



LIBRARY JOINT POWERS AUTHORITY BOARD

Monday April 6, 2015
Downtown Branch Meeting Room
224 Church St., Santa Cruz 95060

6:30 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 APRIL 6, 2015
3. PRESENTATION: Santa Cruz Sentinel Archives Database- Sarah Harbison
4. ORAL COMMUNICATIONS
5. STAFF RECOGNITION (PG.3)
6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT
7. MEMBER REPORTS
8. CONSENT AGENDA
 - A. Approve Minutes of March 8, 2015 meeting (PG.4-11)
 - B. Receive monthly narrative for March 2015 (PG.12-19)
 - C. Receive Monthly Performance Measures for February 2015 (PG.21-22)
 - D. Receive monthly financial snapshot for February 2015 (PG.23)

- E. Affirm Benefactor Recognition Policy # 401 (PG.24-30)
- F. Approve resolution to change vacant Building Maintenance Worker II position to a Building Maintenance Worker I and to use the salary savings to create a .5 Administrative Assistant II position in the Programs and Partnerships Division.(PG.31-33)

9. STAFF REPORTS

- A. Approve Furniture, Shelving and Signage Standards (PG.34-108)

10. OTHER BUSINESS

- A. Approve resolution to transfer \$30,000 from Professional Services to Temporary Personnel to pay for the services of Deborah Barrow, Transition Advisor (PG.109-114)

11. WRITTEN COMMUNICATIONS

- A. Patron written comments (PG.115)
- B. Website Statistics for February & March 2015 (PG.116-117)
- C. Security Incidents Log (PG.118-125)
- D. Articles about Santa Cruz and Other Libraries (PG.126-138)

12. BOARD MEETING CALENDAR

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

13. NEXT MEETING

The next regularly scheduled meeting is Monday May 4, 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 April 6, 2015 to its next Regular Meeting of May 4, 2015 at the Downtown Branch Meeting Room at 6:30 pm.

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.

STAFF REPORT

DATE: April 6, 2015
TO: Library Joint Powers Board
FROM: SCPL Recognition Committee
CC: FSCPL
RE: Staff Recognition Monthly Report

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

The Outreach Team

I want to acknowledge Eric Chalfant, David Banta, Jasmin Avila, and Sherine Ebadi for their willingness to allow the Training Department (a.k.a. Amy) to use the Bookmobile collection to provide new Aides with shelving training. The Outreach Team makes available their book trucks of unsorted, unshelved materials so that new Aides can learn about different materials formats, Fiction vs. Non-Fiction, Non-fiction Dewey classes and call numbers, alphabetical sorting of Fiction, and shelving locations. Outreach's book trucks are returned from the Training Room sorted and ready to be shelved. Thank you, Eric, David, Jasmin, and Sherine! (A. Chirman)

Lori Smith

Lori is always chipper, always willing to learn something new to help coworkers, and has been a much-needed brain to pick when building the new ILL service. Her dedication to CMS hasn't gone unnoticed. Thanks Lori! (J. Hooker)

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

Aptos Branch Meeting Room
7695 Soquel Drive, Aptos, CA 95003

March 9, 2015

6:00 PM CLOSED SESSION
 Labor Negotiations

6:30 PM PUBLIC MEETING

1. ROLL CALL

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

Absent until 6:33 pm: Councilmember Jim Reed

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

2. APPROVAL OF MEETING AGENDA OF MARCH 9, 2015

Councilmember Mathews moved, seconded by Councilmember Terrazas

That the Board approve the Agenda of March 9, 2015

UNAN

3. REPORT ON CLOSED SESSION MARCH 9, 2015

Chair Termini introduced the new HR Director of the City of Santa Cruz, Lisa Murphy, and stated that no reportable action was taken.

4. PRESENTATION: Denise Fritsch: Volunteer Services Update

Hanna Pitz and Denise Fritsch provided an overview of the volunteer department's activities in calendar year 2014. The number of active volunteers and average number of hours donated per volunteer have been steadily increasing since 2012. Responses from the volunteer satisfaction survey indicate that a great majority of volunteers rate their experience as very good/good. A number of new programs were implemented last year including volunteer photographers, branch deep clean teams, and TouchTEAM. Looking ahead to 2015 the volunteer office will actively participate in the GP Birthday Party, Festival of the Book, the new Teen Story Time Institute, and resumption of TouchTEAM while continuing to recruit volunteers for ongoing programs.

5. ORAL COMMUNICATIONS

None

6. STAFF RECOGNITION

7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

Pete Cullen, President of the Friends, reported that

In February 2015, FSCPL...

- Welcomed Rebekah Sousae on the Board of Directors after Ellen Campos resigned. The Friends are looking for additional Board members. The Friends are welcoming anyone who is interested in giving of their time and abilities and they are especially looking for people with strong fund raising skills.
- Began a program to send letters to donors with their tax information
- Held a fundraiser at Discretion Brewing

FSCPL plans include...

- Table at the Santa Cruz Chamber of Commerce Business Fair at the Coconut Grove on March 18th.
- Partner with the Derby Girls at the April 18th bout
- Host our large Spring Sale on May 16th in the parking lot next to the Downtown Library
- Pete Cullen presented two checks for approx. \$14,000 for books and materials to the Library.

8. MEMBER REPORTS

None

9. CONSENT AGENDA

Debbie Narvaez, SEIU, requested to pull item # F from the Consent Agenda. Councilmember Mathews requested to continue item # E for further discussion at a future LJPB meeting.

Councilmember Terrazas moved, seconded by Supervisor Friend

That the Board approve the following Consent Agenda of March 9, 2015

- A. Approve Minutes of February 2, 2015**
- B. Receive monthly narrative report for February 2015**
- C. Receive monthly performance measures for January 2015 and Quarterly for October-December 2014.**
- D. Receive monthly financial snapshots for January 2015**

Items E. and F. to be pulled for further discussion:

- E. Affirm Benefactor Recognition Policy # 401**
- F. Approve resolution to change vacant Building Maintenance Worker II position to a Building Maintenance Worker I and to use the salary savings to create a .5 Administrative Assistant II position in the Programs and Partnerships Division.**

UNAN

Abstain from Item A: Minutes of February 2, 2015: Terrazas

Supervisor Friend moved, seconded by Councilmember Terrazas

That the Board continue Consent Agenda item # F.

F. Approve resolution to change vacant Building Maintenance Worker II position to a Building Maintenance Worker I and to use the salary savings to create a .5 Administrative Assistant II position in the Programs and Partnerships Division.

UNAN

10. STAFF REPORTS

- A. Accept FY15/16 Budget: Accept budget preparation update and provide direction
- i. Four year budget projections
 - ii. Analysis of reduction of fines and fees
 - iii. Revised and prioritized staffing requests

Director Landers presented a short summary of her report with special reference to the minimal staffing requests in the report. Councilmember Reed asked a number of questions in regards to PERS and the operating reserve, which were answered in detail by Finance Director Pimentel. A 2 month reserve, close to 16%, is fully funded as of January 2015.

The Board discussed the report. Councilmember Terrazas asked if enough money has been set aside for technology improvements, which was answered in the affirmative by Director Landers. There is ever increasing focus on the 11th or Virtual Branch of the library. Councilmember Mathews reviewed the Library Director's working assumption as outlined in the staff report.

- B. Accept report on cost of increased hours and provide direction.

Director Landers gave a summary of her report on open hours. Staff is not receiving complaints about the number of open hours. She emphasized that statistics do not support more open hours. Use of virtual services is increasing and should be acknowledged as an ongoing trend. The physical branch facilities are being used very differently now. A good balance between technology, collections and staff can be seen, while the facilities piece is still on hold and needs to be resolved. No promises were made during the restructuring process but we have reached 92% of our goal in less than 3 years, which constitutes success. The Library Director expressed her opinion that the library is in a good place right now in regards to open hours.

The Board discussed the report. Citizen Member Mosher commended the staff on efficiencies. He stated that open hours should be an integral part of the discussion. He

expressed that only the Downtown branch has adequate hours to fulfill the needs of the community but the branches in the unincorporated areas are still lacking and the open hours question still needs to be addressed. The new management should review these issues and make decisions that include the issue of open hours, while the IT staff requests should be honored now.

Councilmember Terrazas questioned the best use of resources since opening more hours does not necessarily mean that more people are served. Equipment and materials are equally pressing needs. Additional open hours may not necessarily be the fix that increases the utilization of our libraries.

Citizen Member Dexter emphasized the importance of investigating the true need of the community. Do they need more hours or services provided in an alternative manner such as hold pick up lockers?

Citizen Member Campbell spoke specifically to the lack of open hours on Fridays and Saturdays in Live Oak.

Councilmember Termini mentioned that there is a large segment of the population who do not have access to computers and therefore the virtual branch is not the answer for these people.

Councilmember Mathews pointed out that the number of existing hours could be re-arranged.

Director Landers cautioned that adding a 6th day is very complicated and expensive. Staff is at a very minimal level. Several programs are scheduled at times when a branch is closed and these would not be possible if the branch open hours were increased. This is a tradeoff the Board should be aware of. Director Landers suggested to poll the Live Oak community in regards to the hours they would want. She emphatically stated that the question of open hours was never closed but she suggested that the cautious approach is to wait until the facilities are renovated and remodeled. At such time the usage patterns and needs should be analyzed. Strategic adding of open hours should then be done based on that information.

Jeremy Ray, President of the Live Oak Schoolboard, requested to increase the hours at the Live Oak Library instead of re-arranging hours and days.

Pete Cullen suggested that Live Oak could form a chapter for the branch and that more money could possibly be raised.

Supervisor McPherson mentioned that the approach today should be different than 4 years ago.

Councilmember Termini stated that the open hours issue should be kept on the table and should not be discounted in favor of electronic access.

Councilmember Mathews responded that the Board is still adjusting to the operational model that was adopted and every year adjustments are made. 92% of the goal is very good. Hours should not be added now, but an individual branch might see a way of using its designated hours more effectively and that should be open for discussion.

Citizen Member Campbell asked for additional information on the cost of open hours which was provided by Director Landers.

Citizen Member Mosher asked to put a hold on any new hiring except for IT until the new director has been hired.

Councilmember Terrazas cautioned that the Board should listen to staff in regards to service levels rather than engage in micro managing.

Councilmember Mathews moved, seconded by Councilmember Reed

That the Board give direction to pursue the budget proposal outlined by staff which includes the three staffing increases; minor increase in landscaping costs; the one-time requests which include preparing for the election poll in January 2016 and cost of conducting an election in June 2016; preparing for the new director and resolving the new Governance and the MOE.

**Ayes: Terrazas, Friend, Termini, Dexter, Reed, Mathews
Nays: Campbell, McPherson, Mosher**

- C. Receive update on 5.5% Administrative Services fee and provide direction.

Director Landers gave a summary of her report. She recommended not to make any changes right now. Finance Director Pimentel reported that some comparisons have already been made and that the 5.5% fee is reasonable. However, to find a comparable model is very difficult. The Board members discussed the report.

Councilmember Mathews moved, seconded by Councilmember Reed

That the Board accept the report.

UNAN

11. OTHER BUSINESS

- A. Accept report and provide direction on Governance Subcommittee recommendations for revising the Library Joint Powers Authority Agreement.

Supervisor Friend reported that the Governance Subcommittee held two very productive meetings. He then gave an overview of the basic components of the new JPA. SEIU stated several concerns and ask to be part of the process. Jeremy Ray, President of the Live Oak Schoolboard, expressed his opposition to the plan. The Board members discussed the importance of moving ahead with the proposal. The role of the Citizen Advisory Commission was discussed as well.

Councilmember Mathews moved, seconded by Supervisor McPherson

That the Board accept the report and support the direction outlined in the report and the additional direction provided.

UNAN

- B. Affirm decision to contribute \$2,500 from the McCaskill Local History Trust to the Campaign to create a memorial marker commemorating the East Side Library.

Since only the first phase of the project has been completed, the exact design of the marker is yet to be determined. Councilmember Mathews requested that the historical marker include an element of interpretation.

Supervisor Friend moved, seconded by Supervisor McPherson

That the Board affirm the decision to contribute 2,500 from the McCaskill Local History Trust to the Campaign to create a memorial marker commemorating the East Side Library.

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11. WRITTEN COMMUNICATIONS

- A. Patron Written Comments
- B. Website Statistics for January 2015
- C. Security Incidents Log
- D. Articles about Santa Cruz and Other Libraries
- E. FY 13/14 5.5% Administrative Fee
- F. Santa Cruz Sentinel Digital Format

12. BOARD MEETING CALENDAR

13. NEXT MEETING

The Library Joint Powers Authority Board will adjourn from the Regular Meeting of Monday, March 9, 2015 to the Regular Meeting on Monday, April 6, 2015 at 6:30 pm at the Downtown Branch Meeting Room.

14. ADJOURN

The regular meeting adjourned at 8:44 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 MARCH 2015

1. READING, LISTENING AND VIEWING FOR PLEASURE

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

The Raising a Reader library visit season is gearing up and Jeanne O’Grady has ordered book bags, bookmarks, and “I Got My Library Card Today” stickers to give to each child when they visit the library with their preschool classes. Funds for these items came from the First 5 Read to Me grant.

Toddler Times continue to be well attended at all six programs – Live Oak, Branciforte, Aptos, Boulder Creek, Scotts Valley, and Downtown.



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

The Felton Branch recently hosted a talk by local nature illustrator Sophie Webb, who told attendees about how she became involved with studying the natural world. A Power Point presentation demonstrating her work and the remarkable places she’s visited accompanied Sophie’s amazing story. Among the people attending were several children, who, hopefully, were inspired to embark on a similar path of discovery.

Boulder Creek’s display artists, aides Whitney & Alex, have decorated the branch for spring with colorful butterflies throughout the branch as well as bunny & spring themed book display for children, (“Hop into Spring”). Other displays by these talented two included, “The Bechdel Test” (for adults) and “St. Patrick’s Day” and “Mo Wilems” for children.

La Selva Beach branch has two displays in March: “March into Women’s History Month” and “Spring has Sprung”. Both displays were created by LSB’s Library Aide Georgina.

The Genealogical Society of Santa Cruz County presented a Beginners’ Genealogy Workshop in the meeting room at the Scotts Valley branch. The program included an exploration of different research databases available for use with your SCPL library card with special emphasis on the Ancestry.com Library edition.

In honor of National Nutrition Month 2015, Live Oak presented book displays for children and adults on the subject of nutrition and health. National Nutrition Month is a nutrition education and information campaign sponsored annually by the Academy of Nutrition and Dietetics to focus attention on the importance of making informed food choices and developing sound eating and physical activity habits. Patrons of all ages enjoyed perusing a variety of books and DVDs as well as fun nutrition activity handouts for the children.

For the months of March and April, the Live Oak children’s display case is filled with beautiful handmade dolls from the Good Golly Miss Molly Doll Club. This is an annual display at the Live Oak Branch and our patrons enjoy seeing these works of art. The club meets every 3rd Monday 6-8pm at Judy’s Sewing (806 Ocean St. Santa Cruz) and encourages new members to attend.

The Live Oak main room display case featured several examples of the Book Discussion Kits available for check out by book discussion groups. These book kits include a canvas bag with at least 5 copies of a paperback title, information about the author, and a list of possible discussion topics. Information on how to obtain a kit was presented as well as a list of the current SCPL book discussion groups that meet at branches throughout library system. Several patrons have come to the service desk inquiring about requesting a kit and expressed their delight in learning about this collection.

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

With the reinstatement of Interlibrary Loan, Library staff were able to develop a procedure that allows SCPL to better inform patrons of the status of requests they have placed for items we do not currently own. We can now place that request in Polaris allowing patrons to track the status of their request on their own. Also, we are notifying patrons when the decision is made to not purchase a title, offering them the opportunity to use ILL to obtain that item.

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.**

Felton recently became another branch with a “Do It Yourself Crafts” program for families. Happening each Wednesday, these craft times feature easy to do projects, such as making a cup coaster with jigsaw pieces. Some crafts were holiday themed projects such as making paper lanterns for the Lunar New Year and shamrock refrigerator magnets for St. Patrick Day. The number of families attending has been rapidly increasing as word spreads about a safe place to do art (well, as safe as anyone can be when kids are wielding glitter glue pens).

For children ages 8 and up, there was a chance at participating in the computer game Minecraft, also at the Felton Library. On March 10, several children spent time on lap tops, doing something better than living in one’s own world; they were creating it. Helping the kids in playing Minecraft was Patrick Landis, one of the Library’s IT employees (and a former Felton Library employee)



Families return week after week to make things together at the Boulder Creek Family Craft Program and the Legos/Duplos Building Program.



The Boulder Creek Adult Book Group has met twice and the group is in the process of discussing volunteer leadership as well as meeting times.



The Program Team has finalized the performer schedule for Summer Reading and continue to work on plans for Summer Reading 2015 – Read to the Rhythm. Sign-ups will begin June 1.

Lego: Simple Machines Studio program is back at the La Selva Beach branch. During this program children create Lego devices with gears, levers and pulleys.



- 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.**

Program Team Library Aides, Jasmin Avila and Sherine Ebadi have developed an outreach plan to publicize the new Spanish Storytime at Downtown (as well as other programs for Spanish speakers in our communities). They attended the Spanish Book Fair at Gault School and met with staff and parents to encourage them to use the library and come to the Spanish Storytime.

