

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday August 3, 2015
Downtown Branch Meeting Room
224 Church Street, Santa Cruz, CA 95060

6:00PM CLOSED SESSION
Conference with Legal Counsel – Existing Litigation
Name of case: Bruce Holloway v. Library Joint Powers Board-
SCSC Case No. CV179151

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 AUGUST 3, 2015
3. ORAL COMMUNICATIONS
4. REPORT OUT FROM CLOSED SESSION
5. STAFF RECOGNITION (PG.3-4)
6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT
7. MEMBER REPORTS
8. CONSENT AGENDA
 - A. Approve Minutes of June 8, 2015 meeting (PG.5-9)
 - B. Receive monthly narrative for June/July 2015 (PG.10-22)
 - C. Receive Monthly Performance Measures for May/June 2015, 4th Qtr. Database Searches Report, 4th Qtr. Programming Performance Measures and Annual Performance Indicators FY13/14 (PG.23-32)

- D. Receive monthly financial snapshot for May 2015 (PG.33)
- E. Approve Amending the Budget for the Fiscal Year 2015-2016 to pay higher than estimated property insurance (Resolution #2015-011) (PG.34)

9. STAFF REPORTS

- A. Approve Contract with Summit Bodyworks (Commerce City, CO) for the Purchase of a new Bookmobile (PG.35-80)

10. OTHER BUSINESS

- A. Accept the Final Report on the Status of the Santa Cruz City-County Library System from Transition Advisor, Deborah Barrow (PG.81-102)

11. WRITTEN COMMUNICATIONS

- A. Patron written comments (PG.103-106)
- B. Website Statistics for June 2015 (PG.107)
- C. Security Incidents Log (PF.108-114)
- D. Articles about Santa Cruz Libraries (115-116)
- E. 4th Quarter Library Sales Tax Revenue Update (PG.117)

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 September 14, 2015 at 6:30 pm at the Aptos Branch Library.

14. ADJOURN

The Library Joint Powers Authority Board will adjourn from the Regular Meeting of August 3, 2015 to its next Regular Meeting of September 14, 2015 at the Aptos Branch Library 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: August 3, 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

Mya McLelan

A patron called reception to report the amazing service he received from Mya in Telephone Reference. He was shocked Mya was not a reference librarian. He also wanted to pass on that he thought Mya should be promoted to one (Nominated by Patron).

Gayle Paynter

Gayle Paynter helped me today researching a subject that the previous research librarian said was impossible; Gail gave me the information I required with amazing ease, humor, professionalism, innovation, brilliant detective reasoning and KINDNESS - all of which restored my belief that the research librarian can create miracles in offering answers with brilliant logic and most of all - KINDNESS. GAYLE PAYNTER DID ALL OF THAT - SHE DESERVES A STAR***
(Nominated by G. Gordon, Patron).

Gabe Reyes

For his fantastic work on the Problem Patron binders. It is a great resource for staff at all branches, and especially for those of us who float from branch to branch (Nominated by S. Imperio).

Heather Norquist

For the past two years, Heather has taken on the challenge, and the lead in organizing the System Materials Budget. For many days she has worked very hard in Excel, making sure all the numbers balance, and that Selector's get the appropriate Fund amounts for selecting materials. Heather should be recognized and appreciated for her efforts in doing such a grand job (Nominated by System Selectors).

Sandi Imperio

Sandi is a wonderful coworker. She is very supportive and always has great suggestions. On Tuesday, June 16th, there were 3 programs at LSB, and they all were a great success because of Sandi's organizational skills (Nominated by G. Wells).

Kevin Hildreth

I emailed a few weeks ago about some issues I found problematic at Felton Library. Happily, Kevin, the new manager, has rectified the things I was disturbed about, and the library is once more delightful to use (Nominated by J. Benz, Patron).

Lois Meyer

Lois noticed me struggling at the photocopy machine one morning trying to get a decent copy of a flyer. At the same time I was due to be at a class visit at the Live Oak Branch. Not only did Lois make the copies for me, but delivered them to my desk as well. She made my morning so much smoother. Lois is a real team player and very helpful (Nominated by P. Turpenen).

Brenda McIlroy and Jasmin Avila

I received 2 letters from very happy teachers who brought their students to the library for class visits. One teacher said Brenda gave them "the best visit they ever had." The other said Jasmin "was amazing and did a great job with a large group of summer camp students." Well done Brenda and Jasmin (Nominated by P. Turpenen).

Rachel Lee

Have you noticed that DTN's audio collections (both Adult and J/YA) seldom have duplicated copies? Moreover they are always in good shape. The reason behind this excellence is that we have Rachel Lee who maintains them regularly. Each month, she will pull out problematic items and give the audio selector her thoughtful recommendations. As a result, our library catalog is cleaner, and each branch is benefited more than ever. Extra copies are given to the needed, and poor items are being replaced either with new containers, or better still brand-new copies. Thank you, Rachel (Nominated by H. Titangos)

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

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

June 8, 2015

6:30 PM PUBLIC MEETING

1. ROLL CALL

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

Absent until 6:32 pm: Councilmember Jim Reed, Councilmember David Terrazas

Staff: Marcus Pimentel, Finance Director; Janis O'Driscoll, Interim Library Director

2. APPROVAL OF MEETING AGENDA OF JUNE 8, 2015

Councilmember Mathews moved, seconded by Supervisor Friend

That the Board approve the Agenda of June 8, 2015.

UNAN

Absent: Reed, Terrazas

3. PRESENTATION: Deborah Barrow, Report from the Transition Advisor

Ms. Barrow said that she was asked to do a report on the status of the Library System. The written report is completed and being reviewed so she gave an oral report to the Board. As the Transition Advisor she sees her role as an independent, third party that

helps key players take a step back in order to review their goals, the pros and cons of their approach to issues, and to identify what they have to win or lose *together*. This helps encourage everyone to move forward.

The library system is in the midst of tremendous change after years of big changes. Having a shared understanding of what has transpired helps prepare for the vision of the future. In preparation for the report, Ms. Barrow has met with some of the board members/elected officials, all of the administrators of the jurisdictions, the various members of the library management team, and she visited all of the libraries and talked with staff that happened to be there at the time. She also met in person or virtually with key staff working on the Library Joint Powers Agreement and the Library Financing Agreement on a weekly basis.

Ms. Barrow expects that the report will be used to assist current and future board members, the new library director, staff and the public. Among her findings are that the library system has made tremendous strides in a time of turmoil. These tough times were similarly experienced in other library jurisdictions in California and the Santa Cruz City-County Library System has recovered well, although not completely. In the five-year period of FY 2009/2010 to 2013/2014, staff levels were reduced from 97 FTE to 81 FTE but the budget increased anyway. Staff duties and the salary schedule were revised through cooperation of staff, management and the Union. Library hours recuperated from a low of 209 to 359 hours per week although that is still short of the goal of 392 hours per week. Ms. Barrow also recounted a number of other accomplishments of the system and staff and outlined some recommendations that she is making in the report.

A video created by Miller-Maxfield as part of Outreach and Education was shown.

4. ORAL COMMUNICATIONS

None

5. STAFF RECOGNITION

6. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Glenda Hastings, Board member, reported that

In May 2015, FSCPL...

- Raised \$ 9,000 at the Spring Book Sale

FSCPL plans include...

- Host our annual meeting on June 19th
- Recruit new board members
- President Aaron Brandt presented a check for \$18,710 from the Fleming Restricted Fund to the Library

7. MEMBER REPORTS

Martha Dexter: Attended a press conference at Live Oak on May 27th launching the Summer Reading Program. Also present was Joe Ferrara, owner of Atlantis Fantasy World, who is a staunch supporter of the Santa Cruz Public Libraries.

Citizen member Dexter will attend the American Library Association Conference in San Francisco at the end of June as a member of "United for Libraries".

Garfield Park Branch Library will celebrate its 100th birthday on July 11th.

Capitola will hold a 16 year celebration at the Capitola Branch entitled "Sweet Sixteen". Exact Date in August is yet to be determined.

8. CONSENT AGENDA

Councilmember Terrazas moved, seconded by Councilmember Mathews

That the Board approve the following Consent Agenda of June 8, 2015

- A. Approve Minutes of May 4, 2015**
- B. Receive monthly narrative report for May 2015**
- C. Receive monthly performance measures for April 2015 and 3rd Qtr. Database Searches Report**
- D. Receive monthly financial snapshots for April 2015**

UNAN

9. STAFF REPORTS

- A. Adopt resolution to approve FY 15/16 Budget

Interim Library Director O'Driscoll presented the FY 15/16 budget for the Board's approval.

Councilmember Mathews moved, seconded by Councilmember Reed

That the Board adopt the resolution to approve the FY 15/16 Budget. (Resolution #2015-010)

UNAN

10. OTHER BUSINESS

A. Review new agreements:

- i. Joint Powers Authority Operating Agreement
- ii. Library Financing Authority Agreement
- iii. Contract with the City of Santa Cruz for employment of library staff

Nicole Coburn (County of Santa Cruz) and Scott Collins (City of Santa Cruz) presented i.) the draft of the LJPB Agreement (Governance and Operations Agreement) and ii.) the Funding Model (LFA Agreement) as well as the iii. Draft contract.

The agreements will be finalized and brought before the City Councils and the Board of Supervisors for approval in August or September of 2015.

The Board members asked a number of questions. Nicole Coburn and Scott Collins explained that the language still needs to be worked out in several areas.

Councilmember Mathews suggested that the term “diverse interests” should include age, ethnicity, special interests and background etc. The relationship of the different entities to the Friends group should be documented in a side letter.

Councilmember Termini asked for clarification regarding withdrawal of the City of Santa Cruz.

Citizen member Campbell asked about contracting for legal and financial services.

Citizen member Mosher suggested that there should be an acknowledgement that the Library Advisory Commission has an important function to advise the elected officials as well as the administrators and the Library Director.

Councilmember Terrazas asked for clarification regarding the length of the 10 year term and the governing board.

The present LJPB could dissolve as early as September.

Deborah Narvaez, SEIU, voiced concerns regarding PERS continuation for the present employees. She also requested monthly meetings with the Interim Library Director as well as the new Library Director. She asked for clarification on the 7 branches as well as the withdrawal of the City of Santa Cruz. Does the JPA dissolve if one party leaves?

Supervisor Friend moved, seconded by Councilmember Mathews

That the Board accept the draft Library Joint Powers Agreement report.

UNAN

B. Review of Cost Allocation Study

Finance Director Pimentel summarized his report. Included are the current language for the administrative fee, tables showing the fee calculation method and prior administrative fee and a table showing the conceptual allocation charge to the Library JPA.

In summary the City's fee is currently 5.5% and the cost allocation model would predict a rate of 6.5%.

Citizen member Mosher commented that the City Attorney does not specify the exact amount of hours spent on legal work required by the library.

Councilmember Termini and Councilmember Mathews suggested that the library system is getting a good deal and that the future governing body will need to make a final decision.

Councilmember Mathews moved, seconded by Citizen Member Dexter

That the Board accept the Cost Allocation report.

UNAN

11. WRITTEN COMMUNICATIONS

- A. Patron Written Comments
- B. Website Statistics for April and May 2015
- C. Security Incidents Log
- D. Articles about Santa Cruz and Other Libraries

12. BOARD MEETING CALENDAR

The July Board meeting has been canceled.

13. NEXT MEETING

The Library Joint Powers Authority Board will adjourn from the Regular Meeting of Monday, June 8, 2015 to the Regular Meeting on Monday, August 3, 2015 at 6:30 pm at the Downtown Branch Meeting Room.

14. ADJOURN

The regular meeting adjourned at 7:29 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 JUNE 2015

Please report what happened in your division according to where it fits within the strategic plan. If something does not fit within a specific objective, then just put it under the main heading. If it doesn't fit anywhere - let's think twice about doing it again.

1. READING, LISTENING AND VIEWING FOR PLEASURE

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

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

The Capitola Branch Library had 2 displays this month. The one for adults, created by Chantel Van Pelt, focused on SoundSwell and the library sponsored Homegrown event. Chantel's display included books about music and musicians as well as music cd's. The display for kids that Donna Barber created centered on an LGBTQ theme. A variety of books were included offering information and support for kids of all ages.

The Capitola Branch has a Family Craft time every Friday afternoon. Brenda McIlroy (our fabulous Program Librarian), Chantel Van Pelt (our amazing LA II) and two dedicated volunteers offer families the opportunity to "get crafty" each week by making different art projects and having a great time! A big thank you to Chantel for being in charge on the 12th when Brenda was away.

The Branciforte Branch had three displays this month. Lois Meyer created two displays, one in the children's room and one in the adult room. The children's room display includes three themes: Father's Day, Spring/Summer and Summer Reading. The adult room display includes themes of water conservation and biking. Tania Berlinski created a display that incorporates LGBTQ themes and has chosen many relevant books to accompany the display.

Boulder Creek said "Goodbye until September" to Homework Helper Extraordinaire, Estelle Fein.

BC and the programming department welcomed some class visits from Boulder Creek Elementary School.

The Friends of Boulder Creek Library sponsored The Last Day of School Party complete with free root beer floats. Kari Gunn, BC's programming librarian, helped everyone make rockets to launch at the party. 135 people happily attended the festivities.

Displays at Boulder Creek this month included "Read Your Way Around the World" (adults), "Let's Celebrate Dad!" (kids), and "Read to the Rhythm" (also kids). All were created by BC aides, Whitney, Alex and Anna. Alex created a cardboard suitcase decorated with travel stickers for the "Read Your Way Around the World" display.

The SoundSwell concert was featured in the displays at Scotts Valley. Sample CDs from the collection, musician biographies and sheet music were featured to create interest In the HomeGrown Concert.

Garfield Park had a birthday display in honor of the branch celebrating its Centennial in July. Books with birthday themes were displayed, and books about Andrew Carnegie, too.

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

2. LIFELONG LEARNING

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

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

Garfield Park had many well attended programs in June. Lego Club, Story time, Craft time continue to be popular although Tales to Tails dropped off a bit, probably because of summer vacations. Bubble Fun was exactly that, a lot of fun. As was the mask making. The Minecraft program began and judging by the squeals of delight and buzz of activity, the kids were having a great time. Perry's Family Magic drew quite a crowd and entertained all who attended.

In June, the participants of the Armchair Travel program at the LSB library had a chance to hear about the country of Ukraine. They learned about the Ukrainian culture, economy and religious traditions.



Over 120 people from all over Santa Cruz County came to the La Selva Beach Library to participate in the Sand Castle Building Workshop. The workshop took place on the beach where the participants spent hours creating their sand castles after they learned useful techniques from a professional sand castle builder. This program was sponsored by the LSB chapter of the Friends of the SCPL.



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

The Branciforte patrons have done well so far with learning our new printing procedures from the public internet computers. Many patrons have caught on right away while staff has been busy helping other patrons overcome the slight learning curve. All in all the new printing procedure is working great and staff time has been freed up to conduct more in-depth customer service at the circulation desk. We also received new wide screen monitors for the public computers and have received many compliments on them.

3. COMMUNITY CONNECTIONS

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

The Scotts Valley Chapter of the Friends of the Library held another successful Summer Book Sale on June 20. A wide variety of books, music and movies were available for sale. The Scotts Valley branch receives generous benefits from the community support given to the SV Friends group.

One of their other supported events in June was a presentation given by Marcia of the Master Gardener program. Her talk on how to create Healthy Gardens was attended by many enthusiastic gardeners.

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

The Branciforte adult book club met this month on the third Wednesday, June 17th. Northern Light by Jennifer Donnelly was the book for June and the club engaged in lively conversation during the hour long meeting.

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.

In May, SCPL volunteers contributed 1179 hours of service to our libraries. We welcomed 8 new volunteers in June, and presented milestone bookplate awards/letters to three longtime volunteers – Judy Weaver, Joyce Blaskovich, and Paul Ankeney.

Book Buddies (delivery service for homebound patrons) had a burst of energy this month with three new patrons signing up for the program. TouchTEAM has been filled to capacity all month; we've added two new volunteer coaches to help accommodate the increase in participants. We've also welcomed a SC City teen intern who will be helping the Programming Department with a variety of Summer Reading Program activities; a teen intern who is helping archive photos for our digital database; and a teen intern who is helping Programming with MineCraft.

The volunteer department has also been busily recruiting volunteers for two large events – GP 100th Birthday Party on 7/11 and the Festival of the Book on 7/26.

The Branciforte Branch welcomes two new volunteers this month. Mary Lou Sunseri and Christel Gillespie have 'adopted shelves' at our branch and are doing a great job organizing and cleaning. Branciforte is lucky to have other fine volunteers who help with light book mending, periodical processing, groundskeeping, shelving and indoor plant care.

Scotts Valley said good-bye to one of their favorite volunteers Jasmine. She graduated from high school and is now off to Japan to continue her studies. But a new volunteer has started helping staff. As a student intern, Chanson will be helping with programs as well as working as an adopt-a-shelf volunteer in the J non-fiction area.

4. WELCOMING PLACE

- A. Identify the physical changes and funding required to provide 21st-century library facilities.**
- B. The virtual branch meets the definition of a welcoming place.**
- C. People receive service at the level they need and want.**

5. FINANCIAL SUSTAINABILITY

- A. The library system maintains a healthy and stable financial position.**
- B. There is adequate, stable and diverse funding to finance ongoing operations, key strategic initiatives and capital projects.**
- C. Services of a defined level and quality are consistently delivered based on revenue projections and supportive organizational and operating structure.**
- D. The library operates efficiently and focuses on continual improvement.**

6. ORGANIZATIONAL READINESS

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

BC's public computers were networked to the multifunctional printer and staff received training to help the public with their printing needs. BC also received a new cash register and training for its use.

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

Lois Meyer has continued to do a great job representing the Branciforte Branch while sitting on the system wide communications committee. The group shares best practices for system wide communication as well as on the branch level.

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

MONTHLY REPORT FOR JULY 2015

Please report what happened in your division according to where it fits within the strategic plan. If something does not fit within a specific objective, then just put it under the main heading. If it doesn't fit anywhere - let's think twice about doing it again.

1. READING, LISTENING AND VIEWING FOR PLEASURE

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

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

Garfield Park Branch celebrated its centennial with over 400 people. Music, games, crafts, and a very special birthday cake rounded out the celebration. There were folks who live in the neighborhood who had never been to the branch but came out for our special event! They even got library cards!

Summer Reading 2015 – Read to the Rhythm – ended with a bang on Sunday, July 26 with the Festival of the Book at Harvey West Park. Over 1200 people enjoyed this great family party in the park to celebrate reading, literacy and the library. The Kids Only Book Sale was a great success, The Scotts Valley Rotary cooked and served lunch to over 800 people. Bubbles, finger painting, noise makers, and dress-up were enjoyed by all. The only problem was that our program was so popular this year that we ran out of Book Bucks. We have printed more and everyone who earned Book Bucks and signed out – either at the Festival or at branches – will get them soon.

Live Oak hosted two displays in our display cases this month. In the main room display case, Carolyn Fitz showed a collection of her beautiful Sumi-e (Japanese ink brush) paintings. She is an accomplished artist who teaches Sumi-e, Calligraphy, and Travel Sketching through the Cabrillo College Extension.

In the Live Oak children's display case, The Teen Kitchen Project set up an educational display promoting their organization. The Teen Kitchen Project is a nonprofit organization that brings young volunteers into the kitchen to learn to cook healthy delicious food. The meals are then delivered to individuals and families who are in crisis due to a life-threatening illness like cancer. The teens gain skills in cooking healthy foods, making healthy food choices, and are given an opportunity to build connections through community service. In 2014, 115 teens spent over 2,000 hours cooking weekly meals for 125 clients. To learn more about this amazing organization visit www.teencookingproject.org.

In honor of Garfield Park's Centennial, Jesse K. made a display dedicated to birthday themed books and books about Andrew Carnegie. After the Centennial celebration, the

lovely, wonderfully ornate cake that was donated by Just Cake was preserved enough that we were able to create a display with it as the main attraction. It was surrounded by books about baking.

Capitola gave out more Book Bucks than I think we ever have in the past! We kept asking for more and kept running out. It was so wonderful and gratifying to see so many children excited about doing such a great job reading!

Felton saw Crafts and Story Times on Tuesdays and Thursdays respectively during the Summer Reading Program. Led by Kari Gunn from programming these activities were well attended, with many families who used to do crafts at Felton on Wednesdays making the move to Tuesday in order to participate. On Thursdays, Kari read stories to toddlers and, afterwards, helped them and their parents make such crafts as collages, hats and paperweights.

As with all branches, Felton hosted several special events during the Summer Reading Program in July. Magical Moonshine Puppet Show made an appearance July 10, attracting a gathering of 19 kids and parents. Marsha Hill, a member of the Friends of the Felton Library who normally creates book themed displays at our branch, was here July 17, showing kids how to make their own books using items like paper, cardboard, shoe laces and yarn. And finally, July 23, Circus of Smiles fascinated an audience of over eighty children and adults, who were amazed at their acrobatic and juggling prowess as demonstrated in Felton's sunny garden.

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

Library staff answered over 2,000 reference questions between July 13th and July 19th. The Downtown branch answered 826 questions alone!

Boulder Creek had a few special Summer Reading programs that the community enjoyed: The SLV Community Band, Perry's Family Magic Show, Jungle James and Photo Collage; as well as our usual Toddler Storytime, Legos and Family Crafts.

Boulder Creek's 3-D book displays by aides, Whitney and Alex, included "Reading Frenzy" (shark books for kids with 3-D shark fins swimming by); "Read Your Way Around the World" (travel books for adults with a 3-D cardboard "suitcase") and "Reel-y Good Movies" (adult DVDs from books and books movies were made from with a 3-D "movie reel" of "film")

Special Summer Reading programs enjoyed at B40 included: Magical Moonshine Puppet Theater, 3D Drawing and Making Maracas. We continued with our Toddler Storytime,

Drop-in Saturday Crafts, Tales to Tails and Cuentos en Espanol (Spanish Storytime). The B40 Book Discussion Group also met.

