoint shown at Staff Day to highlight accomplishments of past 5 years

12. BOARD MEETING CALENDAR

13. NEXT MEETING

The Library Joint Powers Authority Board will adjourn from the Regular Meeting of Monday, November 10, 2014 to the Regular Meeting on Monday, December 8, 2014 at 6:30 pm at the Scotts Valley Branch Library Fireside Room.

14. ADJOURN

The regular meeting adjourned at 7:10 p.m.

Respectfully submitted,

Helga Smith, Clerk of the Board

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

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

Scotts Valley Fireside Meeting Room  
251 Kings Village Road Scotts Valley, CA 95066

December 8, 2014

6:00 PM CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Name of case: Bruce Holloway v. Library Joint Powers Board – SCSC Case No.  
CV179151

B. CONFERENCE WITH LEGAL COUNSEL- THREATENED LITIGATION

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION GOVERNMENT CODE §54957

No reportable action was taken.

7:00 PM PUBLIC MEETING CANCELED

NEXT MEETING

The Library Joint Powers Authority Board will hold a special meeting Tuesday,  
December 16, 2014 at 6:30pm in the Downtown Branch Meeting Room.

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

SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

Downtown Branch Meeting Room  
224 Church St. Santa Cruz, CA 95060

SPECIAL MEETING

December 16, 2014

6:30 PM PUBLIC MEETING

1. ROLL CALL

Present: Supervisor Zach Friend, Supervisor Bruce McPherson, Councilmember Cynthia Mathews, Councilmember Jim Reed, Councilmember Michael Termini, Citizen Member Sean Campbell, Citizen Member Martha Dexter, Citizen Member Jim Mosher

Absent: Councilmember David Terrazas

Staff: Marcus Pimentel, Finance Director; Teresa Landers, Library Director

2. APPROVAL OF MEETING AGENDA OF DECEMBER 16, 2014

**Supervisor McPherson moved, seconded by Citizen Member Mosher**

**That the Board approve the Agenda of December 16, 2014**

**UNAN**

**Absent: Terrazas**

3. ORAL COMMUNICATIONS

None



4. OTHER BUSINESS

- A. Receive report from Gene Bregman on library poll regarding a possible ballot measure and provide direction on said ballot measure.

Gene Bregman presented the results from the December 2014 Poll. The Board members discussed the report and engaged in dialogue with Gene Bregman. Based on the results of the poll Mr. Bregman suggested to postpone the ballot measure until June or November 2016. Another poll should be done in January 2016 in order to make an informed decision regarding the actual date. The Board members agreed with the analysis. There is a lot of work to be done. Director Landers emphasized the importance of acknowledging the time frame and the number of issues that need to be addressed by June 2015. Director Landers was directed to speak with the Chair regarding January's meeting about a committee of four members to discuss process and to review options. The Library Director is also asked to communicate the Board's desire to form a subcommittee of Electeds. Director Landers is to report on the progress of MOE discussions at the January meeting as well as present an update on issues that need to be addressed.

A member of the public commented on a \$39 parcel tax.

5. BOARD MEETING CALENDAR

6. NEXT MEETING

The Library Joint Powers Authority Board will adjourn from the Special Meeting of Tuesday, December 16, 2014 to the Regular Meeting on Monday, January 12, 2015 at 7:30 pm at the Downtown Branch Meeting Room.

7. ADJOURN

The regular meeting adjourned at 7:18 p.m.

Respectfully submitted,

Helga Smith, Clerk of the Board

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

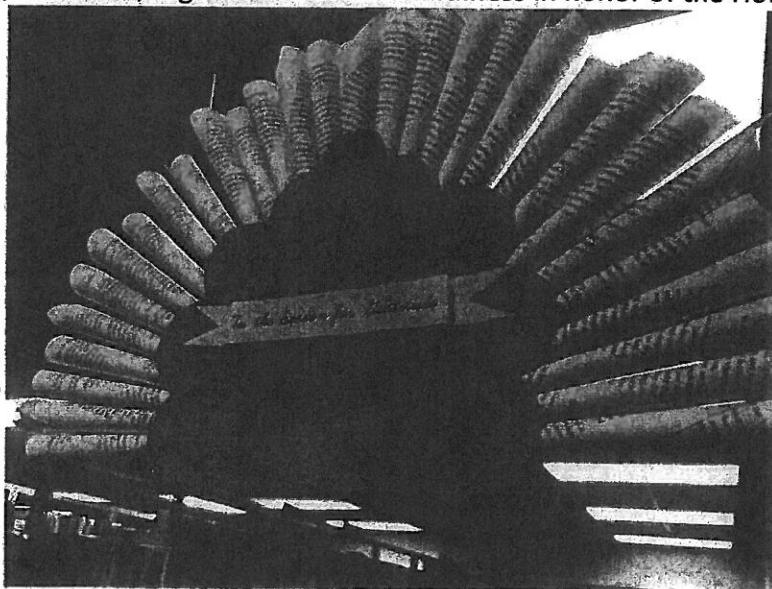
## MONTHLY REPORT FOR NOVEMBER 2014

It is with great sadness that we report the death of Kathleen Frey, a Library Assistant II at the Scotts Valley Branch. She died Wednesday November 26<sup>th</sup> after a long and valiant battle with cancer. She was a joy to work with and spread that joy to those around her. She will be greatly missed. Our special condolences to her son Austin Frey who is currently a Library Aide at Scotts Valley.

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

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

November was National Aviation Month! Donna Barber, the Capitola staff person in charge of creating displays for our younger patrons, collected and presented books about famous aviators, planes, helicopters, and all flying machines! For the adults, Chantel Van Pelt, created a wonderful "turkey" from recycled book pages and gathered materials on everything from baking the yummiest pies to writing thank you notes. The primary focus, of course, is gratitude and thankfulness in honor of the Holiday!



Recently, a woman helped her 103 year old aunt get a library card at Boulder Creek. Her aunt can no longer read and finds TV awful. We were able to find some audiobooks for her to enjoy.

Displays at Boulder Creek, by aides Whitney and Alex, included Patron Picks (a take on Staff Picks with books suggested by our patrons), Thanksgiving, and Autumn. They also created a colorful wall display for Thanksgiving. In celebration of Native American Heritage Month (as declared by President George H. W. Bush in 1990), we created special displays of books celebrating Native American tribes, crafts, contributions and fiction in the Adult, Young Adult and Juvenile display areas.

Additionally, we displayed Festive Fall and Thanksgiving books in the Adult and Juvenile sections. The lovely rain reminded us of the joy of comfort foods and soups, and we pulled several cookbooks out for our patrons' pleasure and perusal.

La Selva Beach library has an "Herbal Health" display in the adult area. Books about natural cures of colds and flu are popular among our readers at this time of the year.

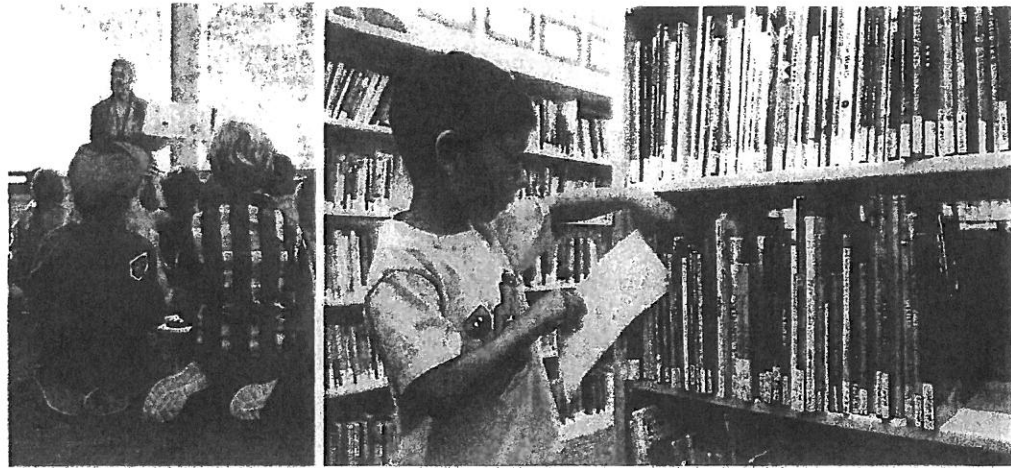
Tales to Tails program is back at LSB branch. Our children's area display is dedicated to dogs and their human friends.

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

## **2. LIFELONG LEARNING**

- A. **People will have access to a relevant collection of resources in diverse formats for all ages.**
- B. **Library users will have access to innovative and successful programming which reflects the cultural, educational and informational needs of the diverse communities served by SCPL and which will help learners of all ages to achieve their goals.**

Jeanne O'Grady hosted 3 Del Mar Elementary School second grade classes at Live Oak Library for class visits at the end of October and beginning of November. Most of the children had come to the library regularly with their first grade classes and greeted Jeanne and library staff like old friends. Later they wrote thank you letters for the visit. Almost all letters expressed a wish to come to the library again and here are some excerpts from several letters. "My favorite part was when we got to check out books." "My favorite part was the funny part." "My favorite part was when you read to us." "My favorite part was the really awesome new scanner." This one refers to the new self check machine. And finally, "I want to come back and reid ugen." Spelling not corrected.



Branciforte hosted our monthly Book Discussion Group on November 19th. This month the Book Club read Love Medicine by Louise Erdrich. Next month the club will be reading Beautiful Ruins by Jess Walter. Come join us on December 17th!

Programming Librarian Jeanne O'Grady hosted the Branciforte Toddler Time on November 4, 18 and 25. The weekly Toddler Time has grown since its inception and now boasts a regular crowd of ten to fifteen families. Our local parents are very happy to have it back.

The Branciforte Saturday Family Craft Project continues to be popular with our patrons. This month we crafted old paperbacks into art pieces, made festive pop-up centerpieces, snowy owls with pinecones, and cornucopias with various die-cuts. Our last Saturday was a smorgasbord of all our November crafts.

The War Comes Home series concluded in November with three final outstanding events that were all well attended and appreciated:

- **Monday Nov 3rd** Veterans History Project presentation • 6pm DTN
- **Thursday Nov 6th** Writers Workshop with Magdalena Montagne • 7pm DTN
- **Friday Nov 14th** Poetry Reading and Discussion with award winning poet and Iraq veteran Brian Turner

**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.**

Patrons at the Branciforte Branch appreciate the intuitive ease of use of the new Self-Check Kiosks, and many are utilizing the credit card payment option to pay their fines.

### **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.**

As part of ongoing programs related to the Special Needs Resource Center at the Scotts Valley branch, Nancy Winans of SPIN (Special Parents Information Network) met with parents and their children on November 8<sup>th</sup>. During the program, three speakers on the topics of Transitions Services, Educational Options through SARC, and Work & Independent Living Resources shared their experiences and expertise from the Central Coast Center for Independent Living, the Department of Rehabilitation and from the College Living Experience. Another program with SPIN is planned for January, 2015.

Two very successful Medicare Open Enrollment Forums presented by the Senior Network Services HICAP Program were held at the Downtown and Scotts Valley branches. There were approximately 45 attendees at each session.

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

The Scotts Valley Friends of the Library and Laureen Yungmeyer sponsored a reception for the participating artists in the newest exhibit, "Color Me Abstract." Ten local artists will display their work at the Library until January, 2015.

Live Oak School District Director of Special Projects contacted the Live Oak PIC inquiring about displaying art from local schools. She will work with the schools to set up a rotating schedule to feature student art at the library. Currently, Harbor High Art Dept. is displaying nature pencil drawings and ceramics in our 2 display cases. "What's Inside Our Heads!" is the title of the art project produced by Shoreline Middle School teens and on display in our children's room. We look forward to displaying art from all of our local schools this year.

The Live Oak Library hosted a "Dia de los Muertos" event on Nov 3 as part of the weekly Spanish storytime, Cuéntame un cuento. The event was successful with over 80 people in attendance. It consisted of crafts, light snacks, face painting, storytelling and a performance from the community dance group *Centeotl Grupo De Danza y Baile*. Everyone in attendance helped create a community altar that was displayed the following week.



Boulder Creek was a polling place for the November election.

On November 15<sup>th</sup>, the La Selva Beach Chapter of the Friends of the Library held a successful book sale. Library volunteers spend many hours collecting, sorting and selling books and a variety of other items donated by the LSB community.

The proceeds from the book sales help fund various programs at the LSB branch.

In November, the LSB's Friends of the Library purchased and paid for the installation of a second power blind at the LSB branch.

The Library has received two grants.

- One, for \$15,000 is a Pacific Library Partnership Innovation and Technology Opportunity Grant for a *Mobile 3D Learning Lab*.
- The second is a Book to Action Grant. "The California State Library and the California Center for the Book are collaborating on an exciting new program model called Book-to-Action. Book-to-Action builds on the traditional book club concept, but in addition to providing an opportunity to collectively read and discuss a book, Book-to-Action enables readers to put their new-found knowledge into action by engaging in a community service project related to the book's topic." We received ours for the *New Jim Crow: Mass Incarceration in the Age of Colorblindness* by Michelle Alexander. This will include 5 book discussions and a visit by the author. A variety of local community organizations will come to each discussion and will discuss how community members can get involved. Additional working groups will be formed to carry the ideas forward.

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



The Public Outreach and Education consultant, Miller/Maxfield conducted a number of stakeholder interviews, created press release templates and provided press contact information. They also began filming content for a video that should be available in December.

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

October was a banner month for Library volunteerism with 129 individuals contributing a record 1,129 hours of service. In the first three weeks of November we interviewed and placed 7 new volunteers as Adopt-a-Shelf, Toddler Time, Tales to Tails, and CMS assistants and at this writing have an additional 7 interviews pending.

The volunteer office also mailed personalized Thanksgiving thank-you letters to all active Library volunteers in November.

November volunteer hours will be available in the December LJPB report as will results from our annual volunteer satisfaction survey.

**4. WELCOMING PLACE**

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

The Marketing Team of Janis, Maile and Diane, visited Boulder Creek to determine the best holders and displays for future flyers and other handouts.

Three of the four jurisdictions approved the basic agreement that allows the formation of a Joint Powers Authority Community Facilities District. The fourth jurisdiction is scheduled to approve it on December 9.

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

**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.**

Training was provided at the Scotts Valley branch for a recently hired floating aide during November. Scotts Valley PIC, Linda Gault attended a webinar titled Library UX: Unique Programs and Services for an Engaged Community provided by the Library Journal.

Boulder Creek's PIC, Cathy Landis, attended the California Library Association's annual conference in Oakland.

Lois Meyer, LAII at Branciforte viewed the on-line "Librarian's Guide to Homelessness" lecture by Ryan Dowd, as recommended by the Librarian staff. It offers an eye-opening and compassionate perspective on our homeless patrons.

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

Two of Capitola's staff, Chantel Van Pelt, an LAII, and Sherine Ebadi, an Aide attended the CLA Conference in Oakland the weekend of November 14<sup>th</sup>-16<sup>th</sup>. In addition to attending workshops, they assisted Brenda McIlroy, an SCPL Programming Librarian, by staffing her booth on Public Library Craft Programs that support STEM learning.

Eric Chalfant, Bookmobile Driver, attended the 3 day ABOS (Association of Bookmobile and Outreach Services) National Meeting in San Diego. He will be sharing things he learned with Bookmobile and Program staff in the coming weeks.

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

Scotts Valley branch staff responsibilities were exchanged amongst co-workers so that all staff will be proficient in performing the details of their job descriptions.

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



# What's Happening . . .



## DECEMBER Calendar of Events

Special events at the Santa Cruz Public Libraries this month.

### Monday, Dec 1, 2014

**TouchTEAM** • A unique program for older adults experiencing memory loss, and their caregivers. Work with a trained volunteer to promote recall, record stories and stimulate the mind. Several sessions in December; advanced registration required. 10:30am-11:30am *Scotts Valley Library* • Call 427-7700 ext. 7615 for more information or to register.

### Wednesday, Dec 3, 2014

**Reading in the Redwoods** • Book group meets monthly at the Felton Library on the fourth Wednesday. Copies of each month's book are available at the Felton branch library. This month's selection is *The Buddha in the Attic* by Julie Otsuka. 6:15pm-7:30pm • *Felton Library* • 6299 *Gushee St., Felton*.

### Thursday, Dec 4, 2014

**Ask Us about ebooks, audio, music and movies** • Bring your device and we'll help you get started downloading or streaming free digital content from the library. Don't have a device? Most ebooks, audio books, music or movies will play on your desktop computer. And, we'll have devices you can test drive during the session. 5:00pm-7:00pm • *Downtown* • *Upstairs Meeting Rm* • 224 *Church St., Santa Cruz*.