Representatives from the California Senior Legislature met at the Scotts Valley branch and participated in a conference phone call with other members as they discussed future legislation to benefit seniors in California.



The Library has entered into a MOU with the County Sheriff's office to resume library service at the jail and other local detention facilities. It is scheduled to start in September

once volunteers can be identified and specially trained. Mobile computer applications and usage also must be worked out.

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

Librarians Maile McGrew-Fredé and Diane Cowen tabled at the Project Pollinate Spring Equinox Festival in San Lorenzo Park. Making connections with community organizations and community members alike, they promoted library programs and made contacts that could result in future partnerships.

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 new Volunteer Photographer Team has greatly increased our documentation of programs and all that is happening at the library. We've received very positive responses on the photos that are posted in social media.

Overall, SCPL volunteers logged 1269 hours in February, a 23% increase over the previous year. We welcomed 5 new volunteers in February and presented book plate recognition awards to two long-term volunteers.

The volunteer office and the Friends of the Santa Cruz Public Libraries will co-host a volunteer appreciation event at the Scotts Valley branch on April 19 in conjunction with National Volunteer Week. In addition, between April 12-18, the SCPL volunteer office staff and PICs will distribute book bags and other "goodies" to volunteers at their assigned branches to thank them for their support.

The April report will include hours and activities for March.

4. WELCOMING PLACE

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

In March, both Boulder Creek and Branciforte's furnaces had to be replaced. Boulder Creek was the first to go out. The Facilities Master Plan had the replacement scheduled for 2014 so this was right on schedule. Two of Branciforte's furnaces started to leak and were red tagged by PG & E for repair/replacement. These furnaces were also identified in the Facilities Master Plan but their replacement date was set at 2019. Boulder Creek patrons are very happy to be receiving a new air conditioner as well. It is also financially advantageous to add air conditioning in Branciforte at the same time the furnaces are replaced.

The Headquarters Building is scheduled for termite tenting over the Memorial Day Weekend. Orange oil and electroshock were explored but given the severity of the infestation, it is not possible. As the building is shared with the Water Department, the costs will be shared as well.

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

SCPL's Live Oak branch received a 5 star rating on Yelp with the following comments about the strengths of the library system: "The thing I love about Santa Cruz area libraries is the online data base that lists not only every book available along with the particular library to order it from but it keeps a record of all due dates, allows one to renew their books online, allows one to place holds on books online and allows people to listen to audio books online."

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.

Virtual Services Librarian Diane Cowen completed a 4 week Infopeople class on the topic of best practices in designing and redesigning the digital branch.

Boulder Creek staff trained 5 more LA2 on-calls and 1 floating aide

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

Paula Jansen, Library Assistant II in Scotts Valley, shadowed Director Landers for two half days.

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

In addition to LOCO two other employee focused task forces continue to meet. One is charged with exploring the issue of Organizational Communication and the other with follow up from the last Staff Day- Carrying the Conversation Forward.

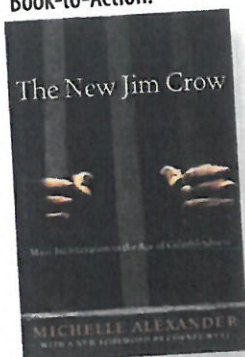
D. A customer-driven service philosophy guides staff training and development.

What's Happening . . .

2015 APRIL Calendar

Special events at the Santa Cruz Public Libraries

Book-to-Action!



Wed Apr 1 HANDS ON: Build Your Future • Mechanics • Learn about hands-on careers • 3:00pm - 5:00pm • Downtown

Thu Apr 2 Project SCOUT Tax Assistance • Project SCOUT provides free tax assistance to seniors, and low income residents • 1:00pm - 3:00pm Aptos (Downtown sessions Tues & Sat • ongoing thru April 15th - see online calendar for full schedule)

Fri Apr 3 BOOK-TO-ACTION: Kick-off • PRISON USA • SCPL sponsors a community dialog with Michelle Alexander's best selling book *The New Jim Crow: Mass Incarceration in the Age of Colorblindness* • Pick up a copy, tour a prison cell model, and hear a talk by UCSC Sociology Professor Craig Reinerman • Resource Center for Nonviolence • 612 Ocean Street • 6:30pm - 9:00pm

Mon Apr 6 TouchTEAM: Tablet-Engaged Active Minds • Older adults experiencing memory loss and their caregivers receive coaching - using iPads (provided) to engage the mind and activate memory • 10:30am - 11:30am • Scotts Valley (Every Monday • Sign-up in person at Scotts Valley Library)

Tue Apr 7 Cuéntame un cuento • Únase a nosotros para escuchar cuentos en español. *Todos los martes* • 6:00pm - 7:00pm • Downtown

Wed Apr 8 BROWN BAG: Easy Website Development: the Basics of Wordpress • Presented by Todd Schafer, Schafer Design. Call the SBDC at 479-6136 for more information or to register • 12:00pm - 1:00pm • Downtown (Free, pre-registration required)

Thu Apr 9 Son of Out West: Campfires, Coyotes & Cowboys • Willing Suspension Armchair Theater • 7:00pm - 8:00pm • Scotts Valley

Fri Apr 10 BOOK-TO-ACTION: Alexander On-Screen • Michelle Alexander describes (in a recorded lecture) the policies, economics, and legacies that led to mass incarceration. Discussion facilitated by Rev Deborah Johnson • 6:00pm - 8:00pm • Inner Light Center • 5630 Soquel Drive • Soquel

Sun Apr 12 BOOK-TO-ACTION: Book Circle • Come and engage the ideas in Michelle Alexander's book *The New Jim Crow* • 2:00pm • Downtown

Mon Apr 13 Son of Out West: Campfires, Coyotes & Cowboys • Willing Suspension Armchair Theater • 7:00pm - 8:00pm • Downtown

Tue Apr 14 ART IN THE LIBRARY: Opening WILPF turns 100! Celebrate 100 years of Women's International League for Peace and Freedom; Endurance Activists, the Soul Collage, the Guerilla Girls and more! • 7:00pm - 9:00pm • Downtown

Wed Apr 15 Project SCOUT Tax Assistance • 3:00pm - 6:00pm • Downtown (Last Session)

Thu Apr 16 Munching With Mozart • Free concert sponsored by FSCPL • Clarinet with Cordelia Neff • 12:10pm - 12:50pm • Downtown

CITIZEN SCIENCE: Coastal Watershed • Santa Cruz Museum of Discovery sponsors Debie Chirco-MacDonald w/Coastal Watershed Council to speak about our relationship to this precious resource • 6:30pm - 8:00pm • Downtown

Sat Apr 18 BOOK-TO-ACTION: Book Circle w/Speakers • 3 presenters relate personal experiences with the prison system followed by discussion of Alexander's work • 8:30am - 11:00am • Peace United Church of Christ • Fellowship Hall • 900 High St.

Voces de Latinas • Share your writing in a supportive environment • 2:00pm - 4:00pm • Downtown

Tue Apr 21 BOOK-TO-ACTION: Book Circle • Discuss Michelle Alexander's book *The New Jim Crow* • 6:00pm - 7:30pm • Aptos

Wed Apr 22 HANDS ON: Build Your Future • Construction • Learn about hands-on careers • 3:00pm - 5:00pm • Downtown

Sat Apr 25 BOOK-TO-ACTION: Book Circle • *The New Jim Crow* • 4:00pm - 6:00pm • Live Oak Resource Center • 1740 17th Ave

Mon Apr 27 El Día de los Niños / El día de los libros (Children's Day/ Book Day) is a celebration of children, families, and reading! Special guests this year are from *Music Together!* • 4:30pm - 7:00pm • Live Oak

Tue Apr 28 Peace Paper Project • Paper-making as cultural transformation; workshop • 2:00pm - 6:00pm • Capitola

Wed Apr 29 HANDS ON: Build Your Future • Electricity • 3:00pm - 5:00pm • Downtown

Peace Paper Project • Paper-making as cultural transformation; lecture & demo • 2:00pm - 6:00pm • Scotts Valley

BOOK-TO-ACTION: Tour the SC County Jail • Sign up in advance at elibrary@santacruzpl.org • 6:00pm - 8:00pm

Fri May 1 ART IN THE LIBRARY: WILPF turns 100! (See description Apr 14th!) • 5:30pm - 8:00pm • Downtown

Sat May 2 BOOK-TO-ACTION: Resource Fair & Round Table Discussion • Group discussion with local voices and officials. Ask questions, brainstorm action steps and participate in the writing on the wall • 1:00pm - 4:00pm • Downtown

Hands On - Build Your Future!



For a full listing of all programs including story times, all bookgroups, homework help, lego clubs, and more go to www.santacruzpl.org/events

MONTHLY PERFORMANCE MEASURES FEBRUARY 2015

ON-SITE USAGE

SELF CHECK	Feb-14	Feb-15	% Change
Aptos	62%	81%	31%
Boulder Creek	88%	76%	-14%
Branciforte	83%	86%	3%
Capitola	80%	75%	-5%
Downtown	71%	73%	2%
Felton	70%	75%	7%
Garfield Park	61%	62%	2%
La Selva Beach	67%	62%	-7%
Live Oak	85%	77%	-10%
Scotts Valley	82%	82%	0%
OVERALL- % Circ that is self check (does not include online renewals)	75%	75%	0%

Does not include online renewals

VISITORS PER OPEN HOUR	Feb-14	Feb-15	% Change
Aptos	66	63	-5.0%
Boulder Creek	23	20	-11.9%
Branciforte	55	62	12.5%
Capitola	41	39	-4.7%
Downtown	150	145	-3.5%
Felton	15	17	15.5%
Garfield Park	31	38	21.9%
La Selva Beach	23	28	24.1%
Live Oak	69	62	-9.7%
Scotts Valley	91	101	11.5%
OVERALL	563	575	2.1%

Measures number of visitors to the branch per open hour.

STAFF WORKLOAD

BUSYNESS	Feb-14	Feb-15	% Change
Aptos	NA	5,035	NA
Boulder Creek	NA	3,014	NA
Branciforte	NA	2,631	NA
Capitola	NA	4,560	NA
Downtown	NA	2,806	NA
Felton	NA	2,655	NA
Garfield Park	NA	2,879	NA
La Selva Beach	NA	1,801	NA
Live Oak	NA	2,532	NA
Scotts Valley	NA	3,331	NA
OVERALL	NA	3,124	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 FEBRUARY 2015

SYSTEM MEASUREMENTS

FINES & FEES	Feb-14	Feb-15	% Change
Paid at Desk	\$ 14,059	\$ 12,180	-13%
Paid at Kiosk	na	\$ 6,996	na
Paid online	na	\$ -	na
TOTAL	\$ 14,059	\$ 19,176	36%
% Paid at Desk	100%	64%	-36%
% Paid at Kiosk	na	36%	na
% Paid online	na	0%	na
% Paid by credit/debit card	na	33%	na

PROGRAMMING	Feb-14	Feb-15	% Change
Number of programs held	208	207	0%
Number of attendees	3,914	3712	-5%
Average # attendees/program	18.8	17.9	-5%

USE OF SYSTEM RESOURCES	Feb-14	Feb-15	% Change
VIRTUAL ACCESS			
E-books & magazines	11,251	15,174	35%
Downloadable audio & music	2,332	3,200	37%
Downloadable & Streaming Video	452	1,124	149%
Pageviews	445,648	493,172	11%
Online renewals	41,667	38,611	-7%
Total virtual access	501,350	551,281	10%

PHYSICAL CHECKOUTS			
Staff assisted + self check	96,092	98,113	2%
CHECKOUTS			
% Physical checkouts	63%	63%	-1%
% Virtual checkouts	37%	37%	1%
Circulation per capita	0.73	0.80	10%

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 (03/24/15)
 RE: Monthly Dashboard Report: Library's February 2015 financials

**SANTA CRUZ
PUBLIC LIBRARIES**

**February 2015
Preliminary,
Unaudited**

Contained herein is the preliminary, UNAUDITED February 2015 Dashboard summary report. After the month ending operating results, the Library has a year-to-date net operating gain of \$397,099. In general, revenues are ahead of the budget target by 0.5% and expenditures are under budget by 2.8%. Our projections for the remainder of the FY 2014/15 year bring the current net gain closer to a balanced budget position.

Net operations (Major accounts)	Last 3-months Actual Results				Fiscal Year to Date	(1) it of Budget Comparison		
	December	January	February	February		Annual Budget FY 2014/15	YTD Actuals	Months completed
Revenue:								
(2) Sales Tax	\$ 628,676	\$ 501,464	\$ 668,619	\$ 4,783,294	\$ 7,158,000	66.8%	66.7%	0.2%
(3) MOE- Member Contributions	434,938	434,144	435,398	3,480,010	5,237,000	66.5%	66.7%	(0.2%)
Library Fines	17,839	20,006	11,265	130,970	135,000	97.0%	66.7%	30.3%
(4) Other Revenue	40,738	32,135	(18,206)	132,910	164,755	80.7%	66.7%	14.0%
Subtotal Operating Revenue	1,122,190	987,748	1,097,076	8,527,183	12,694,755	67.2%	66.7%	0.5%
Budgetary Financing Sources	-	-	-	-	42,916	-	-	-
TOTAL REVENUE	\$ 1,122,190	\$ 987,748	\$ 1,097,076	\$ 8,527,183	\$ 12,737,671			
Expenditures:								
(5) Payroll	\$ 651,981	\$ 935,004	\$ 635,623	\$ 5,418,510	8,142,358	66.5%	66.3%	(0.2%)
(6) Books (w/Grants)	103,670	95,009	45,441	849,425	1,229,767	69.1%	66.7%	(2.4%)
(7) Janitorial Services	3,063	6,573	53,875	77,248	117,100	66.0%	66.7%	0.7%
Building & Facility	35,351	31,093	28,383	296,110	357,333	82.9%	66.7%	(16.2%)
Rent (Equip, Building, Land)	25,766	25,766	29,966	209,826	312,500	67.1%	66.7%	(0.5%)
Utilities	12,238	36,821	41,247	252,330	430,000	58.7%	66.7%	8.0%
(8) Other expenditures	159,374	294,423	815	1,026,635	2,148,613	47.8%	66.7%	18.9%
TOTAL EXPENDITURES	\$ 991,443	\$ 1,424,690	\$ 835,350	\$ 8,130,084	\$ 12,737,671	63.8%	66.7%	2.8%
Net Gain / (Loss)	\$ 130,748	\$ (436,942)	\$ 261,726	\$ 397,099	\$ -			

Key Balance Sheet Items	Trust Current Assets		Trust Current Assets (cont.)	
	December	January	Balance	Balance
(9) Total pooled cash	2,587,188	2,175,428	241,967	93,983
(9) 2-month reserve target	2,115,793	2,115,793	224,107	12,607
(9) Excess cash/(reserve deficit)	471,395	59,635	9,283	45,087
Total Current Assets	3,663,062	3,123,511	93,487	28,202
Accounts Payable	126,289	74,008		

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.
- February "Other Revenue" included a negative revenue reduction of \$28.6k that was reclassified as an offsetting expense.
- 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 and have since leveled out to be in line with expectations.
- February's Janitorial services included a year-to-date reclass of \$45.1k categorized as library facility operations & maintenance costs.
- In February, the four largest expenditures within "Other expenditures" included: [Financial services - outside at \$47k]; [Computer equipment at \$22k]; [Other professional & technical services at \$19k]; and [Janitorial supplies at \$9k].
- Cash was above the reserve by \$118,903.

STAFF REPORT

DATE: March 20, 2015
TO: Library Joint Powers Board
FROM: Teresa Landers, Library Director
RE: Benefactor Recognition Policy

This is the three year review date for the Benefactor Recognition Policy. It was last updated in 2012. No changes are recommended at this time.

At the March LJPB meeting a request was made to continue this item until further review could be conducted.

No changes are recommended at this time.

Recommendation: Review and Approve Benefactor Recognition Policy.

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

Policy Statement:

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

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

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

GENERAL CRITERIA FOR BENEFACTOR RECOGNITION

A. STATEMENT OF VALUES

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

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

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

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

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

B. LEVELS OF GIVING

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

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

C. DESIGN OF RECOGNITION FEATURES

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

D. MAINTENANCE OF RECOGNITION FEATURES

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

GENERAL PROCEDURES

A. ADVISORY COMMITTEE

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

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

B. REQUEST AND APPROVAL PROCEDURE

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

C. CONTRACT SPECIFICS

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

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

D. DISPOSITION OF DONATED FUNDS

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

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

FORMS OF BENEFACTOR RECOGNITION

A. NAMING LIBRARY FACILITIES

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

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

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

It is understood that when one of the constituent jurisdictions (i.e., the signatories to the Library Joint Powers Agreement) has primary financial responsibility for construction of

a library facility, the Library Joint Powers Board will consult with the jurisdiction to ensure there is agreement on the naming.

The following naming restrictions will apply:

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

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

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

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

C. DONOR PLAQUES ON OR IN LIBRARY BUILDINGS

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

This policy will be reviewed every three years.

Adopted: January 7, 2002

Updated: March 5, 2012

Reviewed: March 9, 2015

STAFF REPORT

DATE: March 20, 2015
TO: Library Joint Powers Board
FROM: Teresa Landers, Library Director ^{TL}
RE: Building Maintenance Worker Position Change

RECOMMENDATION:

1. Approve resolution to change a full time Building Maintenance Worker II position to Building Maintenance Worker I
2. Approve resolution to create a 25 hour per week Administrative Assistant II position for the Programs and Partnerships Division.