Displays at B40, created by Lois and Tania, included: “National Disabilities Independence Day” (adults and teens showcasing YA Fiction with protagonists); “Drought Information from the Santa Cruz Municipal Water Department” (with gardening books for adults); “Travel Ideas” (travel books for adults); “Read to the Rhythm” (kids- Summer Reading theme); “Spanish Storytime” (books in Spanish for kids); and “4th of July” (kids).

2. LIFELONG LEARNING

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

Statistics for Summer Reading 2015 are not yet complete, but here are comparisons to 2014 as of July 28, 2015.

	2014	2015
Participants	3393	3432
Total Cashed Out	1657	1828
% Cashed Out*	48.8 %	53.3 %
Total Book Bucks Earned**	29,327	33,014
Average Book Bucks per Reader	17.9	18.06
Summer Reading Programs	189	252
Program Attendance	7165	9077
Attendees/Program	37.91	36.02

*In 2013 1004 California libraries reported an average completion rate of 35.6.

**Each Book Buck represents one hour of reading.

D. 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.

Garfield Park had The Circus of Smiles perform to the delight of the children. There was also a series of very lively Minecraft programs, family craft times and Lego Club.

On July 25th, the Capitola Branch had the pleasure of having the Redwood Woodwind Quintet perform for an hour in the playground outside the library. People of all ages were present to hear the Quintet play a variety of pieces ranging from the Blues to Mozart. They were such a big hit that we’ve asked them to come back and play again.

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

The Reference team held a database training session at the Aptos branch on July 29 for library staff. David Addison, Leslie Auerbach, Patty Webster, Valerie Murphy, Sarah Harbison, and Julie Richardson gave presentations on the new and varied databases that the library has added for the fiscal year.

3. COMMUNITY CONNECTIONS

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

The Scotts Valley Chapter of the Friends of the Library and Brooknoll School worked together to create an auction fundraiser to benefit the Scotts Valley Library and the school, the prized item: a sleepover at the Library held on July 18.

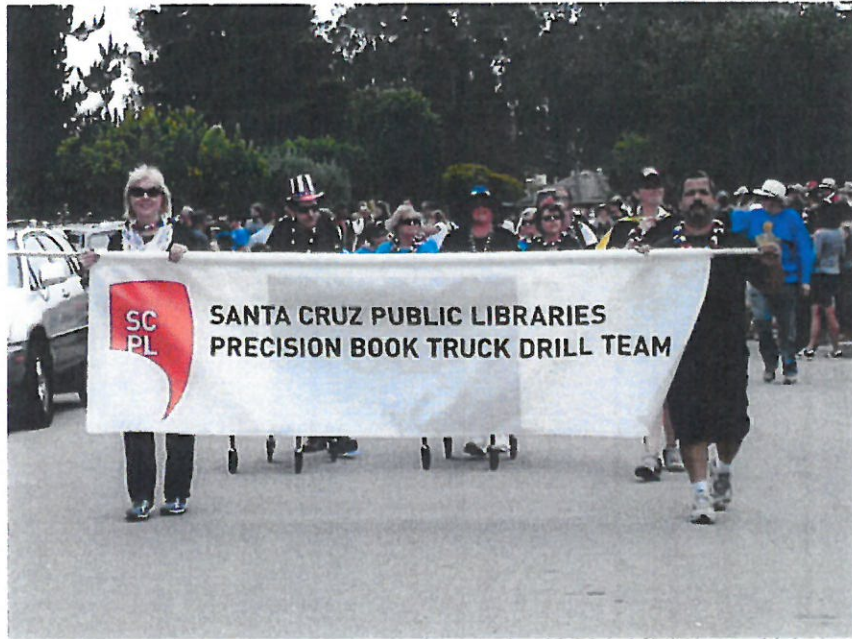
Program librarians partnered with the California State Parks, Musical Me, and Good Dog Santa Cruz to present special programs at Toddler Times and Storytimes this summer. Interpreters from several Santa Cruz County State Parks presented programs about local parks and wildlife at preschool storytimes at Live Oak, Garfield Park, Scotts Valley, Downtown and Capitola. Many local state parks also shared bookmarks prepared by MOBAC about Summer Reading with their summer visitors including Girl Scout campers at Henry Cowell. Lizz and others from Musical Me presented programs at toddler times and preschool storytimes at Live Oak, La Selva Beach, Garfield Park, Branciforte, Aptos, Scotts Valley, and Downtown. Mardi Richmond from Good Dog Santa Cruz did storytimes about Dog Etiquette at Scotts Valley, Capitola, and Live Oak. (More Dog Etiquette programs are planned for the fall.) All these guest programs were greatly enjoyed by families.

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

On July 18th, the LSB chapter of the Friends of the SCPL had another successful book sale. The Sentinel featured a positive and informative article about the book sale and how the local community cares and supports its library in the July 19th issue of the newspaper.

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

SCPL's Precision Book Truck Drill Team participated in the 4th of July Parade in La Selva Beach. The routine was well received by parade spectators who sported smiles and shouted "We love the libraries!" all along the way.



D. Volunteers will be used effectively.

In June, SCPL volunteers contributed 1,199 hours of service to the Library system, an increase of 22% over June 2014. (July volunteer hours will be available later in August.)

We welcomed 20 new volunteers in June and July who were assigned to a variety of areas including Book Buddies, TouchTEAM, Computer Coach, Crafts, Tales to Tails, and Adopt-a-Shelf. Many new volunteers helped at two very successful (and very large) events in July, Garfield Park's 100th birthday party and the Festival of the Book; they volunteered as face painters, kids' book sale helpers, craft helpers, cake servers and more.

In June and July, ten dedicated volunteers received personalized book plates and thank you letters for reaching milestone hours of service to the Library.

In July the volunteer office also began to recruit volunteers for the new Jail Literacy Program set to start in the Fall. To date we have three highly qualified prospective volunteers interested in the program; the goal is to enroll them in the August 24 training program at the main jail and have them complete their background screens by September.

Scotts Valley Volunteer Juvencio was a tremendous asset to staff when he prepared summer reading logs, coupons and book bucks for the kids signing out at Scotts Valley.

4. WELCOMING PLACE

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

The future home for the Felton Branch Library took a major step forward last month, June 23, when the County of Santa Cruz accepted the generous donation from the Verutti family of land situated next to the Post Office on Gushee St. This donation was supplemented with the County's purchase of additional sections of neighboring land. This acquisition marks a turning point in what has been a long process. Thanks is owed to many agencies and individuals involved including the Verutti family, County officials such as Bruce McPherson and Mark Stone, the Santa Cruz Public Library system itself, and to the many members, past and present, of both the Friends of the Felton Library and the Belardi Board, such as Citizen Member of the JPB Jim Mosher, Dorcas Abbott, Nancy Gerdt, Peter Purtscher, and current Friend's president Paul Machlis. Without the perseverance of everyone listed above this achievement would not have been possible.

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

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

5. FINANCIAL SUSTAINABILITY

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

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

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

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

6. ORGANIZATIONAL READINESS

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

Tia attended a training session provided by the City of Santa Cruz titled Preventing Workplace Harassment, Discrimination and Retaliation on July 16.

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

Boulder Creek's PIC, Cathy Landis, is temporarily filling the PIC position at Branciforte while Lynette George temporarily fills BC's PIC position.

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

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

MONTHLY PERFORMANCE MEASURES MAY 2015

ON-SITE USAGE

SELF CHECK	May-14	May-15	% Change
Aptos	82%	80%	-2%
Boulder Creek	84%	84%	0%
Branciforte	84%	84%	0%
Capitola	77%	76%	-2%
Downtown	71%	72%	2%
Felton	68%	46%	-32%
Garfield Park	65%	64%	-1%
La Selva Beach	59%	64%	9%
Live Oak	79%	77%	-3%
Scotts Valley	79%	82%	4%
OVERALL- % Circ that is self check (does not include online renewals)	75%	73%	-2%

Does not include online renewals

VISITORS PER OPEN HOUR	May-14	May-15	% Change
Aptos	55	64	17.0%
Boulder Creek	21	21	0.8%
Branciforte	53	58	10.2%
Capitola	36	35	-2.8%
Downtown	139	131	-5.5%
Felton	14	19	36.9%
Garfield Park	30	32	8.0%
La Selva Beach	24	26	6.6%
Live Oak	59	60	1.5%
Scotts Valley	74	70	-5.9%
OVERALL	504	516	2.4%

Measures number of visitors to the branch per open hour.

STAFF WORKLOAD

BUSYNESS	May-14	May-15	% Change
Aptos	NA	5,402	NA
Boulder Creek	NA	3,029	NA
Branciforte	NA	2,833	NA
Capitola	NA	4,858	NA
Downtown	NA	2,975	NA
Felton	NA	3,304	NA
Garfield Park	NA	2,966	NA
La Selva Beach	NA	1,754	NA
Live Oak	NA	2,657	NA
Scotts Valley	NA	3,600	NA
OVERALL	NA	3,338	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 MAY 2015

SYSTEM MEASUREMENTS

FINES & FEES	May-14	May-15	% Change
Paid at Desk	\$ 14,336	\$ 12,357	-14%
Paid at Kiosk	na	\$ 8,815	na
Paid online	na	\$ -	na
TOTAL	\$ 14,336	\$ 21,172	48%
% Paid at Desk	100%	58%	-42%
% Paid at Kiosk	na	42%	na
% Paid online	na	0	na
% Paid by credit/debit card	na	37%	na

PROGRAMMING	May-14	May-15	% Change
Number of programs held	215	212	-1%
Number of attendees	4,025	4129	3%
Average # attendees/program	18.7	19.5	4%

USE OF SYSTEM RESOURCES	May-14	May-15	% Change
VIRTUAL ACCESS			
E-books & magazines	11,363	6,842	-40%
Downloadable audio & music	2,567	3,754	46%
Downloadable & Streaming Video	552	1,711	210%
Pageviews	504,426	516,002	2%
Online renewals	42,221	44,591	na
Total virtual access	561,129	572,900	2%
PHYSICAL CHECKOUTS			
Staff assisted + self check	99,972	101,749	2%
CHECKOUTS			
% Physical checkouts	64%	64%	1%
% Virtual checkouts	36%	36%	-1%
Circulation per capita	0.76	0.80	6%

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

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

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

Virtual checkout: virtual access not including total pageviews

Capita: based on State Library data

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

MONTHLY PERFORMANCE MEASURES JUNE 2015

ON-SITE USAGE

SELF CHECK	Jun-14	Jun-15	% Change
Aptos	81%	82%	1%
Boulder Creek	83%	80%	-4%
Branciforte	87%	85%	-2%
Capitola	78%	73%	-7%
Downtown	74%	72%	-2%
Felton	80%	26%	-68%
Garfield Park	70%	65%	-7%
La Selva Beach	65%	65%	0%
Live Oak	80%	75%	-6%
Scotts Valley	80%	81%	1%
OVERALL- % Circ that is self check (does not include online renewals)	76%	70%	-7%

Does not include online renewals

VISITORS PER OPEN HOUR	Jun-14	Jun-15	% Change
Aptos	59	55	-7.3%
Boulder Creek	25	24	-3.5%
Branciforte	54	59	8.4%
Capitola	39	40	3.0%
Downtown	137	133	-3.2%
Felton	16	19	16.9%
Garfield Park	36	35	-3.7%
La Selva Beach	29	31	5.7%
Live Oak	64	63	-1.6%
Scotts Valley	72	72	0.7%
OVERALL	532	531	-0.2%

Measures number of visitors to the branch per open hour.

STAFF WORKLOAD

BUSYNESS	Jun-14	Jun-15	% Change
Aptos	NA	5,648	NA
Boulder Creek	NA	3,454	NA
Branciforte	NA	2,880	NA
Capitola	NA	4,958	NA
Downtown	NA	2,989	NA
Felton	NA	3,749	NA
Garfield Park	NA	3,527	NA
La Selva Beach	NA	1,811	NA
Live Oak	NA	2,924	NA
Scotts Valley	NA	3,781	NA
OVERALL	NA	3,572	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 JUNE 2015

SYSTEM MEASUREMENTS

FINES & FEES	Jun-14	Jun-15	% Change
Paid at Desk	\$ 17,589	\$ 13,495	-23%
Paid at Kiosk	na	\$ 8,963	na
Paid online	na	\$ -	na
TOTAL	\$ 17,589	\$ 22,458	28%
% Paid at Desk	100%	60%	-40%
% Paid at Kiosk	na	40%	na
% Paid online	na	0%	na
% Paid by credit/debit card	na	36%	na

PROGRAMMING	Jun-14	Jun-15	% Change
Number of programs held	185	227	23%
Number of attendees	4,696	6609	41%
Average # attendees/program	25.4	29.1	15%

USE OF SYSTEM RESOURCES	Jun-14	Jun-15	% Change
VIRTUAL ACCESS			
E-books & magazines	6,511	6,077	-7%
Downloadable audio & music	1,341	3,653	172%
Downloadable & Streaming Video	650	1,729	166%
Pageviews	524,287	503,654	-4%
Online renewals	40,997	39,851	na
Total virtual access	573,786	554,964	-3%

PHYSICAL CHECKOUTS			
Staff assisted + self check	106,630	110,553	4%
CHECKOUTS			
% Physical checkouts	68%	68%	0%
% Virtual checkouts	32%	32%	0%
Circulation per capita	0.75	0.78	4%

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)

NUMBER OF DATABASE SEARCHES

FY14/15

Database Name	QTR 1	QTR 2	QTR 3	QTR 4
Access Science	91	21	16	39
Access Video On Demand	3,912	12,960	18660	26770
America's News - **NEW** includes Santa Cruz Sentinel.	919	1,128	837	1807
Ancestry Library Edition- **CAI**	9,345	7,736	10729	14825
Applied Science and Technology Source	68	191	134	89
AtoZ	774	441	690	n/a
Auto Repair Reference Center	8	13	17	13
Biography in Context	384	645	826	1160
Brainfuse Helpnow	1,234	421	563	453
Children's Literature Comprehensive Database	89	86	507	294
<u>ChiltonLibrary.Com</u>	56	34	43	68
Consumer Health Complete	44	68	176	104
Core Concepts Biology	21	506	133	87
Core Concepts Chemistry	-	-	0	0
Core Concepts Periodic Table	3	-	0	11
Demographics Now	231	128	245	148
Digital Literacy	32	33	10	11
EBSCOhost Masterfile Complete	1,962	4,993	5765	2142
Education Research Complete	114	205	187	180
Encyclopedia Britannica- **CAI**	4,642	4,933	11891	5719
eSequels (# logins)	80	52	22	37
FOLD3 History and Genealogy Archives	1,957	922	2062	1204
GALE General Onefile	535	1,375	1864	1164
Global Issues in Context	270	633	836	1138
Greenfile	103	313	338	330
Health and Wellness Resource Center	1,010	528	556	279
HeritageQuest Online	2,063	1,561	3405	6778
JobNow	79	68	199	50
Law Depot (# user signins)	143	175	221	34
Legal Information Reference Center	93	107	76	110
Library and Information Science Source	175	150	195	79
Literature Resource Center	311	710	212	188

NUMBER OF DATABASE SEARCHES

FY14/15

Database Name	QTR 1	QTR 2	QTR 3	QTR 4
Little Pim (# sessions)	33	14	47	26
Mango Languages	338	262	217	529
medici.tv (# of videos viewed)	117	172	163	116
Morningstar Investment Research Center	1,217	983	1381	1499
National Geographic Archive and Current	86	395	369	309
National Geographic 1995-Current	94	395	369	n/a
New England Historic Genealogical Society	155	not available	not available	n/a
New York Times Historical Newspapers (1851-2008)	253	296	426	161
New York Times Fulltext	227	278	311	165
Novelist Plus	1,268	1,052	88409	160547
Novelist Plus K-8	720	750	854	663
Opposing Viewpoints in Context	332	2,351	1929	785
Oxford English Dictionary Online	15	35	63	29
PebbleGo (# logins)	49	49	48	39
PowerKnowledge Earth Space Science	3	13	29	15
PowerKnowledge Life Science	3	186	61	47
PowerKnowledge Physical Science	6	16	7	8
RAND California Statistics	3	6	17	19
ReferenceUSA	1,075	403	239	660
Rosetta Stone (# users)	54	4	16	20
Science in Context	402	134	453	436
Small Engine Repair Reference Center	9	-	11	5
Student Resources in Context	256	216	638	1715
Testing and Education Reference Center (session count)	148	78	88	87
U. S. History in Context	257	195	2217	594
Value Line (# page views)	5,536	7,535	8153	7618
World Book Online	182	157	198	37
World History in Context	187	240	1137	799

QUARTERLY PERFORMANCE INDICATORS: PROGRAMMING

NUMBER OF PROGRAMS								
	QTR 1		QTR2		QTR3		QTR4	
	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15
PRESCHOOL	83	76	155	138	158	159	154	180
SCHOOL AGE	140	203	266	265	290	320	285	341
TEEN	19	14	37	32	46	27	28	38
ADULT	97	88	84	105	98	106	92	135
TOTAL	339	381	542	540	592	612	559	694

PROGRAM ATTENDANCE								
	QTR 1		QTR2		QTR3		QTR4	
	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15
PRESCHOOL	3,042	2,420	3,823	4,263	5,463	4,774	6,001	6,035
SCHOOL AGE	1,377	4,193	2,532	3,179	3,237	4,001	4,694	6,324
TEEN	406	304	601	586	898	459	397	688
ADULT	805	1,418	1,121	1,406	1,400	1,489	2,396	2,724
TOTAL	5,630	8,335	8,177	9,434	10,998	10,723	13,488	15,771

ATTENDANCE/PROGRAM								
	QTR 1		QTR2		QTR3		QTR4	
	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15
PRESCHOOL	37	32	25	31	35	30	39	34
SCHOOL AGE	10	21	10	12	11	13	16	19
TEEN	21	22	16	18	20	17	14	18
ADULT	8	16	13	13	14	14	26	20
OVERALL AVERAGE	17	22	15	17	19	18	24	23

NUMBER OF PROGRAMS								
	QTR 1		QTR2		QTR3		QTR4	
	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15
Aptos	31	44	60	53	68	59	72	75
Boulder Creek	40	23	51	47	53	63	56	66
Branciforte	41	26	29	28	35	34	28	38
Capitola	22	23	23	34	22	41	31	43
Downtown	51	55	95	84	116	99	110	119
Felton	24	13	17	7	17	14	22	21
Garfield Park	17	12	40	41	40	53	38	53
La Selva Beach	17	63	37	76	63	68	80	68
Live Oak	30	37	67	65	85	73	79	80
Scotts Valley	42	63	69	81	79	86	80	95
Outreach	24	22	19	24	21	13	24	13
TOTAL	339	381	507	540	599	603	620	671

QUARTERLY PERFORMANCE INDICATORS: PROGRAMMING

PROGRAM ATTENDANCE								
	QTR 1		QTR2		QTR3		QTR4	
	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15
Aptos	624	841	910	947	1,276	1,271	1,360	1708
Boulder Creek	504	566	1,070	985	1,033	960	1,543	1278
Branciforte	520	239	171	262	248	332	227	511
Capitola	505	428	576	574	610	608	941	1074
Downtown	846	1,179	1,704	1,661	2,508	2,011	2,451	2843
Felton	79	141	147	35	72	299	319	508
Garfield Park	90	233	285	520	339	645	457	664
La Selva Beach	419	1,076	515	961	968	1,066	967	1583
Live Oak	784	777	1,144	1,551	1,731	1,407	1,804	2089
Scotts Valley	585	1,178	1,256	1,409	1,833	1,592	2,143	2198
Outreach	674	1,677	399	532	506	296	782	295
TOTAL	5,630	8,335	8,177	9,437	11,124	10,487	12,994	14751

ATTENDANCE/PROGRAM								
	QTR 1		QTR2		QTR3		QTR4	
	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15	FY13/14	FY14/15
Aptos	20	19	15	18	19	22	19	23
Boulder Creek	13	25	21	21	19	15	28	19
Branciforte	13	9	6	9	7	10	8	13
Capitola	23	19	25	17	28	15	30	25
Downtown	17	21	18	20	22	20	22	24
Felton	3	11	9	5	4	21	15	24
Garfield Park	5	19	7	13	8	12	12	13
La Selva Beach	25	17	14	13	15	16	12	23
Live Oak	26	21	17	24	20	19	23	26
Scotts Valley	14	19	18	17	23	19	27	23
Outreach	28	76	21	22	24	23	33	23
OVERALL	17	22	16	18	19	17	21	22

ANNUAL PERFORMANCE INDICATORS FY 14/15

ON-SITE USAGE				
	SELF CHECK	13/14	14/15	% Change
	Aptos	N/A	81%	#VALUE!
	Boulder Creek	N/A	81%	#VALUE!
	Branciforte	N/A	85%	#VALUE!
	Capitola	N/A	75%	#VALUE!
	Downtown	N/A	73%	#VALUE!
	Felton	N/A	68%	#VALUE!
	Garfield Park	N/A	64%	#VALUE!
	La Selva Beach	N/A	63%	#VALUE!
	Live Oak	N/A	79%	#VALUE!
	Scotts Valley	N/A	81%	#VALUE!
	OVERALL- % Circ that is self check (does not include online renewals)	N/A	75%	#VALUE!
<i>Does not include online renewals</i>				
	VISITORS PER OPEN HOUR	FY 13/14	FY 14/15	% Change
	Aptos	N/A	59	#VALUE!
	Boulder Creek	N/A	22	#VALUE!
	Branciforte	N/A	57	#VALUE!
	Capitola	N/A	37	#VALUE!
	Downtown	N/A	134	#VALUE!
	Felton	N/A	17	#VALUE!
	Garfield Park	N/A	31	#VALUE!
	La Selva Beach	N/A	26	#VALUE!
	Live Oak	N/A	60	#VALUE!
	Scotts Valley	N/A	76	#VALUE!
	OVERALL	N/A	519	#VALUE!
<i>Measures number of visitors to the branch per open hour.</i>				
STAFF WORKLOAD				
	BUSYNESS	FY 13/14	FY 14/15	% Change
	Aptos	N/A	69,294	NA
	Boulder Creek	N/A	43,844	NA
	Branciforte	N/A	37,204	NA
	Capitola	N/A	68,080	NA
	Downtown	N/A	40,360	NA
	Felton	N/A	42,495	NA
	Garfield Park	N/A	39,742	NA
	La Selva Beach	N/A	24,187	NA
	Live Oak	N/A	34,794	NA
	Scotts Valley	N/A	48,761	NA
	OVERALL	N/A	44,876	NA
<i>Measures (number of physical checkouts + number of received items+ number holds handled + number of questions answered)/FTE</i>				
<i>Note: not included: online transactions or self checks and questions answered are based on one typical week per quarter</i>				

SYSTEM MEASUREMENTS

FINES & FEES		FY13/14	FY14/15	% Change
Paid at Desk		N/A	\$ 163,376	#VALUE!
Paid at Kiosk		N/A	\$ 74,555	na
Paid online		N//A	\$ -	na
TOTAL		\$ -	\$ 237,931	#DIV/0!
% Paid at Desk		#VALUE!	69%	#VALUE!
% Paid at Kiosk		na	31%	na
%Paid online		na	0%	na
% Paid by credit/debit card		na	28%	na
PROGRAMMING		FY13/14	FY14/15	% Change
Number of programs held		N/A	2,229	#VALUE!
Number of attendees		N/A	44,353	#VALUE!
Average # attendees/program		#VALUE!	20.0	#VALUE!
USE OF SYSTEM RESOURCES		FY13/14	FY14/15	% Change
VIRTUAL ACCESS				
E-books & magazines		N/A	127,027	#VALUE!
Downloadable audio & music		N/A	42,478	#VALUE!
Downloadable & Streaming Video		N/A	14,054	#REF!
Pageviews		N/A	6,174,100	#VALUE!
Online renewals		N/A	504,315	na
Total virtual access		N/A	6,863,849	#VALUE!
PHYSICAL CHECKOUTS				
Staff assisted + self check		N/A	1,273,972	#VALUE!
CHECKOUTS				
% Physical checkouts		#VALUE!	65%	#VALUE!
% Virtual checkouts		#VALUE!	35%	#VALUE!
Circulation per capita		#VALUE!	9.48	#VALUE!
<i>Virtual access: Does not include database usage which will be reported quarterly due to availability of data.</i>				
<i>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</i>				
<i>Physical Checkouts: physical items checked out at desk or at self check, includes in-house renewals</i>				
<i>Virtual checkout: virtual access not including total pageviews</i>				
<i>Capita: based on State Library data</i>				
<i>For FY13/14 staff assisted =monthly stat report minus 41,667 (est online renewals)</i>				
Statistics collected for FY 13/14 were done using different performance measures. Therefore, no comparison is available. FY 14/15 represents the new baseline.				