### Saturday, Dec 6, 2014

**Holiday Book Sale at the Downtown Branch** • The Friends of the Santa Cruz Public Libraries will be hosting a Holiday Book Sale during and after the Santa Cruz Holiday Parade. Come find a treasure for the booklovers in your life! 10:00am-3:00pm • 224 *Church Street, SC*.

**Monterey Bay Aquarium Community Open House** • The Monterey Bay Aquarium has extended its free admission week to Santa Cruz County residents this year! Take a field trip to the Aquarium, present your photo ID and/or resident proof and receive free admission for the whole family. Dec 6 thru Dec 14th. Admission is good for all exhibits and programs. *Monterey Bay Aquarium, 886 Cannery Row, Monterey*

### Wednesday, Dec 10, 2014

**Learn to Discover- Digital Art** • Learn a variety of computer art programs. Paint with watercolors & oils, and draw with pencils, pastels and charcoal --- all on a computer. Then create a 3-D art museum to display your work! Ages 7+. Pre-registration required. Contact Programming at [pro@santacruzpl.org](mailto:pro@santacruzpl.org) or 427-7717 to register. 3:00pm-4:30pm • *Downtown* • *Upstairs Meeting Rm* • 224 *Church St., Santa Cruz*.

### Monday, Dec 15, 2014

**Ask Us about ebooks, audio, music and movies** • All things free and streaming or downloadable. (See Dec 4th for full description!) 10:00am-12:00pm • *Downtown* • *Upstairs Meeting Rm* • 224 *Church St., Santa Cruz*.

### Tuesday, Dec 16, 2014

**Ask Us about ebooks, audio, music and movies** • All things free and streaming or downloadable. (See Dec 4th for full description!) 1:00pm -3:00pm • *Aptos* • *Meeting Rm* • 7695 *Soquel Drive, Aptos*.

**Willing Suspension Armchair Theater** • Join us for this live performance of *Beloved Christmas Stories*. 7:00pm • *Scotts Valley Library* 251 *Kings Village Rd, Scotts Valley*.

### Wednesday, Dec 17, 2014

**Aptos Writing Group** • Peer-led, community-based, writing group. Those interested in sharing their writing, improving and developing their writing, or trying their hand for the first time, are welcome. 1:00pm-3:00pm • *Aptos Library* • 7695 *Soquel Dr, Aptos*.

**Branciforte Book Group** • The Branciforte book discussion group meets every third Wednesday. All adults welcome. This month's book will be *Beautiful Ruins* by Jess Walter. Call (831) 427-7704 x5402 for more info. 1:30pm-2:30pm • *Branciforte Library* • 230 *Gault St., SC*

**Learn to Discover- Digital Art** • (See Dec 10th description). 3:00pm-4:30pm • *Scotts Valley Library* • 251 *Kings Village Rd., Scotts Valley*.

**eConnect, Popular Computing Topics with Computer Dave** • Share what you know, don't know and want to know about computers in a welcoming classroom environment designed for beginners. 4:00pm-5:30pm • *Downtown* • *Upstairs Meeting Rm* • 224 *Church St., Santa Cruz*.

### Wednesday, Dec 24, 2014

**EARLY CLOSURE** • Some branches may be closed all day; some branches will close at 2pm, please check with your branch!

### CLOSED: Thursday, Dec 25, 2014

**HAPPY HOLIDAYS!** All branches of the *Santa Cruz Public Libraries* are CLOSED Thursday, December 25th.

### Wednesday, Dec 31, 2014

**EARLY CLOSURE** • Some branches may be closed all day; some branches will close at 2pm, please check with your branch!



Don't forget DISCOVER & GO! Log-in with your library card and PIN for free regional museum passes at [discoverandgo.org](http://discoverandgo.org)

Regular library programs will take a break December 20, 2014 - January 4, 2015.

For a full listing of all ongoing programs including storytimes, crafts, homework help, lego clubs and more go to [www.santacruzpl.org/events](http://www.santacruzpl.org/events)



## MONTHLY REPORT FOR DECEMBER 2014

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

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

Displays at Boulder Creek, created by Whitney, were “Movie Inspiration! Books Made into Movies” (adults) and “Winter Holidays” (kids).

Georgina, library Aide at LSB created “Local History” display for adults and “Winter Fun” for children.

Members of the group sponsoring the “Fungus Fair Santa Cruz for 2015” provided photographs, books and flyers in a beautiful display at the Scotts Valley branch to advertise their event on January 9-11 at Loudon Nelson Community Center. Winter themed books, Holiday Entertaining and Staff Picks were other displays at Scotts Valley.

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

Polaris and 3M have joined together to provide Libraries with a fluid method of integrating 3M Cloud Library titles into our SCPL Catalog. Staff choose titles from 3M Cloud’s selection. Polaris allows 3M to send records of those titles to our Catalog. This gives patrons the ability to see our digital title collection alongside our physical collection giving them a choice of which format they want to use.

### 2. LIFELONG LEARNING

- A. **People will have access to a relevant collection of resources in diverse formats for all ages.**
- B. **Library users will have access to innovative and successful programming which reflects the cultural, educational and informational needs of the diverse communities served by SCPL and which will help learners of all ages to achieve their goals.**

Tales to Tails program is back at La Selva Beach library. Young readers share books and love to read with our beautiful dog Bitsy while their parents and siblings enjoy working on Do-It-Yourself arts and crafts projects.

Brown Bag movie matinee program brings movie fans to La Selva Beach library every fourth Friday of the month. December movie was "Much Ado About Nothing". "Good Lie", movie about Sudanese refugees given the chance to resettle in America, is scheduled for January.

The Willing Suspension Theater presented "Beloved Christmas Stories" as part of their presentation of poetry and prose for children of all ages at the Scotts Valley branch.

Learn to Discover - Digital Art was the theme of a Learn to Discover workshop held at the Scotts Valley branch in December. The students participating had the opportunity to learn a variety of computer art programs similar to what a graphic artist would use. Paint with watercolors & oils, and draw with pencils, pastels and charcoal --- all on a computer. They also created a 3-D virtual art museum to display their computer-created artwork.

On the last day of school before winter break, patrons of all ages were treated to popcorn and the movie, *Frozen* which was shown on the big screen at the Scotts Valley branch.

The Lego club, Story time and Family arts and crafts have been very popular at Garfield Park. Attendance keeps growing.

- 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.**

### **3. COMMUNITY CONNECTIONS**

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

The Scotts Valley Chapter of the Friends of the Library held a book sale at the Scotts Valley branch on December 13 offering many new and gently used books for sale.

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

Branch staff enjoyed pizza, cookies and soda as part of the City of Santa Cruz's "Thanks for You" Holiday Luncheon.

The La Selva Beach Friends hosted a delightful Open House. The Aptos Friends held a second meeting and made gains in getting organized.

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

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

The volunteer office placed 9 new volunteers during the month of December in a variety of assignments including Social Media, Tales to Tails, Computer Coach, Adopt a Shelf and Book Buddy programs. Two volunteers also received recognition letters and bookplates for achieving service milestones at the end of November – Lynette at LSB for 100 hours of service and Jules at Live Oak for 200 hours of service.

Results from the annual volunteer survey indicate that 93% of respondents describe their overall volunteer experience with the Santa Cruz Public Libraries to be excellent or good. 80% of respondents reported that they volunteer at SCPL because they want to support the Library and its mission. 85% agree or strongly agree that their volunteer assignment utilizes their talents. Over 90% agree or strongly agree that they receive the support they need in order to accomplish their volunteer activities. A more comprehensive report will be presented at a future LJPB meeting.

Volunteers donated a total of 1030 hours of service in November which represents a 21% increase in hours over November 2013.

**4. WELCOMING PLACE**

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

Building Maintenance Man Extraordinaire, Daniel, fixed Boulder Creek's leaking roof. Interior windows were washed at Boulder Creek.

The City of Capitola selected Anderson Brule Architects to serve as the on-call architect for various city projects, including the early design work for a new library.

Library staff began meeting with Anderson Brule Architects to develop furniture, shelving and signage standards.

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

**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.**

Boulder Creek staff helped train a floating aide and an on-call LA2

Additional training on using the new Multifunction Printers was provided by Laura of MBS at the Scotts Valley branch.

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

Amy Chirman, Lynne Sansevero and Teresa Landers are serving on the City of Santa Cruz' Committee on Organizational Health.

- C. **Employees have the skills to execute change and are committed to change and continual improvement.**
- D. **A customer-driven service philosophy guides staff training and development.**

# What's Happening . . .

## JANUARY Calendar of Events

Special events at the Santa Cruz Public Libraries this month.

**Monday Jan 1, 2015**

**HAPPY NEW YEAR!** • All Branches CLOSED • Branches will re-open for regular hours January 2nd.

**Saturday Jan 3, 2015**

**Community Poetry Circle** • Join our poetry writing group led by local poet, Magdalena Montagne. Create your poems in a friendly supportive atmosphere. No registration required. 10:00am-12:00pm • Downtown Library • 224 Church St., Santa Cruz.

**Branciforte Family Crafts** • Drop in with your family and make something fun! 1:30pm-3:00pm • Branciforte Library • 230 Gault St., SC (Regular family programming starts up again on different days depending on the branch; check the online calendar for details!)

**Tuesday Jan 6, 2015**

**Ask Us about ebooks, audio, music and movies • Did you get a new toy?** Bring your smart phone, tablet or laptop, and we'll help you get started downloading or streaming free digital content from the library. Don't have a device? Test-drive one of ours! This is a drop-in format; come anytime during the session! 1:00pm-3:00pm • Aptos • Meeting Rm • 7695 Soquel Drive, Aptos.

**Wednesday Jan 7, 2015**

**Teens In Action@ Scotts Valley** • Featuring a variety of activities including photography, video and crafts. For Middle and High School students on SVMS Minimum Day Wednesdays. 1:30pm- 4:30pm • Scotts Valley • Meeting Rm • 251 Kings Village Rd., Scotts Valley.

**Stop. Think. Connect • Parents & Educators** • Cybersecurity starts with you. Protect yourself and the networks you use. Learn strong, safe online habits with an expert from Library IT. We will offer 4 sessions; presenting similar information tailored to different audiences. 7:00pm • Aptos • Meeting Rm • 7695 Soquel Drive, Aptos.

**Thursday Jan 8, 2015**

**Ask Us about ebooks, audio, music and movies** • All things free and streaming or downloadable. (See Jan 6th for full description!) 2:00pm-4:00pm • Scotts Valley • Meeting Rm • 251 Kings Village Rd., Scotts Valley.

**La Selva Beach Book Club** • The La Selva Beach Library book group meets on the 2nd Thursday of the month. For more info call the branch at 831-427-7710. 10:30am-11:30am • La Selva • 316 Estrella Ave., La Selva Beach.

**Sunday Jan 11, 2015**

**Stop. Think. Connect • Kids 8-15 & Parents** • (See description Jan 7th) 2:00pm • Downtown • Upstairs Meeting Rm • 224 Church St., Santa Cruz.

**Monday Jan 12, 2015**

**Ask Us about ebooks, audio, music and movies** • All things free and streaming or downloadable. (See Jan 6th for full description!) 10:00am-12:00pm • Downtown • Small Conference Rm • 224 Church St., Santa Cruz.

**Wednesday Jan 14, 2015**

**Learn to Discover • Physics** • Students ages 7+ will plan, design and virtually build an amusement park ride on the computer, while learning about the physics of roller coasters, bumper cars and carousels. Students may also build a roller coaster model out of a variety of recycled materials, then test it. Class size is limited. Contact Programming at pro@santacruzpl.org or 427-7717 to register. 3:00pm-4:30pm • Downtown • Upstairs Meeting Rm • 224 Church St., Santa Cruz.

**Tuesday Jan 20, 2015**

**Ask Us about ebooks, audio, music and movies** • All things free and streaming or downloadable. (See Jan 6th for full description!) 1:00pm-3:00pm • Aptos • Meeting Rm • 7695 Soquel Drive, Aptos.

**Wednesday Jan 21, 2015**

**Stop. Think. Connect • Older Adults & Seniors** • Cybersecurity starts with you. Protect yourself and the networks you use. Learn strong, safe online habits with an expert from Library IT. (Computer Dave's eConnect computer class will be combined, this week only, with this special cybersecurity seminar.) 4:00pm • Downtown • Upstairs Meeting Rm • 224 Church St., Santa Cruz.

**Teens In Action@ Scotts Valley** • (See full description Jan 7th). 1:30pm- 4:30pm • Scotts Valley • 251 Kings Village Rd., Scotts Valley.

**Branciforte Book Discussion Group** • Branciforte book group meets every 3rd Wednesday of the month. This month's selection is *A Grave Talent* by Laurie King. 1:30 - 2:30pm • Branciforte • 230 Gault St., Santa Cruz.

**Learn to Discover • Physics** • Plan, design and virtually build an amusement park ride. (See description from Jan 14th). Class size is limited. Pre-registration required. 831- 427-7717 to register. 3:00pm-4:30pm • Scotts Valley • Meeting Rm • 251 Kings Village Rd., Scotts Valley.

**Wednesday Jan 28, 2015**

**Stop. Think. Connect • Small Business** • Cybersecurity starts with you. Protect yourself and the networks you use. Learn strong, safe online habits with an expert from Library IT. 7:00pm • Scotts Valley • Meeting Rm • 251 Kings Village Rd., Scotts Valley.

**Thursday, January 29, 2015**

**Ask Us about ebooks, audio, music and movies** • All things free and streaming or downloadable. (See Jan 6th for full description!) 2:00pm -4:00pm • Downtown • Small Conference Rm • 224 Church St., Santa Cruz.

For a full listing of all programs including story times, crafts, homework help, lego club, chess club and more go to [www.santacruzpl.org/events](http://www.santacruzpl.org/events)



**MONTHLY PERFORMANCE MEASURES JULY 2014**

REVISED 12/22/2014

**ON-SITE USAGE**

<b>SELF CHECK</b>	<b>Jul-13</b>	<b>Jul-14</b>	<b>% Change</b>
Aptos	65%	82%	NA
Boulder Creek	80%	82%	NA
Branciforte	81%	86%	NA
Capitola	65%	78%	NA
Downtown	58%	73%	NA
Felton	62%	75%	NA
Garfield Park	51%	72%	NA
La Selva Beach	43%	68%	NA
Live Oak	66%	82%	NA
Scotts Valley	61%	79%	NA
<b>OVERALL- % Circ that is self check (does not include online renewals)</b>	62%	76%	NA

*Does not include online renewals*

<b>VISITORS PER OPEN HOUR</b>	<b>Jul-13</b>	<b>Jul-14</b>	<b>% Change</b>
Aptos	59	58	-1.7%
Boulder Creek	19	23	21.1%
Branciforte	55	50	-9.1%
Capitola	39	37	-5.1%
Downtown	139	132	-5.0%
Felton	20	17	-15.0%
Garfield Park	32	25	-21.9%
La Selva Beach	27	30	11.1%
Live Oak	62	57	-8.1%
Scotts Valley	73	72	-1.4%
<b>OVERALL</b>	525	501	-4.6%

*Measures number of visitors to the branch per open hour.*

**STAFF WORKLOAD**

<b>BUSYNESS</b>	<b>Jul-13</b>	<b>Jul-14</b>	<b>% Change</b>
Aptos	NA	6,337	NA
Boulder Creek	NA	3,823	NA
Branciforte	NA	3,251	NA
Capitola	NA	5,604	NA
Downtown	NA	4,275	NA
Felton	NA	3,862	NA
Garfield Park	NA	3,408	NA
La Selva Beach	NA	2,141	NA
Live Oak	NA	3,705	NA
Scotts Valley	NA	4,512	NA
<b>OVERALL</b>	NA	4,092	NA

*Measures (number of physical checkouts + number of received items+ number holds handled + number of questions answered)/FTE*

*Note: not included: online transactions or self checks and questions answered are based on one typical week per quarter*

MONTHLY PERFORMANCE MEASURES JULY 2014

REVISED 12/22/2014

**SYSTEM MEASUREMENTS**

<b>FINES &amp; FEES</b>	<b>Jul-13</b>	<b>Jul-14</b>	<b>% Change</b>
Paid at Desk	\$ 14,021	\$ 17,284	23%
Paid at Kiosk	na	na	na
Paid online	na	na	na
<b>TOTAL</b>	<b>\$ 14,021</b>	<b>\$ 17,284</b>	<b>23%</b>
% Paid at Desk	100%	100%	0%
% Paid at Kiosk	na	na	na
% Paid online	na	na	na
% Paid by credit/debit card	na	na	na