SUMMARY

A retirement of a Building Maintenance Worker II provides an opportunity to meet the needs of the Facilities Maintenance unit and the Programs and Partnership Division. This will be accomplished by filling the vacancy in the Building Maintenance Worker II position with a Building Maintenance Worker I and creating a 25 hour per week Administrative Assistant II position with no net increase in cost.

BACKGROUND

Matt Kiernan, Building Maintenance Worker II (BMWII) retired on February 20 leaving a vacancy in the Library's Facilities Maintenance unit. The Service Field Crew Leader, Ken Madonia and Supervisor Kira Henifin recommend this position be replaced by a Building Maintenance Worker I (BMW I).

The Programs and Partnerships Division has received minimal additional staffing support over the past three years. Additions since January 2012 include an increase of five hours per week for one of the Bookmobile Drivers (from 27 to 32) and 30 hours per week split between two Library Aide (temporary) positions.

The number of programs increased by 162% from 777 in FY11/12 to 2,032 in FY13/14. Attendance increased by 134% from 16,396 in FY11/12 to 38,293 in FY13/14.

At the February LJPB meeting, a representative from SEIU requested this be tabled until the union had reviewed it. They were notified on March 5 which was within the required window for final approval by the Santa Cruz City Council on March 24. This was not considered adequate notification prior to LJPB approval. A meet and confer was held and there were no objections to making these changes.

DISCUSSION

Whenever an individual resigns or retires, it is standard practice to review the position and evaluate what the organization needs. In this situation it has been determined that there is enough work that fits the BMWI position to fill a full time position in the Library's Facilities Maintenance unit.

At the same time, it is clear that the Programs and Partnerships Division is struggling to keep up with the demand for and interest in programs for all ages. The service model originally called for no additional programs beyond the level being provided in January 2012 unless volunteers could be used to deliver them and other existing programs in order to free up librarians to design those programs. Volunteers are being used extensively in programs such as Tales to Tails, managing the Book Buddy program, TouchTEAM. Storytime Assistants, Book Discussion groups, etc.

Despite this support, demand far outweighs capacity. The changing role that Programming plays in the 21st Century Library is discussed fully in another report on the cost of additional open hours. In this document a recently published white paper by the American Library Association is quoted extensively. This white paper is titled, "National Impact of Library Public Programs Assessment".

"We used to look at programming as a way to get people in and then get them to read. Now programming is one of our core learning experiences."

"As "equal access" places of learning, libraries became community gathering places and civic centers, seen as safe and neutral spaces where all ideas might be pursued. Their roles as community anchors...have led to many libraries becoming the center of their neighborhood social and cultural life. Often the largest and most important public building a town, the library became the ideal place for holding classes and performances, concerts, and even exhibitions."

"Books are a 500-year-old delivery system for providing access to information. We aren't getting out of the book business, but now we are providing new ways to access information. In fact, this trend has emerged nationwide, as public libraries have shrunk the proportion of their print materials in favor of growing other services and parts of the collection."

The addition of a 25 hour per week Administrative Assistant will free up a Library Assistant II in that Division to assist with the delivery of programs while maintaining the level of administrative support currently enjoyed. Managing statistics, fielding calls from schools requesting class visits, tours, etc. and scheduling same will be the primary responsibilities of this position.

FINANCIAL IMPACT

There is no financial impact. The salary savings from the BMWII becoming a BMWI will fund a 25 hour per week Administrative Assistant with a small savings in the first year.

RESOLUTION # 2015-007

**RESOLUTION OF THE SANTA CRUZ LIBRARY JOINT POWERS AUTHORITY
BOARD TRANSFERRING AND APPROPRIATING FUNDS
FOR THE FY 2014-2015 BUDGET**

WHEREAS, the retirement of a full-time Building Maintenance Worker II provides an opportunity to meet the needs of the Facilities Maintenance unit and the Programs and Partnerships Division;

WHEREAS, an increase in personnel in Programs will help to address staffing support needs;

WHEREAS, a staffing change in Facilities will help the department to better meet the needs of the library system.

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board

That the Library Joint Powers Authority Board authorize the following changes in personnel:

Position #	Position Title		
118-005	Building Maintenance Worker II	1.00 FTE	Eliminate
117-xxx	Building Maintenance Worker I	1.00 FTE	Add/New
106-xxx	Administrative Assistant II	.625 FTE	Add/New

PASSED AND ADOPTED this 9th day of March 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: April 1, 2015
TO: Library Joint Powers Board
FROM: Teresa Landers, Library Director 
RE: Furniture, Shelving and Signage Standards

RECOMMENDATION: Approve Furniture, Shelving and Signage Standards

SUMMARY

Several months were spent developing furniture, shelving and signage standards. These will become part of the addendum to the Facilities Financing Authority Agreement and will guide each of the jurisdictions and the Library as library facilities are constructed, added to, renovated and remodeled. It is a living document that will support purchasing efficiencies and sustainability as well as functionality and individuality in design.

BACKGROUND

In October, 2014, The Library Joint Powers Board previously agreed that the Library will be responsible for developing operational/programmatic and technology standards in order to ensure operational needs are met and economies of scale and efficiencies and cost savings in purchasing are accomplished. Building security will need to be jointly agreed on by the four jurisdictions in order for the Library to maintain the security system most efficiently, by having consistency between the branches. Language reflecting these roles and responsibilities will be included in the supplemental agreement to the JPA Agreement.

It was further agreed that standards should take into consideration sustainability, both in terms of a commitment to being “green” and in terms of ongoing maintenance, which will be the responsibility of the Library and not of each jurisdiction.

For furniture, shelving and signage standards, Library Director Landers was directed to obtain three quotes for the development of such standards from vendors capable of performing such work. Three Bay area library architects were contacted and two responded. One declined to submit.

Ultimately, Anderson Brule Architects was awarded the contract and meetings began in December 2014.

Staff met several times- in person and virtually- with staff from Anderson Brule Architects for the furniture and shelving and Matthew Williams from Mathew Williams Design for the signage.

DISCUSSION

The standards developed in cooperation with Anderson Brule meet the criteria set forth by the Board and still allow for individuality in terms of design. The document was created with the intention of meeting a LEED Silver level, whether or not official LEED certification is pursued. The final document is quite detailed and will provide an excellent road map for the future purchase of any of the furniture, shelving and signage, regardless of whether or not the facilities plan itself is ever implemented.

Quoting the introduction to the document:

“The Santa Cruz Public Libraries Furniture, Shelving and Signage Design Standards handbook provides written guidelines in each of these three areas with regard to performance, longevity, warranty, maintenance sustainability and ease of cleaning, creating a standard for quality and consistency across jurisdictions. It also offers a best practices guideline for achieving purchasing efficiencies and economies of scale and allows for consistency while bringing the facilities up to 21st century standards for libraries.

The intent of these standards is to offer broad and flexible guidelines for architects, interior designers, consultants and Library representatives. The standards provide efficiency by allowing the Library to centrally store and consolidate products and interchange parts for maintenance of multiple branches.

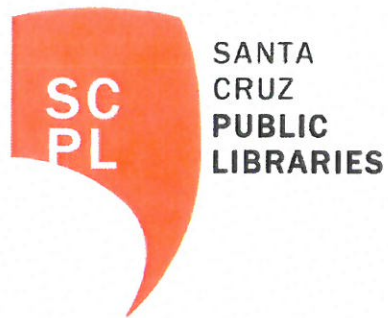
This handbook is to be used as a set of guidelines and is not necessarily dictated by industry standards or codes. The design professional shall be responsible for compliance with current codes and industry standards and shall attain owner approval for furniture, shelving and signage selections. This handbook is a living document and is intended to evolve as new technology, products, and learning styles progress in order to respond to emerging library trends and the needs of the community. The standards are intended to provide not only a consistent approach for future work, but recognize future programmatic and technical needs not yet defined.

Within each chapter, are sections describing the type of furniture, shelving or signage item and the details about each item including:

- an overview and use for each type
- general information which includes any standards, quality, warranty and sustainability information

- product specific information pertaining to any material or finish preferences
- additional information regarding typical locations used and cleaning preferences

Several library staff were involved in the process to develop this document and feel it provides the support needed to move forward cohesively. As is stated at the end of the Introduction, this is intended to be a living document, which will need to be updated as time passes and needs and opportunities change.



Santa Cruz Public Libraries

Furniture, Shelving & Signage Standards

March 2015

ANDERSON BRULÉ ARCHITECTS
+
MATTHEW WILLIAMS DESIGN

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INTRODUCTION

Overview

The Santa Cruz Public Libraries (SCPL) system serves four jurisdictions in Santa Cruz County (the Cities of Santa Cruz, Capitola, Scotts Valley and the unincorporated County of Santa Cruz) through a network of 10 neighborhood library branches. The System contracts with the City of Santa Cruz for purchasing services and follows those purchasing policies and procedures accordingly.

In 2012, SCPL initiated a master planning process to modernize the library facilities. The facilities master plan, found here: <http://www.santacruzpl.org/aboutscpl/planning/27/>, details the maintenance and improvement needs for each of the facilities across the county ranging from minor renovations to complete replacement.

Each of the four jurisdictions will be responsible for managing its own facilities and project(s) while the Library staff will be responsible for ongoing maintenance and operations. In an effort to assure quality selections in future projects and consistency among all library facilities, a need to clearly define standards for furniture, shelving and signage has been identified.

Standards Purpose and Use

The Santa Cruz Public Libraries Furniture, Shelving and Signage Design Standards handbook provides written guidelines in each of these three areas with regard to performance, longevity, warranty, maintenance sustainability and ease of cleaning, creating a standard for quality and consistency across jurisdictions. It also offers a best practices guideline for achieving purchasing efficiencies and economies of scale and allows for consistency while bringing the facilities up to 21st century standards for libraries.

The intent of these standards is to offer broad and flexible guidelines for architects, interior designers, consultants and Library representatives. The standards provide efficiency by allowing the Library to centrally store and consolidate products and interchange parts for maintenance of multiple branches. These standards have been developed through an inclusive and participatory process with Library staff for all typical SCPL requirements. For any unique circumstances or situations that require deviation from these standards, the design team will be responsible for obtaining approval from the client.

This handbook is to be used as a set of guidelines and is not necessarily dictated by industry standards or codes. The design professional shall be responsible for compliance with current codes and industry standards and shall attain owner approval for furniture, shelving and signage selections. This handbook is a living document and is intended to evolve as new technology, products, and learning styles progress in order to respond to emerging library trends and the needs of the community. The standards are intended to provide not only a consistent approach for future work, but recognize future programmatic and technical needs not yet defined.

Document Organization

This document is divided into three chapters, covering each of the three areas; furniture, shelving and signage.

- Table of Contents
- Introduction
- Chapter 1 – Furniture
- Chapter 2 – Shelving
- Chapter 3 – Signage
- Appendix

Within each chapter, are sections describing the type of furniture, shelving or signage item and the details about each item including:

- an overview and use for each type
- general information which includes any standards, quality, warranty and sustainability information
- product specific information pertaining to any material or finish preferences
- additional information regarding typical locations used and cleaning preferences

The Appendix contains definitions for the various terms used throughout the document.

Overall Information

The Library would like to meet a LEED Silver level for all buildings. Furniture, shelving and signage should support and feed into this standard. The design professional should confirm this sustainability level with the Library at the time of the project.

The Library requires a furniture fair or sit-test of all furniture items being considered for the library.

As this is intended to be a living document, any reference standards noted should comply with the current standard tests, reference materials, codes, laws etc. applicable to each jurisdiction at the time of the project.

CHAPTER 1

Furniture Standards

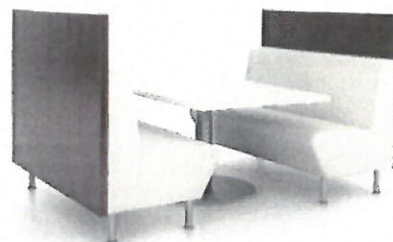
The design professional shall work diligently to ensure optimal pricing for all furniture. Furniture will be procured from group purchasing agreements including U.S. Communities, NJPA, NIPA and CMAS is preferred. The design professional shall research and provide costs for at least one option for each furniture item from a group purchasing agreement.

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CHAPTER 1 - LOUNGE SEATING

1.1 Overview

There are many types of Lounge Furnishings throughout the Library Spaces, most commonly used in the Public Areas. These can include individual and multi-seat pieces. Some will require mobility for the function within its preferred location while all others should still be able to be relocated, but less frequently. Durability and ease of cleaning are important in maintaining the library.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.4 Lounge and Public Seating

Quality Control

- All lounge furniture shall have tight upholstery with no loose cushions.
- When there are arms, it is preferred that they have an arm cap to protect the upholstery.
- Weight capacity: 300-350lbs minimum
 - 500lbs+ for any bariatric items desired by the Library

Warranty

- Lifetime warranty or a minimum on 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards

1.3 Products

Materials / Finishes

- Wood or Urethane Arm Caps
 - Caps should be easily replaceable if they become damaged.
 - Wood is preferred for the arm cap. Urethane may be used on approval of Library.
- Wood or Metal Feet
 - There is a strong preference for natural maple or natural cherry wood tones.
 - There is a strong preference for matte silver-toned metal.

- Glides or Casters
 - Glide and caster selection should be based on floor material type for location of item.
- Upholstery
 - Shall be highly durable and easy to clean.
 - Performance Fabrics ONLY (use a single type throughout the library – Crypton, Nanotex, etc.).
 - Moisture barrier in all public spaces.
 - Textile recycled content 49%-75%.
 - 75, 000 – 150,000+ Double Rubs.
 - Meets CAL TB117.

Other Material Requirements

- If the piece will be in an area where wet mopping will occur, use a material that will not be damaged by water and cleaning solutions.
- The Library has a strong preference for upholstered pieces to be raised off the floor for ease of cleaning underneath.
- Lounge seating feet should be a durable material.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
L01	Lounge Chairs	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces, Staff Lounge
L02	Love Seat/Sofa	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces, Staff Lounge
L03	Booth	Adult Public Spaces, Teen Public Spaces
L04	Ottoman/Pouf	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces

Additional Information

- All Lounge Seats will be sized for adults, unless directed otherwise by the Library.
 - When needed, some lounge chairs in the Children’s area shall be sized for ages 3-5
- Lounge Chairs for Teens & Technology Areas are preferred to have casters and tablet arms.
 - Tablet Arms shall hold a minimum of 150lbs
 - Locking casters
- When specifying a booth lounge, it should have a coordinating table of either desk or coffee table height, see Tables Section.

Protection / Cleaning

- All upholstery in the project should have the same type of cleaning system required. Fabrics should be performance fabrics with some type of stain repellent such as Crypton, Green Crypton, Nanotex, etc.
 - Provide end user with cleaning instructions for fabric type used in project
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellents, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.

- Consider using clean outs and crumb catchers for ease of cleaning.
- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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CHAPTER 1 - CHAIRS

1.1 Overview

Chairs in the Library serve many different functions such as reading chairs, task chairs for workstations, computer stations, and children's sized chairs. Different functions require different finishes and shapes, but all need to be durable to last in a highly active public environment. Some areas will require lighter weight chairs for the function of the space where as others will need to be very sturdy to withstand highly active spaces. Staff workspaces will need complete ergonomic seating.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.1 Office Seating/X5.4 Lounge and Public Seating

Quality Control

- Ergonomic comfort of all chairs should be considered.
 - Comfort of seat edges
 - Body support in seat pans and backs
 - Breathability
- There is a preference for chairs with four legs.
- There is a strong preference for light weight reading chairs.
- Any stools should have a foot ring or foot rest.
- Light weight stackable chairs should be 10lbs or less.
- Weight capacity: 300-350lbs minimum.
 - 500lbs+ for any bariatric items desired by the Library

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards

1.3 Products

Materials / Finishes

- Wood or Urethane Arm Caps
 - Caps should be easily replaceable if they become damaged.
- Wood or Metal Legs & Feet
 - There is a strong preference for natural maple or natural cherry wood tones.
 - There is a strong preference for matte silver-toned metal.
- Glides or Casters
 - Selection should be based on floor material type for location of item.
 - Casters are only on task chairs or computer chairs.
- Seats & Backs
 - Polypropylene
 - Wood
 - Upholstery shall be highly durable and cleanable
 - Performance Fabrics ONLY (use a single type throughout the library – Crypton, Nanotex, etc.).
 - Moisture Barrier in all public spaces.
 - Textile Recycled content 49%-75% minimum.
 - 75, 000 – 150,000+ Double Rubs.
 - Meets CAL TB117

Other Material Requirements

- Frame construction to be welded metal, solid wood or equal.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
C01	Reading Chairs	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
C02	Computer Chairs	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
C03	Non-Stacking Chair	Smaller Meeting Spaces, Staff Workspace, Staff Lounge, Friends of the Library Area
C04	Stacking Chair	Meeting Spaces, Smaller Meeting Spaces
C05	Stools	Adult Public Spaces, Teen Public Spaces
C06	Task Chairs	Staff Workspaces
C07	Task Stools	Staff Workspaces

Additional Information

- Arm and Armless chairs will be used. The design professional will work with the Library to determine the best mix of arm and arm less chairs for the space.
- Computer chairs can have a 5-star base or casters. They should be ergonomic for short term use, and have a limited amount of adjustable parts.
 - Height flexibility is strongly preferred at public computer stations.
- Task chairs should have 5-star bases and be fully ergonomic with a high amount of adjustability. The design professional will work with the Library to determine needs or current requirements.