TO: Finance Committee- Library Joint Powers Authority Board
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director (07/29/15)
 RE: Monthly Dashboard Report: Library's May 2015 financials

May 2015
 Preliminary,
 Unaudited



Contained herein is the preliminary, UNAUDITED May 2015 Dashboard summary report. After the month ending operating results of \$152,259, the Library has a year-to-date net operating gain of \$792,751. In general, revenues are behind the budget target by -0.6% and expenditures are under budget by 7.2%. Should spending patterns remain short of budget, the FY 2014/15 year-end results could result in a surplus of several hundred thousand dollars. Note that the June 2015 preliminary report will be available at the next Board Meeting as is normally the case due to the size of routine, year-end adjusting entries.

Net operations (Major accounts)	Last 3-months Actual Results				Fiscal Year to Date	nt of Budget Comparison	
	March	April	May	YTD Actuals		Annual Budget FY 2014/15	Months completed
Revenue:							
(2) Sales Tax	\$ 609,986	\$ 433,548	\$ 578,064	\$ 6,404,892	\$ 7,158,000	91.7%	(2.2%)
MOE- Member Contributions	435,326	435,398	435,398	4,786,132	5,237,000	91.4%	(0.3%)
Library Fines	1,924	882	751	134,527	135,000	99.6%	8.0%
(3) Other Revenue	48,740	22,922	27,609	229,968	164,755	139.6%	47.9%
Subtotal Operating Revenue	1,095,976	892,750	1,041,821	11,555,518	12,694,755	91.0%	(0.6%)
(1) Budgetary Financing Sources	-	-	-	-	42,916	-	-
TOTAL REVENUE	\$ 1,095,976	\$ 892,750	\$ 1,041,821	\$ 11,555,518	\$ 12,737,671		
Expenditures:							
(4) Payroll	\$ 618,825	\$ 571,785	\$ 631,305	\$ 7,240,425	8,142,358	88.9%	0.4%
Books (w/Grants)	57,716	40,967	35,595	983,703	1,229,767	80.0%	11.7%
(5) Janitorial Services	10,103	9,927	971	98,249	117,700	83.9%	7.8%
(6) Building & Facility	12,558	16,174	27,632	227,071	357,333	63.5%	28.1%
Rent (Equip, Building, Land)	25,766	25,766	25,766	287,123	312,500	91.9%	(0.2%)
Utilities	25,493	24,807	33,673	336,303	430,000	78.2%	13.5%
(7) Other expenditures	172,694	130,540	134,620	1,589,892	2,148,613	74.0%	17.7%
TOTAL EXPENDITURES	\$ 923,154	\$ 819,966	\$ 889,562	\$ 10,762,767	\$ 12,737,671	84.5%	7.2%
Net Gain / (Loss)	\$ 172,822	\$ 72,784	\$ 152,259	\$ 792,751	\$ -		

Key Balance Sheet items	Trust Current Assets			Trust Current Assets (cont.)		
	March	April	May	Balance	Trust	Balance
(8) Total pooled cash	2,546,387	3,595,994	2,757,709	242,556	Leel-Corday	94,212
(8) 2-month reserve target	2,115,793	2,115,793	2,115,793	224,652	Morely	12,638
(8) Excess cash/(reserve deficit)	430,594	1,480,201	641,916	9,306	Hale	45,196
Total Current Assets	3,606,569	3,610,677	2,772,391	93,714	Gruber	28,270
Accounts Payable	124,732	55,975	79,355			

- 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.
 - February "Other Revenue" included a negative revenue reduction of \$28.6k that was reclassified as an offsetting expense; March revenue included \$15.9k in donations.
 - For the current fiscal year, the following month's have more than 2 pay periods that will reflect higher payroll costs: August, January & June. The month's completed % is adjusted to reflect year-end accrual of the last payperiod.
 - \$12.7k of May's Janitorial services were posted and paid on June 8, 2015. June will include these plus normal June charges.
 - May's facility costs included onetime fumigation costs that increased costs over the prior period.
 - In May the four largest expenditures within "Other expenditures" included: [Financial services - outside at \$45k]; [Computer equipment at \$11k]; [Other professional & technical services at \$14k]; and [Landscaping maintenance services at \$17k].
 - Cash was above the Library JPA's required reserve by \$641,916.



RESOLUTION # 2015-011

**RESOLUTION OF THE
SANTA CRUZ LIBRARY JOINT POWERS AUTHORITY BOARD
AMENDING THE BUDGET FOR THE FISCAL YEAR 2015-2016**

WHEREAS, the cost allocation for the library’s property insurance has come in \$10,089 higher than estimated;

WHEREAS, at the same time revenues from pooled cash, \$27,043 and interest earnings, \$1,700 also need to be added to the library budget;

WHEREAS, the net gain to the library budget would be \$18,654;

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board that it approve the budget changes as detailed below, and that it amend the FY 2015-2016 Budget.

Expenditures			
Insurance-Internal	951-36-53-3515-52932		\$10,089
Revenues			
Pooled Cash	951-00-00-0000-46110		\$27,043
Interest Earning	951-00-00-0000-46190		\$ 1,700

PASSED AND ADOPTED this 3rd day of August 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

SECTION 8: PROPOSAL COVER PAGE

1. Proposal Deadline

Proposals are due no later than 3:00 pm, Wednesday, June 17, 2015. All proposals will be delivered to the Santa Cruz Public Libraries, 117 Union Street, Santa Cruz, California, 95060 before the due date. Late proposals may not be considered.

Vendors will deliver one unbound original of the proposal in a sealed envelope before the due date and will email a copy of the proposal and any attachments to henifink@santacruzpl.org. The Library prefers for proposals to be printed on recycled paper and bound in an easily recyclable format. Email submissions will not be accepted if the corresponding unbound original is not submitted before the due date and time.

2. Proposal Response Sheet

The undersigned, upon acceptance, agrees to furnish the following in accordance with the specifications and terms and conditions per City of Santa Cruz "Request for Proposals for BOOKMOBILE" dated May 13, 2015, at the prices indicated herein.

The undersigned, under penalty of perjury, declares not to be a party with any other business to an agreement to bid a fixed or uniform price in connection with this proposal.

The undersigned declares under penalty of perjury that she/he is authorized to sign this document and bind the business or organization to the terms of this contract.

The undersigned recognizes the right of the Santa Cruz City-County Library System to reject any or all proposals received and to waive any informality or minor defects in proposals received.

Vendor Name: Summit Bodyworks

Address: 7740 Dublin St. Commerce City, CO 80022

Telephone Number: 303-301-7550

Fax Number: 303-288-2847

E-mail address: Lnederbragt@summitbodyworks.com

Signature of Authorized Representative: 

Printed Name of Authorized Representative: Chris Munson, General Manager

If vendor is awarded the contract, will vendor extend contract terms and pricing to other government agencies?
 Yes No

3. Addenda

The City may determine it is necessary to revise any part of this solicitation. Revisions will be made by written addenda and it is the Vendor's responsibility to comply with any addenda to this solicitation. Any addenda will be:

- Emailed to known interested vendors, or
- Posted on the City's website, www.cityofsantacruz.com, under Bidding Information, or
- Vendors may contact Kira Henifin, Management Analyst, at 831/427-7700 x7608, FAX 831/427-7720, email henifink@santacruzpl.org

How many addenda were issued for this solicitation? 0

SECTION 2: VEHICLE SPECIFICATIONS AND VEHICLE FLOOR PLAN

2.1. Intent

2.1.1. It is the intent of the following section to describe the type of vehicle that shall be used for the Bookmobile. Accessories and construction techniques not specifically mentioned herein, but necessary to furnish a complete unit ready for immediate use shall also be included.

2.2. *Type*

2.2.1. The cab chassis shall be a 2016 or current model year Freightliner M2 106, International 4400 SPA LP or equivalent equipped with an 18' long Supreme or equivalent aluminum dry freight van body with "VersaMaster" or equivalent cab walk-through modification option. The cab chassis, body and accessories shall be built and assembled in accordance with the specifications and shall conform to the best standard practices in the industry at the time of construction.

2.3. *Capacities/Dimensions*

- 2.3.1. Overall exterior length: 28.0' (approximate)
- 2.3.2. Overall exterior width: 102" (excluding mirrors)
- 2.3.3. Overall exterior height: 12.0' (maximum)
- 2.3.4. Interior length: 216" (load space)
- 2.3.5. Interior height: 84" (minimum)
- 2.3.6. Interior width: 98" (minimum)
- 2.3.7. Wheelbase: 212" (approximate)
- 2.3.8. Ground Clearance: 12" (minimum)
- 2.3.9. Fuel tank capacity: 50.00 gallons (minimum)
- 2.3.10. GVWR: 26,000 lbs (maximum)

2.4. *Cab Chassis*

2.4.1. Freightliner M2 106 cab chassis with setback axle and straight truck provisions, LH primary steering location, and low-profile wheels and tires.

2.4.1.1. Chassis engine, transmission and rear axle ratio configuration shall allow a 4% grade ability at 55 MPH

2.4.1.2. Chassis shall be fully capable of an approved walk-through conversion by the body manufacturer.

2.4.2. Engine

-
- 2.4.2.1. Cummins ISB6.7 diesel or approved equivalent, 300-hp minimum with 6600 lb-ft torque, 2600 RPM governed speed.
 - 2.4.2.2. Engine shall be capable of running on ultra-low sulfur diesel or bio-diesel fuel (B20) at user's discretion with no modifications.
 - 2.4.2.3. Current model year EPA emission certification
 - 2.4.2.4. Engine after treatment device, automatic over the road regeneration and dash-mounted regeneration switch Engine idle shutdown system
 - 2.4.2.5. Cold starting assistance system
 - 2.4.2.6. Electronic cruise control, integral to steering wheel
 - 2.4.2.7. Engine oil drain plug, magnetic
 - 2.4.2.8. Engine shutdown electric, key operated
 - 2.4.2.9. Fuel/water separator with thermostatic fuel temperature controlled electric heater and filter restriction/change indicator. Shall include equipment water-in-fuel sensor.
 - 2.4.2.10. Air cleaner restriction indicator, air cleaner mounted
 - 2.4.2.11. Electronic road speed governor; set to 65MPH max.
 - 2.4.2.12. Engine oil filter, spin-on type
 - 2.4.2.13. Direct drive type fan drive, 2-speed with residual torque device for disengaged fan speed
 - 2.4.2.14. Aluminum radiator; 2-row, cross flow, over under system with charge air cooler. Includes low coolant audible indicator alarm
 - 2.4.2.15. Single element air cleaner
 - 2.4.2.16. Starting motor without thermal overcrank protection.
 - 2.4.2.17. Silicone coolant hoses with constant-torque stainless steel hose clamps.
 - 2.4.2.18. Switchback horizontal after-treatment device, frame-mounted under cab. Shall include single vertical stainless steel tail pipe with 90 degree curved outlet positioned above body.
- 2.4.3. Transmission and Equipment
- 2.4.3.1. Allison automatic or Eaton automated manual transmission with oil level sensor.
 - 2.4.3.2. 5-speed, non-fire emergency, with overdrive.
 - 2.4.3.3. No PTO provisions
 - 2.4.3.4. No retarder
 - 2.4.3.5. Synthetic transmission oil
 - 2.4.3.6. Transmission-mounted oil filter and magnet in oil pan
 - 2.4.3.7. Push-button type shift control, dash-mounted

2.4.4. Front Axle, Suspension and Equipment

- 2.4.4.1. 9,000lb capacity minimum single front axle, non-driving
- 2.4.4.2. Taper leaf, parabolic spring front suspension, 9,000lb. minimum capacity
- 2.4.4.3. Spring pins with rubber bushings, maintenance free
- 2.4.4.4. Two (2) front shock absorbers.
- 2.4.4.5. Tilt and telescoping steering column
- 2.4.4.6. 2-spoke, 18" diameter, black steering wheel
- 2.4.4.7. Power steering gear

2.4.5. Rear Axle, Suspension and equipment

- 2.4.5.1. Single reduction rear axle, 16,000lb. minimum capacity
- 2.4.5.2. Gear ratio to meet performance requirements.
- 2.4.5.3. Rear axle drain plug; magnetic
- 2.4.5.4. Rear suspension; 17,500lb. (approximate) capacity, with shock absorbers
- 2.4.5.5. Synthetic rear axle lube
- 2.4.5.6. Heavy-duty driveshaft

2.4.6. Brake System

- 2.4.6.1. Hydraulic system, with four channel ABS

2.4.7. Frame and Equipment

- 2.4.7.1. High strength low alloy steel frame rails (80,000 PSI yield)
- 2.4.7.2. Maximum OAL; for LP chassis
- 2.4.7.3. Rear cross member, AF
- 2.4.7.4. Full width aerodynamic front bumper, painted steel, 0.142" material thickness with license plate mount
- 2.4.7.5. Front and rear tow hooks, frame-mounted

2.4.8. Fuel Tank and Equipment

- 2.4.8.1. 50-gallon (minimum)
- 2.4.8.2. Fuel filter/water separator with temperature controlled electric heater and filter restriction/change indicator
- 2.4.8.3. Reinforced nylon fuel hose throughout
- 2.4.8.4. DEF tank, frame mounted, largest available as an RPO

2.4.9. Front Tires, Hubs & Wheels

- 2.4.9.1. Two (2) 19.5" polished aluminum disc, 8-stud, hub-piloted, flanged nut, metric mount, 7.50DC rims; with steel hubs

- 2.4.9.2. Two (2) low-profile 245/70R19.5 G647 RSS, load range G, 14 ply tires
- 2.4.9.3. Oil-lubricated wheel bearings and seals.
- 2.4.9.4. 50W synthetic front lube oil
- 2.4.10. Rear Tires, Hubs & Wheels
 - 2.4.10.1. 19.5" polished aluminum outer wheels and 7.50DC rim and steel inner wheel with 6.75DC rim, 8-stud, hub-piloted, flanged nut, metric mount with steel hubs.
 - 2.4.10.2. Four (4) low-profile 245/70R19.5, G647 RSS, load range G, 14-ply tires.
 - 2.4.10.3. Oil lubricated rear seals and wheel bearings.
- 2.4.11. Spare Tire
 - 2.4.11.1. One (1) 19.5" steel rim with mounted 245/70R19.5 G647 RSS tire. Ship loose with completed vehicle.
- 2.4.12. Electrical System
 - 2.4.12.1. 12-volt, negative grounded
 - 2.4.12.2. 240A minimum, self-excited, pad mounted alternator
 - 2.4.12.3. Two (2) maintenance free 12-volt batteries, 1300 CCA approximate
 - 2.4.12.4. Battery box, steel with aluminum cover, easily serviceable
 - 2.4.12.5. Data link connector for vehicle programming and diagnostics in cab
 - 2.4.12.6. SAE blade type electrical fuses
 - 2.4.12.7. Headlight dimmer switch integral with turn signal switch
 - 2.4.12.8. Single electric horn
 - 2.4.12.9. Air horn, single trumpet, air solenoid operated
 - 2.4.12.10. Master battery shutoff switch mounted outside battery box
 - 2.4.12.11. Parking light integral with front turn signal and rear tail light
 - 2.4.12.12. Halogen headlights, composite aero design for two-light system, including daytime running lights
 - 2.4.12.13. Electric starter switch, key-operated
 - 2.4.12.14. LED chassis lighting to meet FMVSS regulations
 - 2.4.12.15. Five (5) amber LED lights mounted on sun visor
 - 2.4.12.16. Dome light, door activated with timed dimming
 - 2.4.12.17. Self-cancelling turn signal switch with headlight dimmer
 - 2.4.12.18. 2-speed windshield wiper switch with wash and intermittent feature, integral to turn signal switch
 - 2.4.12.19. Single motor windshield wipers, cowl mounted

- 2.4.12.20. One (1) 12V power receptacle
- 2.4.12.21. Back up alarm, electric, 102 dBA
- 2.4.12.22. Body builder wiring, including sealed connectors for tail, turn, backup, accessory power, and ground
- 2.4.12.23. Manual reset SAE type III circuit breakers with trip indicators
- 2.4.12.24. Chassis wiring shall be color coded and continuously numbered
- 2.4.13. Cab Exterior
 - 2.4.13.1. Conventional cab, no sleeper box/cab.
 - 2.4.13.2. Chrome grill
 - 2.4.13.3. Under hood insulation for sound abatement
 - 2.4.13.4. Splash panel insulation for sound abatement
 - 2.4.13.5. Fiberglass, tilting front end, with 3-piece construction
 - 2.4.13.6. Dual, motorized, side-mounted, West-Coast style rearview mirrors with integral convex spot mirrors and LED clearance lights
 - 2.4.13.7. Auxiliary 7.5" sq. (approx.) hood-mounted cross view convex mirror, right hand side
 - 2.4.13.8. Composite exterior sun visor
 - 2.4.13.9. Tinted door glass LH & RH
 - 2.4.13.10. Tinted windshield
 - 2.4.13.11. Eight (8) liter windshield washer reservoir
 - 2.4.13.12. Fog lights with dash-mounted switch and indicator light
- 2.4.14. Cab Interior
 - 2.4.14.1. Deluxe interior trim package.
 - 2.4.14.2. Two (2) molded armrests, on each door
 - 2.4.14.3. "A" pillar molded plastic cover
 - 2.4.14.4. Interior grab handles, pillar mounted, one each side
 - 2.4.14.5. Interior trim panels, molded plastic, full height; all interior sheet metal covered
 - 2.4.14.6. Overhead console with dual storage pockets and retainer nets
 - 2.4.14.7. Interior door trim panels, molded plastic, driver and passenger doors
 - 2.4.14.8. Driver door storage pocket, full length
 - 2.4.14.9. Cloth headliner
 - 2.4.14.10. Rubber floor covering with insulation and carpet floor mats
 - 2.4.14.11. Instrument panel trim, molded plastic with center section

- 2.4.14.12. Two (2) cup holders shall be provided
- 2.4.14.13. Two (2) padded vinyl sun visors with DS toll ticket strap, integral to console
- 2.4.14.14. Interior color scheme to be determined
- 2.4.14.15. Air conditioning with integral heater and defroster, HFC-134A hydrofluorocarbon refrigerant
- 2.4.14.16. Triangular reflectors without flares
- 2.4.14.17. 5lb. ABC fire extinguisher with mount
- 2.4.14.18. High-back driver seat, cloth, with integral headrest, 2-position front cushion adjustment, -3 to +14 degree seat back adjustment, arm rest and single chamber air lumbar support.
- 2.4.14.19. High-back single person passenger seat, cloth, with integral headrest, seat back adjustment and arm rest
- 2.4.14.20. Both seats include 3-point, lap and shoulder type seatbelts
- 2.4.14.21. Power window and door locks, including express down feature.
- 2.4.15. Instruments and Controls
 - 2.4.15.1. Key switch ignition keyed alike to cab door locks (with 2 sets of keys)
 - 2.4.15.2. Gauge cluster (English)
 - 2.4.15.3. Electronic speedometer
 - 2.4.15.4. Electronic engine oil pressure
 - 2.4.15.5. Electronic water temperature
 - 2.4.15.6. Electronic fuel
 - 2.4.15.7. Electronic tachometer
 - 2.4.15.8. Voltmeter
 - 2.4.15.9. Ammeter (Freightliner does not offer this spec; removed)
 - 2.4.15.10. Odometer display; miles, trip miles, engine hours, trip hours, fault code readout
 - 2.4.15.11. Warning system; low fuel, low oil pressure, high engine coolant temperature, low battery voltage (visual and audible)
 - 2.4.15.12. Allison transmission oil temperature gauge
 - 2.4.15.13. Air cleaner restriction indicator, with black bezel mounted in instrument panel.
 - 2.4.15.14. DEF fluid level gauge.
 - 2.4.15.15. On-board diagnostics display of fault coded in gauge cluster
 - 2.4.15.16. AM/FM/CD radio with Bluetooth capabilities
 - 2.4.15.16.1. Radio shall include four (4) total deluxe commercial quality coaxial radio speakers; 2 in the cab, 2 in the body.