<b>PROGRAMMING</b>	<b>Jul-13</b>	<b>Jul-14</b>	<b>% Change</b>
Number of programs held	158	173	9%
Number of attendees	4525	5284	17%
Average # attendees/program	28.6	30.5	7%

<b>USE OF SYSTEM RESOURCES</b>	<b>Jul-13</b>	<b>Jul-14</b>	<b>% Change</b>
<b>VIRTUAL ACCESS</b>			
E-books & magazines	6,195	5,588	-10%
Downloadable audio & music	1,923	2,911	51%
Downloadable & Streaming Video	130	735	465%
Pageviews	504,441	528,124	5%
Online renewals	41,667	42,612	na
Boopsie book checks	na	204	
Total virtual access	554,356	580,174	5%

<b>PHYSICAL CHECKOUTS</b>			
Staff assisted + self check	206,541	118,131	-43%
<b>CHECKOUTS</b>			
% Physical checkouts	81%	69%	-14%
% Virtual checkouts	19%	31%	57%
Circulation per capita	1.24	0.80	-35%

*Virtual access: Does not include database usage which will be reported quarterly due to availability of data.*

*Ematerials do not include Soundswell, or the Gale Virtual Travel collection as download data is not currently available. (online renewals is an estimate based on past experience). Includes Boopsie*

*Physical Checkouts: physical items checked out at desk or at self check, includes in-house renewals*

*Virtual checkout: virtual access not including total pageviews*

*Capita: based on State Library data*

*For FY13/14 staff assisted =monthly stat report minus 41,667 (est online renewals)*



**MONTHLY PERFORMANCE MEASURES AUGUST 2014**

REVISED 12/22/2014

**ON-SITE USAGE**

<b>SELF CHECK</b>	<b>Aug-13</b>	<b>Aug-14</b>	<b>% Change</b>
Aptos	83%	83%	0%
Boulder Creek	80%	81%	1%
Branciforte	81%	86%	6%
Capitola	77%	76%	-1%
Downtown	70%	73%	4%
Felton	64%	70%	9%
Garfield Park	60%	69%	15%
La Selva Beach	65%	60%	-8%
Live Oak	80%	84%	5%
Scotts Valley	78%	83%	6%
<b>OVERALL- % Circ that is self check (does not include online renewals)</b>	74%	77%	4%

*Does not include online renewals*

<b>VISITORS PER OPEN HOUR</b>	<b>Aug-13</b>	<b>Aug-14</b>	<b>% Change</b>
Aptos	58	56	-3.4%
Boulder Creek	20	21	5.0%
Branciforte	51	53	3.9%
Capitola	34	36	5.9%
Downtown	137	133	-2.9%
Felton	15	15	0.0%
Garfield Park	32	35	9.4%
La Selva Beach	20	26	30.0%
Live Oak	61	57	-6.6%
Scotts Valley	76	74	-2.6%
<b>OVERALL</b>	504	506	0.4%

*Measures number of visitors to the branch per open hour.*

**STAFF WORKLOAD**

<b>BUSYNESS</b>	<b>Aug-13</b>	<b>Aug-14</b>	<b>% Change</b>
Aptos	NA	5,980	NA
Boulder Creek	NA	3,676	NA
Branciforte	NA	3,026	NA
Capitola	NA	5,424	NA
Downtown	NA	4,207	NA
Felton	NA	3,495	NA
Garfield Park	NA	2,746	NA
La Selva Beach	NA	1,986	NA
Live Oak	NA	3,281	NA
Scotts Valley	NA	4,102	NA
<b>AVERAGE</b>	NA	3,792	NA

*Measures (number of physical checkouts + number of received items+ number holds handled + number of questions answered)/FTE*

*Note: not included: online transactions or self checks and questions answered are based on one typical week per quarter*

MONTHLY PERFORMANCE MEASURES AUGUST 2014

REVISED 12/22/2014

**SYSTEM MEASUREMENTS**

<b>FINES &amp; FEES</b>	<b>Aug-13</b>	<b>Aug-14</b>	<b>% Change</b>
Paid at Desk	\$ 15,842	\$ 16,583	4%
Paid at Kiosk		na	
Paid online		na	
<b>TOTAL</b>	\$ 15,842	\$ 16,583	4%
% Paid at Desk	100%	100%	0%
% Paid at Kiosk	na	na	na
% Paid online	na	na	na
% Paid by credit/debit card	na	na	na

<b>PROGRAMMING</b>	<b>Aug-13</b>	<b>Aug-14</b>	<b>% Change</b>
Number of programs held	58	80	38%
Number of attendees	592	888	50%
Average # attendees/program	10.2	11.1	9%

<b>USE OF SYSTEM RESOURCES</b>	<b>Aug-13</b>	<b>Aug-14</b>	<b>% Change</b>
<b>VIRTUAL ACCESS</b>			
E-books & magazines	6,456	6,091	-6%
Downloadable audio & music	1,998	2,984	49%
Downloadable & Streaming Video	146	2,522	1627%
Pageviews	490,391	520,572	6%
Online renewals	41,666	42,031	1%
Total virtual access	540,657	574,389	6%

<b>PHYSICAL CHECKOUTS</b>			
Staff assisted + self check	190,980	106,459	-44%
<b>CHECKOUTS</b>			
% Physical checkouts	79%	66%	-17%
% Virtual checkouts	21%	34%	63%
Circulation per capita	1.16	0.76	-35%

*Virtual access: Does not include database usage which will be reported quarterly due to availability of data.*

*Ematerials do not include Soundswell, or the Gale Virtual Travel collection as download data is not currently available. (online renewals is an estimate based on past experience). Includes Boopsie*

*Physical Checkouts: physical items checked out at desk or at self check, includes in-house renewals*

*Virtual checkout: virtual access not including total pageviews*

*Capita: based on State Library data*

*For FY13/14 staff assisted =monthly stat report minus 41,667 (est online renewals)*

MONTHLY PERFORMANCE MEASURES SEPTEMBER 2014

REVISED 12/22/2014

**ON-SITE USAGE**

<b>SELF CHECK</b>	<b>Sep-13</b>	<b>Sep-14</b>	<b>% Change</b>
Aptos	82%	82%	0%
Boulder Creek	88%	80%	-9%
Branciforte	91%	87%	-4%
Capitola	92%	74%	-20%
Downtown	72%	72%	0%
Felton	66%	75%	14%
Garfield Park	67%	58%	-13%
La Selva Beach	61%	69%	13%
Live Oak	81%	81%	0%
Scotts Valley	81%	82%	1%
<b>OVERALL- % Circ that is self check (does not include online renewals)</b>	76%	76%	0%

*Does not include online renewals*

<b>VISITORS PER OPEN HOUR</b>	<b>Sep-13</b>	<b>Sep-14</b>	<b>% Change</b>
Aptos	64	56	-12.5%
Boulder Creek	21	20	-4.8%
Branciforte	56	59	5.4%
Capitola	33	34	3.0%
Downtown	141	138	-2.1%
Felton	15	15	0.0%
Garfield Park	31	28	-9.7%
La Selva Beach	20	24	20.0%
Live Oak	60	60	0.0%
Scotts Valley	85	76	-10.6%
<b>OVERALL</b>	526	510	-3.0%

*Measures number of visitors to the branch per open hour.*

**STAFF WORKLOAD**

<b>BUSYNESS</b>	<b>Sep-13</b>	<b>Sep-14</b>	<b>% Change</b>
Aptos	NA	6,315	NA
Boulder Creek	NA	3,571	NA
Branciforte	NA	3,149	NA
Capitola	NA	5,153	NA
Downtown	NA	3,888	NA
Felton	NA	3,452	NA
Garfield Park	NA	3,498	NA
La Selva Beach	NA	1,895	NA
Live Oak	NA	3,338	NA
Scotts Valley	NA	4,071	NA
<b>OVERALL AVERAGE</b>	NA	3,833	NA

*Measures (number of physical checkouts + number of received items+ number holds handled + number of questions answered)/FTE*

*Note: not included: online transactions or self checks and questions answered are based on one typical week per quarter*



**MONTHLY PERFORMANCE MEASURES SEPTEMBER 2014**  
**REVISED 12/22/2014**

**SYSTEM MEASUREMENTS**

<b>FINES &amp; FEES</b>	<b>Sep-13</b>	<b>Sep-14</b>	<b>% Change</b>
Paid at Desk	\$ 15,782	\$ 15,938	1%
Paid at Kiosk	\$ -	\$ 2,886	na
Paid online	\$ -	\$ -	na
<b>TOTAL</b>	<b>\$ 15,782</b>	<b>\$ 18,824</b>	<b>19%</b>
% Paid at Desk	100%	85%	-15%
% Paid at Kiosk	na	15%	na
% Paid online	na	0%	na
% Paid by credit/debit card	na	1.50%	na

<b>PROGRAMMING</b>	<b>Sep-13</b>	<b>Sep-14</b>	<b>% Change</b>
Number of programs held	129	124	-4%
Number of attendees	2,581	2,171	-16%
Average # attendees/program	20	17.5	-12%

<b>USE OF SYSTEM RESOURCES</b>	<b>Sep-13</b>	<b>Sep-14</b>	<b>% Change</b>
<b>VIRTUAL ACCESS</b>			
E-books & magazines	9,424	9,028	-4%
Downloadable audio & music	1,961	3,007	53%
Downloadable & Streaming Video	76	2,582	3297%
Pageviews	486,170	511,493	5%
Online renewals	41,666	41,083	-1%
Total virtual access	529,873	567,193	7%

<b>PHYSICAL CHECKOUTS</b>			
Staff assisted + self check	173,817	103,126	-41%
<b>CHECKOUTS</b>			
% Physical checkouts	80%	65%	-19%
% Virtual checkouts	20%	35%	75%
Circulation per capita	1.05	0.80	-23%

*Virtual access: Does not include database usage which will be reported quarterly due to availability of data.*

*Ematerials do not include Soundswell, or the Gale Virtual Travel collection as download data is not currently available. (online renewals is an estimate based on past experience).Boopsie is included*

*Physical Checkouts: physical items checked out at desk or at self check, includes in-house renewals*

*Virtual checkout: virtual access not including total pageviews*

*Capita: based on State Library data*

*For FY13/14 staff assisted =monthly stat report minus 41,667 (est online renewals)*

# MONTHLY PERFORMANCE MEASURES OCTOBER 2014

Revised 12/22/14

## ON-SITE USAGE

SELF CHECK	Oct-13	Oct-14	% Change
Aptos	1	79%	-2%
Boulder Creek	89%	82%	-8%
Branciforte	82%	86%	5%
Capitola	77%	74%	-4%
Downtown	69%	73%	6%
Felton	64%	77%	20%
Garfield Park	61%	61%	0%
La Selva Beach	63%	65%	3%
Live Oak	78%	80%	3%
Scotts Valley	79%	80%	1%
<b>OVERALL- % Circ that is self check (does not include online renewals)</b>	74%	74%	0%

*Does not include online renewals*

VISITORS PER OPEN HOUR	Oct-13	Oct-14	% Change
Aptos	53	53	0.0%
Boulder Creek	22	22	0.0%
Branciforte	54	57	5.6%
Capitola	35	36	2.9%
Downtown	130	126	-3.1%
Felton	18	14	-22.2%
Garfield Park	33	30	-9.1%
La Selva Beach	23	26	13.0%
Live Oak	59	57	-3.4%
Scotts Valley	76	71	-6.6%
<b>OVERALL</b>	503	492	-2.2%

*Measures number of visitors to the branch per open hour.*

## STAFF WORKLOAD

BUSYNESS	Oct-13	Oct-14	% Change
Aptos	NA	5,930	NA
Boulder Creek	NA	3,613	NA
Branciforte	NA	3,256	NA
Capitola	NA	5,270	NA
Downtown	NA	3,916	NA
Felton	NA	3,565	NA
Garfield Park	NA	3,439	NA
La Selva Beach	NA	2,072	NA
Live Oak	NA	2,956	NA
Scotts Valley	NA	4,144	NA
<b>OVERALL</b>	NA	3,816	NA

*Measures (number of physical checkouts + number of received items+ number holds handled + number of questions answered)/FTE*

*Note: not included: online transactions or self checks and questions answered are based on one typical week per quarter*

# MONTHLY PERFORMANCE MEASURES OCTOBER 2014

Revised 12/22/14

## SYSTEM MEASUREMENTS

<b>FINES &amp; FEES</b>	<b>Oct-13</b>	<b>Oct-14</b>	<b>% Change</b>
Paid at Desk	\$ 17,159	\$ 13,388	-68%
Paid at Kiosk	na	\$ 6,045	na
Paid online	na	na	na
<b>TOTAL</b>	\$ 17,159	\$ 19,433	13%
% Paid at Desk	100%	69%	-31%
% Paid at Kiosk	na	31%	
% Paid online	na	na	
% Paid by credit/debit card	na	27%	

<b>PROGRAMMING</b>	<b>Oct-13</b>	<b>Oct-14</b>	<b>% Change</b>
Number of programs held	198	155	-22%
Number of attendees	3251	2538	-22%
Average # attendees/program	16.4	16.4	0%

<b>USE OF SYSTEM RESOURCES</b>	<b>Oct-13</b>	<b>Oct-14</b>	<b>% Change</b>
<b>VIRTUAL ACCESS</b>			
E-books & magazines	9,157	18,098	98%
Downloadable audio & music	1,788	2,939	64%
Downloadable & Streaming Video	223	2,714	1117%
Pageviews	490,846	512,988	5%
Online renewals	41,667	42,496	na
Total virtual access	543,681	579,235	7%

<b>PHYSICAL CHECKOUTS</b>			
Staff assisted + self check	184,638	104,352	-43%
<b>CHECKOUTS</b>			
% Physical checkouts	78%	61%	-21%
% Virtual checkouts	22%	39%	75%
Circulation per capita	1.15	0.80	-30%

**Virtual access:** Does not include database usage which will be reported quarterly due to availability of data.

**Ematerials** do not include Soundswell, or the Gale Virtual Travel collection as download data is

not currently available. (online renewals is an estimate based on past experience) Includes Boopsie

**Physical Checkouts:** physical items checked out at desk or at self check, includes in-house renewals

**Virtual checkout:** virtual access does not include total pageviews

**Capita:** based on State Library data

For FY13/14 staff assisted =monthly stat report minus 41,667 (est online renewals)

## MONTHLY PERFORMANCE MEASURES NOVEMBER 2014

### ON-SITE USAGE

SELF CHECK	Nov-13	Nov-14	% Change
Aptos	83%	81%	-2%
Boulder Creek	88%	80%	-10%
Branciforte	84%	85%	1%
Capitola	79%	75%	-5%
Downtown	73%	74%	2%
Felton	108%	83%	-23%
Garfield Park	66%	61%	-7%
La Selva Beach	61%	67%	9%
Live Oak	83%	78%	-6%
Scotts Valley	83%	81%	-2%
<b>OVERALL- % Circ that is self check (does not include online renewals)</b>	79%	76%	-4%

*Does not include online renewals*

VISITORS PER OPEN HOUR	Nov-13	Nov-14	% Change
Aptos	64	59	-7.2%
Boulder Creek	23	24	3.4%
Branciforte	56	63	12.9%
Capitola	40	40	0.8%
Downtown	130	139	6.8%
Felton	16	17	3.6%
Garfield Park	35	30	-13.4%
La Selva Beach	24	26	7.1%
Live Oak	62	66	7.3%
Scotts Valley	84	83	-1.3%
<b>OVERALL</b>	533	547	2.6%

*Measures number of visitors to the branch per open hour.*

### STAFF WORKLOAD

BUSYNESS	Nov-13	Nov-14	% Change
Aptos	NA	5,609	NA
Boulder Creek	NA	3,456	NA
Branciforte	NA	2,946	NA
Capitola	NA	4,739	NA
Downtown	NA	3,636	NA
Felton	NA	3,189	NA
Garfield Park	NA	2,943	NA
La Selva Beach	NA	1,833	NA
Live Oak	NA	3,074	NA
Scotts Valley	NA	3,728	NA
<b>OVERALL</b>	NA	3,515	NA

*Measures (number of physical checkouts + number of received items+ number holds handled + number of questions answered)/FTE*

*Note: not included: online transactions or self checks and questions answered are based on one typical week per quarter*