Protection / Cleaning

- All upholstery in the project should have the same type of cleaning system required. Fabrics should be performance fabrics with some type of stain repellent such as Crypton, Green Crypton, Nanotex, etc.
 - Provide end user with cleaning instructions for fabric type used in project.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider using clean outs and crumb catchers for ease of cleaning.
- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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CHAPTER 1 - BENCHES

1.1 Overview

Benches can be used anywhere in the library. They are primarily used in spaces where there will be waiting, such as an entry area, near restrooms or near other busy locations where waiting may be required. There may also be some areas where it is appropriate to add additional seating.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.4 Lounge and Public Seating

Quality Control

- Benches should have durable feet and/or legs.
- Benches may have a back and arms or be backless and armless.
- If upholstered, bench should have tight upholstery, no loose cushions.
- Weight capacity: 300-350lbs Minimum.
 - 500lbs+ for any bariatric items desired by the Library

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards

1.3 Products

Materials / Finishes

- Wood or Upholstered Seat, Back and Arms
- Wood, Plastic Laminate or Solid Surface Table Surfaces
- Wood or Metal Frame
- Wood or Metal Feet and/or Legs
 - There is a strong preference for natural maple or natural cherry wood tones.
 - There is a strong preference for matte silver-toned metal.
- Glides
 - Selection should be based on floor material type for location of item.

- Upholstery
 - Shall be highly durable and easy to clean.
 - Performance Fabrics **ONLY** (use a single type throughout the library – Crypton, Nanotex, etc.).
 - Non-woven fabrics are preferred to be PVC-free.
 - Moisture Barrier in all public spaces.
 - Textile Recycled content 49%-75% minimum.
 - 75, 000 – 150,000+ Double Rubs.
 - Meets CAL TB117.

Other Material Requirements

- If the piece will be in an area where wet mopping will occur, use a material that will not be damaged by water and cleaning solutions.
- The Library has a strong preference for upholstered pieces to be raised off the floor for ease of cleaning underneath.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
B01	Upholstered	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces, Entry Spaces
B02	Non-Upholstered	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces, Entry Spaces

Additional Information

- Typical sizing:
 - Typical seat height for a bench is between 16”-18”H
 - Typical seat depth for a bench is +/- 18”D
 - Width will vary, depending on location
- Benches in certain locations may have table surfaces built-in, the design professional will confirm appropriateness with Library.
 - Any built-in table surfaces should be of a highly durable and cleanable material such as solid wood, plastic laminate or solid surface such as Corian. Glass is not allowed.
- Depending on location and appropriateness, built-in power outlets maybe used in bench surfaces for users to plug in devices. The design professional will confirm appropriateness with Library.

Protection / Cleaning

- All upholstery in the project should have the same type of cleaning system required. Fabrics should be performance fabrics with some type of stain repellent such as Crypton, Green Crypton, Nanotex, etc.
 - Provide end user with cleaning instructions for fabric type used in project.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellents, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider using clean outs and crumb catchers for ease of cleaning.

- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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CHAPTER 1 - TABLES

1.1 Overview

Tables are an important part of the Library and vary in use and location. Tables, as much as any other item in the library need to be durable and withstand the high use of a busy public space. Tables serve many functions throughout the library space – reading tables or carrels for using the library’s materials, highly flexible meeting spaces for large groups, tables equipped to support the use of technology and add some whimsy and fun to Teen or Children’s spaces.



1.2 General

Reference Standards

- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.5 Desk Products

Quality Control

- All tables should have a protective edge band with a minimum of an eased edge.
- Sharp corners and edges should be minimized and avoided.
- All tables, where appropriate, should have built-in power outlets and wire management.
- All tables shall meet accessibility requirements.
- Weight capacity: 150-250lbs.

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

1.3 Products

Materials / Finishes

- Wood, Laminate, Linoleum or Solid Surface Table Tops
 - Wood, Laminate or Linoleum tops should have an edge band.
 - Solid wood edge bands are preferred with a minimum eased edge profile.
 - Solid Surface tops will have a self-edge or built-up edge with a minimum eased edge profile.
 - Vinyl edge band is acceptable on tables with high mobility.

- No self-edge allowed on laminates, wood veneers or linoleum.
- Wood or Metal Legs
 - Wire management leg or channel.
- Glides or Casters
 - Selection should be based on floor material type for location of item.
- PETG, Glass, Perforated Metal or Wood Carrel Surround
 - Carrel surround or screen is ideally translucent and no higher than 12"-14"H above the table surface.
 - PETG and Glass should have a texture or pattern. Glass pattern/texture should be easy to clean.

Other Material Requirements

- FSC Certified Wood
 - There is a strong preference for natural maple or natural cherry wood tones.
 - There is a strong preference for matte silver-toned metal.
- If the piece will be in an area where wet mopping will occur, use a material that will not be damaged by water and cleaning solutions.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
T01	Reading Tables	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
T02	Side Tables	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
T03	Computer Tables	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
T04	Carrel Tables	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
T05	Non-Stacking Table	Smaller Meeting Spaces, Staff Workspace, Staff Lounge, Friends of the Library Work Area

Additional Information

- All tables located near power outlets shall be powered tables
 - Table top access to built-in power outlets is preferred.
 - Table should have wire management – clips, surface mounted channels, wire chase legs, etc.
 - Whips should have 3-prong plugs for flexibility. Do NOT hardwire, unless directed by Library.
 - Table mounted lighting may be used. The design professional will confirm if appropriate with Library. Any lighting should comply with current energy and building codes. LED lighting is strongly preferred.
 - Coordinate locations with Electrical Drawings. The design professional will confirm needs with Library.
- All tables with computers or other technology permanently mounted shall have grommets, and below surface power strips with wire management clips, channels, wire chase legs, etc.

- The design professional will coordinate with Library IT for specific power requirements of table top technology.
- Whips for these tables can either have the 3-prong outlet plug or be hardwired. The design professional will confirm needs with Library IT.
- Certain functions may also require a hard data line. The design professional will confirm needs and locations with Library staff and Library IT.
- Typical table heights
 - Adult Areas: 29-30" height is standard
 - Teen Areas: 29-30" height is standard
 - Children's Areas:
 - Toddlers Age 1-5: 12"H
 - School Age 6-12: 22" high
- Square and rectangular shapes are generally preferred in most spaces for modularity and ease of combining together. Some locations may prefer round tables. The design professional will confirm shapes, sizes and locations with Library.

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider using clean outs and crumb catchers for ease of cleaning.
- Consider location of furniture with regards to amount of sunlight in the location. Some finishes may not hold up as well in strong sunlight.

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CHAPTER 1 - MEETING ROOMS

1.1 Overview

Meeting Rooms are significant to libraries as they serve many different sized groups. These spaces require the furniture to accommodate the various needs of different groups using the facility. There are also smaller meeting spaces throughout the library which can include group study and quiet reading rooms. Meeting rooms are not only used for public meeting space, but also for staff meeting space as well.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA X5.1 Office Seating/X5.5 Desk Products

Quality Control

- Lightweight mobile, nesting tables with a flip top. Flip top should be operable with one hand OR Lightweight stackable tables, 50lbs or less
 - Flip top Table: HON Huddle Table or Equal
- Lightweight stackable chairs, 10lbs or less is preferred.
- Lectern should be mobile and include the ability to incorporate technology.
- See Section 2, Chairs for general chair information.
- See Section 4, Tables for general table information.

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

1.3 Products

Materials / Finishes

- Laminate Table Tops
 - Laminate tops should have a vinyl edge band with a minimum eased edge profile.
- Metal Legs
 - Easily folding table legs.
- Glides or Casters
 - Selection of appropriate glide or caster should be based on floor material type for location of item. The design professional will confirm preference of glide or caster with Library.
 - There should be locking casters.
- Laminate or Metal Surfaces
 - All parts of lectern.

Other Material Requirements

- There is a strong preference for natural maple or natural cherry wood tones.
- There is a strong preference for matte silver-toned metal.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
MR01	Stackable/Mobile Table	Public Meeting Space, Staff Meeting Space
MR02	Stackable/Mobile Chair	Public Meeting Space, Staff Meeting Space
MR03	Lectern	Public Meeting Space, Staff Meeting Space
MR04	Table Dolly	Public Meeting Space, Staff Meeting Space
MR05	Chair Dolly	Public Meeting Space, Staff Meeting Space

Additional Information

- Lectern
 - Does not need a microphone.
 - The design professional will confirm electrical and technology needs with Library IT.
 - Should accommodate a laptop.
 - Meet accessibility requirements.
- Table
 - Tables and chairs should be for standard adult height.
 - Tables should meet accessibility requirements.
 - Table and chair dollies should match the manufacturer of the stacking table or stacking chair.
 - Dollies may not be required for all types of tables or chairs

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some finishes may not hold up as well in strong sunlight.

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CHAPTER 1 - STAFF WORK SPACES

1.1 Overview

Staff Workspaces are important for staff to complete their work. This area needs to support heads-down individual work but also the team based work as well.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- UL
- ANSI/BIFMA X5.1 Office Seating/X5.5 Desk Products/X5.3 Vertical Files/X5.6 Panel Systems/X5.9 Storage

Quality Control

- The design professional will consult with Library for any specific sizes and requirements for staff workstations, work areas and private offices.
- Book return bin requires a depressible tray (spring loaded) and locking casters.
- 30% or greater recycled content in components.
- See Section 2, Chairs for general chair information.

Warranty

- Lifetime warranty or a minimum of 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

1.3 Products

Materials / Finishes

- High pressure laminate work surfaces
 - Laminate work surfaces should have vinyl edge bands with an eased edge profile.
- Powder coated metal
 - Some components of systems furniture and private office furniture will have powder coated metal such as table supports, bookcases, lateral files, and upper storage.
 - Book trucks and book return bins should be powder coated metal.
- Solid phenolic or powder coated metal lockers

- Panel wall systems and tack panels should be covered in a fabric that will not show dirt and stains and has a high recycled content or is made of sustainable materials.

Other Material Requirements

- Manufactured using clean technology, including water-based adhesives, powder coating on metal, powder coating on wood and UV-cured wood coating, all of which are virtually VOC-free.
- There is a strong preference for matte silver-toned metal.

1.4 Execution

Typical Type & Location

No.	Description	Location(s)
SW01	Staff Workstation	Open Staff Workspace
CH06	Task Chair	Open Staff Workspace, Private Office, Service Desk
CH07	Task Stool	Open Staff Workspace, Service Desk
SW04	Private Office	Staff Office
SW05	Staff Lockers	Staff Lounge
SW06	Book Trucks	Open Staff Workspace, Private Office, Service Desk
SW07	Book Return Bins	Open Staff Workspace, Service Desk

Additional Information

- Typical workstation and private offices sizes are:
 - Typical Workstation: 6'-0" X 6'-0"
 - Supervisor: 6'-0" X 8'-0"
 - Typical Office: 10'-0" X 10'-0"
 - Director: 12'-0" X 12'-0"
 - The design professional will confirm with Library if sizes listed above are appropriate for project
- Workstations and private office furniture should meet accessibility requirements.
- Workstation and Private Office accessories requirements:
 - LED Task lights
 - Adjustable Keyboard trays
 - Tack Panel
- Workstation components – minimum requirements:
 - Panel or desk-based systems, work surfaces, upper storage, 2 drawer locking lateral file, task chair
 - Each workstation has a computer with 2 monitors and a telephone
- Private Office components – minimum requirements:
 - P-shaped desk, bridge and credenza with upper storage, bookcase, lateral file cabinet, task chair
 - Each office has a computer with 2 monitors and a telephone

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some finishes may not hold up as well in strong sunlight.

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CHAPTER 1 - ACCESSORIES

1.1 Overview

Accessories help to support the function of the Library spaces.



1.2 General

Reference Standards

- CAL TB117
- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood

Quality Control

- Clocks
 - Analog with easily readable number and hands. Digital is not acceptable.
 - Electric or battery operated. Should not be hardwired. The design professional will confirm preference with Library.
- Step Stools
 - Cramer Kik-Step 1001 or equal.
 - Rolled-steel construction holds up to 300 lb. When you step on it, spring-mounted casters retract and lock in place.
 - Non-marking hidden casters. Rubber bumpers edge bumpers.
- Trash and Recycle Receptacles
 - Rubbermaid Slim Jim 3540 or equal
 - Molded plastic with integrated handles
 - 23 or 15 gallons
 - Wire Mesh Trash Receptacles
 - No-snag curled rim
 - Lightweight steel mesh wastebasket with diamond pattern.
 - Solid steel base and baked-on epoxy finish.
 - Contains a minimum of 30% postconsumer recycled content.
 - 5 gallons
- Children's Board Book Baskets
 - Laundry basket size, no taller than 12-15"H

Warranty

- Step Stools
 - 10-year limited frame warranty

LEED Credit Opportunities

- Level 2 Silver if possible
- Greengard Certified – must comply with current highest environmental standards.

1.3 Products**Materials / Finishes**

- Clocks
 - White face with black lettering, readable from 3'-0" away.
 - Metal, Wood or Plastic case.
- Step stool
 - Powder coated metal.
- Plastic Trash or Recycle Receptacles
 - Color as required by use.
 - Include appropriate symbol as needed.
- Wire Mesh Trash Receptacles
 - Baked on epoxy finish.
 - Silver metal color preferred.
- Children's Board Book Baskets
 - Wicker, fabric or wood.
 - The design professional will confirm needs with Library.

Other Material Requirements

- Use Commercial grade products.
- There is a strong preference for natural maple or natural cherry wood tones.
- There is a strong preference for matte silver-toned metal.

1.4 Execution**Typical Type & Location**

No.	Description	Location(s)
AC01	Clocks	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces, Staff Workspaces, Staff Lounge, Service Points, Meeting Spaces
AC02	Step Stools	Adult Public Spaces, Staff Workspaces
AC03	Trash Receptacles	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces, Staff Workspaces, Staff Lounge, Meeting Spaces
AC04	Recycle Receptacles	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces, Staff Workspaces, Staff Lounge, Meeting Spaces

AC05	Compost Receptacles	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces, Staff Workspaces, Staff Lounge, Meeting Spaces
AC06	Children’s Board Book Baskets	Children’s Public Spaces

Additional Information

- The design professional will confirm all accessory needs with Library.

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some finishes may not hold up as well in strong sunlight.

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Santa Cruz Public Libraries

CHAPTER 2

Shelving Standards

The design professional shall take work diligently to ensure optimal pricing for all shelving. Shelving will be procured from group purchasing agreements including U.S. Communities, NJPA, NIPA and CMAS is preferred. The design professional shall research and provide costs for shelving items from a group purchasing agreement.

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CHAPTER 2 - METAL SHELVING

2.1 Overview

Metal shelving is an important part of the library that houses the library's collections. The majority of the shelving in the library will be metal shelving. There are three primary heights used along with a variety of shelf types to house and display the various collections types. Metal shelving requires wood end panels and on lower heights, a wood canopy. Some locations may use integrated lighting. Integrated lighting is not appropriate for all building locations.



2.2 General

Reference Standards

- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- ANSI/BIFMA

Quality Control

- The design professional is responsible for meeting all current jurisdictional requirements including structural requirements for lateral bracing. Provide SafeStak Library Bureau Steel Shelving or equal. Any newly purchased shelving must be interchangeable between branches.
- All shelving must be uniform for the system and interchangeable.
- End Panels and Canopies, see Wood Shelving Section.

Warranty

- Lifetime warranty or a minimum on 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

2.3 Products

Materials / Finishes

- Sheet Steel: ASTM A366; cold-rolled sheet, commercial quality, Class 1, matte finish, stretcher leveled, free of scale and imperfections, with consistent texture and smoothness.
- Fasteners: Cadmium-plated or zinc-plated steel, manufacturer's standard types and sizes.
- Powder coated metal
 - Preferred color: 340 Almond Commercial
- Wood or Plastic Laminate End Panels and Canopies
 - End Panels should have solid wood edge bands and slatwall panels. See slatwall section

- Canopies should be on shelving units 66”H and lower

Other Material Requirements

- FSC Certified Wood and Wood Composites
- Any metal colors should be neutral, and approved by the Library.

2.4 Execution

Typical Type & Location

No.	Description	Location(s)
SH01	78”H Metal Cantilever Shelving	Adult Public Spaces, Teen Public Spaces, Staff Workspace
SH02	78”H Magazine Shelves	Adult Public Spaces
SH03	78”H CD Drawers	Adult Public Spaces, Teen Public Spaces
SH04	66”H Metal Cantilever Shelving	Teen Public Spaces, Children’s Public Spaces
SH05	42”H Metal Cantilever Shelving	Adult Public Spaces
SH06	78”H Industrial Shelving	Staff Workspaces

Additional Information

- Any shelving units above 60”H require seismic anchoring, and should meet the current code requirements.
- Design components, joints and connections to withstand most severe possible loading condition, with normal safety factor.
- The design professional will confirm below sizes and components with Library.
- Typical shelving unit width is 36”W
- Standard heights used:
 - 78”H Shelving Units in Adult Spaces
 - 48”H Shelving Units in Children’s
 - Confirm with Library if other heights are needed
- Types of Shelves Used
 - Conventional Shelves
 - 12” deep typical
 - 10” deep for paperbacks, DVDs, CDs and playaways
 - Staff Workroom should have either 12” cantilever or industrial shelving. The design professional will confirm preference with Library.
 - Slotted shelves or pull out bins for audiovisual collections.
 - Hinged Periodical Display Shelf with storage behind.
 - Newspaper collection should be on slatwall-type display.
 - Sliding Reference Shelf

- 1 per every 3 shelving units
 - Backstops and top panels on all shelves.
 - All shelves need to be evenly lit from top to bottom.
 - Bottom shelf may be slanted as determined by Library depending on collection housed.
 - Freestanding, “regular, old-fashioned” book ends, same color as shelves.
 - Special shelving:
 - Micro film cabinets
 - Face out, display shelving for popular, new or rotating/seasonal collections
- End panels and Canopies
 - Should not restrict the accessibility of the aisles between shelving runs.
 - Should cover all metal parts of the shelving unit.
 - Meet Woodwork Institute Custom standards minimum.
 - Be free of sharp edges and corners with a minimum eased edge profile.