2.4.16. Color

- 2.4.16.1. Cab color: White
- 2.4.16.2. Base coat/clear coat type, 1 tone.

2.5. *Body*

- 2.5.1. Supreme 18' trade length aluminum dry freight truck body, or equivalent, 102" exterior width.
- 2.5.2. Supreme "VersaMaster" roof conversion or equivalent with "Top Hat" cab roof and back wall modifications.
 - 2.5.2.1. Body shall be connected to the cab with a rubber boot to allow standing height, walk-through capabilities
- 2.5.3. 84" interior height
- 2.5.4. 1-1/8" laminated hardwood floor
- 2.5.5. Aluminum wheel wells (only if absolutely required; flat floor is highly desired)
- 2.5.6. 3/8" x 3" flat bar long sills
- 2.5.7. 3" I-beam cross-members; 12" OC
- 2.5.8. Undercoating
- 2.5.9. No plywood lining full sides
- 2.5.10. No scuff or cargo control
- 2.5.11. 1/2" core FRP front wall,
- 2.5.12. Chrome plated composite corner
- 2.5.13. Summit Bodyworks will build the walk-through and body will come from Alfred
- 2.5.14. Polished stainless steel vertical front corners; extended to finished skirting
- 2.5.15. Side wall Z-posts; 16" OC
- 2.5.16. .040" minimum pre-painted aluminum sheeting
- 2.5.17. .090" minimum aluminum side deep skirting
- 2.5.18. Skirting shall be full perimeter of body, with 12" minimum ground clearance
- 2.5.19. One-piece .032" (minimum) aluminum roof
- 2.5.20. Anti-slag galvanized roof bows; 16" OC
- 2.5.21. Roof reinforcement for A/C unit
- 2.5.22. FMVSS 108 lights and reflectors, LED at all locations
 - 2.5.22.1. Rear lighting shall be flush-mounted below floor line, in the aluminum skirting.
- 2.5.23. Full width rear bumper with grip strut insert

- 2.5.24. #2B painted stainless steel rear structure
- 2.5.25. 12 volt back-up alarm
- 2.5.26. Rear mud flaps; no logos or advertising
- 2.5.27. One (1) 32" x 80" (approximate) passenger side "sedan type" mid entry (patron) door placed per drawings. Door shall be of double-wall commercial quality aluminum construction and internally insulated between inner and outer skins.
 - 2.5.27.1. Step well shall be a two or three step configuration with 10" - 12" deep treads and 7" - 9" high risers. Each step shall incorporate heavy-duty, slip resistant commercial rubber step tread reinforced with aluminum back. The front edge of each tread shall incorporate a 2" safety yellow or white edge. Step wells shall contain 12VDC lighting to assist with entry/egress.
 - 2.5.27.2. Door shall have dark tinted safety glass upper horizontal ½ sliding window with fiberglass screen and dark tinted safety lower fixed-pane window.
 - 2.5.27.3. Door shall utilize continuous stainless steel, aluminum or similar non-corrosive type vertically-mounted, recess-mounted hinges, adequately sized for the anticipated weight and duty cycle of this door.
 - 2.5.27.4. Door shall include an exterior stainless steel drip rail mounted above the door.
- 2.5.28. One (1) set of 48" x 77.5" (approximate) double narrow swing doors on the rear wall per drawings. Doors shall be of double-wall commercial quality aluminum construction and internally insulated between inner and outer skins.
 - 2.5.28.1. Doors shall be set at floor height (no step well).
 - 2.5.28.2. Doors shall have ½ slide radius windows, one (1) each, high-mounted with fiberglass screens, dark tinted.
 - 2.5.28.3. Doors shall utilize stainless steel, aluminum or similar non-corrosive type vertically-mounted hinges, adequately sized for the anticipated weight and duty cycle of these doors.
 - 2.5.28.4. Doors shall each have dark tinted safety glass upper fixed pane windows, 26" T x 15" W approximate.
 - 2.5.28.5. Doors shall include an exterior stainless steel drip rail mounted above the door.

3. SECTION 3: CONVERSION SPECIFICATIONS

3.1. Exterior

3.1.1. The 32" patron door shall be configured with the following:

3.1.1.1. Door shall be fitted with one (1) Yale 5100 series or equivalent door closer each to control the movement of the door.

3.1.1.2. Door shall be equipped with one (1) heavy-duty, cast aluminum, positive hold-open device. Device shall be attached to the vehicle in a manner consistent with the intended use and lifetime of the vehicle.

3.1.1.3. Door interior shall be finished to compliment interior and include an interior pull handle to assist in closing the door.

3.1.1.4. One (1) Yale push-bar "classroom" or equivalent entrance latch shall be installed.

3.1.1.5. One (1) Yale 112 series or equivalent heavy-duty "deadbolt" latch shall be installed, in addition to the main latch, keyed alike to the rear door.

3.1.1.6. Door/step well area shall be outfitted with a total of four (4) 1.25" diameter stainless steel handrails each to provide solid entry/egress assistance.

3.1.1.6.1. One (1) 36" approximate length handrail shall be installed vertically on the exterior, just aft of the door.

3.1.1.6.2. Two (2) angle-mounted handrails shall be installed one each side of the step well.

3.1.1.6.3. One (1) angle-mounted handrail shall be installed to the interior of the door below the upper window.

3.1.1.7. One (1) electric-operated, single auxiliary step or approved equal shall be installed beneath these step wells. Step shall be finished with a non-skid surface. Step shall include a dash-mounted switch.

3.1.1.7.1. Height of deployed step shall be consistent with the overall staircase run - for smooth patron entry/egress.

3.1.1.7.2. Height of retracted steps shall impede clearance requirements of section 2.3.8.

3.1.1.7.3. Step shall be finished with a non-skid surface and a safety yellow, non-skid front strip.

3.1.1.7.4. Step shall include an audible/visual indicator system to warn the driver that the step is extended when the ignition key is activated.

3.1.2. The 48" rear wheelchair doors shall be configured with the following:

3.1.2.1. Doors shall be equipped with two (2) heavy-duty, cast aluminum, positive hold-open devices; one (1) per door.

3.1.2.2. Door interiors shall be finished to compliment interior.

3.1.2.3. One (1) standard entrance latch with interior handle shall be installed.

- 3.1.2.4. One (1) Yale 112 series or equivalent heavy-duty "deadbolt" latch shall be installed, in addition to the main latch, keyed alike to patron door.
- 3.1.3. Four (4) 14" x 22" single dome translucent white acrylic skylights shall be installed with white PVC interior trim.
 - 3.1.3.1. Skylights and installation shall be consistent with the intended lifecycle of this vehicle and be warranted against leaking for a minimum of 5 years.
- 3.1.4. One (1) generator compartment shall be installed street side to mount and enclose the generator. Generator mounting shall be configured to allow easy access to the unit for service, as well as easy removal of the unit for overhauls. This compartment shall be located on the driver's side.
 - 3.1.4.1. This compartment MUST maintain a minimum 12" ground clearance.
 - 3.1.4.2. Compartment shall be constructed of 12-gauge aluminum, or approved equal non-corrosive materials.
 - 3.1.4.3. Door(s) shall be constructed of aluminum and hinged with ¼" pin stainless steel continuous hinges.
 - 3.1.4.4. Doors shall have positive "compression" style, "slam latch", or approved equal latches and a door hold-back device.
 - 3.1.4.5. Doors shall be keyed-alike with other exterior compartments.
 - 3.1.4.6. Compartment shall be insulated with Glacier Bay Barrier Ultra dB Flex and Panel or approved equal acoustical insulation.
 - 3.1.4.7. Compartment shall be ventilated to allow ambient heat escape, but adequately sealed to protect the generator from road debris and dust.
- 3.1.5. One (1) general storage compartment shall be installed to house additional Library materials. Compartment shall be of maximum size available and located based on final design.
 - 3.1.5.1. This compartment shall be installed fully beneath the floor (no interior protrusion).
 - 3.1.5.2. This compartment shall be sealed to prevent moisture penetration.
 - 3.1.5.3. Compartment shall be constructed of aluminum or equivalent materials.
 - 3.1.5.4. Door(s) shall be constructed of aluminum and vertically hinged with ¼" pin stainless steel continuous hinges.
 - 3.1.5.5. Door(s) shall have positive "compression" style, "slam latch", or equivalent latches
- 3.1.6. One (1) or two (2) auxiliary battery compartment(s) shall be installed curbside to house the auxiliary battery bank. Compartment(s) shall contain a slide tray with positive latch and hold downs for ease of battery maintenance. Tray shall be lined with an isolation material to help prevent battery corrosion.
 - 3.1.6.1. Compartment shall be constructed of aluminum or equivalent materials.
 - 3.1.6.2. Door shall be constructed of aluminum and vertically hinged with ¼" pin stainless steel continuous hinges.

- 3.1.6.3. Door shall have positive "compression" style, "slam latch", or equivalent latches
- 3.1.7. Vehicle underbody shall be fully undercoated with rubberized spray to provide additional sound resonance dampening and underbody insulation protection.
- 3.1.8. Two (2) 26"T x 24"W (approximate) half-slide windows with screens shall be installed in the side walls as depicted in the concept drawing(s).
- 3.1.8.1. Windows shall be dark tinted.
- 3.1.8.2. All glass furnished shall be automotive approved safety type. All glass shall be safety glazed and meet DOT GMVSS 205, SAE recommended practice J673b and J674a, and ANSI "Safety Code for Safety Glazing Materials" Z26.1-1977 as supplemented by Z26.1a-1980.
- 3.1.9. Two (2) 26"T x 15"W (approximate) fixed pane windows shall be installed in the rear walls as depicted in the concept drawing(s).
- 3.1.9.1. Windows shall be dark tinted.
- 3.1.9.2. All glass furnished shall be automotive approved safety type. All glass shall be safety glazed and meet DOT GMVSS 205, SAE recommended practice J673b and J674a, and ANSI "Safety Code for Safety Glazing Materials" Z26.1-1977 as supplemented by Z26.1a-1980.
- 3.1.10. Where the vehicle is cut or modified, or additional fabricated components are added to the exterior, exposed metal shall be properly prepared and painted to match vehicle exterior color.
- 3.1.10.1. Panels shall be properly cleaned and prepared for paint application in accordance with standard commercial practice and to requirements of the construction materials involved. Surfaces shall be properly cleaned and inspected before cover materials are applied.
- 3.1.10.2. The prepared surfaces shall be spray primed with synthetic base primer, which contains corrosion resistant pigments and resins. Extra coats shall be applied around moisture catching moldings, etc. All hidden areas such as overlapping metal, underside of moldings, underside or rubber extrusions at windows shall be cleaned and primed and where necessary and caulked with sealing compound during construction.
- 3.1.10.3. DuPont or equivalent paint shall be applied to all areas of the metal. Each coat shall be properly dried and evenly sanded before the following coat is applied. "Orange peel" surfacing will not be acceptable.
- 3.1.11. Vehicle graphics will be applied locally by a separate vendor after delivery

3.2. Interior

- 3.2.1. The Bookmobile interior shall be designed to accommodate a collection of approximately 3,000 items, which includes but is not limited to: books of various sizes, DVDs, CDs, oversized materials of odd shapes, magazines, etc.

- 3.2.2. Since a bookmobile is a mobile library, and a quiet environment is most important in the successful operation of any library, all interior finishes shall contribute to absorbing ambient sounds. Appropriate panels, ceiling and flooring shall have superior acoustic qualities in addition to durability and aesthetics. Sound control measures shall comply with the Occupational Safety and Health Act (OSHA) sound level (dbA) requirement in effect at time of award of contract, for an eight (8) hour maximum operator exposure time; measured at operator's ear with engine at governed RPM.
- 3.2.3. Completed unit shall utilize environmentally conscious "green" elements wherever practical, including, but not limited to: energy efficient technologies, and recycled and/or sustainable construction materials.
- 3.2.4. Weight loading shall be of significant concern during the conversion of this vehicle for efficiency reasons. Substantial effort has been put into the interior design with this factor in mind. Vendor is cautioned to use the lightest materials available that will meet all specifications as described herein and make recommendations as appropriate for lightening the static load of the conversion.
- 3.2.5. Vehicle ceiling, walls, wheel wells (if applicable) and underbody shall be insulated with 2" nominal thickness (3" nominal thickness underbody) sprayed-in urethane foam insulation.
 - 3.2.5.1. Underbody foam insulation shall be protected from road spray and elements by an additional layer of rubberized automotive undercoating.
 - 3.2.5.2. Foam shall be compliant with all applicable FMVSS regulations including flammability.
- 3.2.6. Floor covering shall be single piece commercial grade carpet. Flooring has 40% post-consumer recycled content Hollytex, Impromptu Branch, and have excellent resistance to moisture.
 - 3.2.6.1. Covering shall have a 10-year minimum wear warranty.
 - 3.2.6.2. Sub-flooring shall be properly prepared prior to installation of the floor covering.
 - 3.2.6.3. Carpeting shall be installed in a manner consistent with the manufacturer's recommendations.
 - 3.2.6.4. Wheel well and generator protrusion boxes shall also be finished with this covering.
 - 3.2.6.5. The floor area of denoted shelving sections shall be left open (no bottom shelf) and fully finished/carpeted along with the main floor.
 - 3.2.6.6. Any carpet remnants remaining from the carpet installation shall be shipped loose with the completed vehicle.
 - 3.2.6.7. The library will select the exact color and pattern of carpet from vendor's selections based on other interior color choices.
- 3.2.7. The body will not have wheel well protrusions
- 3.2.8. Vehicle interior walls shall be finished with easily removable panels installed between shelving uprights to provide a pleasing, flexible and durable finish.

- 3.2.8.1. The lower aspect of the sidewalls shall be carpeted panels, approximately 12" - 18" high. These panels shall be covered in carpet to compliment the floor covering and absorb sound.
- 3.2.8.2. The upper aspect of the sidewalls (above the carpeted panels) shall be "Velcro friendly" fabric covered cork panels, appropriately trimmed to compliment the interior and allow for flexible display areas when shelving is removed. The finish of these fabric covered cork panels shall be chosen by the Library from manufacturer's standard selections.
- 3.2.8.3. All removable panels shall finish to a depth equivalent to the mounting face of the shelving uprights, providing a recessed, "built-in" appearance to the entire system.
- 3.2.9. "Velcro friendly" fabric covered cork bulletin boards shall be installed wherever possible in the vehicle, including, but not limited to, all overhead cabinet doors. Number and size of bulletin boards furnished shall be determined by the exact configuration of interior. Bulletin boards shall be as large as possible and installed where space is available inside the coach. Smaller spaces and trim areas shall be finished in complimenting materials. All upholstery used within the vehicle shall meet provisions of FMVSS-302
- 3.2.10. Ceiling shall be finished with eco-friendly, sound absorbent materials chosen by the Library from manufacturer's selections.
- 3.2.11. Two (2) stand-up staff workstations shall be furnished and installed per finalized plans. Workstations shall be constructed of furniture grade plywood or equivalent. Work surfaces shall be constructed of solid surface Corian™ or equivalent materials. Surface shall be bonded to a substrate and installed to allow easy removal and replacement as these surfaces experience excessive wear and tear.
- 3.2.11.1. Desks shall be appropriately configured for installation of technologies by the Library, including cable pass-through grommets and defined wire paths from desktop to other locations as designated.
- 3.2.11.2. Desks shall have a finished height of 36-40".
- 3.2.11.3. Desks shall include a three-drawer cabinet with file drawer below the work surface, a pencil drawer and a closed storage area. Drawers shall include positive latching mechanisms.
- 3.2.11.4. Two (2) drop-in flush-mounted, removable cup holders shall be installed in the desk surfaces; one (1) each side.
- 3.2.11.5. Substantial anchor points and/or back plates shall be installed behind sidewall finish panels in these areas to allow for future installation and support of articulating monitor and/or laptop mounts/arms.
- 3.2.11.6. The finalized design and placement of the desk shall be approved by the Library prior to fabrication and installation.
- 3.2.12. Two (2) overhead storage cabinets shall be provided as depicted in the preliminary drawing(s).

- 3.2.16.1.3. One (1) 36" Acore wall hugger book truck with 3 shelves.
- 3.2.16.1.4. One (1) 24" Acore wall hugger book truck with 3 shelves and top work surface
 - 3.2.16.1.4.1. This cart will be configured as a mobile circulation station.
- 3.2.16.1.5. One (1) 24" Acore wall hugger book truck with 3 shelves (no top work surface).
- 3.2.16.1.6. Three (3) Acore wall hugger security devices (one 36" and two 24"), for locking the on-board booktrucks into the upright system.
 - 3.2.16.1.6.1. The library shall utilize a 24" Acore book truck already in possession.
- 3.2.16.1.7. One (1) pair of bench seat support brackets
- 3.2.16.1.8. One (1) pair of display rack mounting brackets
- 3.2.16.2. Vehicle shall be configured as depicted in the finalized drawing upon delivery. Any remaining components (extras) of this system shall be shipped loose with each vehicle.
- 3.2.16.3. System shall include shelf label color strips, colors to be determined.
- 3.2.16.4. System shall be powder coated for maximum durability; color to be chosen by the Library from vendor's standard color selections.
- 3.2.16.5. Final configuration and colors of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.
- 3.2.16.6. Finish, cabinetry and shelving installation shall provide an approximate 76" aisle width.
- 3.2.16.7. Final configuration of the interior shelving and cabinetry shall be subject to approval of the Library prior to installation.

3.3. Electrical System – AC

- 3.3.1. System shall be a 120/240-volt rated, single-phase type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
 - 3.3.1.1. System furnished shall be designed and installed to meet all requirements of the National Electrical Code (NEC), with all system components, accessories, plugs, receptacles, switches and circuit breakers being Underwriter's Laboratories (UL) listed and approved.
 - 3.3.1.2. System furnished shall also meet any and all applicable state code requirements and regulations pertaining to the design and installation of AC electrical systems.
- 3.3.2. All AC wiring shall be installed using multi-stranded, multi-conductor flexible armored, THHN (in non-metallic conduit), or boat rated cable; 600 volt rated, UL approved or equivalent. All wire shall be color-coded and grounded throughout the system. Aluminum wire is not acceptable due to its history of involvement in electrical system

- fires. Since the body and chassis of a motor vehicle is constantly flexing in torsion when in use, fixed type conduit is not acceptable due to the long-term potential electrical shorting and the resulting potential of fire hazard.
- 3.3.2.1. Wiring and harnesses shall be installed in easily accessible locations to aid long-term serviceability and maintain a minimum 2" air-insulated clearance from parallel low-voltage wiring harnesses per NEMA standards.
- 3.3.2.2. All wiring shall be sized using NEMA ratings to 125% of anticipated load.
- 3.3.3. One (1) Onan 6 HDKAV/41934, 6.0KW, 120VAC quiet diesel generator set shall be installed. Unit shall be certified by the Environmental Protection Agency (EPA) to conform to Tier 4 emissions regulations, and feature Advanced Control.
- 3.3.3.1. Unit shall contain integral shut-down protection system to protect against high engine temperature, low oil pressure, loss of coolant, over crank safety, over speed, over/under voltage, over/under frequency and auxiliary fault.
- 3.3.3.2. Unit shall draw its fuel from the main vehicle fuel tank through a separate tap that does not allow the generator to draw the fuel level below 1/8 tank.
- 3.3.3.3. Unit shall be capable of running on ultra-low sulfur B20 fuel in addition to ultra-low sulfur diesel with no modification necessary.
- 3.3.3.4. Unit shall utilize the auxiliary battery bank for starting/re-charging.
- 3.3.3.5. Unit exhaust shall exit on the driver's side.
- 3.3.3.6. Unit shall be mounted in an underbody compartment with an exterior access, ventilated aluminum door. Generator mounting compartment shall maintain a minimum 12" ground clearance.
- 3.3.4. One (1) Xantrex Freedom SW 3012, 3000w inverter/charger shall be installed to back-up the onboard "orange" receptacles and recharge the auxiliary battery bank whenever there is shore or generator power available.
- 3.3.4.1. Unit shall feature pure sine wave output and battery over-voltage and under-voltage protection.
- 3.3.4.2. Unit shall include a 150A, 3-stage battery charger with manual equalize connected to the auxiliary battery bank.
- 3.3.4.3. Unit shall be controlled with a Xantrex Freedom SCP system control panel, mounted near the interior control panels.
- 3.3.4.4. System shunt shall be wired to include all auxiliary power loads being drawn from the auxiliary batteries (not just the inverter) for accurate system monitoring.
- 3.3.5. Install one (1) Xantrex Freedom SW Xanbus 809-0915 automatic generator start module near the interior control panels.
- 3.3.5.1. System shall automatically activate the generator upon low battery voltage, battery state of charge, over-current or air conditioner operation.
- 3.3.6. One (1) 100A (minimum) rated Square D or equivalent distribution panel shall be installed flush-mounted within the interior; per finalized design.

- 3.3.6.1. All AC electrical circuits shall be safety protected from short circuits and current overloading by UL approved resetting type circuit breakers, each properly capacity sized to the circuit they serve. A master circuit breaker that controls all AC electrical system circuits shall also be furnished.
- 3.3.6.2. Panel(s) shall be readily accessible, yet out of view of the general public.
- 3.3.7. A minimum of ten (10) 15A-rated, UL listed, NEMA 5-15, three-hole grounded duplex receptacles shall be furnished inside the vehicle for general and specific uses.
- 3.3.8. One (1) Elmech Q-scan Uniplex, or equivalent, people counter shall be installed.
 - 3.3.8.1. System shall include magnetically activated, 4-digit 12mm high LED displays.
 - 3.3.8.2. System shall count each person crossing the beam, regardless of the direction of approach.
 - 3.3.8.3. System shall include non-volatile memories to protect against power failure.
 - 3.3.8.4. Reference: <http://www.q-scan.co.uk/uniplex.htm>
- 3.3.9. One (1) Coleman Mach 8, low profile air conditioner/heat pump shall be installed per drawings.
 - 3.3.9.1. Unit shall provide 13,500 BTUs of cooling or heating.
 - 3.3.9.2. Unit shall include self-contained, low-profile ceiling assembly with remote controls.
 - 3.3.9.3. Unit shall stand approximately 10" above the roof, and be included in the overall height measurement (reference 2.3.3).