# MONTHLY PERFORMANCE MEASURES NOVEMBER 2014

## SYSTEM MEASUREMENTS

<b>FINES &amp; FEES</b>	<b>Nov-13</b>	<b>Nov-14</b>	<b>% Change</b>
Paid at Desk	\$ 15,635	\$ 12,637	-19%
Paid at Kiosk	na	\$ 7,313	na
Paid online	na	na	na
<b>TOTAL</b>	<b>\$ 15,635</b>	<b>\$ 19,950</b>	<b>28%</b>
% Paid at Desk	100%	63%	-37%
% Paid at Kiosk	na	37%	na
% Paid online	na	0	na
% Paid by credit/debit card	na	31%	na

<b>PROGRAMMING</b>	<b>Nov-13</b>	<b>Nov-14</b>	<b>% Change</b>
Number of programs held	159	165	4%
Number of attendees	2,509	2922	16%
Average # attendees/program	15.8	18.0	14%

<b>USE OF SYSTEM RESOURCES</b>	<b>Nov-13</b>	<b>Nov-14</b>	<b>% Change</b>
<b>VIRTUAL ACCESS</b>			
E-books & magazines	8,582	12,905	50%
Downloadable audio & music	1,850	2,924	58%
Downloadable & Streaming Video	171	836	389%
Pageviews	441,528	521,431	18%
Online renewals	41,667	40,576	na
Total virtual access	493,798	578,672	17%

<b>PHYSICAL CHECKOUTS</b>			
Staff assisted + self check	97,748	100,676	3%
<b>CHECKOUTS</b>			
% Physical checkouts	65%	64%	-2%
% Virtual checkouts	35%	36%	4%
Circulation per capita	0.72	0.80	11%

*Virtual access: Does not include database usage which will be reported quarterly due to availability of data.*

*Ematerials do not include Soundswell, or the Gale Virtual Travel collection as download data is*

*not currently available. (online renewals is an estimate based on past experience). Includes Boopsie*

*Physical Checkouts: physical items checked out at desk or at self check, includes in-house renewals*

*Virtual checkout: virtual access not including total pageviews*

*Capita: based on State Library data*

*For FY13/14 staff assisted =monthly stat report minus 41,667 (est online renewals)*



TO: Finance Committee- Library Joint Powers Authority Board  
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director (12/04/14)  
 RE: Monthly Dashboard Report: Library's October 2014 financials

**SANTA CRUZ  
PUBLIC LIBRARIES**

**October 2014**  
*Preliminary,*  
*Unaudited*

Contained herein is the preliminary, UNAUDITED October 2014 Dashboard summary report. After the month ending operating results, the Library has a year-to-date net operating gain of \$158,897. In general, revenues are behind the budget target by -0.5% and expenditures are under budget by 1.9%. Final, prior year-end operating results will be available after completion of the annual independent audit in December.

Net operations (Major accounts)	Last 3-months Actual Results			Fiscal Year to Date	Percent of Budget Comparison		
	August	September	October		Annual Budget FY 2014/15	YTD Actuals	Months completed
<b>Revenue:</b>							
(2) Sales Tax	\$ 651,330	\$ 657,783	\$ 507,589	\$ 2,307,776	\$ 7,158,000	33.3%	(1.1%)
(3) MOE- Member Contributions	435,398	435,398	435,398	1,741,592	5,237,000	33.3%	(0.1%)
Library Fines	18,589	15,078	17,709	65,161	135,000	33.3%	14.9%
(4) Other Revenue	21,651	23,595	5,673	51,668	164,755	33.3%	(2.0%)
Subtotal Operating Revenue	1,126,968	1,131,854	966,369	4,166,197	12,694,755	33.3%	(0.5%)
(1) Budgetary Financing Sources	-	-	-	-	42,916		
<b>TOTAL REVENUE</b>	<b>\$ 1,126,968</b>	<b>\$ 1,131,854</b>	<b>\$ 966,369</b>	<b>\$ 4,166,197</b>	<b>\$ 12,737,671</b>		
<b>Expenditures:</b>							
(5) Payroll	\$ 928,528	\$ 613,626	\$ 561,455	\$ 2,581,024	8,142,358	33.3%	1.6%
(6) Books (w/Grants)	357,462	105,446	58,760	546,944	1,229,767	33.3%	(11.1%)
Janitorial Services	4,392	3,063	3,218	10,673	117,100	33.3%	24.2%
Building & Facility	39,559	38,459	38,459	167,061	357,333	33.3%	(13.4%)
Rent (Equip. Building, Land)	27,366	25,766	25,766	102,563	312,500	33.3%	0.5%
Utilities	61,793	39,417	26,120	137,687	430,000	33.3%	1.3%
(7) Other expenditures	181,413	133,066	105,706	461,348	2,148,613	33.3%	11.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,600,512</b>	<b>\$ 958,842</b>	<b>\$ 819,484</b>	<b>\$ 4,007,300</b>	<b>\$ 12,737,671</b>	33.3%	1.9%
<b>Net Gain / (Loss)</b>	<b>\$ (473,545)</b>	<b>\$ 173,011</b>	<b>\$ 146,886</b>	<b>\$ 158,897</b>	<b>\$ -</b>		

Key Balance Sheet Items	August			September			October			Trust Current Assets			Trust Current Assets (cont.)		
	August	September	October	August	September	October	Trust	Balance	Trust	Balance	Trust	Balance	Trust	Balance	
(8) Total pooled cash	3,032,410	2,185,405	3,244,961				Trust	240,458	240,458	Leet-Corday	93,397				
(8) 2-month reserve target	2,115,793	2,115,793	2,115,793				McCaskill- Hist	222,709	222,709	Morely	12,529				
(8) Excess cash/(reserve deficit)	916,617	69,612	1,129,168				Finkeldey	9,225	9,225	Hale	44,806				
Total Current Assets	11,876	669,567	669,567				Whalen	92,904	92,904	Gruber	28,026				
Accounts Payable	290,778	336,935	115,854												

**Notes:**

- After the budget was approved on June 2, 2014, changes were made to reflect prior-year projects rebudgeted in the current year in the amount of \$42,916.
- For sales tax, September, December, March & June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). Each of the respective following months contain the lower state estimate.
- For FY 2015, the base monthly MOE contribution is estimated to increase from \$426k to \$435k.
- August & September "Other revenue" included one-time dentations of \$14.6k and \$13.0k respectively.
- For the current fiscal year, the following month's have more than 2 pay periods that will reflect higher payroll costs: August, January & June.
- Material purchases were intentionally high during the first two months of the fiscal year.
- In October, the four largest expenditures within 'Other expenditures' included: [Financial services - outside at \$43k]; [Library functional supplies at \$10k]; [Software maintenance services at \$28k]; and [Training at \$7k].
- Cash was above the reserve by \$1,129,168. For September, cash balances were temporarily decreased due to delay in receipt of \$1.1 million in Library Financing Authority revenue from the County until October.



TO: Finance Committee- Library Joint Powers Authority Board  
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director (01/07/15)  
 RE: Monthly Dashboard Report: Library's November 2014 financials

**SANTA CRUZ  
PUBLIC LIBRARIES**

**November 2014  
Preliminary,  
Unaudited**

Contained herein is the preliminary, UNAUDITED November 2014 Dashboard summary report. After the month ending operating results, the Library has a year-to-date net operating gain of \$441,567. In general, revenues are ahead of the budget target by 0.2% and expenditures are under budget by 3.4%. Final, prior year-er operating results will be available after completion of the annual independent audit in December.


Net operations (Major accounts)	Last 3-months Actual Results				Fiscal Year to Date	(1) it of Budget Comparison		
	September	October	November	November		Annual Budget FY 2014/15	YTD Actuals	Months completed
<b>Revenue:</b>								
(2) Sales Tax	\$ 657,783	\$ 507,589	\$ 676,759	\$ 2,984,536		41.7%	41.7%	0.0%
(3) MOE- Member Contributions	435,398	435,398	433,938	2,175,530		41.5%	41.7%	(0.1%)
Library Fines	15,078	17,709	16,701	81,861		60.6%	41.7%	19.0%
(4) Other Revenue	27,954	7,913	19,975	78,242		47.5%	41.7%	5.8%
Subtotal Operating Revenue	1,136,213	988,609	1,147,374	5,320,169		41.9%	41.7%	0.2%
(1) Budgetary Financing Sources	-	-	-	-	42,916			
<b>TOTAL REVENUE</b>	<b>\$ 1,136,213</b>	<b>\$ 988,609</b>	<b>\$ 1,147,374</b>	<b>\$ 5,320,169</b>	<b>\$ 12,737,671</b>			
<b>Expenditures:</b>								
(5) Payroll	\$ 613,626	\$ 561,455	\$ 614,878	\$ 3,195,903		39.3%	41.7%	2.4%
(6) Books (w/Grants)	105,446	58,760	58,360	605,304		49.2%	41.7%	(7.6%)
Janitorial Services	3,063	3,218	3,063	13,736		11.7%	41.7%	29.9%
Building & Facility	38,459	38,459	34,222	201,283		56.3%	41.7%	(14.7%)
Rent (Equip, Building, Land)	25,766	25,766	25,766	128,329		41.1%	41.7%	0.6%
Utilities	39,417	26,120	24,337	162,024		37.7%	41.7%	4.0%
(7) Other expenditures	133,066	105,706	109,362	572,023		26.6%	41.7%	15.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 958,842</b>	<b>\$ 819,484</b>	<b>\$ 869,989</b>	<b>\$ 4,878,602</b>	<b>\$ 12,737,671</b>			
<b>Net Gain / (Loss)</b>	<b>\$ 177,370</b>	<b>\$ 149,125</b>	<b>\$ 277,385</b>	<b>\$ 441,567</b>	<b>\$ -</b>			

Key Balance Sheet items	Trust Current Assets			Trust Current Assets (cont.)		
	September	October	November	Balance	Trust	Balance
(8) Total pooled cash	2,185,405	3,244,961	2,306,600	241,193	Leet-Corday	93,682
(8) 2-month reserve target	2,115,793	2,115,793	2,115,793	223,390	Morely	12,567
(8) Excess cash/(reserve deficit)	69,612	1,129,168	190,807	9,253	Hale	44,943
Total Current Assets	3,290,370	4,349,926	3,431,508	93,188	Gruber	28,111
Accounts Payable	336,935	115,854	79,759			

**Notes:**

- After the budget was approved on June 2, 2014, changes were made to reflect prior-year projects rebudgeted in the current year in the amount of \$42,916.
- For sales tax, September, December, March & June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). The subsequent months (October, January, April & July) tend to be lower as they contain the lower state estimates.
- The November and December MOE contributions were reduced for the County's independent auditor cost allocations.
- August, September and November "Other revenue" included one-time donations of \$14.6k & \$13.0k and AT&T E-rate refund of \$12.5k respectively.
- For the current fiscal year, the following month's have more than 2 pay periods that will reflect higher payroll costs: August, January & June.
- Material purchases were intentionally high during the first two months of the fiscal year.
- In November, the four largest expenditures within "Other expenditures" included: [Financial services - outside at \$47k]; [Library functional supplies at \$15k]; [Software maintenance services at \$3k]; and [Training at \$2k].
- Cash was above the reserve by \$190,807. For September and November, cash balances were temporarily decreased due to delay in receipt of \$1.1 million in Library Financing Authority revenue.

## STAFF REPORT

DATE: December 23, 2014  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Library Director   
RE: Internet Use Policy Revision

**RECOMMENDATION:** Approve revised Internet Use Policy

### SUMMARY

The Internet Use Policy has been revised to strengthen the language surrounding actions staff and security can take if/when they observe the Library's computers being used for illegal purposes.

### BACKGROUND

Board policies are usually updated every three years. This policy is up for revision in March 2015.

Library security and staff asked for clarification on how they should and could deal with situations where it appears that library computers are being used for illegal purposes. Director Landers worked closely with the City Attorney's office and developed additional wording to be added to the policy and to the "click through" agreement that users must agree to before using library computers.

### DISCUSSION

Between the time staff are aware of the illegal use and when law enforcement arrives, it is unlikely that the individual will still be engaged in the illegal activity and insufficient proof will be available to take action. Library computers are set to erase the previous session as soon as the one hour time limit is expired or the user ends their session by pressing a single button.

The recommended procedure is for staff and/or onsite security to "take control" of the computer before the individual realizes they have been reported. Once staff has control of the computer the time limit can be extended so the session does not expire and erase all evidence and Library IT can also take steps to preserve the information.

This revised policy inserts the following language which is necessary to strengthen the Library's position should action be taken to take control of the computer.

***The Library reserves the right to immediately intervene and take possession of its computers if it has reason to believe that its computers are being used in violation of this policy or for any illegal purpose.***



**Policy Title: Internet Access Policy**

**Policy Statement:**

The Santa Cruz Public Library is committed to providing free and equitable access to information in all its forms, including electronic, as the digital world continues to evolve. The Library does not distinguish or discriminate on the basis of age. It maintains collections and provides services that are organized to meet the different needs of children, teens, and adults. The library's strategic plan expressly ensures access to innovative tools and technologies necessary to find, evaluate and use information and resources.

The library will provide WiFi internet access at all branches and one hour per day use of library internet computers free of charge to all users. County residents and visitors who are eligible are encouraged to obtain a library card in order to receive their one hour per day use of library equipment. Visitors who are able to present verification of their visiting status will receive a guest pass for one free hour per day. Any user may purchase additional access to library internet computers at the rate of \$3.00 per hour.

While SCPL upholds the principles of the First Amendment, some activities are more suitable for private viewing and/or are illegal. Library equipment and networks may not be used to access pornography, material that is obscene or is harmful to minors, or any other illegal activity, such as hacking. Library users who do so will be required to stop immediately. Repeated offenses will result in permanent denial of access to the Internet at the library. ***The Library reserves the right to immediately intervene and take possession of its computers if it has reason to believe that its computers are being used in violation of this policy or for any illegal purpose.***

As current software technologies intended to block inappropriate websites and images are not effective and often over-block legitimate research sites and material, SCPL does not utilize internet filtering software. The Library does not act *in loco parentis*, and respects the responsibility of all parents and legal guardians to guide their own children's use of the library, its resources, and services.

This policy will be renewed every three years

Adopted: consolidation of three different yet related policies from 1998, 2003 and 2007

Updated: 3/8/12

Revised: 1/12/15

## STAFF REPORT

DATE: January 7, 2015  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Library Director  
RE: Acceptance of LSTA grant

**RECOMMENDATION:** Approve resolution to accept LSTA grant for \$3,000 as administered by the California Center for the Book and the Southern California Library Cooperative.

Santa Cruz Public Libraries has been selected to receive LSTA support of up to \$3,000 for a Book to Action 2015 program feature the book. The new *Jim Crow: Mass incarceration in the age of Colorblindness* by Michelle Alexander.

As stated in the November monthly narrative:

“The California State Library and the California Center for the Book are collaborating on an exciting new program model called Book-to-Action. Book-to-Action builds on the traditional book club concept, but in addition to providing an opportunity to collectively read and discuss a book, Book-to-Action enables readers to put their new-found knowledge into action by engaging in a community service project related to the book's topic.” We received ours for the *New Jim Crow: Mass Incarceration in the Age of Colorblindness* by Michelle Alexander. This will include 5 book discussions and a visit by the author. A variety of local community organizations will come to each discussion and will discuss how community members can get involved. Additional working groups will be formed to carry the ideas forward.

### **Fiscal Impact**

Adoption of a resolution is necessary to accept this funding. There is no direct cost to the Library that will not be covered by the grant. The Library will be providing some in kind services to meet the grant requirements.



**RESOLUTION # 2015-003**

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS  
AUTHORITY BOARD ACCEPTING FUNDS AND AMENDING THE  
FY 14/15 BUDGET**

WHEREAS, the Santa Cruz Library Joint Powers Board accept grant monies received for the LSTA: Book to Action 2015 Program;

WHEREAS, monies from the grant will be used for programming and supplies related to the program featuring the book *The New Jim Crow: Mass Incarceration in the Age of Colorblindness*;

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board that it accept the grant for \$3,000 and that it amend the FY 14/15 Budget.

PASSED AND ADOPTED this 12th day of January 2015 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board Clerk

## STAFF REPORT

DATE: January 8, 2015  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Library Director  
RE: Library Audit FY13/14

<b>RECOMMENDATION:</b> Accept information provided
--

Attached are the draft audit schedules for FY13/14. The final, full version from the auditors has not yet been received, but no changes are expected.

A quick glance indicates that expenditures did exceed revenues. This was done with intention due to several large purchases such as the buyout of the 5-year lease for the multi-function copiers and the upgrading of the self-checkout system by purchasing the kiosks using available fund balance.

The full audit report will be presented to the board at the February 2 LJPB meeting, which will include a more detailed discussion of FY13/14 revenues and expenditures.