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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CHAPTER 2 - SLATWALL SHELVING

2.1 Overview

Slatwall shelving, in its various forms, serves to display the Library's special collections and to feature seasonal and new collections. It provides extra display and shelving space in children's, adult and teen section. Slatwall can be used to display magazines, newspapers. It provides display space throughout the shelved collections on end caps and on featured wooden shelving such as gondolas. Slatwall can be placed at full height on walls as well.



2.2 General

Reference Standards

- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- Woodwork Institute
- ANSI/BIFMA

Quality Control

- Core Material for Plastic Laminate:
 - Medium density fiberboard complying with ANSI A 208.2-1986
- Plastic Laminate Slatwall Paneling: Medium density fiberboard with engineered grooves designed to fit standard merchandising fixtures.
 - Fiberboard: 48 pcf density; internal bond strength of 110 psi formaldehyde emission of 0.3 ppm or less; complying with 24 CFR 3280.
 - Panel Size: As required.
 - Thickness: 3/4 inch plus/minus 0.008 inch.
 - Groove Spacing: 4 inches (100 mm) on center, plus/minus 0.015 inch (0.4 mm).
 - Surface Finish: High pressure laminate, 0.03 inch thick, cold press bonded with PVA Type II water resistant adhesive.
 - Surface Color/Pattern: As selected from manufacturer's standard selection.
 - Groove Finish: Reinforced with aluminum full-groove insert, factory installed, in color selected from manufacturer's standard selection (6000 series). Silver toned metal preferred.
- Miscellaneous Acrylic Slatwall Accessories, Clear Solutions or Equal.

Warranty

- For pre-manufactured items, lifetime warranty or a minimum on 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

2.3 Products

Materials / Finishes

- Wood, Wood Veneer or Plastic Laminate Slatwall
 - Slatwall panels should have trim and capping pieces on exposed edges. Solid wood is preferred.
 - There is a strong preference for natural maple or natural cherry wood tones.
- Metal Inserts
 - There is a strong preference for matte silver-toned metal.

Other Material Requirements

- N/A

2.4 Execution

Typical Type & Location

No.	Description	Location(s)
SH01	Slatwall Panels	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
SH02	6" Display Shelf	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
SH03	24" Display Shelf	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces
SH04	Magazine/Newspaper Cascade	Adult Public Spaces, Teen Public Spaces, Children's Public Spaces

Additional Information

- General: Install work as specified in WI "Manual of Millwork", Sections 15, 16, 17 and 18
- Confirm with Library which acrylic accessories are needed.
 - Typical uses are for Newspapers and Literature Handouts
- All shelves need to be evenly lit from top to bottom

Protection / Cleaning

- Install in strict accordance with manufacturer's instructions, especially in regard to fastening and bracket spacing necessary to achieve optimum capacity.
- Avoid contamination of panel faces with adhesives, solvents, or cleaners; clean as necessary and replace if not possible to repair to original condition.
- Protect installed products until completion of project.
- Touch-up, repair or replace damaged products after Substantial Completion.

CHAPTER 2 - WOOD SHELVING

2.1 Overview

Wood shelving is intended to highlight special areas of the library where books and media displays are desired. It is intended to give a bookstore atmosphere to the display spaces. Freestanding display shelving provides flexibility to change the space as needs or wants arise.



2.2 General

Reference Standards

- SMaRT Sustainable Silver 41-60 minimum
- Level Certification: Level 2 minimum
- FSC Certified Wood
- Woodwork Institute
- ANSI/BIFMA

Quality Control

- Hardwood Lumber for Transparent Finish: Premium Grade Select, meeting the requirements of WI Manual of Millwork, Section 4.
 - Comply with WI Manual of Millwork, Section 25. Finish grade shall match cabinet grade.
 - Comply with WI Manual of Millwork, Section 5 for sanding, filling, sealing concealed surfaces, and similar preparations.
 - Transparent Finish: WI Finish System #2, water-reducible acrylic lacquer.
- Hardwood Veneer for Transparent Finish: Premium Grade, meeting the requirements of WI Manual of Millwork, Section 6, slip match and running match cut.
- Hardwood Veneer Faced Cabinets: Fabricate cabinets to meet WI Construction Style A Frameless, Construction Type I or II. Provide finished end panels of either applied panels or integral members on exposed ends of cabinets. Close gaps at walls with filler panels not to exceed 1-1/2 inches wide.
 - Semi-Exposed Surfaces: Finish semi-exposed surfaces of open cabinets to match exposed surfaces.
 - Shelves: Comply with WI Manual of Millwork and Technical Bulletin 435 for 50 pound per square foot load test.
- Plastic Laminate Countertops: Custom Grade in accordance with WI Section 16, plastic laminate covered, including square butt top to splash joints, exposed edges and ends self-edged
- Adjustable Seismic Shelf Support: Provide the following basis for design product or equal product approved according to Section 01600.
 - Hafele; 282.24.721

Warranty

- For pre-manufactured items, lifetime warranty or a minimum on 10-12 years replacement parts.

LEED Credit Opportunities

- Level 2 Silver
- Greengard Certified – must comply with current highest environmental standards.

2.3 Products

Materials / Finishes

- Wood Shelving, Gondolas, Browsers
 - There is a strong preference for natural maple or natural cherry wood tones.
- Wood, Wood Veneer or Plastic Laminate Canopies
 - Canopies are used on shelving units 66”H or lower and gondolas.
- Metal Glides
 - Use glides on mobile pieces only.

Other Material Requirements

- FSC Certified Wood.
- There is a strong preference for natural maple or natural cherry wood tones.

2.4 Execution

Typical Type & Location

No.	Description	Location(s)
SH01	84”H Wood Display Shelving	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
SH02	59”H Wood Gondola	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
SH03	59”H Slatwall Pyramids	Children’s Public Spaces
SH04	CD Browser	Adult Public Spaces, Teen Public Spaces, Children’s Public Spaces
SH05	36”H Picture books	Children’s Public Spaces

Additional Information

- General: Install work as specified in WI "Manual of Millwork", Sections 15, 16, 17 and 18.
- Wood Shelving Types:
 - 78”H Slanted wood Shelving
 - 59”H Gondolas
 - 59”H Slatwall Pyramid
 - 48”H CD Browser
 - 36”H Picture Books Shelving with Slatwall above to 7’-0”H AFF. See Slatwall section.
- All shelves need to be evenly lit from top to bottom.

Protection / Cleaning

- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants, sealers, etc.
- Ease of ability to clean and repair finishes or parts should be considered.
- Consider location of furniture with regards to amount of sunlight in the location. Some locations may require a solution dyed fabric for light fastness.

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Santa Cruz Public Libraries

CHAPTER 3

Signage Standards

When selecting new shelving for the library, begin by reviewing the available options on the following Group Purchasing Agreements: U.S. Communities, NJPA, NIPA and CMAS. This will allow SCPL to take advantage of the economies of scale available to them.

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CHAPTER 3 - EXTERIOR SIGNAGE: BUILDING TITLE & ADDRESS

1.1 Overview

Exterior building title and address signage is mounted on a prominent area of the building at or near the main entrance. The building title and address should also be lit for maximum visibility at night.



1.2 General

Reference Standards

- California Building Code (CBC).
- State of California, County, and Local Fire Codes.
- Local Sign Ordinances as applicable. Each jurisdiction must meet their respective standards.

Quality Control

- Exterior signage must be designed to complement and reflect the architectural character of the building.
- Care must be taken so signs do not block windows, create glare or reflections, obstruct sight-lines into spaces, or cast shadows from light fixtures.
- Exterior signage must comply with local Sign Ordinances.
- The building address size and visibility must comply with the state, county, and local Fire Codes.

Warranty

- Minimum 5-year warranty on paint, mounting hardware, lighting elements, and adhesive.

LEED Credit Opportunities

- LED lighting elements.

1.3 Products

Materials / Finishes

- Exterior signage must be painted or fabricated with glare-free materials.
- Exterior signage must be fabricated to withstand a wide variety of weather conditions.
- Metal signage and lettering must be carefully selected to withstand the corrosive effects of salt water and ocean weather.
- Copper is expensive, attractive to thieves, and should not be used.
- Lighting elements should be used to improve sign visibility.
- Background graphics or images should not interfere with readability.

1.4 Execution

Typical Type & Location

Description	Location(s)
Building Title	Main Entrance
Address	Main Entrance

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system. No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered. Signage design, location, and installation should contain measures to minimize opportunities for theft or vandalism.

Additional Information

- The Building Title must be the name of the library's local jurisdiction, with "Branch Library" below the Title e.g.

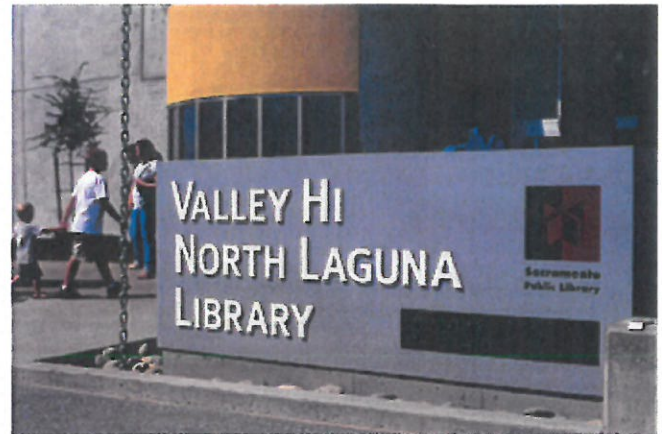
Scotts Valley
Branch Library

CHAPTER 3 - EXTERIOR SIGNAGE: MONUMENT SIGN

1.1 Overview

Exterior Monument signage is installed near or at the street to identify buildings set back from the street, and is commonly referred to as a “Monument” sign.

Monument signs should have the name of the building, the building address, the logo, and an “Open/Closed” status sign.



1.2 General

Reference Standards

- California Building Code (CBC).
- State of California, County, and Local Fire Codes.
- Local Sign Ordinances as applicable. Each jurisdiction must meet their respective standards.

Quality Control

- Exterior signage must be designed to complement and reflect the architectural character of the building.
- Care must be taken so monument signs do not obstruct traffic sight-lines, create glare or reflections, impede pedestrian paths-of-travel, or create sleeping or hiding places.
- Exterior signage must comply with local Sign Ordinances.
- The building address size and visibility must comply with the State of California, County, and Local Fire Codes.

Warranty

- Minimum 5-year warranty on paint, mounting hardware, lighting elements, and adhesive.

LEED Credit Opportunities

- LED lighting elements.

1.3 Products

Materials / Finishes

- Exterior signage must be painted or fabricated with glare-free materials.
- Exterior signage must be fabricated to withstand a wide variety of weather conditions.
- Metal signage and lettering must be carefully selected to withstand the corrosive effects of salt water and ocean weather.
- Lighting elements should be used to improve sign visibility. Background graphics or images should not interfere with readability.

1.4 Execution

Typical Type & Location

Description	Location(s)
Building Title	Monument sign
Address	Monument sign
Logo	Monument sign

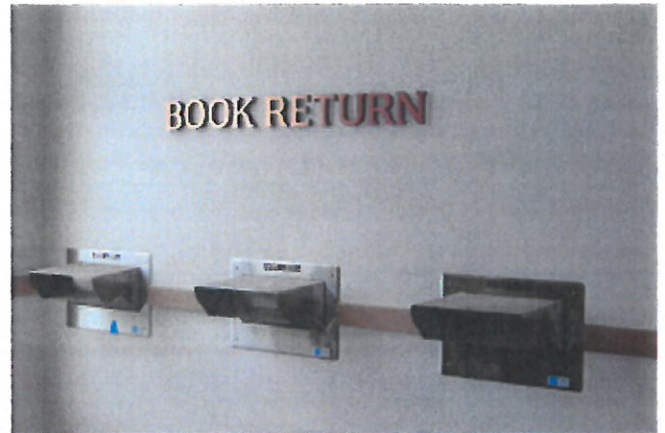
Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage design, location, and installation should contain measures to minimize opportunities for theft or vandalism.

CHAPTER 3 - EXTERIOR SIGNAGE: BOOK RETURN, COMMUNITY ROOM

1.1 Overview

Exterior Book Return and Community room signage is used to designate specialized areas or entrances, such as community meeting rooms, book returns, etc.



1.2 General

Reference Standards

- California Building Code (CBC).
- State of California, County, and Local Fire Codes.
- Local Sign Ordinances as applicable. Each jurisdiction must meet their respective standards.

Quality Control

- Exterior signage must be designed to complement and reflect the architectural character of the building.
- Care must be taken so signs do not block windows, create glare or reflections, obstruct sight-lines into spaces, or cast shadows from light fixtures.
- Exterior signage must comply with local Sign Ordinances.

Warranty

- Minimum 5-year warranty on paint, mounting hardware, lighting elements, and adhesive.

LEED Credit Opportunities

- LED lighting elements.

1.3 Products

Materials / Finishes

- Exterior signage must be painted or fabricated with glare-free materials.
- Exterior signage must also be fabricated to withstand a wide variety of weather conditions.
- Metal signage and lettering must be carefully selected to withstand the corrosive effects of salt water and ocean weather.
- Lighting elements may be used to improve sign visibility.

1.4 Execution

Typical Type & Location

Location	Message/Name
Book return	Returns
Return slot: book-specific	Books
Return slot: media-specific	Audio-Visual

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage design, location, and installation should contain measures to minimize opportunities for theft or vandalism.

Additional Information

- Each library should be consulted about, and consider opportunities for bilingual signage.

CHAPTER 3 - INTERIOR SIGNAGE: AREA IDENTIFICATION

1.1 Overview

Area Identification signage is used to identify and designate sections or areas of reference or interest, which subcategories may be further organized.

Since sections of the library are often moved or reorganized, Area Identification signage must be designed so its message(s) can be easily changed.



1.2 General

Reference Standards

- California Building Code (CBC).

Quality Control

- Since Area Identification signage is typically mounted in or hung from ceilings, signs should not be smaller than 12" h x 36" w.
- Successful readability and visibility of Area Identification signage depends heavily on the use of placement, color, and contrast. Care must be taken so signs do not block windows, create glare or reflections, obstruct sight-lines into spaces, or cast shadows from light fixtures.
- Overhead signage must be mounted at least 80" AFF.

Warranty

- Minimum 5-year warranty on paint, mounting hardware, lighting elements, and adhesive.

LEED Credit Opportunities

- Use recycled acrylic (3Form or equivalent).

1.3 Products

Materials / Finishes

- Area Identification signs must be painted or fabricated with glare-free materials.
- Flat-cutout (FCO) letters may be used to enhance readability.
- Lighting elements may be used to improve sign visibility.
- Backgrounds graphics or images should not interfere with readability.
- Vinyl lettering may be used to reduce fabrication costs.

1.4 Execution

Preferred Naming For Typical Locations

Where the following areas occur, the following names should be used:

Area/Location	Preferred Name
Teens' reading room	Teen'scape, Teens' Reading Lounge
Children's storytime/reading room	Kidspot
Main reading room	The Commons
Study room(s)	Study Room
Magazines	Magazines
Newspapers	Newspapers
Magazines and newspapers	Magazines & Newspapers
Fiction stacks/adult	Adult Fiction
Fiction stacks/general	Fiction
Nonfiction stacks/adult	Adult Non-Fiction
Nonfiction stacks/general	Non-Fiction
Self-checkout	Express Checkout
Holds and reserves	Holds
Friends of the Library	Friends' Corner
Children's stacks	Children's Books
Teens' stacks	Teen Books
CDs, DVDs, etc.	Media
Information/Help desk	Ask Here OR Library Help <i>(Final decision to be confirmed with the Library)</i>
Book return	Returns
Return slot: book-specific	Books
Return slot: media-specific	Audio-Visual

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage should not be susceptible to damage from casual use or vandalism.

Additional Information

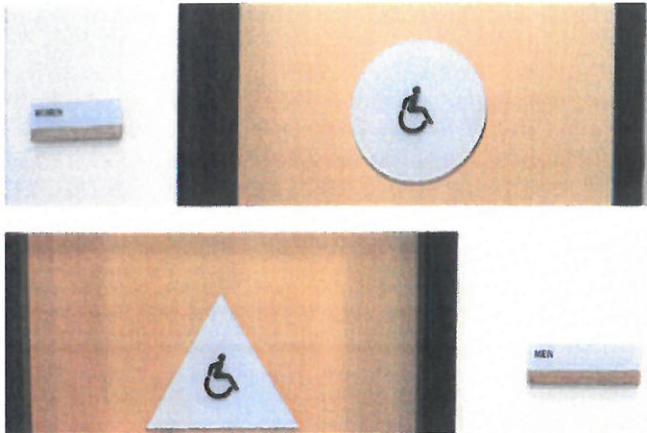
- Each library should be consulted about, and consider opportunities for bilingual signage.