3.4. Electrical System – DC/Other

- 3.4.1. Shall be a 12-volt, negative ground type system designed to provide and distribute electrical power at a level of performance that meets the requirements of all components and/or accessories utilizing such power throughout the vehicle.
- 3.4.2. Design emphasis of system furnished shall be on both reliability and serviceability. System furnished shall be a modular type design, modular being defined as a system where major power train, chassis, body component assemblies, including lighting, wiring and switch harnesses, and heater harnesses are easily separable for purposes of repair or replacement, using either simple hand tool or automotive type plug-in connectors. Special emphasis shall be made on accessibility to all wiring harnesses in all locations. Wiring shall not be rendered un-accessible behind permanently installed panels or appointments.
- 3.4.3. The power source for all body electrical equipment furnished shall be taken from a single point on the power train specifically designed for this purpose.
- 3.4.4. The main ground wire grounding the body to the chassis shall be minimum 8-gauge size; all ground wires furnished for insulated-return type systems shall be equal in size to the feed wire in the respective circuit. Redundant grounds shall be used if required to attain a satisfactory level of system performance desired. For maximum system reliability, all

- serrated eyelets and screws or bolts utilized at points of ground shall be either coated or plated with an electrical conductive type material to improve their resistance to corrosion.
- 3.4.5. All electromagnetic type switches, relays and solenoids furnished shall be suppressed to protect the entire electrical system from major damage from the large negative voltage spikes these devices can produce.
- 3.4.6. All auxiliary electrical circuits shall be safety protected from current overloading by automatic resetting type heavy-duty automotive circuit breakers, each properly capacity sized to the circuit they serve. A master circuit breaker, minimum 150-amp shall also be furnished.
- 3.4.7. All terminals and connectors furnished shall be designed and approved by their manufacturer for heavy-duty automotive vocational application; material shall be a corrosion-resistant type. To eliminate disconnects; all terminals furnished shall incorporate a positive locking, seated type design to assure terminal position. Socket (female side of connectors shall be wired to electrical source side of circuit and plug (male) side of connector shall be wired to electrical load side of the circuit to help prevent a short circuit when disconnected. All connections made on the vehicle underbody shall be adequately protected against moisture and corrosion with dielectric grease, heat shrink tubing, or other similar techniques.
- 3.4.8. All insulated cable furnished shall comply with SAE Standards J1127 and J1128. All wiring furnished in the engine compartment area, where extreme heat and fire are of concern, shall be multi-stranded, low-voltage insulated automotive type cross-linked polyethylene fire-retardant SAE approved SXL type. All wiring furnished in the body portion of the coach shall be multi-stranded, low-voltage insulated automotive type; either SAE approved SXL or GXL types are acceptable. All wiring in each circuit shall be of sufficient size, and with 125% capacity rating of anticipated load to transmit the electrical current load of the circuit. Sizing shall take into account the length of the circuit and the voltage drop occurring in the circuit. Voltage at the load shall be +/- 5% of rated voltage when measured in a normal operating state.
- 3.4.9. All wiring shall be routed meeting the following minimum requirements:
- 3.4.9.1.No contact with sharp or puncturing edges.
 - 3.4.9.2.No tension or strain between fixed points.
 - 3.4.9.3.Adequate and safe clearance of moving parts.
 - 3.4.9.4.5-inch clearance from radiant heat sources.
 - 3.4.9.5.Adequately secured to prevent pinching.
 - 3.4.9.6.Wiring to be color-coded and numbered, grease-, oil- and moisture-resistant and securely fastened.
- 3.4.10. All wiring furnished shall be routed in protective harnesses, either woven vinyl or corrugated vinyl or nylon types acceptable. When harnesses go through metal structure, rubber grommets shall be used to further protect the integrity of the harnesses.

- 3.4.11. Ten (10) Interstate U2200, or approved equal, group GC-2, 6V deep-cycle, batteries shall be provided as an auxiliary battery bank for stationary 12VDC component power.
- 3.4.11.1. Each battery shall have 232 Ah capacity (@20hr), for a total bank capacity of 2,320 Ah. Batteries shall be connected in a “series/parallel” manner to provide a 12VDC reference.
 - 3.4.11.2. Batteries shall be installed within the underbody battery compartment with a positive hold-down system.
 - 3.4.11.3. Batteries shall power installed auxiliary systems only.
 - 3.4.11.4. The vehicle alternator, inverter/charger, and the solar panels shall charge these batteries.
- 3.4.12. One (1) Blue Sea ML-ACR or equivalent heavy-duty battery isolation/merge system shall be installed to allow charging of both the main and auxiliary battery banks from the vehicle alternator, isolation during stationary operations, and merging of the battery banks for emergency starting.
- 3.4.12.1. System shall include dash-mounted control switch with indicator lights.
 - 3.4.12.2. Battery connection cables associated with this system shall be protected on both sides with a 150A minimum, high amp, resettable circuit breaker.
- 3.4.13. One (1) SunRunner or equivalent, solar panel system shall be provided and installed.
- 3.4.13.1. System shall include four (4) GO160 solar panels, one (1) SunRunner Gold 30MPPT/8 system core, and one (1) C-Box combiner box.
 - 3.4.13.2. System shall charge both the main and auxiliary battery banks with a potential total of 640 watts.
 - 3.4.13.3. The design of this system is subject to approval by the Library prior to installation.
- 3.4.14. A 12VDC, LED main cabin lighting system shall be installed to provide interior lighting meeting library minimum stack ratings.
- 3.4.14.1. Lighting fixtures shall be alternately configured on two (2) switches to allow a “zig-zag” lighting option at the user’s discretion.
 - 3.4.14.2. Lighting level should be 6 foot-candles (ft-c) minimum measured on the stack face (vertically) at a height of 12", and 35 ft-c maximum at any height to achieve no more than a 6-to-1 maximum-to-minimum ratio across the entire stack face.
 - 3.4.14.3. Light output temperature shall be a “warm” white between 4400K – 5300K.
 - 3.4.14.4. Lighting system design shall be approved by the Library prior to installation.
- 3.4.15. LED stepwell lighting (12VDC) shall be provided at the side entry.
- 3.4.15.1. Shall be wired to operate in conjunction with the condition of the door.
- 3.4.16. Four (4) Whelen 600 series, or equivalent, LED weatherproof “scene” lights shall be installed; two (2) on the exterior curbside and two (2) on the exterior rear.
- 3.4.16.1. Lights shall be switched in the driver’s area.

- 3.4.16.2. Rear mounted lights shall also be engaged by putting the vehicle in reverse.
- 3.4.17. Six (6) 12VDC receptacles with standard and USB charge ports shall be installed.
- 3.4.17.1. Receptacles shall be independently fused and powered by the auxiliary batteries.
- 3.4.18. One (1) Braun Millennium series, or approved equal, in-body hydraulic wheelchair lift shall be installed inside the rear doors per manufacturer specification.
- 3.4.18.1. Lift shall have a 33"W x 51"L platform.
- 3.4.18.2. Lift shall have an 800 lb. lifting capacity.
- 3.4.18.3. Installation shall include all vehicle interlocks and safety systems, and have a manual backup system.
- 3.4.18.4. System and installation shall adhere to ADA and FMVSS regulations.
- 3.4.19. Two (2) Fantastic Vent 6000RBTA, 3-speed, reversible roof vents shall be installed. Vents shall include thermostatic control, automatic opening dome, and automatic rain sensors.
- 3.4.20. One (1) sixteen foot (16') long Dometic 9100 Weatherpro or equivalent power awning shall be installed on the curbside of the vehicle.
- 3.4.20.1. Awning shall include a wind sensor to close the awning when it detects high sustained winds.
- 3.4.20.2. Awning shall include a knee action design to allow flex in moderate wind and automatically release any accumulated water away from the door.
- 3.4.20.3. Awning shall include a hard wired switch mounted just inside the main patron door, as well as a hand-held wireless remote control.
- 3.4.20.4. Color of awning shall be chosen post-award by the Library from manufacturer's standard selections.
- 3.4.21. One (1) rear view, color LCD system shall be installed. System shall include all components necessary for the intended application and be wired with all features enabled.
- 3.4.21.1. Shall include one (1) 7 inch (minimum) LCD color monitor mounted on (or in) the dash for easy view of the driver.
- 3.4.21.2. Shall include one (1) video camera with sun shields and built-in microphone mounted to rear exterior. Shall have a vibration and shock resistant mounting, waterproof, and a minimum viewing angle of 114 degrees horizontal and 90 degrees vertical.
- 3.4.22. One (1) parking sensor system with 4 front and 4 rear in-bumper sensors shall be installed. System shall detect obstacles using ultrasonic wave (sonar) echolocation technology, and include a wired LED digital display with audible alert mounted in the dash area.
- 3.4.23. One (1) Sierra Wireless AirLink GX440, or equivalent, wireless 4G LTE ruggedized modem shall be provided.
- 3.4.23.1. Modem shall be powered by the 12VDC system and connect to the desk area via 10/100 Mbps RJ-45 cabling.

- 3.4.23.2. Modem shall include onboard IPsec SSL VPN client security with VPN pass-through (AH protocols) and MAC address filtering, IP filtering and port filtering.
- 3.4.23.3. Modem shall include optional 802.11 b/g/n WiFi expansion card to provide a hotspot in and around the vehicle.
- 3.4.23.4. Modem shall include two (2) exterior-mounted, low-profile "transit" antennas (RF and MIMO LTE), or Rx Diversity HSPA/HSPA+ for maximum performance.
- 3.4.23.5. Modem shall be configured for use on the AT&T and Verizon service networks.
- 3.4.23.6. Modem shall include CAT6 wiring to each staff desk and an unmanaged 1Gb LAN switch.

3.5. Miscellaneous Components

- 3.5.1. One (1) SkyScan or equivalent atomic clock shall be furnished, with a minimum 2-inch main character size. Unit shall include readouts for interior and exterior temperature (via wireless remote sensor), day and date, and receive its synchronization signal from NIST.
 - 3.5.1.1. Clock shall be firmly and securely attached to a wall in an easy to see location.
 - 3.5.1.2. Clock shall include a long-life premium alkaline battery, installed and running when coach is delivered.
- 3.5.2. One (1) battery-operated Carbon Monoxide (CO) detector shall be installed on the interior ceiling.
- 3.5.3. One (1) battery-operated smoke detector shall be installed on the interior ceiling.
- 3.5.4. Two (2) 5 lb. ABC fire extinguishers shall be installed in the interior, one front and one rear.
- 3.5.5. One (1) CA State DOT approved first aid kit shall be supplied and installed within the completed vehicle.
- 3.5.6. One (1) set of three (3) red emergency reflective triangles with dedicated ABS plastic enclosure shall be provided and installed.

4. SECTION 4: OPTIONAL ITEMS (please quote this item separately)

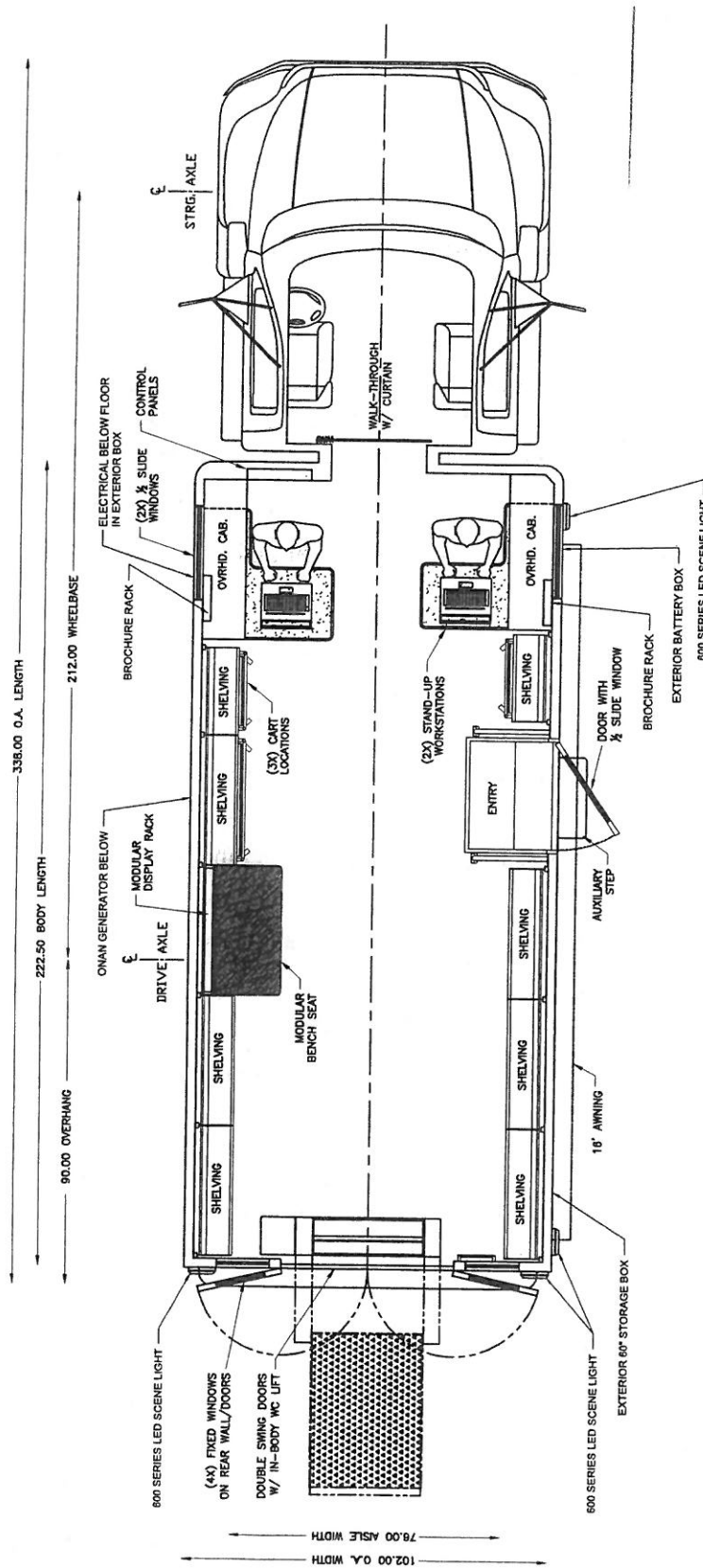
4.1 Information display

- 4.1.1 One (1) 18"-22" class LCD or LED, 12VDC monitor shall be mounted on a ceiling-mounted drop-down bracket above the rear wheelchair lift, to provide interior messaging.
- 4.1.2 Installation shall include appropriate cabling routed to the front desk area.

4.2 Rear Air Suspension (Without Air Brakes)

- 4.2.1 Install rear air suspension

SECTION 5: VEHICLE FLOOR PLAN- Qty. 8

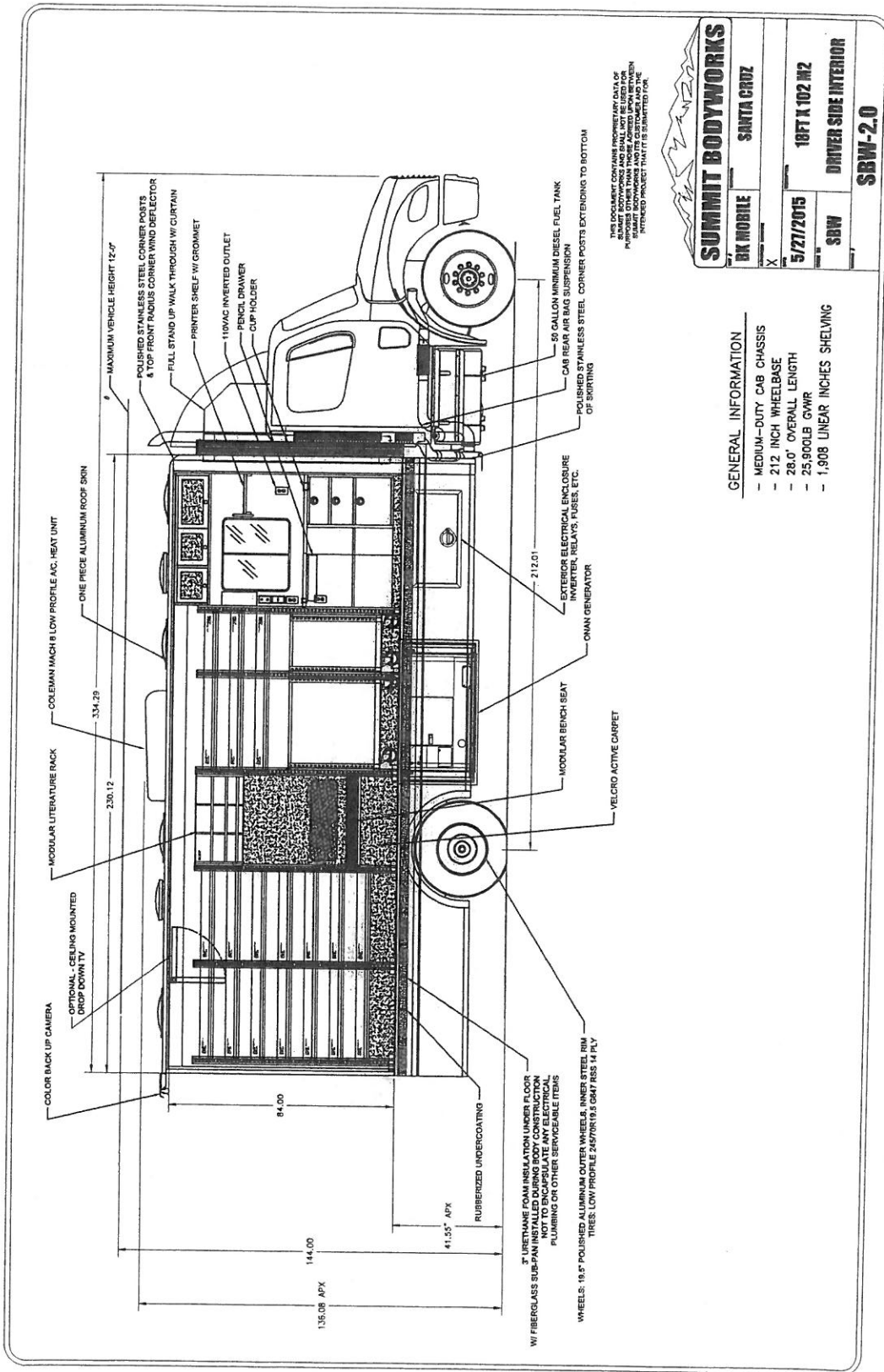


FLOOR PLAN

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SUMMIT BODYWORKS
 BK MOBILE SANTA CRUZ
 5/27/2015 18FT X 102 IN2
 SBW PLAN VIEW

- GENERAL INFORMATION
- MEDIUM-DUTY CAB CHASSIS
 - 212 INCH WHEELBASE
 - 28.0' OVERALL LENGTH
 - 25,900LB GWR
 - 1.90R 11MFAP INFLATE 50PSI