**Santa Cruz Public Libraries**  
**Balance Sheet**  
**Governmental Fund**  
**June 30, 2014**

	Major Fund
	General
<b>ASSETS</b>	
Cash and cash equivalents	\$ 2,656,356
Interest receivable	5,637
Taxes receivable	633,128
Accounts receivable	4,868
Due from other governments	459,033
<b>Total assets</b>	<b>\$ 3,759,022</b>
<b>LIABILITIES AND FUND BALANCES</b>	
<b>Liabilities:</b>	
Accounts payable and other current liabilities	\$ 600,308
<b>Total liabilities</b>	<b>600,308</b>
<b>Fund Balances:</b>	
Committed	2,262,931
Unassigned	895,783
<b>Total fund balance</b>	<b>3,158,714</b>
<b>Total liabilities and fund balance</b>	<b>\$ 3,759,022</b>

DRAFT

See accompanying Notes to Basic Financial Statements.

**Santa Cruz Public Libraries**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Governmental Fund**  
**For the year ended June 30, 2014**

	Major Fund
	General
<b>REVENUES:</b>	
Taxes	\$ 6,878,299
Intergovernmental	5,170,877
Charges for services	20,517
Fines and forfeitures	200,126
Use of money and property	22,903
Other revenues	130,043
<b>Total revenues</b>	<u>12,422,765</u>
<b>EXPENDITURES:</b>	
Current:	
Personnel services	7,926,483
Services, supplies, and other charges	4,183,090
Debt service:	
Principal	401,308
Interest	11,736
Capital outlay	376,549
<b>Total expenditures</b>	<u>12,899,166</u>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	(476,401)
<b>OTHER FINANCING SOURCES (USES):</b>	
Capital Lease Proceeds	139,297
<b>Total other financing sources (uses)</b>	<u>139,297</u>
<b>Net change in fund balance</b>	(337,104)
<b>FUND BALANCE:</b>	
Beginning of year	3,495,818
End of year	<u>\$ 3,158,714</u>

See accompanying Notes to Basic Financial Statements.

**Santa Cruz Public Libraries**  
**Required Supplementary Information**  
**For the year ended June 30, 2014**

**Budgetary Comparison Schedule, General Fund**

	Budgeted Amounts		Actual Amounts (GAAP Basis)	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES:</b>				
Taxes	\$ 6,492,000	\$ 6,617,000	\$ 6,878,299	\$ 261,299
Intergovernmental	5,260,000	5,162,375	5,170,877	8,502
Charges for services	15,730	15,730	20,517	4,787
Fines and forfeitures	225,000	225,000	200,126	(24,874)
Use of money and property	17,591	17,591	22,903	5,312
Other revenues	116,950	169,799	130,043	(39,756)
<b>Total revenues</b>	<b>12,127,271</b>	<b>12,207,495</b>	<b>12,422,765</b>	<b>215,270</b>
<b>EXPENDITURES:</b>				
Current:				
Personnel services	7,703,251	7,727,126	7,926,483	(199,357)
Services, supplies, and other charges	4,220,100	4,280,670	4,183,090	97,580
Debt service:				
Principal	268,561	407,459	401,308	6,151
Interest	-	512	11,736	(11,224)
Capital outlay	163,000	474,132	376,549	97,583
<b>Total expenditures</b>	<b>12,354,912</b>	<b>12,889,899</b>	<b>12,899,166</b>	<b>(9,267)</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(227,641)</b>	<b>(682,404)</b>	<b>(476,401)</b>	<b>206,003</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Capital Lease Proceeds	-	-	139,297	139,297
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>139,297</b>	<b>139,297</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>(227,641)</b>	<b>(682,404)</b>	<b>(337,104)</b>	<b>345,300</b>
<b>BUDGETARY FUND BALANCES:</b>				
Beginning of year	3,495,818	3,495,818	3,495,818	-
End of year	\$ 3,268,177	\$ 2,813,414	\$ 3,158,714	\$ 345,300

## STAFF REPORT

DATE: December 24, 2014  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Library Director <sup>TL</sup>  
RE: Conflict of Interest Policy

**RECOMMENDATION:** Adopt Conflict of Interest Policy

The Library has followed State Law (Section 81000 et seq. and specifically Section 873000 et seq.) rather than having its own adopted policy regarding Conflict of Interest which includes financial disclosure requirements for staff and LJPB members. This is often referred to as the Form 700.

Board members have recently expressed an interest in formally adopting the Conflict of Interest Code. The attached policy was adapted from those used by the City of Santa Cruz and the County of Santa Cruz. It has been approved by the City Attorney's office.

CONFLICT OF INTEREST CODE  
SANTA CRUZ LIBRARY-COUNTY  
LIBRARY SYSTEM  
(Date)

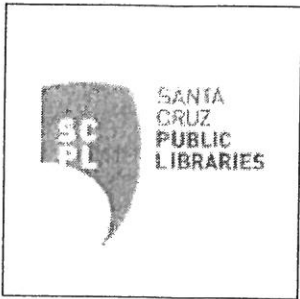


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Originally Adopted by Resolution: (RESO #)

Revised by Resolution:

C:\Users\landerst\Downloads\Draft Conflict of Interest for the Library December 2014  
(1).docx SCLIPBAC\Conflict of Interest (Form 700)\Draft Conflict of Interest for the Library  
December 2014.docx

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

**ARTICLE I. STATUTORY PROVISIONS**

In compliance with the Political Reform Act of 1974, California Government Code Section 81000 et seq., and specifically with Section 87300 et seq., the Santa Cruz Library-County Library System hereby adopts this Conflict of Interest Code which shall be applicable to all designated employees of the Library. The requirements of this Code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and are in addition to any other state or local laws pertaining to conflicts of interest.

**ARTICLE II. PROVISION OF CONFLICT OF INTEREST CODE**

**Section 1. Definitions.** The definitions contained in the Political Reform act of 1974, Regulations of the Fair Political Practices Commission ( 2 Cal.Admin.Code Sections 18100 et seq. ), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

**Section 2. Designated Employees.** The persons holding positions listed in Appendix A are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

**Section 3. Disclosure Categories.** This Code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this Code in that same capacity or if the geographical jurisdiction of the Library System is the same or is wholly included within the jurisdiction in which those persons must report their financial interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq.<sup>1</sup>

Such persons are covered by this Code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in Appendix A specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in Appendix A. It has been determined that the financial interests set forth in a designated employee's disclosure

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<sup>1</sup> Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under Article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Govt. Code Section 81004.

## Conflict of Interest Code

categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

**Section 4. Statement of Economic Interests: Place of Filing.** All designated employees required to submit a statement of economic interest shall file such statements with the Library Board Clerk, who shall be the filing officer.<sup>2</sup>

### **Section 5. Statement of Economic Interests: Time of Filing.**

(a) **Initial Statements.** All designated employees employed by the Library on the effective date of this Code, as originally adopted, promulgated and approved by the Library Board, shall file statements within thirty days after the effective date of this Code. Thereafter, each person already in a position when it is designated by an amendment to this Code shall file an initial statement within thirty days after the effective date of the amendment.

(b) **Assuming Office Statements.** All persons assuming designated positions after the effective date of this Code shall file statements within thirty days after assuming the designated positions.

(c) **Annual Statements.** All designated employees shall file statements no later than April 1 of each year.

(d) **Leaving Office Statements.** All persons who leave designated positions shall file statements within thirty days after leaving office.

### **Section 6. Contents of and Period Covered by Statements of Economic Interests.**

(a) **Contents of Initial Statements.** Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the Code.

(b) **Contents of Assuming Office Statements.** Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office.

(c) **Contents of Annual Statements.** Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office whichever is later.

(d) **Contents of Leaving Office Statements.** Leaving Office Statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing of the last statement filed and the date of leaving office.

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<sup>2</sup> See Govt. Code Section 81010 and 2 Cal.Admin.Code Section 18115 for the duties of filing officers and persons in agencies who make and return copies of Statements and forward the originals to the filing officer.



**Section 7. Manner of Reporting.** Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the Library and shall contain the following information:

(a) Investment and Real Property Disclosure. When an investment or an interest in real property<sup>3</sup> is required to be reported<sup>4</sup> the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(b) Personal Income Disclosure. When personal income is required to be reported<sup>5</sup> the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was at least five hundred dollars (\$500), but did not exceed one thousand dollars (\$1,000), whether it was greater than one thousand dollars (\$1,000), whether it was greater than ten thousand dollars (\$10,000) or whether it was greater than one hundred thousand dollars (\$100,000).
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made, a description of the gift, the amount for value of the gift, and the date on which the gift was received.

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<sup>3</sup> For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

<sup>4</sup> Investments and interests in real property which have a joint market value of less than \$1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

<sup>5</sup> Designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal governmental agency.

## Conflict of Interest Code

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(c) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported<sup>5</sup> the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity.
2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) .

(d) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(e) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

**Section 8. Disqualification.** No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally, on:

- (a) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (b) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (c) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within twelve months prior to the time when the decision is made.

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<sup>5</sup> Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

## Conflict of Interest Code

- (d) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (e) Any donor of or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred forty dollars (\$440) or more in value provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

**Section 9. Manner of disqualification.** When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a designated employee who is a board member or commissioner, determination and disclosure shall be made at the meeting during which consideration of the decision takes place and shall be made part of the official record of the board or commission; in the case of a designated employee which is the head of a department, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

**Section 10. Assistance of the Board.** Any designated employee who is unsure of his or her duties under this Code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the Santa Cruz City attorney provided that nothing in this section requires the Santa Cruz City attorney to issue any formal or informal opinion.

**Section 11. Violations.** This Code has the force and effect of law. Designated employees violating any provision of this Code or subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this Code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

**APPENDIX A**

**Schedule of Designated Positions and Their Disclosure Categories**

<b>DESIGNATED POSITIONS</b>	<b>DISCLOSURE CATEGORY</b>
LJPB COUNTY SUPERVISOR	Govt.Code §87200 et seq.
LJPB COUNTY SUPERVISOR	Govt.Code §87200 et seq.
LJPB SANTA CRUZ LIBRARY COUNCIL	Govt.Code §87200 et seq.
LJPB SANTA CRUZ LIBRARY COUNCIL	Govt.Code §87200 et seq.
LJPB CAPITOLA LIBRARY COUNCIL	Govt.Code §87200 et seq.
LJPB SCOTTS VALLEY LIBRARY COUNCIL	Govt.Code §87200 et seq.
LJPB CITIZEN MEMBER	1
LJPB CITIZEN MEMBER	1
LJPB CITIZEN MEMBER	1
DIRECTOR OF LIBRARIES	Govt.Code §87200 et seq.
DIVISION MANAGER SYSTEM SERVICES	1
DIVISION MANAGER PROGRAMS & PARTNERSHIPS	4
DIVISION MANAGER ONSITE SERVICES	4
DIVISION MANAGER COLLECTION MANAGEMENT SERVICES	3
MANAGEMENT ANALYST	3
LIBRARY INFORMATION TECHNOLOGY MANAGER	3
ASSISTANT ONSITE SERVICES MANAGER	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – CATALOGING/SELECTION	3
VIRTUAL SERVICES LIBRARIAN	3
LJPB ALTERNATE – CTY OF SCOTTS VALLEY	1
LJPB ALTERNATE – LIBRARY OF CAPITOLA	1
LJPB ALTERNATE – LIBRARY OF SANTA CRUZ	1
LJPB ALTERNATE – COUNTY OF SANTA CRUZ	1
LEARNING SYSTEMS COORDINATOR	3
VOLUNTEER COORDINATOR	3

FIELD SERVICE CREW LEADER	3
SPECIFIED CONSULTANTS Those consultants likely to participate in the making of a governmental decision as determined by the Library Manager in writing.	1

A - 3

B - 3

**APPENDIX B**  
**General Provisions and List of Disclosure Categories**

1. **FULL DISCLOSURE**

**What to report?** All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property located in the Library System.

**What Form 700 schedules?** All Schedules (A through E)

2. **ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY**

**What to report?** All investments and business positions in business entities, and sources of income including gifts, loans and travel payments.

**What Form 700 schedules?** A, C, D, E

3. **LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME**

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval by the Library System or the department in which that person is employed.

**What Form 700 schedules?** A, C, D, E

4. **LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME, REAL PROPERTY**

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and all interests in real property, if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery or services, including training or consulting services, of the type utilized by or subject to the review or approval of the Library System or the department in which that person is employed.

**What Form 700 schedules?** All Schedules (A through E)

5. **REGULATORY, LAND DEVELOPMENT RELATED INCOME, REAL PROPERTY**

**What to report?** All investments and business positions in business entities and sources of income including gifts, loans and travel payments, and interests in real property, if the source is of the type that is subject to the regulatory permit or licensing authority by the Library System or department in which that person is employed or the source of income



is from land development, construction or the acquisition or sale of real property by the Library.

**What Form 700 schedules?** All Schedules (A through E)



**RESOLUTION # 2015-001**

**RESOLUTION OF THE  
SANTA CRUZ LIBRARY JOINT POWERS AUTHORITY BOARD  
ADOPTING THE LIBRARY'S CONFLICT OF INTEREST CODE POLICY**

WHEREAS, the Library would like to adopt the attached Conflict of Interest Code;

WHEREAS, this code is in compliance with the Political Reform Act of 1974, California Government Code Section 8100 et seq., and specifically with Section 87300 et seq.;

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board that the Santa Cruz City-County Library System hereby adopts this Conflict of Interest Code which shall be applicable to all designated employees of the Library.

PASSED AND ADOPTED this 12th day of January 2015 by the following votes:

AYES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board Clerk

## STAFF REPORT

DATE: January 7, 2014  
TO: Library Joint Powers Board  
FROM: Teresa Landers, Library Director  
RE: Update on Facilities Master Plan Implementation

### RECOMMENDATION:

1. Approve plan for moving forward with approach to deciding new governance model.
2. Provide direction on MOE revisions
3. Approve plan for moving forward with approach to developing the amendment to the Facilities Financing Joint Powers Agreement.

### SUMMARY

In order to be well positioned to conduct an effective public outreach and education campaign prior to a poll in January 2016, several issues need to be resolved. These relate to governance, maintenance of effort and an amendment to the Facilities Financing Joint Powers Agreement.

### BACKGROUND

At the December 16, 2014 the decision was made to postpone the election until June or November 2016 when there would, most likely, be a voter pool more supportive of local tax measures.

In the discussion of this issue, the LJPB discussed the importance of a long lead time before conducting a January 2016 poll to decide which election would be most favorable. Between now and January 2016 the LJPB asked for resolution on the following issues:

1. Governance and the revision of the operating agreement which expires in June 2017. Once a model is approved by the LJPB each of the jurisdiction's legislative bodies will need to approve the new agreement.
2. Revisions to the Maintenance of Effort formula paid by each jurisdiction.
3. The amendment to the Facilities Financing Joint Powers Agreement which calls for four elements:
  - a. Allocations of the funds by jurisdiction
  - b. Distribution of unspent project funds from these allocations
  - c. Minimum Deliverables for each project

d. Furniture, shelving and signage standards

The LJPB stressed that the ongoing work of the public outreach and education campaign is critical to raising public awareness about the library and its needs. The three issues described above should be resolved before the Friends and other supportive groups can focus on the political campaign. These issues are also not conducive to the success of the public outreach campaign.

## DISCUSSION

While it appears to be a long time before the election, it is important that these issues be dealt with in a timely manner. Ideally, having them all decided by Summer 2015 is advisable. With that in mind the following recommendations and timeline are offered:

### 1. Governance and operating agreement

- a. It has been agreed that the search for a new Library Director should not begin until the governance of the system is decided, in order to be fair to candidates considering the position. This adds to the time sensitivity of this issue as the current director will be retiring on May 29.
- b. A revised agreement by the four jurisdictions by June 2015 is ideal even if the implementation date is later. If the jurisdictions, staff, bargaining units and community work together to iron out the details then the implementation will be much easier to accomplish. A search for a new director could begin once all parties are in agreement even if any necessary transition has not yet been completed.
- c. The LJPB requested that Board Chair David Terrazas on coming up with a process to address this issue with some ideas presented at the meeting. Chair Terrazas recommends the following process:
  - i. Establish a Board committee of one Board member from Scotts Valley, Capitola, the City of Santa Cruz and Santa Cruz County to meet for 3- 6 months to select governance option(s) for consideration by the full Board. This committee will be in compliance with Brown Act guidelines. Each jurisdiction is encouraged to designate staff to assist the Library Director who will be the primary staff assigned to assist the Committee with its work.
  - ii. Authorize Director Landers to engage a Consultant familiar with Public Library governance in the State of California to work with the Committee. Jane Light, retired director of the San Jose Public Library has been contacted and is able and willing to assist at a cost not to exceed \$7,500 plus mileage. Her letter explaining what she will do is attached.
  - iii. Goal will be to bring recommendations to the LJPB no later than April 2015 and preferably sooner, highly dependent on schedules and availability.