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CHAPTER 3 - INTERIOR SIGNAGE: RESTROOM IDENTIFICATION

1.1 Overview

Restroom Identification signs are mounted to restroom doors and identify the restroom as a men's, women's, or unisex restroom. Restroom Identification Signage must meet State and Federal requirements for materials, finishes, readability, size, mounting location, and messaging.



1.2 General

Reference Standards

- Americans with Disabilities Act (ADA).
- California Building Code (CBC).
- California Title 24.

Quality Control

- All Restroom Identification signage must comply with ADA, CBC, and Title 24 as required.
- Signage for Universal Access (UA) restrooms must contain the ISA (International Symbol of Accessibility).

Warranty

- Minimum 5-year warranty on paint and adhesive.

LEED Credit Opportunities

- Use recycled acrylic (3Form or equivalent).

1.3 Products

Materials / Finishes

- Restroom sign must have sufficient contrast to the door upon which the sign is mounted.
- ISA
 - May be produced with vinyl, acrylic photopolymer, Rowmark, or other rout-in-place process.
 - Icon must have sufficient contrast to background.
- Background
 - Must be a plain field and free of graphics or images.

1.4 Execution

Typical Type & Location

Description	Location(s)
Men's Restroom	12" triangle mounted to restroom door.
Women's Restroom	12" diameter circle mounted to restroom door.
Unisex Restroom	12" diameter circle with inset triangle mounted to restroom door.

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage should not be susceptible to damage from casual use or vandalism.

CHAPTER 3 - INTERIOR SIGNAGE: ROOM IDENTIFICATION

1.1 Overview

Room Identification signage identifies rooms or spaces accessed through a door. Room Identification Signage must meet State and Federal requirements for materials, finishes, readability, size, mounting location, and messaging.



1.2 General

Reference Standards

- Americans with Disabilities Act (ADA).
- California Building Code (CBC).
- California Title 24.

Quality Control

- All Room Identification signage must comply with ADA, CBC, and Title 24 as required.
- All Room Identification signage must have clearly legible lettering and Grade II Contracted Braille.
- Signs mounted on glass must have a vinyl backing applied to the glass to hide adhesive.

Warranty

- Minimum 5-year warranty on paint, tactile lettering, Braille, and adhesive.

LEED Credit Opportunities

- Use recycled acrylic (3Form or equivalent).

1.3 Products

Materials / Finishes

- Room identification signs must have sufficient contrast to the wall upon which the sign is mounted.
- Tactile Lettering
 - May be produced with acrylic photopolymer, Rowmark, or other rout-in-place lettering.
 - Lettering must have sufficient contrast to sign background.
- Background
 - Must be a plain field and free of graphics or images.

1.4 Execution

Typical Type & Location

Description	Location(s)
Room Identification	Entrances to rooms with doors: restroom entrances, staff-only entrances, quiet reading rooms, computer labs, etc.

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage should not be susceptible to damage from casual use or vandalism.

CHAPTER 3 - INTERIOR SIGNAGE: STACK IDENTIFICATION

1.1 Overview

Stack Identification signage identifies stacks and the materials contained therein. Stack Identification signage typically displays the stack number, and a letter designation for either side of the stack. Stack Identification signs also have a slot in which a printed insert may be displayed so librarians can add, remove, or change information about the materials on the shelves.



1.2 General

Reference Standards

- California Building Code (CBC).

Quality Control

- Stack Identification signage must comply with the CBC as required.
- Stack Identification signage must have clearly legible lettering.
- Stack Identification signage should be designed with tamper-proof measures for inserts printed and installed by the librarians.

Warranty

- Minimum 5-year warranty on paint, tactile lettering, Braille, and adhesive.

1.3 Products

Materials / Finishes

- Stack Identification signs may be fabricated from non-glare acrylic with subsurface vinyl lettering and paint.
- Backgrounds should be a plain field and free of graphics or images.

1.4 Execution

Typical Type & Location

Description	Location(s)
A 1 B – A 30 B	Stack end, both sides.

Protection / Cleaning

- All signage should be easily cleaned and require the same type of cleaning system.
- No special cleaning or cleaners should be required of any materials or finishes.
- Finishes should not require special maintenance such as reapplication of stain repellants or sealers.
- Ease of ability to clean and repair finishes or parts should be considered.
- Signage should not be susceptible to damage from casual use or vandalism.

Additional Information

- Stack end signs are typically applied to both ends of a stack.
- Stack end signs must be designed to contain a custom paper insert.
- Inserts must be designed so librarians can create their own inserts without the use of special software. No use of proprietary software except Microsoft Word or its equivalent.

CHAPTER 3 - EXTERIOR & INTERIOR SIGNAGE: TYPEFACE

1.1 Overview

To establish a uniform look and improve way finding throughout the library, all signage should use one typeface. Typefaces have varying weights (Light, Medium, Bold, etc.) for establishing hierarchies of information.

Santa Cruz Public Library
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Santa Cruz Public Library
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Santa Cruz Public Library

1.2 General

Reference Standards

- Americans with Disabilities Act (ADA).
- California Building Code (CBC).
- California Title 24.

Quality Control

- Typeface usage and applications must comply with the ADA, CBC, and Title 24 as required.
- One typeface should be used for all signage.
- Typefaces must work on both Macintosh and PC.
- Different weights of one typeface may be used to organize and establish a hierarchy of information.
- The typeface must be purchased and licensed for use by the Library.
- Free or counterfeit typefaces must not be used.

1.3 Products

Software

- Typeface: Kievit
- OpenType (Cross-platform)

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Santa Cruz Public Libraries

Appendix

Definitions

The following section is intended to be a glossary to define terms related to furniture, shelving and signage that may not be familiar to the reader.

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DEFINITIONS


Term	Definition
ADA	Americans with Disabilities Act Establishes federal standards and specifications to ensure people with disabilities are provided with access.
ADULT PUBLIC SPACES	Spaces primarily for adult use, but can be used by any patron; includes programmatic spaces such as Technology Labs and Areas, “Living Room” Spaces with magazines and newspapers, Quiet Reading Areas, Stack Areas (for New Books, Languages, Fiction, Non-Fiction, Reference), Cafes, Open Seating and Reading areas adjacent to these places.
BIFMA	BIFMA or Business and institutional Furniture Manufacturers BIFMA sponsors the development of safety and performance standards, provides industry statistics and forecasts, advocates for regulatory conditions that foster value and innovation, and serves as a forum for member cooperation and collaboration.
CBC	California Building Code Part 2 of the California Building Standards Code which defines Architectural requirements including fire and life safety, accessibility and structural requirements.
CHILDREN’S PUBLIC SPACES	Spaces primarily for use by children and their families, but can be used by any patron; includes programmatic spaces such as Technology Areas, Family Place/Storytelling, Homework Centers, Craft/Maker Spaces, Stack Areas (for Picture Books, Children’s Fiction, Children’s Non-Fiction, etc.), Open Seating and Reading areas adjacent to these places.
FRIENDS OF THE LIBRARY AREA	Friends of the Library benefit library services by expanding resources and extended library capacity through fundraising, library promotion/marketing, volunteerism, program support and advocacy. The Friends of the Library space should support these activities including space for book sales, donations and workspace. This space can be for public or staff use depending on the function.
FSC CERTIFIED WOOD	FCS or Forrest Stewardship Council supports environmentally appropriate, socially beneficial and economically viable management of the world's forests. FSC promotes responsible forest management by evaluating and accrediting certifiers, by encouraging the development of national and regional forest management standards, and by providing public education and information about independent, third-party certification as a tool for ensuring that the world's forests are protected for future generations.
LEED	LEED or Leadership in Energy and Environmental Design Developed and administered by the USGBC, LEED is the accepted benchmark in North America for the design, construction and operation of high performance green

	buildings. LEED gives building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance.
LEVEL	level® is the multi-attribute, sustainability standard and third-party certification program for the furniture industry. It has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment. Taking into account a company's social actions, energy usage, material selection and human and ecosystem health impacts, level addresses how a product is sustainable from multiple perspectives.
MEETING SPACES	Spaces primarily used for meetings. Can be for public use or staff use or both. Includes large meeting spaces and smaller spaces that are for small group study.
TEEN PUBLIC SPACES	Spaces primarily for teen use, but can be used by any patron; includes programmatic spaces such as Technology Labs and Areas, Study Rooms, Cafes, Open Seating and Reading areas adjacent to Young Adult Collections
SMART	SMaRT or Sustainable Materials Rating technology. A set of consensus-based sustainable product standards that cover 80% of the world's products—including building products, fabric, flooring and carpet. SMaRT is to products what LEED® is to buildings.
STAFF LOUNGE	Staff-use space for breaks and meetings, including bathrooms, lockers, kitchen, tables and seating.
TITLE 24	Title 24 of the California Code of Regulations. Also referred to as the California Building Standards Code.

STAFF REPORT

DATE: April 2, 2015

TO: Library Joint Powers Board

THROUGH: Teresa Landers, Library Director 

FROM: Jurisdictional Administrators: Steve Ando, Martin Bernal, Jamie Goldstein, Susan Mauriello

RE: Transition Advisor - Deborah Barrow

RECOMMENDATION: Approve hiring Deborah Barrow with duties, terms and conditions as discussed in the report and approve the resolution to transfer \$30,000 from Professional and Technical Services to Temporary Personnel.

SUMMARY

With the impending departure of Director Landers and the anticipated changes to the LJPA and LFA agreements, additional professional expertise is needed to settle remaining issues and to advise library management during the transition to a new model of governance.

BACKGROUND

For the past year and half, the four jurisdictions that are party to the Library Joint Powers Authority (LJPA) Agreement have been meeting to work out the details of a successor agreement since the current agreement expires in 2017. In February, the Library Joint Powers Board (LJPB) established a subcommittee to help with these details. That committee is scheduled to sunset in April. The parties have agreed to postpone the search for a new Library Director until the new LJPA is complete. Concurrently, the five jurisdictions that are party to the Library Financing Authority (LFA) Agreement have been discussing how to update the current formula for Maintenance of Effort (MOE) contributions. Progress has been made in establishing a new governance structure and steady work continues among the parties to settle the MOE discussion.

With Director Landers retiring in May, it is critical to maintain and build upon this momentum through the transition period to a new LJPA. As such, the Administrators recommend that the Library Board hire an objective third party consultant with library experience to provide guidance to the Administrators and library management through the transition period.

DISCUSSION

With the facts and issues identified above, there is consensus among the Administrators that the best way to proceed is to hire Deborah Barrow, former Library Director of the Watsonville and City of San Diego libraries (see attached resume), as the Transition Advisor. The proposed responsibilities for this position are summarized below:

1. Assess current library operations and programs and report back to Administrators with findings and recommendations.
2. Assist and advise Janis O'Driscoll (scheduled to serve as interim Library Director) during the transition to a new Library Director.
3. Assist jurisdictions with finalizing the terms of the LJPA and LFA successor agreements.
4. Once successor agreements are finalized, facilitate discussions between the parties to finalize jurisdictional allocations resulting from a potential revenue measure.
5. Assist with recruitment of the new Library Director.

Deborah Barrow comes highly recommended given her background and local experience. As the Director of the Watsonville Library from 1995 to 2005, Deborah was responsible for the leadership, management and civic engagement for the full-service library, and she participated in meetings to help develop the current formula for MOE contributions. As the Director of the City of San Diego Library system, she was instrumental in bringing the \$185 million San Diego Central Library project to reality. It was a project 30 years in the making and on the verge of folding when Deborah took the helm. Her experience with managing the construction of new facilities, library operations and multi-agency agreements, coupled with her local knowledge, make her the ideal choice to serve as Transition Advisor.

The Administrators are confident that she will make an immediate impact on identifying strategies to assist the parties in resolving the remaining LJPA and LFA issues, transitioning to the new governance structure, recruiting the Library's next leader and ultimately developing a successful revenue measure.

FISCAL IMPACT

Given the time pressure to get started, the most efficient way to employ her is as Temporary Personnel on the Library's payroll. Since the Temporary line is almost fully expended, the recommendation is to approve a resolution to transfer funds from the Professional and Technical Services line (used to pay consultants) to the Temporary Personnel line. Compensation would be \$100 per hour for up to 24 hours per week for 10.5 weeks (April 16-June 30, 2015) at a total cost of \$29,484. There is currently \$84,000 available in that line.

ATTACHMENTS:

Resolution
Deborah Barrow's Resume

RESUMÉ

DEBORAH L. BARROW

377 Bay Leaf Dr., Chula Vista, CA 91910

Cell Phone: (619) 209-1165 Email: Deborah.barrow@gmail.com

Employment History

SAN DIEGO PUBLIC LIBRARY

City Librarian/Library Director, July 2008 to July 2014

Responsible for the leadership, management and civic engagement for a full-service city department/library system composed of 35 neighborhood libraries, a Performing Arts Center, the new Central Library, the READ San Diego Literacy Program, the federal Patent and Trademark Depository, and the federal Government Documents Repository. The Library's budget was \$43.8 million with 411 FTE employees. The library system's focus: *To inspire life-long learning through connections to knowledge and each other.* Working under the direction of the Mayor and Chief Operating Officer for the City of San Diego, my charge was to develop plans for new facilities, fundraising campaigns in conjunction with the Library Foundation; developed and managed the library's budget; created/improved service models responsive and effective in meeting community needs. Programs were developed with awareness and sensitivity to neighborhood expectations and history, within the context of support for their intellectual, cultural and recreational interests, as well as their educational aspirations. Successfully worked with the Library Foundation, the Library Board of Commissioners, Friends of the Library groups, City Management, the Engineering and Capital Projects Division of Public Works, architects, various other community and library advocates, and the California State Librarian, to bring the \$185 million San Diego Central Library project to reality after 30 years in the making.

SUNNYVALE PUBLIC LIBRARY

Director of Libraries, February 2005 to July 2008

Responsible for the leadership, management and civic engagement of a full-service library system with a \$7 million operating budget and 62 FTE staff, including the federal Patent and Trademark Depository. Developed plans for new technologies and services for the library, annual performance measures, biennial budgets, and a 20-year City Budget Resource Allocation Plan. Developed a long-range plan, the Sunnyvale Library of the Future, to serve community needs through 2030. This plan was used to help provide context and information to community advocates who launched a ballot measure to build a new central library. Served on the City of Sunnyvale's Executive Leadership Team in planning services overall for the City of Sunnyvale.

WATSONVILLE PUBLIC LIBRARY

Library Director, December 1995 to February 2005

Responsible for the leadership, management, and civic engagement for a full-service city library system with an off-site literacy program. Accomplishments included ongoing improvements to staffing levels, and enhancement of facilities and services. Developed and implemented city-wide strategic plans, operational efficiencies and new technology systems. Participated in the creation of city-wide staff development and training programs, served as a co-host of the City's monthly news television program and created the first City of Watsonville website, including a Spanish version, to meet community

information needs. Fundraising efforts included participation in the development of a successful county-wide sales tax measure supporting libraries, developed donor campaigns, and wrote applications for state and national grants. Worked as a member of a county-wide committee representing the City, to develop a memorandum of understanding among cities and the County of Santa Cruz for distribution of funds to community libraries.

CHULA VISTA PUBLIC LIBRARY

Library Branch Manager/New Building Project Manager – South Chula Vista Library, April 1992 to December 1995

Responsible for project management and fiscal management for the 35,000 square foot South Chula Vista Library construction project. Subsequently responsible for opening the new library and managing its staff, budget, materials collection, and public service delivery based on local community-specific input regarding their needs and interests.

CHULA VISTA PUBLIC LIBRARY

Library Automation Manager, February 1988 to April 1994

Responsible for the project management and introduction of new technologies and services, remodeling projects for existing libraries, and implementation plans for opening new libraries. Responsible for staff training, documentation, and customer service.

HUGHES AIRCRAFT COMPANY, GROUND SYSTEMS GROUP

Senior Librarian, March 1986 to February 1988

Introduced new technologies and developed uniform information systems for records throughout the GSG departments.

Education

University of Southern California, Los Angeles, California

M.L.S. Library Science

Scripps College, Claremont, California

B.A. Anthropology

Community Service and Professional Organizations/Programs

IMPACT San Diego/LEAD San Diego – Participated in this “Master’s Degree” program on San Diego that examines and offers networking opportunities related to the “business, civic, government, military and nonprofit sectors” of San Diego.

STAR/PAL – Served as a board member of this program dedicated to helping youth navigate through their communities, avoid gangs and legal troubles, by providing fun, educational and healthy activities, and extending to these youth opportunities to get acquainted with law enforcement leaders and others from City of San Diego departments and local community service providers.

Librarians for Tomorrow Mentorship Program – Served as a mentor for the *Institute of Museums and Library Services* multi-year grant program at San José State University for MLIS students to help promote diversity in librarianship throughout California.

Leadership Sunnyvale – Participated in a nine-month training program for Sunnyvale Leaders to develop in-depth awareness of the Sunnyvale community, neighborhoods, civic organizations, businesses and community service organizations.