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SUMMIT BODYWORKS

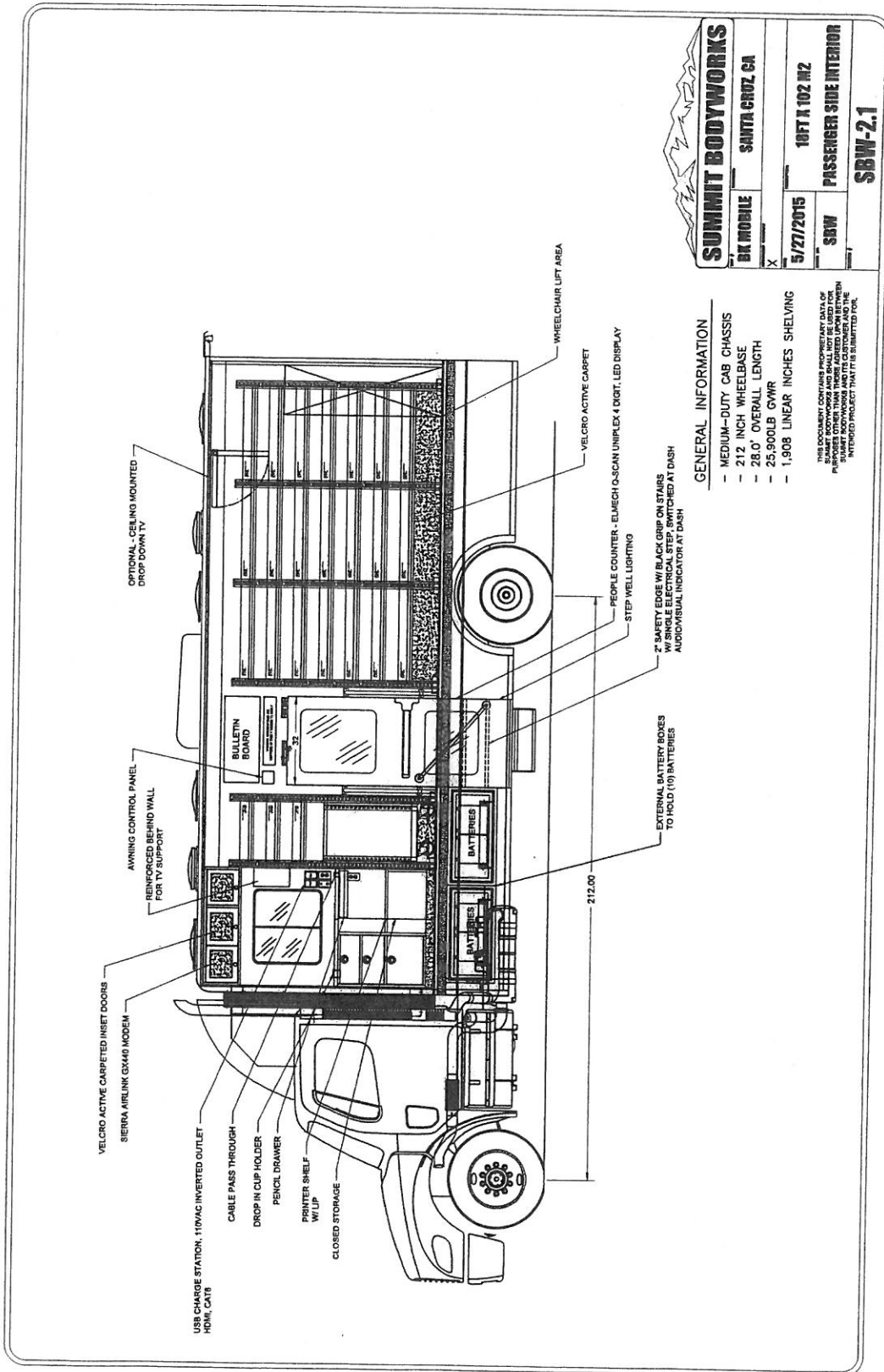
BK MOBILE SANTA CRUZ

5/27/2015 18FT X 102 IN2

SBW DRIVER SIDE INTERIOR

SBW-2.0

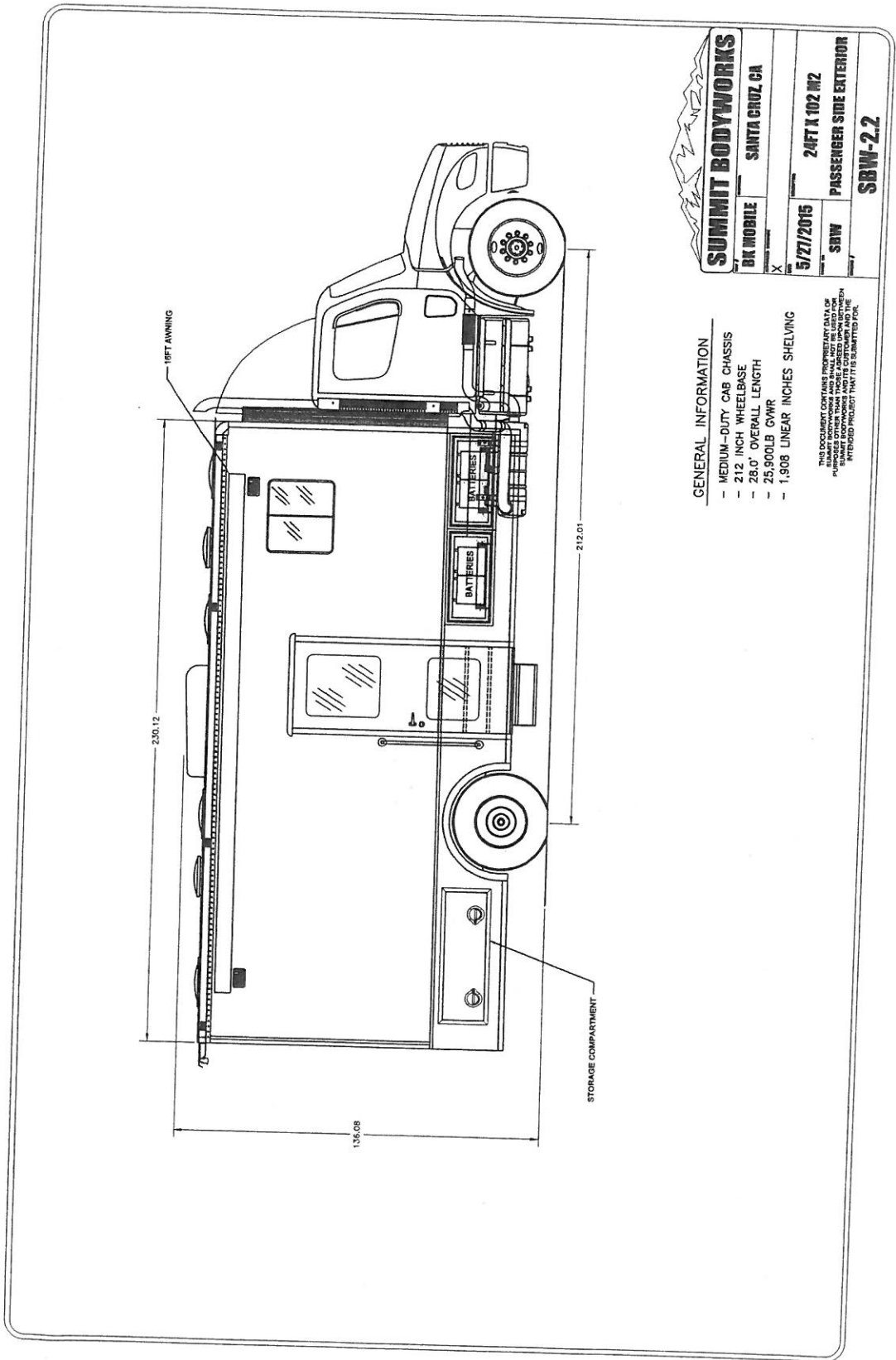
- GENERAL INFORMATION
- MEDIUM-DUTY CAB CHASSIS
 - 212 INCH WHEELBASE
 - 25.0" OVERALL LENGTH
 - 25.900LB GVWR
 - 1.908 LINEAR INCHES SHELVING

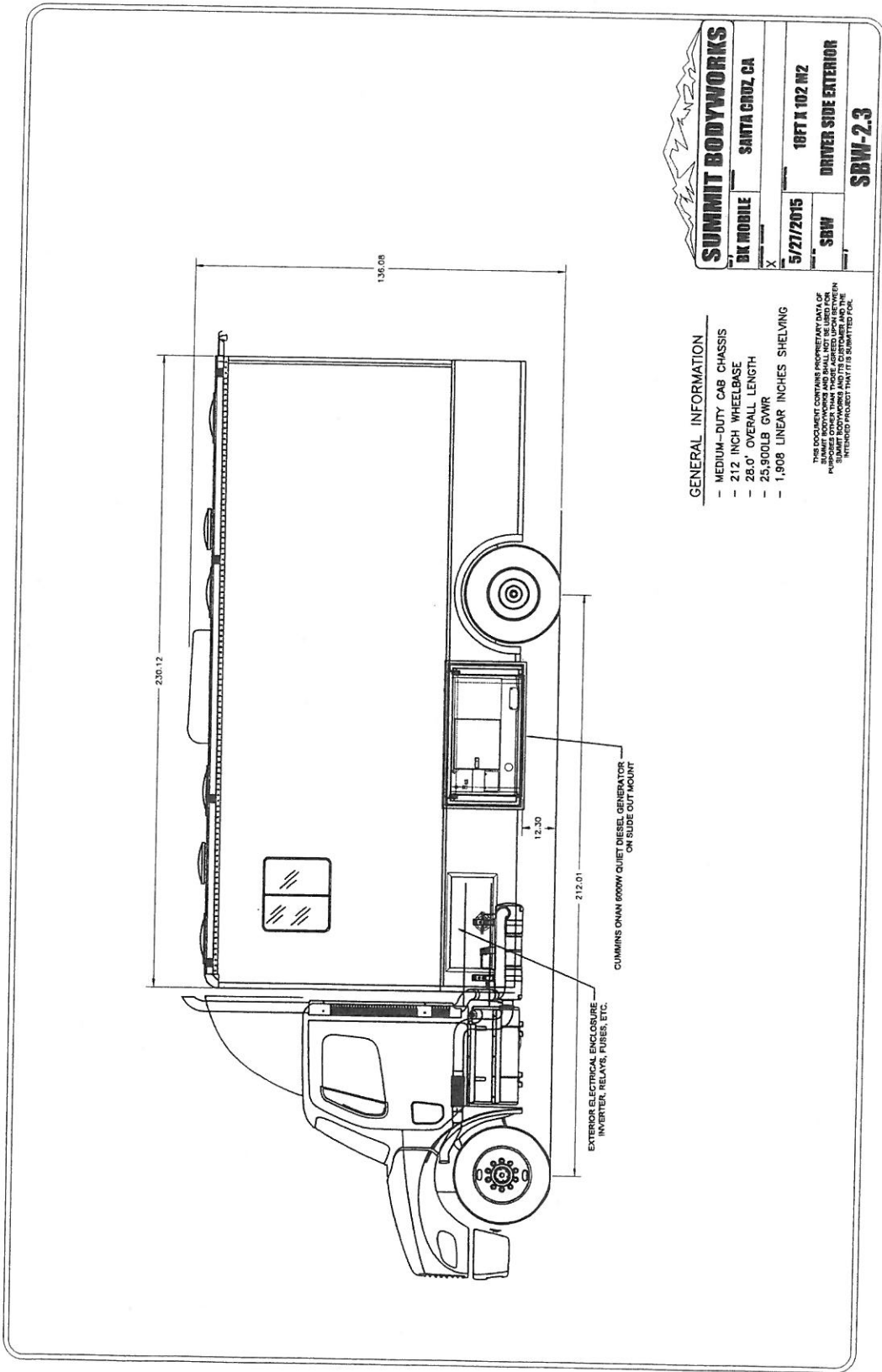


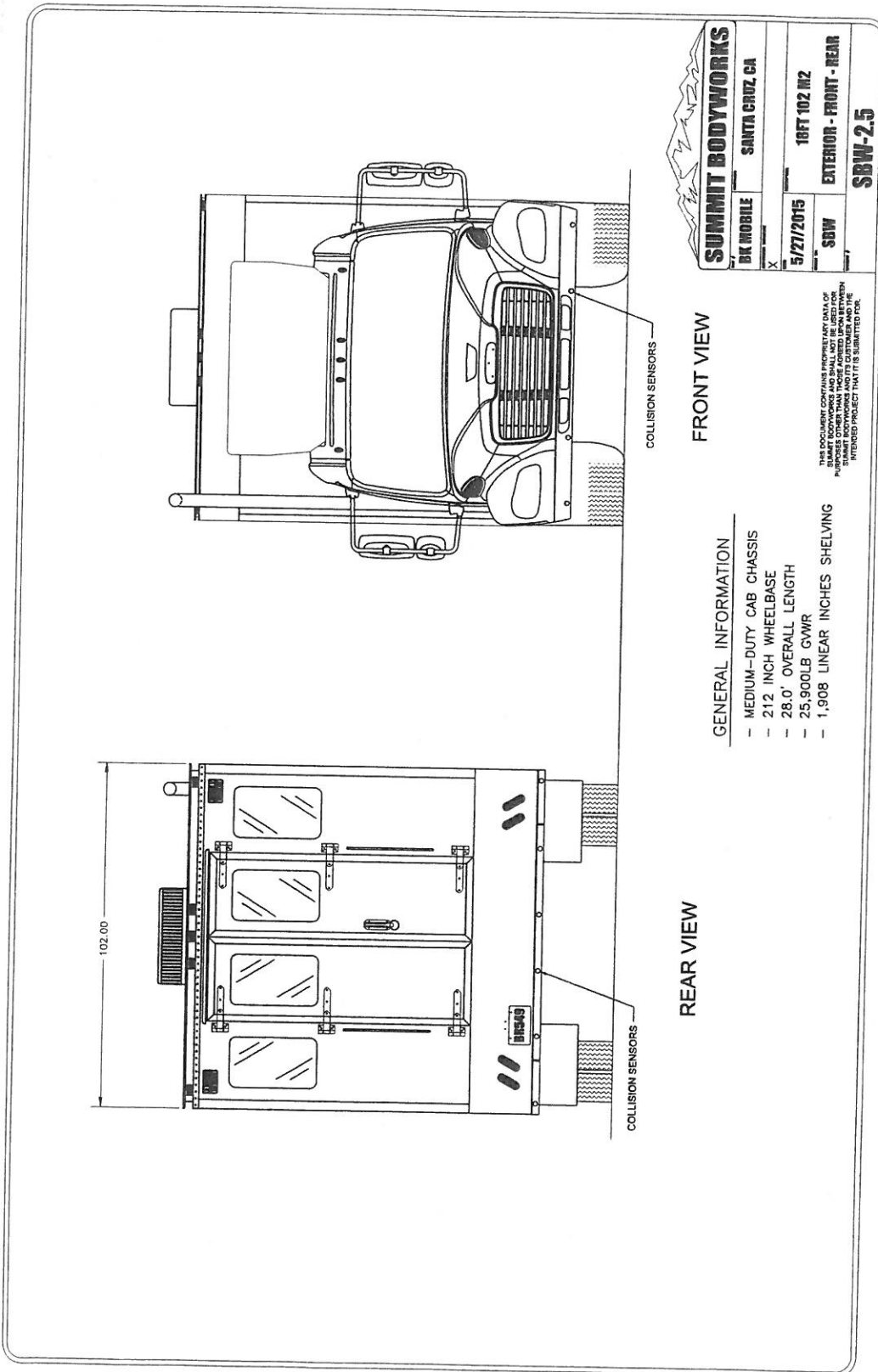
SUMMIT BODYWORKS	
BK MOBILE	SANTA CRUZ CA
5/27/2015	10FT X 102 IN2
SBW	PASSENGER SIDE INTERIOR
SBW-2.1	

- GENERAL INFORMATION**
- MEDIUM-DUTY CAB CHASSIS
 - 212 INCH WHEELBASE
 - 28.0' OVERALL LENGTH
 - 25,900LB GVWR
 - 1,908 LINEAR INCHES SHELVING

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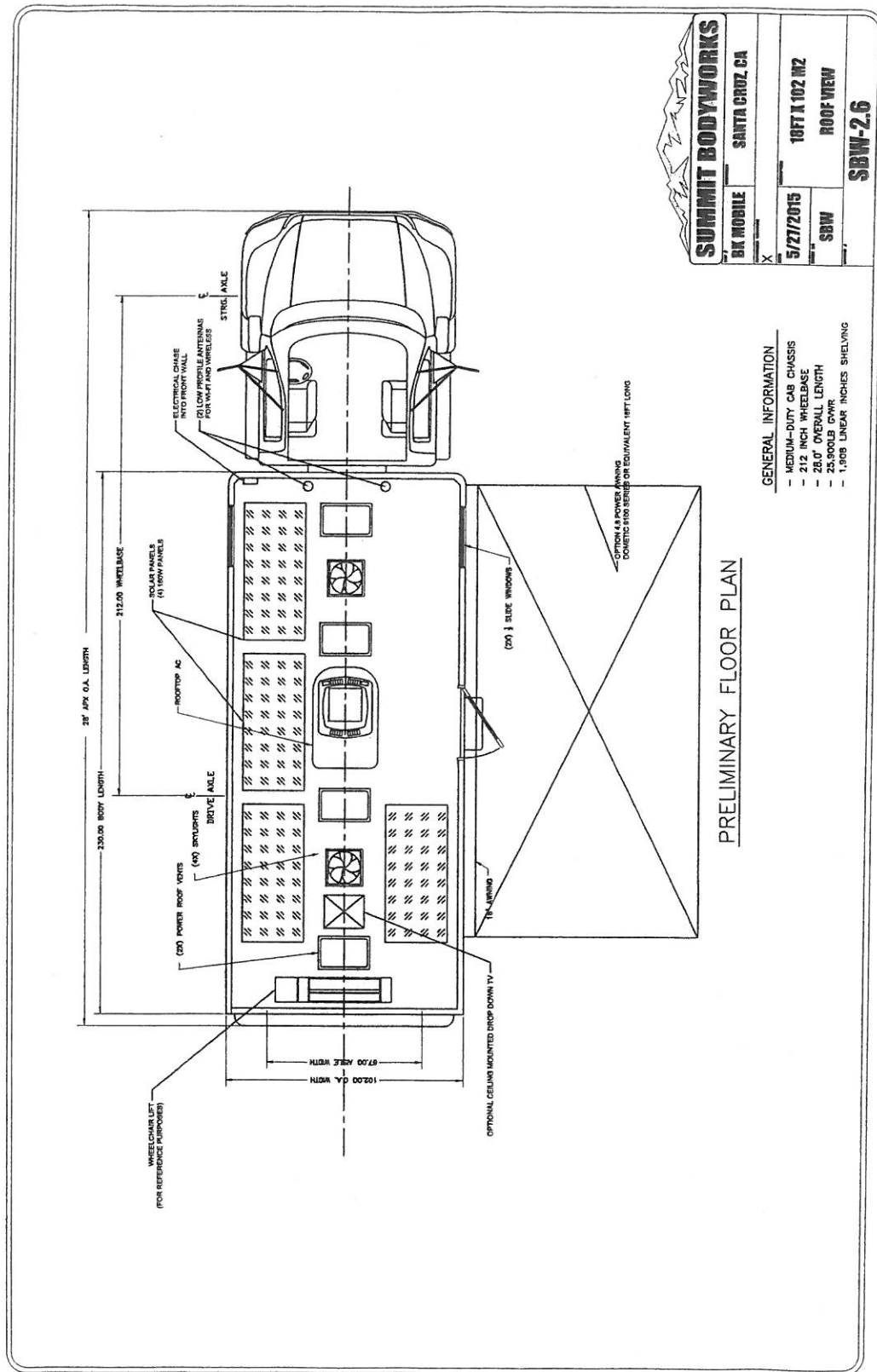
SUMMIT BODYWORKS
 BK MOBILE SANTA CRUZ, CA
 5/27/2015 18FT 102 IN2
 SBW EXTERIOR - FRONT - REAR
 SBW-2.5

FRONT VIEW

- GENERAL INFORMATION**
- MEDIUM-DUTY CAB CHASSIS
 - 212 INCH WHEELBASE
 - 28.0' OVERALL LENGTH
 - 25,900LB GVWR
 - 1,908 LINEAR INCHES SHELVING

REAR VIEW

THIS DOCUMENT CONTAINS PROPRIETARY AND CONFIDENTIAL INFORMATION OF SUMMIT BODYWORKS AND SHALL NOT BE LOANED, REPRODUCED, COPIED, OR OTHERWISE DISSEMINATED WITHOUT THE WRITTEN PERMISSION OF SUMMIT BODYWORKS. ANY UNAUTHORIZED USE OR REPRODUCTION IS STRICTLY PROHIBITED AND WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW. INTENDED PROJECT THAT IT IS SUBMITTED FOR.



SECTION 6: TERMS AND CONDITIONS

6.1 City's Standard Terms and Conditions

The City of Santa Cruz standard terms and conditions shall govern this contract. Review the terms and conditions at <http://www.cityofsantacruz.com/terms>; all terms including, but not limited to, insurance apply to the contract resulting from this solicitation. A current copy of these terms will be included in the resulting contract as an Exhibit. A hard copy of the terms and conditions are available by contacting the Purchasing Division at 831/420-5080.

6.1.1 Insurance Requirements

The vendor shall have in force or obtain Commercial General Liability insurance, including products and completed operations coverage, and Automobile Liability insurance in the amount not less than Two Million Dollars (\$2,000,000) per occurrence. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this contract or the general aggregate limit shall be twice the required occurrence limit. The vendor's insurance coverage shall be written on an occurrence basis.

Insurance is to be placed with insurers with a current Best Rating of A:VII unless otherwise accepted by the Library.

Insurance, deductibles or self-insurance retentions shall be subject to the Library's approval. Original Certificates of Insurance with endorsements shall be received and approved by Library before work commences, and insurance must be in effect for the duration of the contract. The absence of insurance or a reduction of stated limits shall cause all work on the project to cease. Any delays shall not increase costs to Friends or increase the duration of the project.

The Santa Cruz Public Libraries, its officers, officials, employees and volunteers are to be covered as additional insured by Endorsement CG 20 10 11 85 for Commercial General and Automobile Liability coverage.

For any claims related to this project, the vendor's insurance coverage shall be primary and any insurance or self-insurance maintained by Library, its officers, officials, employees and volunteers shall not contribute to it.

Each insurance policy required shall be endorsed that a thirty (30) day notice be given to the Library in the event of cancellation or modification to the stipulated insurance coverage.

In the event the vendor employs subcontractors as part of the work covered by this Agreement, it shall be the responsibility of the vendor to ensure that all subcontractors comply with the same insurance requirements that are stated in this Agreement.

6.2 Liquidated Damages

Time is of the essence. If delivery is not completed by the time required by the resulting contract, the Vendor acknowledges and agrees that such delay would seriously affect the public welfare and the operation of the City and that damages for such delay would be impracticable or extremely difficult to determine. The parties agree that the sum of \$200.00 per day for each day of delay will be fixed as liquidated damages (and not as a penalty or forfeiture for breach).

To the extent that any delay is a result of matters or circumstances wholly beyond the control of the Vendor, the time of completion may be extended for such period as agreed between the parties. The City may, at the time of acceptance of the work, waive liquidated damages.

6.3 Term of Contract

The term of the contract will commence upon notification of award and continue for a period of ONE YEAR, plus any renewals agreed to by the parties.

6.4 Optional Piggyback Provision

Vendors are requested to indicate on the Bid Sheet if they will extend the pricing, terms and conditions of this bid to other government agencies. If so, Vendor shall make this contract available to interested agencies for at least six months following the award of this contract. Interested government agencies may enter into their own contract with the successful Vendor. They may negotiate minor changes in terms and conditions.

SECTION 7: FEE SCHEDULE

- 7.1 In researching service locations in the Santa Cruz area, we discovered that the International Service location may be closer to you, but we can usually be more competitive with our Freightliner pricing. We are pricing the bookmobile with both Chassis, so Santa Cruz can choose the Chassis to best meet their needs.

Freightliner total Bookmobile Quote: **\$213,913**

Additions:

Air Suspension Quote: **\$2,050**

Information Display Quote: **\$806.50**

Total: \$216,769.50

Payment Schedule is as follows:

1/3 Down to order Chassis and Body

1/3 After Chassis and Body are Delivered to Summit Bodyworks

Final Payment due after Final approval and before the Vehicle leaves Summit Bodyworks

The prices quoted included the Chassis, Body, all up-fit described in the specifications provided by SVS, and delivery from Denver to Santa Cruz. Sending a representative from Summit Bodyworks to provide training is also covered in the cost of the vehicle.

Extended Warranties are not included in the quote. Should Santa Cruz choose to add Extended Warranties to their Chassis, the cost would be added to the total quote.