- d. Director Landers will simultaneously work on the other revisions to the operating agreement that need to be made in order to update a variety of clauses. It is suggested that she work with staff from any of the jurisdictions interested in being involved. A draft agreement will come to the LJPB one month after the governance issue has been decided. Each of the jurisdiction's legislative bodies will then need to approve the amendment

**2. Revisions to the Maintenance of Effort formula paid by each jurisdiction**

This serves as an update to the progress made by the five jurisdictional administrators.

- a. Watsonville- An informal agreement was reached whereby Watsonville will continue to get the same level of subsidized funding from the County Library Fund through the first 7 years of the new agreement. Thereafter, the contribution will decline by 4.5% annually until year 20 of the agreement when the funding is planned to be on par with Watsonville's target allocation rate (based on population and county residents served). At that time Watsonville will receive a contribution of approximately \$550,000. In the 21<sup>st</sup> year, the contribution will again resume growing based on the growth rate of the county's library property tax fund.
- b. City of Santa Cruz- Several proposals have been considered. At this time, the City of Santa Cruz and the County of Santa Cruz each support a different model.
  - i. City of Santa Cruz (City)- The City prefers a contribution model that matches the contribution model of the Cities of Scotts Valley, Capitola (Cities) and the County of Santa Cruz (County) and ties future growth to the City's assessed value growth. The City is neutral whether to tie the City's contribution growth rate to the assessed value growth rate of the City or County Library Fund.

The City has analyzed its contribution history since the District started in 1996. Since 1996, the City contribution has been greater by a cumulative amount estimated at \$8.2 million than it would have been had the City paid into the County Library Fund at the same tax rate as the Cities and the County (this amount requires additional confirmation by the County). The contribution by the other entities "catches up" to the City's contribution in the 2015 Fiscal Year. In order to maintain current equity, the City proposes to begin paying into the Library Fund at the same rate as the Cities and County do, indexing its annual contribution to the growth rate of the City's assessed value.

- ii. The County prefers a per capita based formula for the County Library Fund and City of Santa Cruz based exclusively on 40% of the Library's systems resources- property tax receipts. This formula would fix the City's contribution to match the County Library Fund's property tax per capita rate. Currently, the County Library Fund, with Watsonville removed, contributes property taxes at a rate of about \$26 per capita. The City's MOE, before considering any adjustments for non-City residents served by City branches, currently is at a rate of about \$22 per capita. The proposal is for the City to increase its contribution until the City's per capita payment reaches a defined percent of the County Library Fund property tax per capita rate.

The City is open to a per capita contribution that factors in the total resources provided by the two entities; County Library Fund and the City of Santa Cruz. Under this formula, the current, total per capita revenue provided by the County Library Fund and the City is approximately \$61.50 and \$62.40 respectively.

- c. At this point the parties seem to have reached an impasse and are looking at other possible methods to approach what each considers funding equity. This includes looking at usage statistics and other factors to come up with a funding formula that all can agree on.

The parties appear to agree on a system that is simple to replicate and equitable. There was consensus early on to use a City of Santa Cruz contribution model that is indexed to assessed value growth based on the City's current contribution level. However, concern developed later about the risk of the City of Santa Cruz contributing less per capita than the County Library Fund.

The City prefers a model that keeps the contributions and contribution growth at the same rate and manner as the other members of the Library System. As an alternate, the City is open to a per capita test that is based on the resources that the City contributes to the Library. The City feels each jurisdiction has made a political and financial choice to invest in and develop a strong retail and/or tourism base that provides additional resources to the entire county that would not be received otherwise.

The County has not articulated a concern regarding a contribution that is calculated in the same manner as the County Library Fund but has continued to prefer only a model that is solely based on property tax per capita calculation. The County does not recognize sales tax proceeds as a unique revenue source since residents county wide support those various sales tax receipts throughout the entire county.



**3. The amendment to the Facilities Financing Joint Powers Agreement**

- a. **Allocations of the funds by jurisdiction:** The decision to postpone the election will result in decreased buying power since the rate of escalation is about 4-6% annually. The results from the two special tax polls indicate that the best amount to ask for is below \$50 per residential parcel. This is going to require that some difficult decisions be made. They need to be made by Summer 2015 in order for the public to understand what they are going to get by supporting this measure. To this end, it is recommended that a Board committee of four members be assigned to recommend the allocations by jurisdiction based on the data on hand. This Committee should report back to the LJPB no later than April 2015. This committee will be staffed by the Library director with a staff representative from each jurisdiction, if so desired by the jurisdiction. As a less than 6 month committee on a specific issue, this committee will not be subject to Brown Act provisions.
  
- b. **Distribution of unspent project funds from these allocations:** The committee established in Section A should include a recommendation regarding the distribution should there be excess funds from any given project.
  
- c. **Minimum Deliverables for each project:** Once the allocations are completed, Director Landers will revise the minimum deliverables and submit them to the LJPB for approval. This will happen within one month of the allocations being approved.
  
- d. **Furniture, shelving and signage standards:** These will be completed by March and will presented for adoption to the LJPB at the April 6 LJPB meeting.

**TIMELINE**

DATE	TASK	RESPONSIBLE PARTY(IES)
January 12, 2015	LJPB approve processes for Governance, MOE and Amendment	LJPB
January 15, 2015	Governance and Amendment Committees appointed	Chair Terrazas
April 6, 2015	Allocation model approved	Amendment Committee
April 6, 2015	New governance model accepted	Governance Committee, LJPB
April 6, 2015	Revised Minimum Deliverables approved	Director Landers
April 6, 2015	Furniture, Shelving and Design Standards adopted	Director Landers

May 4, 2015	FFA JPA Amendment approved	Amendment Committee, LJPB, Director Landers
May 4, 2015	Process for implementation of new governance model approved	Director Landers
May 4, 2015	Search process for new Library Director approved	LJPB
May-June 2015	Legislative Bodies provide approvals as necessary	Jurisdictional Legislative Bodies

**RECOMMENDATIONS:**

1. **Governance and Agreement:** Approve establishment of committee and hiring of a consultant as described above. Director Landers and staff representatives from other jurisdictions work on non-governance related revisions to the operating JPA agreement.
2. **MOE:** Provide direction on how to proceed with resolving the impasse
3. **Amendment:**
  - a. Establish LJPB committee with jurisdictional staff representation to work on the allocations by jurisdiction and the distribution of unspent project funds.
  - b. Library and jurisdictional staff will revise the minimum deliverables once the allocations are established
  - c. Library staff will submit furniture, shelving and signage standards for approval by the LJPB at the April 2015 LJPB meeting.

**Fiscal Impact**

The only immediate fiscal impact is the hiring of the consultant to work with the Governance Committee. There are still sufficient funds in the election related expenses budget appropriation.

Jane E. Light

Management Consultant

46 West Julian St. Suite 304  
San Jose, CA 95110

Phone: 650.533.0548

E-Mail: janeelight@gmail.com

January 6, 2015

Teresa Landers  
Director of Libraries  
Santa Cruz Public Libraries  
117 Union St.  
Santa Cruz, CA 95060

Dear Teresa,

I am following up on our discussion about assisting a subcommittee of the Board in evaluating governance options for the Santa Cruz Public Libraries by submitting this letter proposal.

Scope of Work:

- Support the work of a Board Subcommittee by planning and facilitating up to four meetings, including preparation and follow-up activities.
- Conduct research into governance options (those already identified and any additional ones) as needed.
- Develop draft "Pros and Cons" for each option.
- Draft a Subcommittee report for transmittal to Board.

Timeline:

Contract period from January 12 through May 25, 2015. Draft Subcommittee report completed by April 1, 2015.

**Fees**

\$150 per hour, not to exceed \$7500 plus reimbursement for mileage. Services in addition to this scope of services approved by the Director of Libraries in writing (such as presentation or attendance at a Board Meeting) will be billed at this hourly rate plus mileage.

Sincerely,

Jane E. Light

Dick & Marion Vittitow  
[REDACTED]  
[REDACTED]

REC'D DEC 11 2014

December 10, 2014

Ms. Teresa Landers  
Library Director  
Santa Cruz Public Library  
117 Union Street  
Santa Cruz, CA 95060

Dear Ms. Landers:

This is just a note to let you know of our most recent contributions to the Santa Cruz Public Library. In the past three weeks, we have taken 10 books each week from our library and left them as donations. These books, as we see them, are relatively new books, read once by us, and now passed on to the library. These are in addition to our annual donations to the Friends of the Library.

We wanted you to know because they emphasize our care for the library, and especially for the staff who daily labor in the community's interest to make our library such a fine and significant public institution.

Thank you and your staff for all you do.

Sincerely,

*Dick + Marion*  
Dick & Marion Vittitow



Teresa Landers &lt;landerst@santacruzpl.org&gt;

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## Sandi and Galina

---

cindy jackson &lt;cjackson@gnia.com&gt;

Wed, Dec 10, 2014 at 1:09 PM

To: Janis O'Driscoll &lt;odriscollj@santacruzpl.org&gt;, Gale Farthing &lt;farthingg@santacruzpl.org&gt;

Cc: Teresa Landers &lt;landerst@santacruzpl.org&gt;

Dear Janis and Gale,

We Friends in LSB often comment on how lucky we are to have Sandi and Galina at our branch. So in this season of thanksgiving and celebration, I wanted to let you know how grateful we are to have them here.

Sandi is the reason that we FINALLY have students from the county's after school program participating in library events. Through the relationship she cultivated with Oscar, we got the first little group involved. Then because of the ongoing relationship she has now established with the students themselves, we are seeing levels of participation continue to grow. The Simple Machines program maintains its popularity and is enjoyed by large numbers. Though started only recently, the monthly movie matinee facilitated by Sandi has quickly drawn in film-loving members of the community. Her dedication and creativity are noted and appreciated by everyone.

We have also really enjoyed having Galina at LSB, and especially the benefit of having her for more than a year! The continuity has enabled Galina to establish great relationships with the branch "regulars." She is supportive of all the book clubs and has been instrumental in launching our movie discussion group. She is always helpful and patient (a trait which serves her well right now in dealing repeatedly with the same questions about the new self check kiosk!)

We feel truly fortunate to have such pleasant, welcoming, kind personnel placed with us. At a small branch like ours, they are critical to supporting the friendly neighborhood-centric atmosphere we strive for. They are an asset valued not only by the LSB Friends, but by the larger community they serve.

Sincerely,

Cindy



**SCPL INCIDENT LOG - 2014 (Print 27th to 26th for LJPB Packet)**

Date	B r a n c h	Time HH:MM	Patron's Name	Ref.#	Brief Description 5411=Defecation 5150=Mental 602=Trespass 647=Public Intoxication 447=Arson	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cid.	911 Cid.	EMT Cid.	Bld. Mtc. Cid.
12/1/14	DTN	6:10pm	Dirk Alan Christenson	DTN 64	Female patron complained that Mr. Christenson's was blocking/sitting in front of the bookcases in the Friends store area and refused to move claiming that he was "crippled". In addition staff member Jennifer Cockerill reported that the patron had been "rude and vulgar" with her.	Jennifer Cockerill, John Ottenberg	The patron was observed "bouncing around, running from spot to spot". When approached the patron became more "agitated" and started to leave without paying for the book. When questioned he shoved a bank statement at the guard stating that he had money and then "ran" out the door without paying for the book. <b>30 day ban issued.</b>	NA	Yes	No	No	No
12/2/14	GP	6:50pm	Miguel Sanchez	-	Patron found smoking marijuana on the front porch of the library after previously being told that he could smoke cigarettes within 25 feet of the library.		The patron left before 911 arrived.	NS	No	Yes	No	No
12/2/14	DTN	10:10am	Gary Curry	DTN 62	Staff noticed a patron who was involved in an incident on 11/26, was in the internet area. After that incident of sleeping and confrontation, it was decided that the patron would be suspended for 30 days.	Brandon Hunter, John Ottenberg	The patron was given the <b>30 Day Ban Pkg.</b> that was initiated on 11/26 and refused to respond or comply. 911 was called. The patron was advised that attempts to enter would be considered trespassing.	NA	Yes	Yes	No	No

**SCPL INCIDENT LOG - 2014 (Print 27th to 26th for LJPB Packet)**

Date	B r a n c h	Time HH:MM	Patron's Name	Ref.#	Brief Description 5411=Defecation 5150=Mental 602=Trespass 647=Public Intoxication 447=Arson	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
12/3/14	GP	1:55pm	Margaret O'Shea	-	Patron was standing near the OPAC Station and tripped over the stepping stool in the children's area causing her to fall face down injuring her jaw, left knee and right wrist.		Staff provided ice packs and cushions. The patron declined any further assistance.	Keep an eye out to insure obstacles are not left in walkways.	No	No	No	No
12/3/14	GP	9:45am	Unknown	-	A male unresponsive person was found passed out on the front porch.		911 was called. The man became confrontational when 911 arrived. A bottle of alcohol beverage was found underneath the man. The man was arrested.	NA	No	No	No	No
12/4/14	CAP	2:30pm	Unknown	-	Staff member found a piece of foil with black sooty residue on it inside a DVD case. The other discs in the case had a yellowish/brown resin substance smeared on them. The CD had been checked out by Paul G. Burgest		When the patron was approached, he "snatched it" out. Photos taken	NA	No	No	No	No



**SCPL INCIDENT LOG - 2014 (Print 27th to 26th for LJPB Packet)**

Date	Branch	Time HH:MM	Patron's Name	Ref.#	Brief Description 5411=Defecation 5150=Mental 602=Trespass 647=Public Intoxication 447=Arson	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
12/5/14	DTN	2:40pm	Mrs. Rogiers Brown, Yandis Brown (sister), Wurfel (sister's husband)	-	Staff summoned Roving Guard to report adults taking advantage of the guest pass for parents of minors in the Young Adults area. The 3 were huddled around a computer and appeared to be playing an internet game while their son was using another computer. The adults were not using the YP catalog and had cell phones plugged into the computers and had several bottles of beverages and a pack of cigarettes on the table. It was also reported that staff observed the father on multiple occasions would stare at them in a menacing manner.	Valerie Murphy, Mitchell Horton	Given the patron's previous history of aggressive behavior with SPD and an incident report (#34) for burglary toward staff the 3 were asked to leave the YP are, they complied.	NA	Yes	No	No	No
12/9/14	SV	4:30pm	Alan Demy, (son) Brett Demy	-	Staff member overheard a patron tell his son that he would "push him" if he didn't do his homework. Later staff saw Brett falling on the floor.	Kyra Rodriguez	The father claimed that Brett tripped however Brett commented that his father was lying. Staff called police. The patrons stayed at the library without further incident.	NA	No	Yes	No	No
12/10/14	DTN	11:00 AM	Rogiers Danilo Brown	DTN 34	PIC James Lee conferred with leadership regarding the patron's behavior in the YP area and treatment of staff.	James Lee	It was decided that this patron will not be allowed in the 2nd floor YP area, exception to incidental access to check on his group.	NA	Yes	No	No	No

**SCPL INCIDENT LOG - 2014 (Print 27th to 26th for LJPB Packet)**

Date	B r a n c h	Time HH:MM	Patron's Name	Ref.#	Brief Description 5411=Defecation 5150=Mental 602=Trespass 647=Public Intoxication 447=Arson	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
12/11/14	DTN	11:15am	Steven Wheelock	DTN 06	Patron Herman Montes reported that there was an intoxicated man (Steven Wheelock), calling him a "fucking asshole".	Mitchell Horton	Roving Guard Mitchell Horton observed that Mr. Wheelock had a strong odor of alcohol, slurred speech and red glassy eyes. He was escorted out. <b>6 mo. Ban imposed</b>	NA	Yes	No	No	No
12/15/14	DTN	2:20pm	Unknown	DTN 65	Male patron found crouching against the wall in the back area of the library. Later he was found laying down asleep.	John Ottenberg	After being advised if the no sleeping policy the patron became belligerent and argumentative. Patron ejected for the day. The patron refused to leave. 911 was called and the patron was arrested.	NA	Yes	No	No	No
12/19/14	B40	11:35am	Sarah Murray	-	After a staff member exited through the electronic gate for their break, the patron entered through the gate, did a U-turn and attempted to exit when her car was struck by the gate crushing in the front of her car.	David Addison, Paula Contreras	Patron stated that she "did not have enough time to	Patron should have been more aware. Possibly install a sounding alarm when the gate is in motion.	No	No	No	No