Watsonville Community Hospital Board of Directors – Served as a member of the Watsonville Community Hospital Board as the representative for the City of Watsonville.

California Library Association – Former Chair of the Organization and Bylaws Committee. Former Chair of the committee for the association’s Minority Scholarship in Memory of Edna Yelland. Nominated for president of this 5,000 member organization dedicated to library professionals. Representative on the Assembly, as selected by members of the Management Section.

Soroptimist International of Watsonville – Former president of the local service organization dedicated to human rights and the status of women.

United Way of Santa Cruz County – Served as a board member of the United Way, Santa Cruz County. Participated on the Technology Committee, the Administrative Review Committee, and Personnel Committee. Coordinated the city-wide employee contribution campaigns for the City of Watsonville and the City of Chula Vista.

Rural Libraries Initiative Task Force – Served on the California State Library’s task force to develop initiatives for rural communities throughout California, including training for library staff.

Study of 21st Century Librarianship Initiatives Advisory Council – Served on the California State Library’s Advisory Council to evaluate the Stanford University/California State Library Institute for 21st Century Librarianship.

RESOLUTION # 2015-009

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

WHEREAS, the Santa Cruz Library Joint Powers Board transfer funds for hiring a temporary transition advisor;

WHEREAS, this transition advisor will be responsible for helping the parties to finalize the Library Joint Powers Authority and Library Financing Authority successor agreements;

WHEREAS, this transition advisor will support the Interim Library Director;

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board that it transfer \$30,000 and that it amend the FY 14/15 Budget.

PASSED AND ADOPTED this 6th day of April 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



Teresa Landers <landerst@santacruzpl.org>

Positive Feedback

Maile McGrew-Frede <mcgrewfredem@santacruzpl.org>

Fri, Feb 27, 2015 at 11:45 AM

To: Programming Team <pro@santacruzpl.org>, Branch Staff Live Oak <liv@santacruzpl.org>, Reference Team <refer@santacruzpl.org>

Cc: Metis Group <metis@santacruzpl.org>

A pregnant mom came up to me in YP this morning to compliment us on a number of things—she was checking out a read-to-me kit and said she LOVES these ready-to-go bags —she also wanted to let us know what a GREAT job we do with programs like Toddler Time and our children's spaces that are so welcoming for families (she mentioned she also uses the Live Oak branch and loves the train table there).

She asked me about funding (and I explained that these programs are created by our programming team and are part of our core library service budget and that our programming librarians travel to different branches.)

She said she couldn't believe how much we do each week at the library!

Kudos everyone!



Teresa Landers <landerst@santacruzpl.org>

Website Statistics for February 2015

Ann Young <younga@santacruzpl.org>

Mon, Mar 2, 2015 at 10:08 AM

To: Teresa Landers <landerst@santacruzpl.org>, Kira Henifin <henifink@santacruzpl.org>, Diane Cowen <cowend@santacruzpl.org>, Helga Smith <smithh@santacruzpl.org>

Here is a breakdown for February:

Total visits: 113,638 (SCPL website: 75,048 SCPL Catalog: 38,590)
Total pageviews: 493,172 (SCPL website: 162,435; SCPL Catalog: 330,737)

The top content sources for the above pageview statistics are:

- SCPL Catalog - 330,737 pageviews
- SCPL homepage - 64,618 pageviews
- Kids page - 14,013 pageviews
- New Items - 13,111 pageviews
- Internet Resources (links to subscription databases) - 11,706 pageviews
- Branch pages - 11,663 pageviews
- Local history articles - 10,967 pageviews
- Local News Index - 4,315 pageviews
- Library services - 4,246 pageviews
- Local history photo gallery - 4,189 pageviews
- Ematerials (links to ebook, eaudio vendors) - 3,950 pageviews
- Newspaper Clipping Index - 2,969 pageviews
- Community Information Database - 2,689 pageviews
- Events calendar - 2,309 pageviews
- What's New - 1,727 pageviews
- Reader's Link (Staff pick book reviews, etc.) - 1,699 pageviews
- Site search - 1,119 pageviews
- Library Admin pages (LJPB agendas, audio files, etc.) - 933 pageviews
- Contact Us - 894 pageviews
- Sheet Music Database - 602 pageviews
- SC County Endangered Species - 520 pageviews
- Magazines & Newspapers - 418 pageviews
- Business Brown Bags - 402
- Soundswell - 371 pageviews



Teresa Landers <landerst@santacruzpl.org>

Website Statistics for March 2015

Ann Young <younga@santacruzpl.org>

Wed, Apr 1, 2015 at 10:22 AM

To: Teresa Landers <landerst@santacruzpl.org>, Kira Henifin <henifink@santacruzpl.org>, Diane Cowen <cowend@santacruzpl.org>, Helga Smith <smithh@santacruzpl.org>

Here is a breakdown for March:

Total visits: 128,785 (SCPL website: 85,194 SCPL Catalog: 43,591)

Total pageviews: 547,344 (SCPL website: 183,749; SCPL Catalog: 363,595)

The top content sources for the above pageview statistics are:

SCPL Catalog - 363,595 pageviews

SCPL homepage - 70,715 pageviews

Kids page - 14,521 pageviews

Internet Resources (links to subscription databases) - 13,938 pageviews

New Items - 13,813 pageviews

Branch pages - 12,208 pageviews

Local history articles - 12,143 pageviews

Community Information Database - 8,885 pageviews

Local history photo gallery - 5,182 pageviews

Ematerials (links to ebook, eaudio vendors) - 4,511 pageviews

Library services - 4,432 pageviews

Local News Index - 3,543 pageviews

Newspaper Clipping Index - 2,881 pageviews

Events calendar - 2,752 pageviews

What's New - 1,902 pageviews

Reader's Link (Staff pick book reviews, etc.) - 1,815 pageviews

Site search - 1,351 pageviews

Contact Us - 854 pageviews

Magazines & Newspapers - 744 pageviews

Library Admin pages (LJPB agendas, audio files, etc.) - 736 pageviews

Soundswell - 602 pageviews

SC County Endangered Species - 597 pageviews

Teen page - 472 pageviews

Sheet Music Database - 314 pageviews

SCPL INCIDENT LOG - 2014 (Print 27th to 28th for LJPB Packet)

Date	Branch	Time HH:MM	Patron's Name	Ref.#	Brief Description	Staff Involved	Steps Taken	Safety- Preventa- tive Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
2/28/15		1:30pm	Male	DTN 74	Staff alerted the roving guard that a patron was found on the floor sleeping in a fetal position, in the non-fiction area.	Mitchell Horton, Jim Emody	After much resistance, the patron finally left. 1 day ban imposed.	NS	Yes	No	No	No
2/28/15	DTN	3:20pm	Josh Edwards	DTN 13	Staff alerted the roving guard that Edwards attempted to pull a chair out from under another patron who was using a computer.	Max Lopez, Mitchell Horton	The patron was not injured and Mr. Edwards left immediately. A 3 day ban was imposed.	NA	Yes	No	No	No
3/6/15	DTN	2:35pm	Heather Stock	DTN 73	Adult patron was found using a computer in the Young Peoples area.	Mitchell Horton, Valerie Murphy	When advised that the YP area was for 18 years and younger. The patron was slightly agitated but left without further incident. 3 day ban issued.	NA	Yes	No	No	No
3/6/15	DTN	2pm	Male	DTN 75	Male patron was found causing a disturbance when he began removing batteries from the recycling box.	Mitchell Horton, Sue Graziano	Patron was banned for the day. He re-entered the branch causing a disturbance. 1 day ejection bumped up to a 3 day ban.					
3/6/15	CAP	12:30pm	Warren West	-	Patron insulted another patron an staff using "vulgar language".	Melanee Barash	Mr. West took offense to another patron using a cell phone outside the front door of the branch.	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	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
3/9/15	DTN	1:20pm	Gaelan Abbas	DTN 49	Patron who was currently on a 30 day ban was found sitting in the internet area.	John Ottenberg, James Lee, Brandon Hunter	911 was called to address the patron's trespassing. Staff saw the patron put a book in his bag without checking it out. The officer searched the bag and retrieved the book. Current ban extended to 3 mo....3/16/15 Patron given ban bkg. witnessed by staff, Michael Ripley.	NA	Yes	Yes	No	No
3/9/15	SV	4:50pm	-	-	Patron reported that the mouse from a computer was missing.	Paula Jansen	There were no witnesses.	NA	No	No	No	No
3/9/15	APT	1pm	Male	-	A man and a woman was having a domestic dispute in their car located in the parking lot.	Chase McLelan, Briana Garcia	The man took a swing at the woman but missed and then took off running down Soquel Dr. with the woman close behind. 911 was called and the car was towed.	n	No	No	No	No
3/10/15	DTN	6:58pm	Gary Chandler	DTN 76	Patron was very rude to staff. The patron has a history of being intoxicated.	John Ottenberg, David Sidle, Victor Willis	When approached about his behavior, the patron responded with "fuck you". He was given a verbal warning but continued to rant similar comments. As he approached the door a couple of small bottles of alcohol fell out of his jacket. 3 day ban imposed.	NA	Yes	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	Staff Involved	Steps Taken	Safety- Preventive Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
3/10/15	DTN	4:20pm	Walter Lilly	DTN 75	Patron left his belongings unattended	John Ottenberg, David Sidle, Victor Willis	Patron was found in the bathroom. He had made a mess in one of the stalls with feces and toilet paper all over the floor and toilet. An order was placed for clean up making the bathroom unusable to other patrons. 3 day ban imposed. An	NA	Yes	No	No	No
3/11/15	DTN	11:20am	-	-	Staff noticed that a dog was tied up in the bike rack area outside blocking other patrons use of the rack.	John Ottenberg	Patron became argumentative and verbally abusive when asked to move his dog. Coincidentally PD was driving by the area. The patron left but then returned to protest being asked to move. 1 day ban imposed.					
3/12/15	DTN	3:15pm	Walter Lilly	DTN 75	Patron found trespassing for returning to the branch before is 3 day ban ended (imposed on 3/10/15).	Mitchell Horton, James Lee, Maddy Damon	The patron was reminded of his current ban however he entered the library. 911 was called. Since he refused to leave, he was arrested. Ban extended to 30 days.	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	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
3/13/15	SV	3:15pm	Thomas (child)	-	Child caught his finger in the opening of the front door on the hinge side.	Gail Paynter, Victor Willis	The child's mother, Abbie stated that the finger did not appear to be broken and was not bleeding. Staff provided an ice pack. The finger appeared to be OK	Better supervision of the child might have avoided the accident	No	No	No	No
3/14/15	SV	3:50pm	Alan Demy	SV 03	Patron left his dog (Rocky), unattended inside the branch.	Sara Harbison	When the patron returned he was reminded about leaving his dog unattended. He apologized.	NA	No	No	No	No
3/16/15	DTN	1:30pm	Samuel Preston	DTN 78	Patron found sleeping at a table with his head down.	John Ottenberg	The roving guard woke the patron. There was "drool" dripping from his beard. Patron declined to allow inspection of the contents of his PowerAde sport bottle and became verbally abusive. A 1 day ban imposed.	NA	Yes	No	No	No
3/18/15	DTN	10:20am	Male	DTN 80	Patron found sleeping while charging his phone. A warning was given.	John Ottenberg, Ian Crosby	Patron found sleeping for the 2nd time. 1 day ejection imposed. Patron left after providing verbal abuse.	NA	Yes	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	Staff Involved	Steps Taken	Safety- Preventative Steps	1st Alarm Roving Guard Cld.	911 Cld.	EMT Cld.	Bld. Mtc. Cld.
3/18/15	DTN	2:55pm	Eddie Burquez	DTN 81	Male patron found asleep after being given a warning and several warnings over the past couple weeks.	John Ottenberg	Patron ejected for 1 day. Upon leaving he became verbally belligerent with hand gestures.	NA	Yes	No	No	No
3/19/15	DTN	3:30pm	Gaelan Abbas	DTN 49	Staff alerted roving guard that Abbas was violating his 3mo. that was imposed on 3/9/15	Mitchell Horton	Patron was escorted off the property and his ban was extended to 6 months.					
3/21/15	BC	NA	-	-	Staff Discovered that both locks on the branch's storage shed had been removed. One lock was found cut and on the ground.	Cathy Landis, Alex Glass	The branch had a back up set of locks and installed them.	NA	No	No	No	No
3/23/15	GP	2:30pm	Gary Curry	DTN 62	Patron who is currently on a 1 year ban till 2/3/16, entered the Garfield Park branch.	Cathy Bond	Staff advised the patron that he was not allowed back to the library until 2/3/16. He claimed that he was not aware of the ban. The patron was allowed to use the internet area while staff reviewed the situation with the DTN Roving Guard John Ottenberg. 911 was called and after a short period of ranting, the patron left. He was not cited.	NA	Yes	Yes	No	No

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.
2/28/15		1:30pm		DTN 74	In some instances a patron may receive more than 1 ban in a single day. Staff alerted the roving guard that a patron was found on the floor sleeping in a fetal position, in the non-fiction area. After much resistance, the patron finally left. 1 day ban imposed.	1											
2/28/15	DTN	3:20pm	Josh Edwards	DTN 13	Staff alerted the roving guard that Edwards attempted to pull a chair out from under another patron who was using a computer. The patron was not injured and Mr. Edwards left immediately. A 3 day ban was imposed.			1									
3/6/15	DTN	2:35pm	Heather Stock	DTN 73	Adult patron was found using a computer in the Young Peoples area. The patron was slightly agitated but left without further incident. 3 day ban issued.				1								
3/6/15	DTN	2pm	Male	DTN 75	Male patron was found causing a disturbance when he began removing batteries from the recycling box. Patron was banned for the day . He re-entered the branch causing a disturbance. Ejection Ban bumped up to a 3 day ban.	1			1								
3/6/15	CAP	12:30pm	Warren West	-	Patron insulted another patron and staff with his "vulgar language". One day ejection.	1											
3/9/15	DTN	1:20pm	Gaelan Abbas	DTN 49	Patron who was currently on a 30 day ban was found sitting in the internet area. 911 was called to address the patron's trespassing. Staff saw the patron put a book in his bag without checking it out. The officer searched the bag and retrieved the book. Current ban extended to 3 mo.										1		

3/10/15	DTN	6:58pm	Gary Chandler	DTN 76	Patron was very rude to staff. This patron has a history of being intoxicated. When approached about his behavior, the patron responded with "fuck you". He was given a verbal warning but continued to rant similar comments. As he approached the door a couple of small bottles of alcohol fell out of his jacket. 3 day ban imposed.	1													
3/10/15	DTN	4:20pm	Walter Lilly	DTN 75	Patron left his belongings unattended. Patron was found in the bathroom. He had made a mess in one of the stalls with feces and toilet paper all over the floor and toilet. An order was placed for clean up making the bathroom unusable to other patrons. 3 day ban imposed.	1													
3/11/15	DTN	11:20am	--	-	Staff noticed that a dog was tied up in the bike rack area outside blocking other patrons use of the rack. Patron became argumentative and verbally abusive when asked to move his dog. Coincidentally PD was driving by the area. The patron left but then returned to protest being asked to move. 1 day ban imposed.	1													
3/12/15	DTN	3:15pm	Walter Lilly	DTN 75	Patron found trespassing for returning to the branch before his 3 day ban ended (imposed on 3/10/15). The patron was reminded of his current ban however, he entered the library. 911 was called. Since he refused to leave, he was arrested. Ban extended to 30 days.														1
3/16/15	DTN	1:30pm	Samuel Preston	DTN 78	Patron found sleeping at a table with his head down. The roving guard woke the patron. There was "drool" dripping from his beard. Patron declined to allow inspection of the contents of his power aide sport bottle and became verbally abusive. A 1 day ban imposed.	1													

3/18/15	DTN	10:20am	NA	DTN 80	Patron found sleeping while charging his phone. A warning was given. Patron found sleeping for the 2nd time. 1 day ejection imposed. Patron left after providing verbal abuse.	1													
3/18/15	DTN	2:55pm	Eddie Burquez	DTN 81	Male patron found asleep after being given a warning and several warnings over the past couple weeks. Patron ejected for 1 day. Upon leaving he became verbally belligerent with hand gestures	1													
3/19/15	DTN	3:30pm	Gaelan Abbas	DTN 49	Staff alerted the roving guard that Abbas was violating his 3mo. Ban that was imposed on 3/9/15. Patron was escorted off the property and his ban was extended to 6 months.													1	
						0	7	0	5	0	0	1	0	0	1	0	1	1	0
						Pend or Open	1		3	7	14	30	60	90	3	6		1	
						Day	2	Day	Day	Day	Day	Day	Day	Day	Mo.	Mo.	Yr.		

There are endless, wide-ranging opinions on Islam from people of all levels of expertise and experience with the topic. I'm baffled by why you thought it was a good idea to give Laina Farhat-Holzman space in your publication. If your intention is to share a perspective on Islam, whether negative or positive, than at least give the op-ed to someone with credibility. Give the op-ed to someone who can write coherent thoughts with reasonable arguments.

— Sumaya Agha, Jordan

Please take the time to answer poll questions

For those of you about to receive a phone call "polling" from an organization identifying itself as a "California Organization," please stay on the line, as it is really a Soquel Creek Water District poll. Though unartfully executed, it is legitimate. Please answer the questions if you are concerned about our water issues. The water district (and we customers) truly want to know your opinion about conservation and alternative water supplies. Although the questions are rather skewed in favor of a particular water source, please just bear with it. Your input is imperative.