- 7.2 Chassis Warranty information attached.
 Repair Facility Information attached
 Summit Bodyworks has a three year limited craftsmanship warranty.
 Alfred Industries has a 5 year limited warranty.

- 7.3 Santa Cruz would only need to pay for additional work if:

- 1) Material or equipment changes are made at the request of the Santa Cruz City, and the new item is at a higher cost or Summit Bodyworks incurs a restock fee for the original equipment.
- 2) A significant change is made in the design after the final design is signed off on by Santa Cruz.
- 3) A significant change is made in the design after production has started, that would cause re-work to be done or new parts to be ordered.

If any additional charges were to apply, Summit Bodyworks would not move forward without the approval of Santa Cruz City.

- 7.4 Summit Bodyworks should be able to meet the delivery date requested of March 31, 2016, as long as the Purchase Order and deposit from Santa Cruz falls in line with lead time from the Vehicle Manufacturer. Summit Bodyworks will source the Chassis from a local dealership in Denver, the body would be built and mounted by Alfred Industries, and the Walk-through from the Cab to the body would be built at Summit Bodyworks by our employees.

Approved As To Form:

Library Attorney

Date: _____

VENDOR
(NAME)
Summit Bodyworks
7740 Dahlia Street
Commerce City, CO 80022

LIBRARY
Janis O'Driscoll
Santa Cruz Public Libraries
117 Union St.
Santa Cruz, CA 95060

By: _____

By: _____

Printed: _____

Janis O'Driscoll

Title: _____

Interim Library Director

Date: _____

Date: _____



3 Year Limited Upfit Warranty

Subject to the exclusions and limitations below, Summit Bodyworks warrants each new vehicle manufactured by Summit Bodyworks to be free from defects in material and workmanship, under normal use and service, for a period of three years after purchase.

Warranty Terms

During the limited Warranty period specified above, any defect in material and workmanship on any product not excluded below shall be repaired or replaced at Summit Bodywork's option by an approved repair facility. Summit Bodyworks will pay for replacement parts and such approved shop's labor in accordance with Summit Bodywork's labor reimbursement policy, outlined below. Summit Bodyworks reserves the right to supply remanufactured replacement parts as it deems appropriate. Summit Bodyworks reserves the right to require pictures, proof of maintenance, and/or other documentation prior to approving any warranty requests. Summit Bodyworks reserves the right, in lieu of the repair and replacement obligations set forth in this Limited Warranty, to refund the purchase price for the defective part. Such right shall be exercised in Summit Bodywork's sole discretion. If Summit Bodyworks elects to refund the purchase price, you agree to deliver to Summit Bodyworks the defective part prior to receipt of such refund.

Retail Purchaser Responsibility

This Limited Warranty requires that you perform both required and recommended maintenance, and repair and obtain periodic inspections of the Product (including bodies and accessories) as indicated in the Operator's Manual furnished with each Product or otherwise specified by Summit Bodyworks in writing. The cost of required recommended maintenance, repair, and periodic inspections is solely your responsibility. You are required to keep documented evidence that these services were performed. The Summit Bodyworks Limited warranty may be subject to cancellation if the above requirements are not performed.

Exclusions

This Limited warranty shall not apply to:

- 1) Any defect in the Product which was caused (in Summit Bodywork's sole judgment) by other than normal use and service of the body or accessory or by any of the Following:
 - Accidents including but not limited to collision
 - Improper operation, abnormal usage, misuse or negligence
 - Overloading
 - Failure to provide routine maintenance and repair services and failure to provide any other reasonable and proper maintenance and repair
 - Improper repair or installation
 - Repairs, alterations or modifications including the installation of accessories, not made or installed by Summit Bodyworks or authorized representative or approved repair facility
 - Accidents, acts of God, and any other acts which are not the fault of Summit Bodyworks
 - Vandallism
- 2) Transportation costs, if any, of transporting the part or any component to an approved repair facility
- 3) Overtime premiums
- 4) Any installation of a part on chassis other than original factory installation

Parts Warranty

Parts replaced in the warranty period will be subject to the balance of this three year Limited Warranty, but replacement, will not in any way extend this Limited Warranty. Replacement parts after the warranty period shall be subject to Summit Bodywork's then standard parts warranty.

Non Summit Bodyworks Components

Items not of Summit Bodyworks manufacture including but not limited to the chassis, liftgate, van body, converter, inverter, batteries and other electronic components (which are the responsibility of the components manufacturer) are subject to that manufacturer's stated warranty. Summit Bodyworks will act reasonably to facilitate the repair or replacement of such parts by such component's manufacturer. Cost incurred by Summit Bodyworks for repair or replacement parts or Items not of Summit Bodyworks manufacture will be invoiced to you. To be considered warranty, the failed part must be returned, at the discretion of Summit Bodyworks to Summit Bodyworks or the manufacturer of the part within thirty (30) calendar days. The part will be evaluated and if warranty is approved, credit will be issued to the customer in the form of a credit back to a charged card or check to the customer.

Summit Bodyworks Labor Reimbursement Policy

Summit Bodyworks will, in its sole discretion, consider labor reimbursement during the defined warranty period, provided that the repair is pre-approved.

Shipping Costs

Summit Bodyworks will pay for shipping of warranty parts by ground carrier. Expedited freight delivery is available at the expense of the owner. Shipping for the return of parts for warranty consideration, will be at the owner's expense but will be reimbursed if the parts in question are deemed defective by Summit Bodyworks or by the manufacturer of the part.

Limitation of Warranties

Except for the warranties expressly and specifically made herein, Summit Bodyworks makes no other warranties, and any possible liability of Summit Bodyworks hereafter is in lieu of all other warranties, expressed, implied, or statutory including but not limited to any warranties of merchantability or fitness for particular purpose. Summit Bodyworks reserves the right to modify, alter, and improve any Product previously sold without incurring any obligation to replace any product previously sold without such modification. No person is authorized to give any other warranty or assume any additional obligation on Summit Bodyworks behalf.

The repair, replacement, or refund as provided under the Limited Warranty is your exclusive remedy, and is provided in lieu of all other warranties, expressed or implied. In no event shall Summit Bodyworks be liable, whether in contract or tort (including negligence) for damages in excess of the purchase price of the part, accessory or software, or any indirect incidental, special or consequential damages of any kind. **Summit Bodyworks will not cover any loss of revenue or profits, loss of business, loss of information or data, software, or applications, or any other financial loss arising out of or in connection with the ability or inability to use the parts.**

Disputes Under This limited Warranty

Any and all disputes and claims of any kind and nature whatsoever arising under this Limited Warranty shall be handled as provided in any agreement of purchase and sale for the Product. If such agreement does not include an express provision relating to the handling of disputes and claims, then the following terms shall apply to this Limited Warranty: This Limited Warranty shall be deemed to have been made in the State of Colorado (without regard to the conflict of law principals of the State), including all matters of construction, validity and performance regardless of the location of the Product. You expressly waive any and all right to jury trial regarding any dispute hereunder. You hereby irrevocably submit to the exclusive jurisdiction and venue of courts sitting in Adams County, Colorado. You hereby irrevocably waive, and hereby agree not to assert by way or motion, defense, or otherwise, any claim that you are not subject personally to the jurisdiction of such courts, that the Product or any other property of yours is exempt or immune from attachment or execution, that any action brought under this Limited Warranty is brought in an inconvenient forum, that the venue of the action is improper or that this Limited Warranty cannot be enforced by any such courts.

Summit Bodyworks Limited Warranty Agreement

I have read and agree to the Limited 3-Year Warranty by Summit Bodyworks. I understand there are parts in my truck that may fall under different manufacturer's warranty in which case their warranty will preside over Summit Bodyworks.

I understand that this warranty will not be in effect until this agreement is signed and returned to Summit Bodyworks.

Signature

Printed Name

Date



2015

FREIGHTLINER M2106 CHASSIS	2YRS/UMLIMITED
CUMMINS ISB 200-325 HP	2 YRS/UMLIMITED
CUMMINS ISL 260-350 HP	2 YRS/250,000 MILES
ALLISON AUTOMATIC	4 YRS/UNLIMITED

EXTENDED COVERAGE 5YRS/150,000

CUMMINS ISB 200-300 HP	\$ 1,250.00
CUMMINS ISL 260-350 HP	2,800.00
CUMMINS ATX	700.00
ALLISON W/ISB	350.00
ALLISON W/ISL	375.00
STEER & DRIVE AXLE	240.00

LIMITED WARRANTY FOR MODELS

1000, 4000, DURASTAR® SERIES

* Effective with vehicles built January 02, 2015 or later

BASIC VEHICLE

Navistar, Inc., at its option, will repair or replace any part of this vehicle that proves defective in material or workmanship, in normal use and service, with new or ReNEWed® parts, based on the Component Coverages below. Exceptions are listed below:

BASIC VEHICLE COVERAGE	Months	Miles/Km (000)
Basic Vehicle Warranty (Feature Code 40034) (See exceptions listed below)	24	Unlimited
Towing (Vehicles with MaxxForce® 7 engine failures only)	24	Unlimited
Towing (Vehicles with MaxxForce® 9 engine failures only)	24	250/400
Towing (Vehicles with Navistar® N 9 engine failures only)	24	250/400
Towing (Vehicles with MaxxForce® DT standard torque engine failures only)	24	Unlimited
Towing (Vehicles with MaxxForce® DT high torque engine failures only)	24	250/400
Towing (First 90 days see below) (Vehicle Downt Situations Only)	24	250/400
Note: Items not listed in warranty exceptions follow base warranty. (See exceptions listed below)		
WARRANTY EXCEPTIONS		
CHASSIS COVERAGE	Months	Miles/Km (000)
Frame side rails	84	Unlimited
Cab/cowl structure	60	Unlimited
Cab/cowl perforation corrosion	60	Unlimited
ENGINE COVERAGE	Months	Miles/Km (000)
Non-Rescue Applications		
MaxxForce® 7 Engine	24	Unlimited
MaxxForce® 9 Engine	24	250/400
Navistar® N 9	24	250/400
MaxxForce® DT Engine Standard Torque	24	Unlimited
MaxxForce® DT Engine High Torque	24	250/400
Rescue Application Only (Fire Truck, Ambulance, Emergency)		
MaxxForce® 7 Engine	24	Unlimited
MaxxForce® 9 Engine	60	100/160
Navistar® N 9	60	100/160
MaxxForce® DT Engine Standard Torque	60	100/160
MaxxForce® DT Engine High Torque	60	100/160
DRIVETRAIN COVERAGE	Months	Miles/Km (000)
Mentor Axles (DuraStar model)	36	Unlimited
MISCELLANEOUS COVERAGE	Months	Miles/Km (000)
Batteries	12	Unlimited
Brightwork, Chassis Paint and Corrosion (other than Cab)	6	Unlimited
Hood/Cab Paint	12	Unlimited

FIRST 90 DAYS FROM DELIVERY TO USER (DTU)

Correction of loose fasteners, squawks, rattles and unusual noises. Towing (unless specific coverage is stated above). Adjustments and Maintenance (e.g. aim headlights, adjust brakes/clutch, adjust steering system, check and fill coolant levels).

Navistar Diesel Engine Coverage includes:

Engine block, cylinder heads, internally lubricated components fuel pump, high pressure pump, turbocharger, water pump, air compressor, injectors/nozzles, electronic engine modules, engine relays, engine sensors and regulators required for electronic engine operation, and certain aftertreatment components. Excluding: attaching accessories (e.g., fan clutch, alternator, starter, etc.), and externally mounted electrical and filtration systems.

WHAT IS NOT INCLUDED UNDER BASIC COVERAGE

Components/Items

- Warranted by their respective manufacturers (e.g., non-International® brand engines, tires, Allison Transmissions, Eaton Hybrid components, lubricants, etc.)
- Bodies, equipment, and accessories installed by other than authorized International® Truck employees at International® Truck manufacturing plants
- Front and rear axle alignment
- Front & Rear axle coverage excludes brakes, wheel ends, axle shafts, controls & attachments

Repairs & Maintenance

- Maintenance-related items/repairs, or those, as a result of normal wear and tear, including tune-ups, brake/clutch linings, windshield wiper blades, tire balancing, lubrication, and other similar procedures/parts required to keep vehicle in good working condition
- Failures that are the result of poor fuel quality, water in fuel, rust, etc
- Repairs needed as a result of vehicle misuse, negligent care, improper maintenance, improper operation, or the result of accident or collision
- Fade, runs, mismatch or damage to paint, trim items, upholstery, chrome, polished surfaces, etc., resulting from environmental causes such as improper polishes, cleaners or washing solutions, or chemical and industrial fallout
- Failure to observe published capacity or load specifications for engine, transmission, propeller shaft, axles (powertrain) and suspension

Other

- Vehicles sold and/or operated outside the United States and Canada
- Vehicles/components that have had unauthorized alterations or modifications
- Vehicles on which the odometer reading has been altered
- Loss of time or use of the vehicle, loss of profits, inconvenience, or other consequential or incidental damages or expenses
- Replacement of defective parts with parts other than those provided by Navistar, Inc

OBTAINING SERVICE

Return this vehicle to any International Truck Dealer authorized to service this model vehicle and engine

This warranty is automatically transferred to subsequent owners at no charge. Visit your local Authorized International Truck Dealer for name and address change information.

Note: The customer has 365 days and up to a maximum of 100,000 miles (160,000 km) from DTU to purchase an extended warranty on the unit. For extended warranty purchases between 181 and 365 days from DTU and <100,000 miles (160,000 km) an additional fee will be assessed. See your local International dealer for details.

DISCLAIMER

NO WARRANTIES ARE GIVEN BEYOND THOSE DESCRIBED HEREIN. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED. THE COMPANY SPECIFICALLY DISCLAIMS WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL OTHER REPRESENTATIONS TO THE USER/PURCHASER, AND ALL OTHER OBLIGATIONS OR LIABILITIES. THE COMPANY FURTHER EXCLUDES LIABILITY FOR INCIDENTAL AND CONSEQUENTIAL DAMAGES, ON THE PART OF THE COMPANY OR SELLER. No person is authorized to give any other warranties or to assume any liabilities on the Company's behalf unless made or assumed in writing by the Company, and no other person is authorized to give any warranties or to assume any liabilities on the seller's behalf unless made or assumed in writing by the seller.

Remedies Under State or Provincial Law: Some States and Provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to the owner. This warranty gives the owner specific legal rights, and he may also have other legal rights which may vary by state or province.

RECORD OF OWNERSHIP

Upon receipt of new vehicle by original owner, complete the following: I have read this Warranty Brochure and fully understand the warranty coverage. I acknowledge that I have received a copy of the Owner's Limited Warranty and I accept the terms described herein.

Customer Signature	_____	Date	_____
Owner's Address	_____	City	_____
		State/Prov	_____
		Postal Code	_____
Truck Model	_____	Vehicle Identification Number	_____
Engine Number	_____	Engine Serial Number	_____
Date Delivered to User (DTU)	_____	Odometer Reading at Delivery	_____

IMPORTANT: The information contained in this Warranty Policy explains the coverage provided on your new International® vehicle. This policy should be kept in the vehicle for presentation to the Dealer when you request warranty services.

Aftertreatment Coverage 2013 Products
Extended Coverage: Aftertreatment Coverage 2013 Products

Available on ISB6.7, ISL9, ISX12 and ISX15 2013 engines in the United States and Canada.

Only 2013 engines are eligible to purchase 2013 Extended Coverage programs.

Protection to ensure against major repair costs, no matter where your business takes you.
 Aftertreatment Coverage includes:

- Registered parts and labor
- Components not supplied by Cummins are not covered under this Plan.
- Covers all these components including mounting hardware and gaskets:
- Complete Aftertreatment System (DPF and SCR System)
 - NOx & NH3 Sensor Probe
 - DPF Temperature Sensor (Module & Probe)
 - Aftertreatment Temperature Sensor Connector
 - Decomposition Tube
 - Aftertreatment Diesel Exhaust Fluid Dosing Valve
 - Aftertreatment Fuel Pressure Sensor Body
 - Aftertreatment Wiring Pigtail
 - Aftertreatment Differential Pressure Sensor Body
 - Catalytic Converter Particulate Filter
 - SCR/DPF Temperature Sensor Interface Module Mounting Hardware
 - Aftertreatment Fuel Return Line
 - NOx & NH3 Sensor Module
 - SCR Temperature Sensor (Module & Probe)
 - Aftertreatment Diesel Exhaust Fluid Dosing Unit
 - Aftertreatment Selective Catalyst Reduction (SCR) Catalyst
 - Aftertreatment Differential Pressure Sensor Body Mounting Hardware
 - Aftertreatment Fuel Pressure Sensor O-Ring
 - Ammonia Sensor
 - Aftertreatment Differential Pressure Sensor Bracket
 - Aftertreatment Injector (Heavy Duty only)
 - Aftertreatment Fuel Supply Line

PROTECTION PLAN I OF EQUAL DURATION REGISTRATION IS REQUIRED PRIOR TO THE PURCHASE OF AFTERTREATMENT COVERAGE.

Aftertreatment Coverage & Pricing – 2013 Products

ISX12 & ISX15 - 2013 Products (All Families)

Years	3	3	3	3	4	4	4	5	5	5	5	5
Miles	300,000	350,000	400,000	500,000	400,000	450,000	500,000	100,000	200,000	300,000	400,000	500,000
Program ID	AT3	AT3	AT3	AT3	AT3	AT3	AT3	AT3	AT3	AT3	AT3	AT3
Matrix	133716	133716	133716	133716	133716	133716	133716	133716	133716	133716	133716	133716
Dealer \$	\$425	\$500	\$650	\$1,100	\$950	\$1,100	\$1,350	\$450	\$600	\$775	\$1,100	\$1,550

ISB6.7 - 2013 Products

Years	3	3	4	4	5	5	5
Miles	100,000	150,000	150,000	200,000	100,000	150,000	200,000
Program ID	AT3	AT3	AT3	AT3	AT3	AT3	AT3
Matrix	131345	131345	131345	131345	131345	131345	131345
Dealer \$	\$250	\$350	\$400	\$550	\$400	\$475	\$625

ISL9 - 2013 Products

Years	3	3	4	4	5	5	5
Miles	100,000	150,000	150,000	200,000	100,000	150,000	200,000
Program ID	AT3	AT3	AT3	AT3	AT3	AT3	AT3
Matrix	131445	131445	131445	131445	131445	131445	131445
Dealer \$	\$300	\$450	\$500	\$700	\$500	\$600	\$800

Coverage purchased must be documented on a Cummins Customized Assurance Plan Certificate. The certificate must be signed and dated by the customer.

Protection Plan I 2013 Products

Extended Coverage: Protection Plan I 2013 Products

Available on ISB6.7, ISL9, ISX12, and ISX15 2013 engines in the United States and Canada.

Only 2013 engines are eligible to purchase 2013 Extended Coverage programs.

Protection to ensure against major repair costs, no matter where your business takes you.
Protection Plan I includes:

- Internal components, major engine systems, and major components
- Registered parts and labor
- Covers all these components including mounting hardware and gaskets:
 - Cylinder head assembly
 - Cylinder block assembly
 - Rocker lever assembly
 - ECM
 - Piston, rings, and liners
 - Lube oil cooler assembly
 - Front gear cover
 - Oil pan
 - Connecting rod assembly
 - Lube Pump assembly
 - Camshaft and bushings
 - Cam follower assemblies
 - Crank shaft assemblies
 - EGR cooler, valve and mixer
 - Fuel Injectors (excluding aftertreatment injector)
 - Turbo
 - Water pump
 - Fuel pump
 - Air Compressor
 - Select engine sensors

Protection Plan I Coverage & Pricing – 2013 Products

ISX12 & ISX15 - 2013 Products (0-450HP)

Years	3	3	3	3	4	4	4	5	5	5	5	5
Miles	300,000	350,000	400,000	500,000	400,000	450,000	500,000	100,000	200,000	300,000	400,000	500,000
Program ID	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1
Matrix	133416	133416	133416	133416	133416	133416	133416	133416	133416	133416	133416	133416
Dealer \$	\$1,100	\$1,350	\$1,700	\$2,750	\$2,300	\$2,700	\$3,250	\$900	\$1,300	\$1,900	\$2,700	\$3,750

ISX15 - 2013 Products (Over 450HP)

Years	3	3	3	3	4	4	4	5	5	5	5	5
Miles	300,000	350,000	400,000	500,000	400,000	450,000	500,000	100,000	200,000	300,000	400,000	500,000
Program ID	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1
Matrix	133420	133420	133420	133420	133420	133420	133420	133420	133420	133420	133420	133420
Dealer \$	\$1,850	\$2,400	\$3,100	\$5,600	\$4,500	\$5,550	\$6,750	\$1,750	\$2,300	\$3,600	\$5,500	\$7,900

Protection Plan I Coverage & Pricing ISB6.7 & ISL9 – 2013 Products

ISB6.7 - 2013 Products

Years	3	3	4	4	5	5	5	5	5
Miles	100,000	150,000	150,000	200,000	100,000	150,000	200,000	250,000	300,000
Program ID	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1
Matrix	131131	131131	131131	131131	131131	131131	131131	131131	131131
Dealer \$	\$600	\$850	\$1,000	\$1,300	\$950	\$1,150	\$1,600	\$2,050	\$2,350

ISL9 - 2013 Products

Years	3	3	4	4	5	5	5	5	5
Miles	100,000	150,000	150,000	200,000	100,000	150,000	200,000	250,000	300,000
Program ID	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1	DC1
Matrix	131156	131156	131156	131156	131156	131156	131156	131156	131156
Dealer \$	\$1,300	\$1,800	\$2,125	\$2,950	\$2,050	\$2,600	\$3,500	\$4,550	\$5,700

Coverage purchased must be documented on a Cummins Customized Assurance Plan Certificate. The certificate must be signed and dated by the customer. For complete coverage details see legal description (3381455)

**Report on the Status of the Santa Cruz City-County Library System
Fiscal Year 2009/2010 through Fiscal Year 2013/2014
June 30, 2015**

After some very difficult years, the Santa Cruz City-County Library System is poised for a brighter future. The budget has been realigned with expenditures trimmed to suit the new fiscal reality. The Joint Powers Agreement that currently governs the system is expiring and a new group of board members/directors will soon be in place. The Library Director has recently retired and recruitment for a replacement will begin in the coming months. The library's leadership, at its most strategic level, is changing, and this is after years of change affecting every level of the library system.