**SCPL INCIDENT LOG - 2014 (Print 27th to 26th for LJPB Packet)**

Date	B r a n c h	Time HH:MM	Patron's Name	Ref.#	Brief Description 5411=Defecation 5150=Mental 602=Trespass 647=Public Intoxication 447=Arson	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
12/19/14	APT	5pm	NA	-	Two middle aged men entered the library attempting to retrieve a cell phone battery from the donated cell phone receptacle.	Kathleen Aston	Staff advised the men who were aggressive, intimidating and "belligerent", that the donated cell phones were not for the taking. After repeated requests to put the cell phone receptacle downtown, they finally did and left grumbling.	NA	No	No	No	No
12/20/14	DTN	11:10am	Katrina Viesca	-	Patron requested an ambulance stating that they were diagnosed with paranoid schizophrenia and claimed that they might be having a bad reaction to their new meds, short of breath and severe headache.	Cathy Bond	Paramedics arrived and left by 11:17am and took her to the hospital.	NA	No	Yes	Yes	No
12/20/14	DTN	12:30pm	Zachary Nash	DTN 66	Patron found asleep at a computer.	Max Lopez, Mitchell Horton	The patron was warned about sleeping. Further observation found the patron sleeping again, glassy eyed and drooling from the side of his mouth. <b>Patron banned for the day.</b>	NA	Yes	No	No	No

**SCPL INCIDENT LOG - 2014 (Print 27th to 26th for LJPB Packet)**

Date	B r a n c h	Time HH:MM	Patron's Name	Ref.#	Brief Description 5411=Defecation 5150=Mental 602=Trespass 647=Public Intoxication 447=Arson	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
12/20/14	DTN	3:30pm	Unknown	DTN 67	Male patron in the internet area was found in a kneeling position with eyes half closed and scratching feverishly. He also had open sores on his face and appeared to be under the influence.	Mitchell Horton	The patron complained that the roving guard was "racist" and <b>banned him for the day</b> because he was "white".	NA	Yes	No	No	No
12/22/14	DTN	4pm			Patron (Afro-American male), reported that someone had attempted to steal his bike. There was a broken off key in his bike lock.	Cathy Bond, John Ottenberg	When asked to produce identification to prove ownership of the bike, the patron left.	NA	Yes	No	No	No



**SCPL INCIDENT LOG**

Date	Branch	Time HH:MM	Patron's Name	Ref.#	Brief Description	Pend or Open	1 Day	2 Day	3 Day	7 Day	14 Day	30 Day	60 Day	90 Day	3 Mo.	6 Mo.	1 Yr.
12/1/14	DTN	6:10pm	Dirk Alan Christenson	DTN 64	Female patron complained that Mr. Christenson's was blocking/sitting in front of the bookcases in the Friends store area and refused to move claiming that he was "crippled". In addition staff member Jennifer Cockerill reported that the patron had been "rude and vulgar" with her. The patron was observed "councing around, running from spot to spot". When approached the patron became more "agitated" and started to leave without paying for the book. When questioned he shoved a bank statement at the guard stating that he had money and then "ran" out the door without paying for the book. <b>30 day ban issued.</b>						1						
12/10/14	DTN	11:00am	Rogiers Danilo Brown	DTN 34	AS a result of an incident on 12/5/14, PIC James Lee conferred with leadership regarding the patron's behavior in the upstairs YP area and treatment of staff. Patron will be granted only incidental access to the YP area ( <b>modified ban</b> ).	1											
12/11/14	DTN	11:15am	Steven Wheelock	DTN 06	Patron Herman Montes reported that there was an intoxicated man calling him a "fucking asshole". Roving Guard Mitchell Horton observed that Mr. Wheelock had a strong odor of alcohol, slurred speech and red glassy eyes. He was escorted out. <b>6 month ban imposed.</b>											1	

12/15/14	DTN	2:20pm	Unknown	DTN 65	Male patron found crouching against the wall in the back area of the library. Later he was found laying down asleep. After being advised if the no sleeping policy the patron became beligerant and argumantative. Patron <b>ejected for the day</b> . The patron refused to leave. 911 was called and the patron was arrested.	1													
12/20/14	DTN	12:30pm	Zachary Nash	DTN 66	Patron found asleep at a computer. The patron was warned about sleeping. Further observation found the patron sleeping again, glassy eyed and drooling from the side of his mouth. <b>Patron banned for the day.</b>	1													
12/20/14	DTN	3:30pm	Unknown	DTN 67	Male patron in the internet area was found in a kneeling position with eyes half closed and scratching feverishly. He also had open sores on his face and appeared to be under the influence. The patron complained that the roving guard was "racist" and <b>banned him for the day</b> because he was "white".	1	3	0	0	0	1	0	0	0	1	0	0	1	0
							Pend	1	2	3	7	14	30	60	90	3	6	1	
							or	1	2	3	7	14	30	60	90	3	6	1	
							Open	1	2	3	7	14	30	60	90	3	6	1	Yr.



Teresa Landers &lt;landerst@santacruzpl.org&gt;

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## Website Statistics for December 2014

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Ann Young &lt;younga@santacruzpl.org&gt;

Tue, Jan 6, 2015 at 1:56 PM

To: Teresa Landers &lt;landerst@santacruzpl.org&gt;, Helga Smith &lt;smithh@santacruzpl.org&gt;, Kira Henifin &lt;henifink@santacruzpl.org&gt;, Diane Cowen &lt;cowend@santacruzpl.org&gt;

Here is a breakdown for December:

Total visits: 121,299 (SCPL website: 82,650 SCPL Catalog: 38,649)

Total pageviews: 492,105 (SCPL website: 164,402; SCPL Catalog: 327,703)

The top content sources for the above pageview statistics are:

SCPL Catalog - 327,703 pageviews

SCPL homepage - 71,341 pageviews

New Items - 13,169 pageviews

Branch pages - 11,690 pageviews

Kids page - 11,086 pageviews

Local history articles - 9,963 pageviews

Internet Resources (links to subscription databases) - 8,574 pageviews

Community Information Database - 7,722 pageviews

Local history photo gallery - 4,323 pageviews

Ematerials (links to ebook, eaudio vendors) - 4,032 pageviews

Newspaper Clipping Index - 3,350 pageviews

Library services - 3,226 pageviews

What's New - 2,371 pageviews

Events calendar - 2,180 pageviews

Local News Index - 1,659 pageviews

Reader's Link (Staff pick book reviews, etc.) - 1,295 pageviews

Site search - 941 pageviews

Library Admin pages (LJPB agendas, audio files, etc.) - 917 pageviews

Contact Us - 832 pageviews

Sheet Music Database - 605 pageviews

Teens page - 572 pageviews

Magazines &amp; Newspapers - 471 pageviews

SC County Endangered Species - 373 pageviews

Soundswell - 291 pageviews



## Santa Cruz library board holds off on special tax measure

By JM Brown, Santa Cruz Sentinel

SantaCruzSentinel.com

12/24/14

Gene Bregman & Associates conducted a poll of 402 likely voters Dec. 12-14 in regards to a proposed special parcel tax to fund improvements in the Santa Cruz Public Libraries system. Some of the highlights include:

- Definitely or probably would support a \$49 parcel tax: 65 percent
- Definitely or probably would not support a \$49 parcel tax: 29 percent
- Do the libraries do an excellent or good job: 72 percent
- Do the libraries do an only fair or poor job: 8 percent
- Do the libraries have great or some need for facilities funding: 67 percent
- Do the libraries have little or no need for facilities funding: 15 percent

Source: Santa Cruz Public Libraries

Santa Cruz >> The Santa Cruz Public Libraries board has decided not to pursue a special tax measure on the June ballot, choosing instead to ask voters during the presidential election cycle in 2016 to fund facilities improvements.

Library Director Teresa Landers said recent polling indicated voters in a off-year election are likely to resemble those in the June 2014 gubernatorial primary, which as with the most recent election, drew a low turnout. She said the board preferred to wait until the presidential primary in June 2016 or the general election in November 2016, when a stronger turnout could potentially help the library draw the required two-thirds support for the measure.

"Low turnouts don't typically support local tax measures," Landers said.

Until this month, the board was gearing up to support an annual special parcel tax to fund \$63 million in improvements, including new branches in Capitola and Felton and major renovations of the Downtown and Aptos sites. Watsonville parcels would not be taxed because, although the city pays into the Santa Cruz system for its residents who use the branches, it is a separate system.

In addition to predicting a low turnout for 2015, Gene Bregman & Associates polling firm also reported a drop in support for the tax since an earlier survey.

"It was close before, and it was even closer now," Landers said, which demonstrated a need to spend more time performing outreach about the library's needs.

Previously, 73 percent of those surveyed said they would support an annual parcel tax of \$49 for 30 years. However, polling of 402 likely voters from Dec. 12-14 showed 65 percent in favor — those who said they would definitely or probably support — of a \$49 parcel tax. " There was less support for a \$54 or \$59 parcel tax.

Santa Cruz City Councilman David Terrazas, who chairs the library board, said he believed it was the right move to postpone the measure. He said the polling results showed "us we need to re-evaluate our options to make sure we have the strongest possible support."

#### Advertisement

Opposition remained steady in the December poll at between 21-29 percent, the largest share of those respondents saying they would definitely not support a tax even at \$49 annually.

Capitola Councilman Mike Termini, who also sits on the board, said he believed the poll represents "a general mistrust of government and dislike of the notion of taxes, but I think these things change." He said Capitola has to decide whether to pursue building its own modest library branch with \$2.5 million in earmarked funds or wait for the outcome of the parcel tax vote.

Other parts of the poll showed the community still favors the libraries.

Seventy-two percent of those surveyed in December said they believe the libraries are doing an excellent or good job and 67 percent said the system had great need or some need for more funding, especially for facilities.

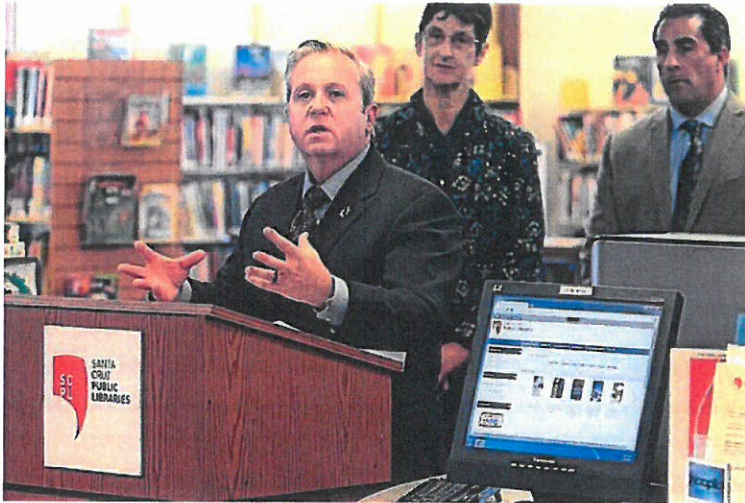
The Library Joint Powers Authority Board, which governs the city-county system, will further discuss the special tax measure Jan. 12. The board also will be focused in coming months on finding a new director as Landers will retire mid-year 2015.



# Santa Cruz libraries host cyber 'hygiene' classes

By JM Brown, Santa Cruz Sentinel

SantaCruzSentinel.com



District Attorney Jeff Rosell, flanked by Santa Cruz Vice Mayor Cynthia Mathews and police Lt. Bernie Escalante, announces a series of cyber security workshops at libraries around the county. (Dan Coyro -- Santa Cruz Sentinel)



Santa Cruz Public Libraries, in conjunction with the Santa Cruz County District Attorney's Office, Santa Cruz Police Department and county Office of

Education, will host a series of "Stop. Think. Collect." classes designed to increase cyber security.

Parents and educators: 7 p.m. Wednesday, Aptos Branch, 7695 Soquel Drive, Aptos.

Children 8-15 and parents: 2 p.m. Sunday, Downtown Branch, 224 Church St., Santa Cruz.

Seniors: 4 p.m. Jan. 21, Downtown Branch, 224 Church St., Santa Cruz.

Small Businesses: 7 p.m. Jan. 28, Scotts Valley Branch, 251 Kings Village Road, Scotts Valley.

For more information, visit [santacruzpl.org](http://santacruzpl.org).

SANTA CRUZ >> With the nation's consciousness raised about cyber crime after North Korea's attack on Sony Pictures, the Santa Cruz Public Libraries is partnering with law enforcement and education agencies to encourage residents to better protect themselves online.

Starting Wednesday, the library will offer a series of workshops this month designed to help



parents, children, seniors and business owners avoid predators lurking on email, social networking sites and online marketplaces.

"You lock your door, shut your windows and turn everything off when you leave the house," District Attorney Jeff Rosell told a press conference Tuesday at the Downtown Branch. "The same rules apply with computers."

The library's information technology division manager, Lynne Sansevero, who has more than 20 years experience in the tech field, will teach the free 45-minute courses. Held in conjunction with the Santa Cruz Police Department and county Office of Education, the classes are based on a curriculum from the U.S. Department of Homeland Security called "Stop. Think. Connect."

Noting the many ways in which people interact, spend money and learn online with phones, tablets and personal computers, "convenience brings risk," Library Director Teresa Landers said. Educating people about good Internet "hygiene" is a natural fit for the 10-branch system, which provides 111,000 downloads to e-readers annually and offers free public use of the web.

Victims often don't know they've been scammed, hacked or burgled until it's too late, officials said. Without software or savvy to block criminals, they quickly download private information, delete or copy files, or take money for fake transactions.

"People need to take greater responsibility for keeping their computer free of infection," said Chris Neklason, a founder of the Santa Cruz-based Internet service provider Cruzio.

Blocking identity theft, fraud and child predators early is especially critical because cyber criminals are hard to locate and prosecute, Santa Cruz police Lt. Bernie Escalante said. They often skillfully erase their tracks and are located outside the area where they are committing crimes.

#### Advertisement

"It's nearly impossible to get them back here," he said.

County Superintendent of Schools Michael Watkins said children are particularly at risk, especially when it comes to sexual predators and bullies.

Watkins said every student seems to have a smartphone, tablet or other device with apps that adults aren't even aware of — all of which allows them "access to essentially the whole world." His said his office has created social media policies and training for employees and students on appropriate uses of technology.

Wednesday's class, which begins at 7 p.m. at the Aptos Branch, will focus on parents and educators, while Sunday's class at 2 p.m. at the Downtown Branch is for children 8-15 and their parents. Classes later in January are for seniors and small businesses.

#### Cyber Security Classes

Santa Cruz Public Libraries, in conjunction with the Santa Cruz County District Attorney's Office, Santa Cruz Police Department and county Office of Education, will host a series of "Stop. Think. Collect." classes designed to increase cyber security.

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For more information, visit [santacruzpl.org](http://santacruzpl.org).

Reach the author at [jbrown@santacruzsentinel.com](mailto:jbrown@santacruzsentinel.com) or follow JM on Twitter: [@jmbrownreports](https://twitter.com/jmbrownreports).

- [Full bio and more articles by JM Brown](#)
- [Back to top](#)

# Aptos Library's 'Friends of' Chapter Now Active

## Newest Chapter of Friends of The Santa Cruz Public Libraries

The Santa Cruz Public Library System network of 10 neighborhood library branches, joins in welcoming the new Aptos chapter of the Friends of the Santa Cruz Public Libraries.

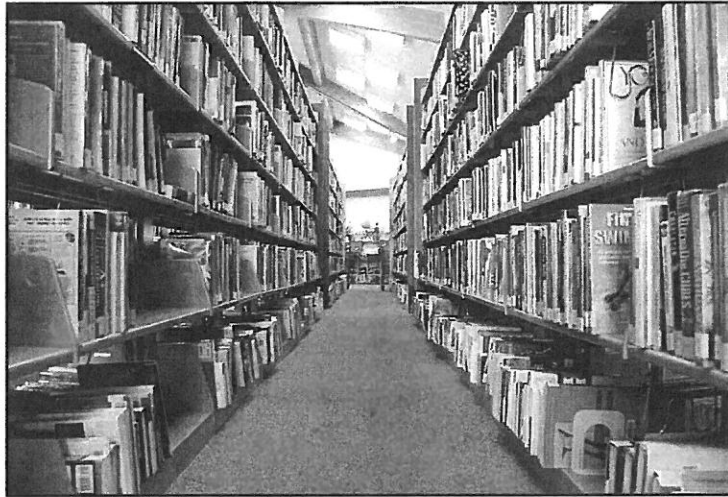
The FSCPL is a nonprofit organization dedicated to supporting our Public Libraries. The group advocates for libraries and supports its children's literacy programs, book and media purchases, concerts, author talks, community reading programs, technical and facilities upgrades.