— Cherie Bobbe, Aptos

Changing board makeup bad for the community

I am shocked that our elected officials on the Library Board are seriously considering changing the board makeup to one made up of city and county administrators. As a strong believer in democracy, I believe it is in the best interests of our community to have government agencies overseen by boards primarily made up of our elected representatives. Most local government agencies are run this way. This gives us a say in how our institutions are run. If decisions are made that we don't like, we have the choice and the obligation to get rid of those officials through the democratic process. A county-wide public agency run by administrators, takes those rights away. It becomes a system that is out of the hands of our community. We will have no control or oversight over the library system and the politicians will have no accountability to us. This is a bad idea for the library system and for our community.

— Lauren Suhd, Santa Cruz

Arana Gulch make riding bikes across town safer

Riding a bicycle from the west side to the east side used to entail 3 bad options, none suitable for children. The Arana Gulch project has made it possible to ride along Broadway with wide bicycle lanes. Entering Arana Gulch you roll over a bridge, then gently roll through a prairie before being deposited on the other side of the harbor and a network of usable bicycle lanes. Thanks for saving the lives of cyclists and perhaps encouraging more people to use bikes not cars for cross town trips

— Eugene Tsuji, Aptos

Insinuating Grey Bears rips people off in insulting

Grey Bears only purpose is to help feed seniors in this county. What an insult to this hard working community of volunteers to suggest we are ripping anyone off. I think most of you are infuriated by a recent letter that insulted our integrity.

We know you are behind us.

— Lela Barry Voelker, Felton

DeCinzo's cartoon on misplaced anger is classic

Bravo DeCinzo, his cartoon showing off the scale citizen anger at the UCSC student created traffic jam, while the same folks are able to sleep soundly through Bush's Iraq slaughter, health insurance rip-offs, and Wall Street executive profiteering is, sadly, so truly on the mark. To take a page from a well know proverb, apparently "all outrage is local."

— David Kaun, Santa Cruz

Top Stories



New Santa Cruz chocolate house serves a sip of history



< >



New jet flight path breaks neighborhood quiet



Join the Conversation

America's News

Santa Cruz Libraries - Director suggests no increase in library hours - System at 92 percent of reaching hourly objective

Santa Cruz Sentinel (CA) - March 10, 2015

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Readability: >12 grade level (Lexile: 1510)

APTOS >> The Santa Cruz Public Libraries board skimmed the surface of long-standing emotional disagreements over branch hours during its latest budget discussion Monday.

As the nine-member library Joint Powers Authority Board looked ahead to a year expected to include several major operational changes, the majority agreed that the system's 10 branches likely would not see any new added hours, unless they restructure within existing limits to add additional days of operation.

"Once you add hours somewhere, it's very difficult to take them away," director Teresa Landers said. "I feel we're really in a good place with the hours right now."

In 2011, the board set a goal of reaching 392 hours of service systemwide. Currently, the libraries have made it 92 percent of the way to its objective, with about 360 hours. Landers said Monday that number was a goal, not a promise.

Board member Jim Mosher was one of three dissenting votes against the budget, saying he thought the issue of increasing

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hours should not be pitted against funding for library programs.

"What concerns me about the budget planning is now we're looking three years out ... and there's not even a mention about adding more hours," Mosher said.

The budget talks come as a board ad hoc committee works out the details of a new governing structure for the library's Joint Powers Authority Agreement, now governed by a nine-member group of elected officials and citizens. The existing agreement is set to expire in June 2017.

Once that new governing board is created, they will hire a new library director to take the place of outgoing director Landers, who retires in May. The governing board will be made up of administrators from Santa Cruz County and the cities of Santa Cruz, Capitola and Scotts Valley. An accompanying new all-citizen advisory board will consist of representation from across the county, under early plans for the new agreement structure.

With a long-term new joint powers agreement in place, the library board plans to pursue an annual special parcel tax to fund \$63 million in renovation improvements and new facilities, officials have said.

Board member Martha Dexter suggested a way to keep library users happy without adding more operational hours would be to find out what services they are specifically interested in to determine if there is a way to accommodate them without having to staff facilities for the extra time. Kiosks, community room access and other solutions may address some concerns, she said.

Library worker Laura Whaley asked the board to consider remaining consistent in branch hours, instead of returning to the “roller coaster” scheduling ups and downs of previous years.

“We’ve had a consistency that I think our patrons have really appreciated,” Whaley said. “I really don’t want us to go back to the roller coaster, because it’s not sustainable.”

Other tentative budget proposals include 1.5 new hires, minor landscaping increases, and one-time costs for hiring a new director and preparing for a ballot measure. The library system also is looking at reducing its overdue fines from 50 cents a day to 25 cents.

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America's News

'The New Jim Crow' - Library leads social action reading program - Book-to-Action initiative includes discussions, film screening, jail tour

Santa Cruz Sentinel (CA) - March 29, 2015

Author: By Jessica A. York; jyork@santacruzsentinel.com @ReporterJess on Twitter

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SANTA CRUZ >> Santa Cruz Public Libraries wants to bring a national debate on mass incarceration down to the local level, using, of course, a book as a launch point.

The library system will kick off a read-and-discuss program next month, designed to guide a cross section of the community into dialogue and action on the emotionally charged and difficult topic. At the center of the effort is Michelle Alexander's "The New Jim Crow: Mass Incarceration in the Age of Colorblindness."

"We want have real civic dialogue face to face," said lead librarian program organizer Maile McGrew-Frede. "Before we're all yelling in a City council meeting, hopefully we're having a quiet conversation in the library."

The program will utilize a template created by the statewide library Book-To-Action program, sponsored by the U.S. Institute of Museum and Library Services. The series of public events will include discussion groups, a film screening, guest lecturer and a roundtable discussion, plus a parallel in-jail discussion group.

"Book-To-Action is one example of how the written word can be a catalyst for important conversations between individuals within our community," Santa Cruz Public Libraries Director Teresa Landers said in a release. "Libraries have long been known as safe places, open doors and civic forums."

The library hosted two similar past events through The Big Read program, sponsored by the National Endowment for the Arts, reading "The Grapes of Wrath" in 2012 and "War Comes Home" last year.

McGrew-Frede said the Book-To-Action program comes with a template and menu of recommended books to choose from. "The New Jim Crow," she said,

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was one that library partner organizations were interested in and discussing.

"We're not offering the solution or not prescribing a particular set of actions or action; we're hoping the dialogue progresses," McGrew-Frede said. "This is a huge issue — mass incarceration — and we're not going to solve it in this one little program, but we're hoping to raise awareness."

The library is working closely with United Way, Inner Light Ministries, Resource Center for Nonviolence, Barrios Unidos, Friends Outside and Peace United Church in putting the program together, said McGrew-Frede. The library program aims connect community members with groups such as these, who are already working on the issues raised in this book.

Free copies of "The New Jim Crow" will be available at the program's April 3 kickoff event and at the system's 10 libraries, while supplies last. A digital audio book also is available through the library's online OneClickdigital collection.

Funding for libraries is becoming more important, not less

BY MARY SANCHEZ

THE KANSAS CITY STAR

03/12/2015 4:47 PM



The "Community Bookshelf" covers the Kansas City Public Library garage on 10th Street at Baltimore Avenue. FILE PHOTO THE KANSAS CITY STAR

Shhh, quiet!

Come Wednesday, some timeworn stereotypes about the hushed silence of libraries will be challenged.

Librarians and some of their most fervent patrons — teenagers — plan to bite back at stalled spending on public libraries around Missouri. Two busloads of teenagers, many out of school for spring break, will be in the Kansas City group descending on the state capitol to meet with local representatives and to protest through a rally.

Missouri legislators can expect to hear concerns about the withholding of more than \$6 million in state funding that has been appropriated for public libraries. The fear is that if they do not restore the funding, it will disappear from future budgets.

Locally, the 10 branches of the Kansas City Public Library and the 35 locations of the Mid-Continent system (some are outside the Kansas City area) are affected.

If you are thinking that dusty old books are so yesterday, you are mistaken. Public libraries are bustling with activity and connectivity. The Kansas City system acquires an e-book along with the paper or hardback version of just about every new purchase. It has five 3-D printers and a mobile lab to cart the devices to events.

Business is booming. Kansas City's branches see about 300 new patrons every month. Attendance to their vast range of lectures and public programs is up more than 20 percent, serving over 14,000 people a month.

Public libraries are akin to public education. They are equalizers offering a world of literature and knowledge to anyone who wants to partake.

Libraries are safe havens in neighborhoods where crime is higher. Some youths arrive after school and don't leave until closing. They are where those without Internet access go to apply for jobs posted online.

For rural areas, the concern is dire. There, state funding makes up a far larger portion of library budgets. In December, the state relented and released about \$723,000 to libraries in communities with less than 40,000 residents. But they still face other proposed cuts, as do the libraries in larger cities.

Where and to whom you are born is a roll of the dice. What you make of it is largely up to each person. Yet what is available to help via public funding, well, that's left to entities like the state legislature to decide.

Let's hope the politicians are in touch with the importance of public libraries. Or that they are at least willing to learn.

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Read more here: <http://www.kansascity.com/opinion/opn-columns-blogs/mary-sanchez/article13870346.html#storylink=cpy>

The FCC approves strong net neutrality rules

By [Cecilia Kang](#) and [Brian Fung](#)

The Federal Communications Commission for the first time classified Internet providers as public utilities Thursday, a landmark vote that officials said will prevent cable and telecommunications companies from controlling what people see on the Web.

The move, approved 3 to 2 along party lines, was part of a sweeping set of new “net neutrality” rules aimed at banning providers of high-speed Internet access such as Verizon and Time Warner Cable from blocking Web sites they don’t like or auctioning off faster traffic speeds to the highest bidders.

FCC Chairman Tom Wheeler argued that the agency needed to take a dramatic step to preserve a “fast, fair and open Internet.” Broadband Internet providers will now face some of the same heavy regulations that the federal government imposes on telephone companies.

“The Internet has replaced the functions of the telephone,” Wheeler said during the commission vote. “The Internet is simply too important to allow broadband providers to be the ones making the rules.”

Cable and telecommunications companies, as well as GOP lawmakers, quickly condemned the move as an overreach of government intervention into their businesses, and lawsuits are expected to follow.

They have argued that online companies whose services hog a lot of the Web traffic flowing to homes, such as the streaming videos of Netflix or YouTube, should share in the cost of expanding and maintaining the pipes that deliver Internet content to consumers. Without their help, the cable and telecom industry may be reluctant to upgrade and expand their networks across the country.

Verizon, for one, criticized the new regulations as “antiquated” and, to make its point, issued a statement on its company blog in the form of Morse code. “FCC’s ‘Throwback Thursday’ Move Imposes 1930s Rules on the Internet,” the headline read.

“Today’s decision by the FCC to encumber broadband Internet services with badly antiquated regulations is a radical step that presages a time of uncertainty for consumers, innovators, and investors,” according to a company-provided translation of the Morse code.

The rules ban Internet providers from several specific activities: They can’t block or stop Web services such as Netflix. They can’t slow down or “throttle” content from particular Web sites. And they can’t speed up a Web site’s traffic, particularly in exchange for money.

The rules also apply to wireless carriers such as Verizon Wireless, Sprint and T-Mobile, which provide Internet service to tens of millions of smartphones and tablets.

Consumers should not see any immediate changes to what they see on the Internet — in some ways, Wheeler said, that was the whole point of the effort. He added that there would be no new federal taxes or fees put on Internet service providers.

“This is no more a plan to regulate the Internet than the First Amendment is a plan to regulate free speech,” Wheeler said.

The action by the FCC also fulfills a promise made by President Obama stemming from his days on the campaign trail, when he announced in 2007, "I will take a back seat to no one on my commitment to network neutrality." But throughout his administration, and through two of his appointees picked to lead the FCC, that goal has been obstructed by legal challenges and a caustic multimillion-dollar lobbying campaign between Silicon Valley and cable and telecom Internet service providers over the rules.

When it appeared that the FCC was favoring a weaker set of rules, Obama spoke out in November and called for the strongest possible regulations over cable and telecom companies. Several analysts and industry officials have said that the final outcome was a reflection of Obama's remarks, though Wheeler maintained on Thursday that his decision was made independently of White House influence.

Through the debate, the wonky issue of net neutrality went mainstream, prompting 4 million people to file comments to the FCC, which caused its Web site to temporarily shut down. Late-night comedian John Oliver drew millions of Web users to his satirical breakdown of Wheeler's earlier, weaker approach. A handful of protesters even sat in the driveway of Wheeler's home to block him from getting to work and to pressure him to pass tougher rules.

"It would be hard to overstate how big of a deal this is for consumers and the future of the Internet," said Ellen Bloom, senior director of federal policy for Consumers Union. "We're not out of the woods yet. We're into the woods, really. We expect opponents to look for every angle they can to stop these rules, whether in court or in Congress."

The precise language of the FCC's rules was not revealed Thursday, and it could take weeks for the regulations to be published in the Federal Register, when they will be made public.

At that point, Internet providers will have several weeks to take legal action against the

regulation. Already, two of the top cable trade groups in Washington have indicated they may sue the FCC.

Other groups and companies are contemplating whether to ask for a stay of the rules — a legal order that would temporarily prevent the FCC’s regulation from taking effect.

“This is one more step in the swamp,” said a telecom industry official who spoke on the condition of anonymity to speak about the matter freely. “There’s much more of a slog to come.”

The wait gives Congress more time to develop a legislative proposal that would supersede the FCC’s regulation. Outreach to Democrats and Internet companies has already begun; on Tuesday, House and Senate Republicans sent invitations to Internet companies for an upcoming meeting on Capitol Hill. Key liberals applauded the FCC vote but also signaled that they intended to work with Republicans on a bill.

“Overzealous government bureaucrats should keep their hands off the Internet,” House Speaker John A. Boehner (R-Ohio) said in a statement. “More mandates and regulations on American innovation and entrepreneurship are not the answer, and that’s why Republicans will continue our efforts to stop this misguided scheme.”

House Majority Whip Steve Scalise (R-La.) said GOP lawmakers will work on a less aggressive law for net neutrality that doesn’t allow for broadband to be classified as a utility service.

“I stand ready to lead the opposition against the FCC’s decision and to work with my colleagues to produce a legislative outcome that truly preserves and protects a free and open Internet,” Scalise said in a statement.

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Wheeler argued that the rules aren't draconian. He said he stripped out some of the obligations that apply to phones — there are no caps on how much broadband companies may charge consumers or tariffs on Internet traffic.

And after more than a decade of debate at the FCC over net neutrality, Wheeler seemed to recognize the historic importance of the vote, saying “it was the proudest day of my public policy life.”

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Isis burns thousands of books and rare manuscripts from Mosul's libraries

Islamist militants took the city in June last year

Rose Troup Buchanan, Heather Saul

Wednesday, 25 February 2015

Isis militants have reportedly ransacked Mosul library, burning over a hundred thousand rare manuscripts and documents spanning centuries of human learning.

Initial reports said approximately 8,000 books were destroyed by the extremist group.

However, *AL RAI's* chief international correspondent Elijah J. Magnier told *The Independent* that a Mosul library official believes as many as 112, 709 manuscripts and books, some of which were registered on a UNESCO rarities list, are among those lost. Mosul Public Library's director Ghanim al-Ta'an said Isis militants then demolished the building using explosive devices.

"People tried to prevent the terrorist group elements from burning the library, but failed," a local source told *IraqiNews.com*.

READ MORE: [Militants kidnap up to 90 Assyrian Christians](#)
[Assyrian Christian militia keep well-armed militants at bay](#)

Other reports indicated that Isis militants later broke into the library and constructed a huge pyre of scientific and cultural texts as university students watched in horror.

Among the documents believed lost are a collection of Iraqi newspapers from the beginning of the 20 century, maps, books and collections from the Ottoman period. [Timeline: The emergence of Isis](#)

Mosul resident Rayan al-Hadidi said a mood of sorrow and anger had overtaken the capital. "I cry today over our situation," the activist and a blogger [told The Fiscal Times](#). Today the library's [official website](#) was down.

A University of Mosul history professor told the *Associated Press* extremists began destroying the library - established in 1921 and symbolic of the birth of modern Iraq - earlier this month.

He claimed Isis members had inflicted particularly severe damage to the Sunni Muslim library, the library of the 265-year-old Latin Church and Monastery of the Dominican Fathers and the Mosul Museum Library.

Reports also indicate the militants may have not destroyed all the books, with some Mosul residents telling local news outlets they had seen trucks with Syrian licence plates loaded with documents driving off in the middle of the night.

A local report cited by AP claims that residents saw approximately 2,000 books – including children's tales, poetry, philosophy, sports, health, culture and science – loaded onto six pick-up trucks.

In 2003, during the second US invasion, Mosul library was destroyed. Many of the precious volumes disappeared, but the efforts of locals – who saved many precious manuscripts by hiding them in their homes – and the money of wealthy families, who bought back the stolen books, saved the library.

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Mosul, in northern Iraq, is the biggest city currently held by the Islamic extremists, who took it in June last year.

Earlier this week US Central Command claimed an Iraqi and Kurdish force of approximately 20,000 was being prepared to retake the city in May. The Iraqi government has criticised the decision to announce their intentions, claiming US commanders have revealed their hand to Isis.

Additional reporting from Associated Press and Reuters