The Friends' chapters support local branches with assistance specific to the needs of these communities. The new chapter joins the four existing chapters in Boulder Creek, Felton, La Selva Beach and Scotts Valley.

The Aptos Library chapter was organized in October, has met twice, and has over 30 people expressing their interest in working with the group. The chapter will provide additional support for the Aptos branch, one of the most-used library locations in the county.

"We're interested in learning more about the needs of our community, which will influence what the vision is for Friends of Aptos Library," said Annette D'Adamo, the first board president for Friends of the Aptos Library and a 20-year Seacliff resident.

"Friends of Santa Cruz Public Libraries chapters do so much to enhance neighborhood branches," said Kate Canlis, vice president of the Friends of the Santa Cruz Public Libraries. "The enthusiasm of the new Aptos chapter is exciting and we look



forward to supporting their work with the Aptos Library."

"It's exciting to see the community coming together in support of the Aptos library," said Teresa Landers, director of Santa Cruz Public Libraries. "As our local libraries continue to evolve as essential community gathering places and centers for locally-focused research, chapters such as Aptos will be more and more important."

Friends of the Aptos Library will hold its next meeting 7 p.m. Thursday, Dec. 4, at the Aptos Library, 7695 Soquel Dr., Aptos, CA 95003. The meeting is open to the public and Aptos residents and library users are encouraged to attend. ■

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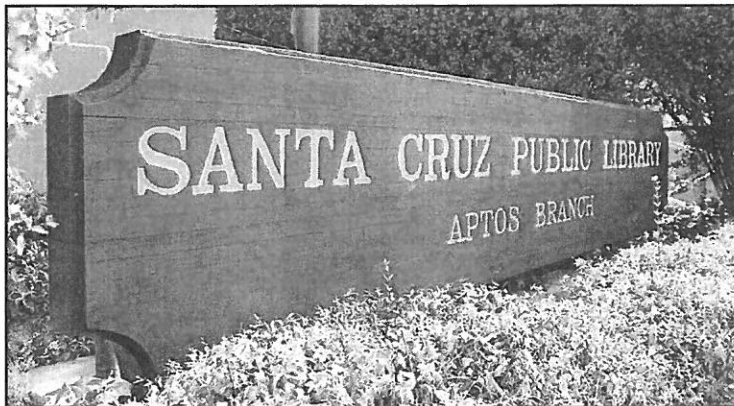
The Friends of the Santa Cruz Public

Libraries, Inc., is a nonprofit organization whose members support the Santa Cruz

## FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

City-County Library System through fundraising, volunteer services and advocacy. Learn more at <http://fscpl.org>.

The Santa Cruz Public Libraries (SCPL) system delivers information, education, enrichment and inspiration through a network of 10 neighborhood library branches, a web-based digital library, a Bookmobile and community-based programs. Branch locations include Aptos, Boulder Creek, Branciforte, Capitola, Downtown Santa Cruz, Felton, Garfield Park, La Selva Beach, Live Oak and Scotts Valley. Learn more about SCPL at [SantaCruzPL.org](http://SantaCruzPL.org) or via Facebook, Instagram, Pinterest, Twitter and YouTube.



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## Commentary: County residents being asked to build city libraries

By Bruce Holloway | Posted: Thursday, December 4, 2014 4:27 pm

Our library board has been working toward a ballot measure which would tax local residents to pay for a bond to improve all 10 library branches.

The Aptos branch would be expanded, the Capitola, Felton, and downtown Santa Cruz branches would be rebuilt, and other branches would catch up on deferred maintenance.

The library service area includes all of Santa Cruz County except Watsonville (which has a separate library system) and has over 200,000 residents. Polling indicates that voters are willing to pay about \$50 per parcel per year, and such a tax would finance around \$60 million of construction.

Under the current proposal, Santa Cruz, with 30 percent of the population, would get about half of the bond money and Capitola, with 5 percent of the population, would get one-sixth.

Well over half of the population lives in the unincorporated part of the county, which would get one-third. Scotts Valley, with the newest library and 6 percent of the population, would get a sliver.

Santa Cruz boosters argue that since the downtown branch is “central” to the library system, all jurisdictions should pay for it. Capitola boosters say that's a “regional” library so county residents should contribute to it.

Those arguments might be persuasive if governance and funding of the library were fair. But the City of Santa Cruz controls all aspects of library administration and pays less into the system than the other jurisdictions. The City is conducting the search for a new library director and the library only gets legal advice from the City Attorney.

The three cities approved an agreement to create a Mello-Roos community facilities district including the unincorporated area.

Word is, the Board of Supervisors will consider it on Tuesday, Dec. 9. It takes 150 days to establish a CFD, so it must be done this month to get the parcel tax on the ballot in June.

From the Santa Cruz perspective, we should have a big CFD including the whole library service area, enact a tax and facilities bond, and then maybe renegotiate existing agreements regarding governance and funding.

What's best for unincorporated residents would be to have equitable governance and funding agreements in place and then a system-wide tax and facilities bond could happen.

The problems are that Santa Cruz has shown little interest in renegotiating agreements which are favorable to it, and Felton residents don't want to wait any longer for a new library.

The solution is to establish a small CFD composed of just the unincorporated area to improve our branches in that area, including Aptos and Felton. The big CFD plan doesn't do much for Scotts Valley, which might have many "no" voters, so the tax will be easier to pass if Scotts Valley is omitted.

To vote for a 30-year bond when the current governance and funding agreements are unfair is like taking out a mortgage to buy a house when you're headed for divorce.

Now is the critical time to tell Supervisors Friend, Leopold, and McPherson to create the small CFD.

*- Bruce Holloway has been a resident of San Lorenzo Valley since 1982.*



## FCC hikes rates to fund Internet in schools

By Mario Trujillo - 12/11/11 12:17 PM EST <http://thehill.com>

The Federal Communications Commission (FCC) voted Thursday to increase fees on phone users in order to boost funding for a program that provides Internet connections for schools and libraries.

The rule would increase the funding cap on the E-rate program by \$1.5 billion, to a total of \$3.9 billion per year.

All three Democrats on the commission approved the proposal, while both Republicans dissented.

FCC Chairman Tom Wheeler said he was "aghast at the hostility" at giving students a 21st century education, noting that the fee increase would be about \$2 a year per phone line for customers.

"When you get to the real bottom line on this issue ... we are talking about a moral issue, the greatest responsibility — the greatest moral responsibility — that any generation has is the preparation of the next generation," he added.

The move is meant to increase high-speed broadband and Wi-Fi access for education, especially in low-income communities. Advocates have previously said the cap will not be hit immediately.

"We have to take a fresh look at funding for the digital age," Democratic Commissioner Jessica Rosenworcel said, noting the program is "frozen in the age of dialup" if the funding does not keep up with inflation.

The 1996 E-rate program and the broader Universal Service program are funded through fees on phone customers. Customers currently pay 99 cents a month per phone line to the Universal Service Fund. That would rise by 16 percent, according to the FCC.

Wheeler unveiled the plan last month, arguing the connectivity gap with low-income schools in rural and urban areas is unacceptable.

The fee increase is part of a broader plan to update the E-rate program. The FCC, for example, voted in July on a plan to expand Wi-Fi in schools and libraries, while ending funding for older services like "paging and traditional phones."

The three Democratic commissioners hinted that the commission could soon move on to updates to the lifeline program, which was started in 1985 to help subsidize phones for low-income individuals. They argue those subsidies should be broadened to include broadband Internet as well.

Republican Commissioner Michael O'Rielly said that the E-rate updates Thursday would make the program more complex and wasteful. Support for modernization of the program, he said, is not contingent on supporting Thursday's proposal.

Republican Commissioner Ajit Pai similarly said estimates show that the demand for broadband in schools and libraries is not enough to break the current funding cap for the foreseeable future — arguing the fee increase is not needed. Pai has warned of the increase for months, and he accused the commission of purposing delaying the rate increase.

"It's no accident that a spending increase was quietly promised before the election and the tax increase to pay for it is coming after the election," he said.



## Fifty libraries have closed in the UK this year

Published December 11, 2014. By Joshua Farrington

<http://www.thebookseller.com/>

The UK has lost nearly 50 libraries over the past year, according to full figures released today (11th December) by the Chartered Institute of Public Finance and Accountancy (CIPFA).

Altogether, the the total number of libraries in the UK fell from 4,194 in 2012-13, to 4,145 in 2013-14, a loss of 49 libraries, and a drop of 1.2%. In the last financial year of the last parliament, 2009-2010, the UK had 4,482 libraries, meaning there has been an overall loss of 337 libraries in the past five years, a decline of 7.5%. The figures are based on information reported by local authorities, and take into account both closures and openings of libraries.

Visits to libraries and book loans have also fallen over the same period. Library visits in 2012-13 stood at 288m, which has dropped 2% to 282m in 2013-14.

Early leaks of the CIPFA data seen by campaigners [with the west](#) showed that the number of people borrowing books from libraries in England has halved since 1997.

The number of books lent has also fallen, dropping 6% from 262m last year to 247m in the past year. In 2009-10, the number of book loans stood at 309m, meaning there has been a 20% drop in the past five years.

The loan declines even [impacted on children's books](#), which has traditionally been a growing loan area.

Adult fiction book borrowings dropped 8.2% over the past year, from 116m to 106m. Children's fiction loans meanwhile fell from 78m to 76m, a decline of 2.6%, and similar decreases were seen in non-fiction as well.

As in previous years, one of the few areas to see growth was the number of volunteers in libraries, with some 35,813 people giving voluntary time to libraries in 2013-14, a rise of 5.9% from the 33,808 people recorded last year. It is a dramatic 100% increase from 2009-10, when 17,550 people volunteered at public libraries. Against this, paid staff members decreased significantly, with the number of full-time equivalent staff going from 20,302 last year, to 19,308, a fall of nearly 5%. In 2009-10, there were 24,746 full-time equivalent staff, meaning there has been a decline of 22% since that time.

CIPFA's chief executive Rob Whiteman said: "The landscape for local libraries in the UK is changing rapidly. While local authorities are continuing to seek new ways to make sure libraries can continue to act as a vital part of our communities, the statistics show that there is significant pressure on library services across pretty much every area of the UK. Despite the decline of libraries, borrowers and books, the growth in volunteers show that many local councils are committed to ensuring that their libraries explore new ways of keeping the doors open and engaging with their communities."

The most visited library in the country, not including the Library of Birmingham which opened in September 2013, was Norfolk and Norwich Millennium Library (1,274,204 visits), which also had the highest number of loans (1,124,406). After that, Woolwich Library, Jubilee Library in Brighton, The Hive and Worcester and Croydon Central were highest for number of visits, while The Hive, Oxford Central, Cambridge Central and Chelmsford had the highest number of loans.

## ALA releases report on library programming impact, calls for feedback from the field

For Immediate Release

Mon, 12/08/2014

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CHICAGO — A report released today by the American Library Association (ALA) explores the growing area of library programming and proposes an ambitious, eight-year research plan to explore how programs reach library users and impact communities.

The National Impact of Library Public Programs Assessment (NILPPA) presents a research agenda to understand and quantify the characteristics, audiences, outcomes and impacts of library programming in the United States. The project also seeks to start a conversation among practicing library professionals and partners about programming efforts, accomplishments and concerns in their libraries. (Share your experiences at <http://NILPPA.org>.)

The report is the result of a one-year planning grant funded by the Institute of Museum and Library Services (IMLS) and led by ALA's Public Programs Office in collaboration with a team of library advisors and facilitated by researchers at New Knowledge Organization, Ltd. Among the key questions it poses are:

- What counts as "success" in library programming?
- What impact does programming have on participants and communities?
- What skills must programming librarians hone to maximize impact and reach underserved communities?

"As library professionals, we see the impacts of programming every day, but we often lack sufficient data on whether, and how, these efforts are working," said Mary Davis Fournier, deputy director of ALA's Public Programs Office and NILPPA project director. "This is a largely unexplored area of research in the library field. We hope that NILPPA will inspire an array of in-depth studies to chart the impact trajectory of library programs, develop best practices, help to leverage community support for libraries, and foster lifelong learners of diverse backgrounds."

During the proposed three-phase research plan, researchers will "map the terrain" of library program types and experiences, collect quantitative and qualitative data to better understand programs, particularly program innovators; create tools and professional competencies related to library programming and develop a model to explain how programming responds to change, affects the perception of libraries and even predicts change in communities.

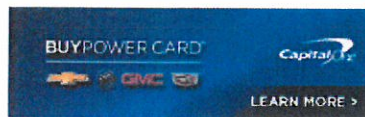
Prior research has shown a marked increase both in library program participation and offerings. In 2011, 89 million people attended 3.8 million programs at U.S. public libraries, according to the 2011 IMLS Public Libraries in the United States Report. This represented a 32 percent increase in attendance and a 46 percent increase in the number of programs compared to 2004.

The report is available at <http://NILPPA.org>. Readers are invited to comment on the report's findings and discuss their own practices, questions and concerns related to library public programming; reader comments will help inform the next phase of NILPPA research. Comments may be shared privately on the website. Join the conversation on Twitter using the hashtag #libraryimpact.

Ad

The Switch

# New York City libraries soon will let patrons 'check out the Internet'



By **Nancy Scola** December 4 at 9:04 AM  Follow [@nancyscola](#)

Advertisement

(Photo credit: New York City Public Library)

New York City is expanding a program that allows local residents with a library card to take home broadband Internet hotspots -- sometimes for up to a year.

The hotspots allow users to connect up to 10 mobile devices like laptops, tablets, mobile phones, and gaming devices to zippy 4G LTE broadband. The devices, powered by Sprint, usually cost \$49 with a two-year service agreement and a \$110 a month fee for 30 GB of data.

But New York libraries will loan hundreds of them to residents. The catch? They're free with unlimited data as long as the borrower is enrolled in a library program, from citizenship classes to adult literacy. (Each of the three New York City library branches -- New York City, Brooklyn, and Queens -- will have slightly different rules for the



program.)

The program, called "Check Out The Internet," is part of an ambitious plan to get more New Yorkers online and close the digital divide. Mayor Bill de Blasio recently announced a plan to [turn city pay phones into WiFi hotspots](#) and he has worked to [push Verizon to expand its FiOS service](#).

Libraries across the country are already popular destinations for people with Internet access at home. They have stepped in where other institutions, whether they're government or telecom providers, have not yet managed to spread broadband access.

In 2011, nearly 30 percent of households in New York City were not subscribed to broadband at home, according to 2011 Center for Technology in Government at the University of Albany-SUNY. And a survey by the New York Public Library found that more than half of those who use the computers and Internet at their branches don't have broadband Internet access at their homes.

"Too many Brooklyn residents are on the wrong side of the digital divide," said Linda E. Johnson, president and chief executive officer of Brooklyn Public Library said in a statement. "Free Wi-Fi at local BPL branches is a vital resource, but it can't make up for the lack of internet access in the home — access that helps children succeed in school, and provides parents with critical information on health, employment, education, and more."

The hotspots, made by Netgear, are (cover your ears, librarians) about the size of a dime-store romance novel. That raises the possibility that they could get lost in a stack of books. But if users don't return them, they get turned off

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-- something that NYPL president and chief executive officer Tony Marx recently pointed out, you can't do with paper books. If they fail to return the devices, there could be a \$100 fine.

Asked about theft of the devices, Marx says now, "The library lends books, and we get them back. We lend out laptops worth well over a thousand dollars for use in the branches in the poorest neighborhoods in New York. There's no security guard at the door, and we have almost no loss rate."

Marx added that the the hotspot itself is "essentially worthless once it comes out of the package. The value is in the subscription."

The program, which includes 10,000 devices and will cost \$2.5 million, is being helped by a \$1 million grant from Google and \$500,000 from the Knight News Challenge. As part of the program, Google is also donating 500 WiFi enabled Chromebook laptops for teens and children in library after-school programs.

The New York City Public Library isn't stopping at the bounds of the five boroughs. It is also testing its model with state library systems in Kansas and Maine.

Says Marx, "Our primary responsibility is to the citizens of New York. But we understood from our friends in Washington" -- that is, the Federal Communications Commission and the White House, says Marx -- "that if we were going to demonstrate that we can produce a national solution to the digital divide, we needed to show that this approach could work outside urban New York City."

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