This report will serve as a high-level summary of the status of the library system in key areas during Fiscal Years 2009/2010 through Fiscal Years 2013/2014. It is meant to be a helpful tool, in this time of transition, for those currently at the helm of the library system as well as for those who will lead it in the near future: Library Board members, representatives from the County and the cities served by the library system, the new director, and staff.

Among the sources used to develop this report are:

- [Joint Powers Board Agenda Packet of February 14, 2011](#)
- [Joint Powers Board Agenda Packet of March 26, 2011](#)
- [Joint Powers Board Agenda Packet of April 4, 2011](#)
- [Joint Powers Board Finance Subcommittee Agenda Packet of February 23, 2015](#)
- [Joint Powers Board Agenda Packet of March 9, 2015](#)
- [Joint Powers Board Agenda Packet of June 8, 2015](#)
- [Ballot Language from Measure B \(1996\)](#)
- [Ballot Language from Measure R \(2008\)](#)
- [3-5 Year Strategic Plan 2010-2015](#)
- [Compromise Service Model Report](#)
- [Technology Plan 2013-2018](#)
- [Facilities Master Plan 2014-2023](#)

Also helpful were the comments from Library Joint Powers Board members, jurisdictional representatives and administrators, and library staff. For the reader's convenience, the online version of this report links to the documents referenced above. On-site visits to each library location also helped with data gathering.

History and Governance of the Santa Cruz City-County Library System

The Santa Cruz City-County Library System is composed of 10 libraries located within the City of Santa Cruz and throughout most of Santa Cruz County. The system includes a bookmobile as well. The first public library built in Santa Cruz was funded through a grant from philanthropist Andrew Carnegie in 1902 to be built at what is now the current site of the Downtown Branch. Three other Carnegie libraries followed. As libraries came to exist in other areas of the County of Santa Cruz, a contract was established to have them administered through the City of Santa Cruz.

The 1988 contract between the City of Santa Cruz and the County of Santa Cruz reaffirmed the arrangement. By the mid 1990's it was clear that additional funding was needed to sustain the aging system and improve library operations and facilities. In November of 1996 a county-wide ballot measure, Measure B, which was a ¼-cent sales tax, was approved. The ballot measure also paved the way for a new governance model for the library system. The sales tax measure had a sunset clause, however prior to the deadline of the initial measure voters reauthorized the sales tax through Measure R in 2008 and eliminated the sunset clause, making the sales tax permanent.

A joint powers agreement to govern the library system was established among the jurisdictions the library system represents: the City of Capitola, the City of Santa Cruz, the City of Scotts Valley, and the County of Santa Cruz. The life span of the agreement was ten years. While the City of Santa Cruz was to continue administering the business affairs of the system, a library governing board was created, composed of:

- Two members of, and selected by, the Santa Cruz County Board of Supervisors
- Two members of, and selected by, the Santa Cruz City Council
- One member of, and selected by, the Capitola City Council
- One member of, and selected by, the Scotts Valley Council
- Three At-Large Citizens appointed by the Governing Board

A joint powers agreement was also established to create the Library Financing Authority, which would accept and distribute the sales tax. It was determined that proceeds from the sales tax would be distributed based on service area and population.

Also, there was a maintenance of effort requirement aimed at retaining support from funding sources already provided to libraries. While the City of Watsonville operates its own library system and is not part of the Santa Cruz City-County Library System, as the sales tax was county-wide, Watsonville shares in the proceeds and is a member of the joint powers Library Financing Authority, along with the cities of Capitola, Santa Cruz, Scotts Valley and the County of Santa Cruz.

At the time of this report, both the *Library Services Joint Powers Agreement* and the *Library Financing Authority Joint Powers Agreement* were up for review and revision. It is anticipated that the structure of the board will change to address some key issues. The Library Board, in its current composition, reportedly is large and unwieldy. Some feel that the library system itself, by nature of the reporting structure, is city-centric, sometimes to the detriment of the libraries in smaller communities. Members who represent specific constituents and communities, are said at times to focus on the interests of those communities rather than on the library system as a whole. It is also thought that there is a disadvantage to the citizen-members, as they are not privy to certain information at the same time that it is available to those who are also members of city councils or the Board of Supervisors. An opinion was expressed that the current Library Board has responsibility but no real authority because important actions require approval from another governing body. As a result of these concerns, in developing the new joint powers agreement, there was unanimous accord among committee members and the current board that the new board should be composed of the administrators of the four jurisdictions the library system represents, and that a citizens' advisory board should also be created.

The revised Library Financing Agreement has been moving forward as well. In the original agreement the City of Santa Cruz and Santa Cruz County were generous and showed tremendous support of the library system as a whole in the way the formula was developed for the Maintenance of Effort (MOE) and in how the funds were divided. Over the years, as expected, the structure of the MOE is becoming increasingly imbalanced and needs realignment. For example, the County Library Fund has grown when other resources have not at the same pace, and if continued, this would lead to inequity. Jurisdictions also would like more say in how funds are allocated for projects in their areas, such as for buildings and capital improvements.

Both sets of joint powers agreements were presented to the Library Board as information items at the June 8, 2015 meeting and will go to the respective jurisdictions for review/approval in the very near future.

Library Budget, Staffing and Service Hours Review

The library system gets its funding primarily from the Library Financing Authority, which in turn is funded from the MOE - the City of Santa Cruz General Fund portion for libraries; the City of Watsonville's General Fund allocation for their library system; the County Library Fund, which is the property tax specifically collected for libraries; and the county-wide sales tax collected for libraries. Contributions from Friends of the Library groups, donations, and grants provide additional support.

Fiscal Year 2009/2010 was a challenging year to say the least. The Library Director had retired and as the Assistant Director took over responsibility for the operation of the library, it became clear that she had no choice but to submit a proposed budget with deep cuts throughout the budget.

As the Acting Director explained in the budget memo, "The problem is not the current services offered, they are basic public library services... The problem is a budget that has no place to grow, while demand for service (and use of existing service) has been up all year, and this is coupled with a dramatic decline in sales tax; a smaller decline in property tax, and now the very real threat that the state will take 8% of the library's remaining property tax."

The budget cuts were needed and resulted in staff furloughs, reductions in workforce, retirements, and open hours were nearly cut in half. There were discussions about closing some of the libraries, all very hard conversations and choices that the new director had to face when she came on board. To meet all obligations, the library system borrowed money from the City of Santa Cruz.

The library's budget progressed over the five-year period as shown in Table 1 below, which is based on data provided by the library system to the California State Library in the annual California Public Library Survey.

As with some other customer service-oriented entities whose focus is face-to-face service, the cost for library services is predominantly driven by staffing costs. It is possible to reduce staff and depending on work schedules, salary schedules, benefits and bargaining unit negotiations, personnel costs still may rise. This is what occurred at the Santa Cruz City-County Library System. Over the five-year period staffing at the

library system dipped from 97 FTE to 81 FTE, while the costs for personnel went up from \$7.5 million in FY 09/10 to \$7.9 million by FY 13/14.

Table 1
Budget and Staffing Progression
FY 2009/2010 to FY 2013/2014

FISCAL YEAR	09/10	10/11	11/12	12/13	13/14
All Revenues	\$11,094,954	\$10,960,147	\$11,047,475	\$11,983,092	\$12,568,816
Local Revenues	\$10,458,064	\$10,532,426	\$10,647,630	\$11,538,453	\$12,023,642
Personnel	\$7,518,879	\$7,643,440	\$7,703,194	\$7,351,346	\$7,926,484
Supplies & Services	\$3,307,833	\$2,569,981	\$2,408,601	\$2,250,229	\$3,811,364
Collection	\$391,108	\$567,000	\$772,918	\$927,190	\$1,074,759
TOTAL Expenditure	\$11,217,820	\$10,780,421	\$10,884,773	\$10,798,765	\$12,812,607
FTE Staff	97.45	97.45	88.46	79.41	81.18

Changes to Staffing and Library Hours

The financial woes at Santa Cruz City-County Library coincided with similar bad news for other library jurisdictions in California. They, too, were examining their costs and services. Discussions of reductions in workforce, reducing library hours, more use of volunteers and the possibility of closing libraries were not unique to Santa Cruz. Likewise, such discussions resulted in misunderstandings, and perhaps hard feelings, among some community members, their representatives, administrators and staff. Ultimately the Santa Cruz City-County-Library System did not close any libraries but was forced to reduce staff and therefore reduced library hours throughout the system.

The decision to take unpaid furlough, reduce staff and limit library hours was not met with much favor either but it could not be avoided given the lack of resources needed. The Library Board created a task force to develop options for Financially Sustainable Service Models. Several options were developed, including reducing costs through library closures and alternative reductions of hours but all of the options were rejected by the Board. Instead, a Compromise Service Model was developed by the Compromise Subcommittee and that model was implemented.

The goals of the compromise service model were to:

- Keep all 10 of the system's libraries open and the bookmobile operating
- Additionally, offer services through technology and in other community spaces
- Increase the meager schedule of open hours, increasing them incrementally over the next three years to a core level of 392 hours per week
- Build a reserve fund up to 6.8% of revenues by 2015/2016 and eventually up to 10%
- The fund balance would be allowed to grow for needed system changes
- Increase funding for materials to 8% of the operating budget
- Implement operational efficiencies and use technologies to meet the needs of library users more effectively

The work of the Task Force, and subsequently that of the Compromise Committee, coincided with or were followed by the efforts on the part of the library director and a consultant to create a new staffing model. The library director acknowledged that they needed to work in haste, which left some key players with a sense of having been left out of the process and questioning some of the results.

The process was very detailed and complex. The result was a new, financially sustainable service model that involved a series of reclassifications of positions with revised duties and salary levels. The new staffing plan was being developed while other important changes were or had already taken place, for example, the elimination of use of the security gates at the libraries.

When security gates were in use additional steps were required at both the time of checkout and checkin of materials. These processes took more staff time. Of great concern, however, was that the volume of work and speed at which people worked were causing repetitive stress injuries for staff. The library implemented self checkout, which provided patrons with convenience and privacy when checking out their own materials and helped address the problem of repetitive stress injuries.

Staff worked closely with the unions, the City of Santa Cruz - Human Resources, and the Board to help find ways to bridge the funding gap. There were a significant number of retirements, helped by incentives but 13 staff layoffs still occurred. In addition, several staff members had to reduce their work hours.

Ultimately, the staffing study realigned duties and pay scales with the new reality of 21st Century library services. It redefined service levels for the Santa Cruz Library System

and addressed the library's financial issues. In some cases there were increases in duties, as well as in pay, as work was consolidated and spread out over a broader group of staff. As shown in Table 1 above, staff levels changed from 97.45 FTE in FY 09/10 down to 81.18 FTE by FY 13/14.

Friends of the Library and volunteers did what they could to assist with fundraising and taking on tasks that, for the most part, could be absorbed without being in violation of the requirements for the separation of duties for paid staff and volunteers. Offering programs through volunteers is a time-honored tradition in library services nationally. The Santa Cruz City-County Library system took further steps with a plan to allow volunteers to sort the materials and place them on the shelves in some of the libraries. As has been the case in other library systems, this experiment eventually was abandoned due to the effort required to keep enough volunteers trained and consistently available to do what some would consider to be one of the most physically challenging of library tasks.

Library hours are a hallmark of a responsive library system. Maintaining a core number of hours and establishing a regular schedule allow access to the libraries to meet most of the needs of the public in the target areas. Library hours and effective use of the library go hand in hand; limited access often results in less use. When library hours were reduced in 2008/2009 there was an outcry from the public. The hours were "dismal and embarrassing," according to staff.

The Compromise Service Model introduced in 2010 sought to address this concern and established new core library hours. The goal was to reach 392 hours per week by July 2012. However, other changes in the library were taking place at the same time and it became apparent that the increase in hours would require considerably more staff, and therefore much more money. At various intervals, the director and library managers studied, calculated and reported staffing needs and costs to the Board for a potential increase in hours, although at that time it was not recommended by the director to do so. The most recent review was provided to the Library Board on March 9, 2015.

Shown in Table 2 below is the progression of weekly library hours by location and year. At their lowest point in FY 2009/2010, library system hours were down to 205 per week. Hours increased from 257 hours per week when the Compromise Service Model was first implemented, to the current level of 359 hours per week. This still falls short of the core hours the Compromise Committee recommended, the goal of 392 hours per week.

Table 2
Library Hours

Branch	FY09/10	FY10/11	Current	July 2012 Goal
Aptos	32	38	44	48
Boulder Creek	12	21	32	35
Branciforte	14	18	32	35
Capitola	21	22	36	40
Downtown	38	47	54	56
Felton	8	15	27	30
Garfield Park	12	18	27	30
La Selva Beach	8	14	27	30
Live Oak	28	30	36	40
Scotts Valley	32	34	44	48
TOTAL	205	257	359	392

Library staffing plans can be complex when they involve multiple shifts and multiple sites. These are not traditional 40-hour per week jobs. With 10 locations and a varied schedule, it is not a straight-forward task to add a few more hours per library. Key positions are required at each library for safety and security of the public and staff. These positions are likely to be full time and/or half time and they would need to be multiplied by the number of locations, and with enough redundancy added to accommodate breaks and lunches, as are required by law. Substitutes would be needed for vacations and other absences, too.

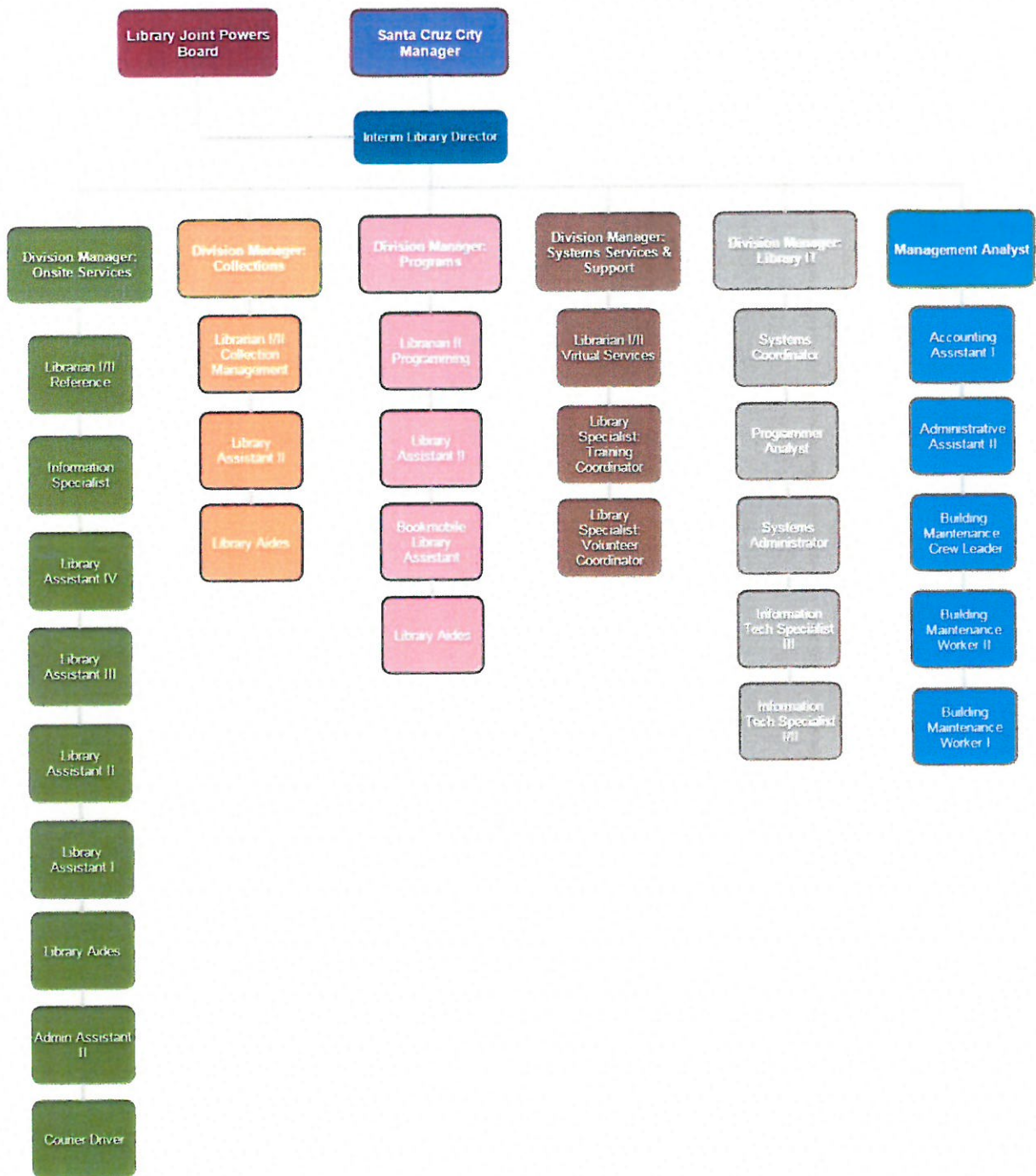
The Santa Cruz City-County Library System has had a tradition of hiring staff as full time or half time, except for Pages or what are now Library Aide positions. This is in contrast to other library systems that employ hourly part-time staff at various levels. These individuals often work for years without the benefit of a regular position. As a result, the cost models are different in these libraries, as well. At the Santa Cruz City-County Library System, some library aides work at multiple locations to try to maintain enough hours; and they are subject to possible displacement by newly hired library aides. Some say it is difficult to advance in these temporary or limited positions. In order to keep up, they may have to take time off and pay for their own library-related training. These are the types of experiences part-time/temporary staff of various levels have had in other library systems, too.

Adding more hours to at least reach the core hours target is still a choice that may be made. Timing may be a factor though, given changes that have been made in the past and any on the horizon that may impact staffing costs. In the most recent review of costs based on 2013 salary levels, increasing to the core number of hours could increase the budget by \$220,000 to \$340,000. This is at a time when the budget has not yet dramatically improved. And, since this is a staffing cost it could be difficult to reverse if the budget does not grow. Staffing costs generally grow more quickly than other costs over the years. At a cursory review, library staffing seems to be optimized for the current number of open hours, and given the use of technology and centralized services. When a new board and director are in place and once the financial picture is clearer, core hours is an area that could be re-examined.

Additional Points Regarding the Compromise Service Model and Current Staffing

As stated previously, the Compromise Service Model and the Staffing Study together were used to determine new service levels, staffing levels and duties at the libraries. Some higher paid staff, librarians, were moved from some of the larger libraries so that they could use their skills and knowledge to provide system-wide planning and services, such as centralized reference, collection development and program development.

The library's organization changed. This is shown in the chart below, which represents the current organizational structure with the Interim Director in place of the Library Director. A number of staff members are performing multiple duties filling in as a result of the director's retirement and the temporary leave of the assistant director/Manager of System Services & Support.



At the Santa Cruz City-County Library System smaller branch libraries already had considerable experience with persons in charge that were competent and dedicated and who did not possess the Masters in Library Science degree. These staff members had already been performing well on site with direct delivery of circulation services, providing on-site floor supervision and answering less complex reference questions. Under the new service levels and staffing model, this concept was duplicated at some of the larger libraries, moving librarian-level staff to centralized positions instead.

The staffing model metrics determined the number of staff required per site and included statistics on circulation of materials, reference needs, building size and the service needs of special populations. For example, additional staff may be needed for an influx of students after school. Furthermore, service desks were combined where practical to create a one-stop, more efficient service; and the concept of floating collections was implemented.

Typically floating collections are thought to reduce the volume of delivery of materials as items that move to a branch where someone wants them would remain there, rather than being sent back to the place of origin. However, this concept has not always led to the expected reduction in the work load of the delivery team, as was the case with Santa Cruz.

While the new staffing model has met some success in consolidating duties and moving librarians to centralized functions, in some cases refinement has been needed. The public generally does not distinguish between a librarian with an MLS and a Person-in-Charge who may not have a library degree. However, what is expected is a relationship with staff that they consider to be "their librarian." This is someone who recognizes them on entry, remembers the materials they like and the questions they have asked. Users want someone who is helpful, perhaps proactively bringing new materials to their attention. They like having a person at the library who cares about assisting them in their quest *today*, just as they did the day before.

From the library perspective, these types of interactions keep the librarians in touch and informed of the interests and goals of the community members. This information helps librarians make the best selection of materials and provides key elements in designing the most interesting programs. So while centralizing staff may be more efficient, it possibly misses this important connection. A hybrid staffing model may be helpful in fostering such beneficial connections for the librarians and library users.

Library Planning Processes - The Strategic Plan, Technology Plan and the Facilities Master Plan

The library system put significant time and effort into important planning processes to help inform and guide its future. It is a benefit that the library system has the flexibility to hire consultants fairly easily, on an as-needed basis. This stretches staffing and allows important planning processes to move forward more quickly.

Between 2010 and 2013, library staff, and the board developed the *3-5 Year Strategic Plan 2010-2015*; staff and a consultant developed the *Technology Plan* and the *Facilities Master Plan* was completed by a team of consultants with staff input.

The Strategic Plan

According to Barbara Gorson, the Chair of the Joint Powers Board at the time, the focus of the Strategic Plan was to define the library's "purpose, guiding principles, and service priorities and key objectives for the future." A steering committee of board members, staff and public was created and an extensive series of town hall meetings, focus groups, surveys, an environmental scan, and a director's blog provided a wealth of input from the public.

The result was that the Library's **Purpose** was defined as to: *Connect, Inspire, Inform* and the **Vision** to: *Transform lives & strengthen communities*. The library's **Mission** is the following:

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.

In addition, key tenets were developed for the system:

- Reading, Viewing and Listening for Pleasure
- Lifelong learning
- Community connections
- A welcoming place
- Financial sustainability, and
- Organizational readiness

Based on these guidelines, the board and staff set goals and objectives and each year developed a budget to work toward them. For example, the recovery of the budget for materials has a direct correlation to the first bullet item, "Reading, Viewing and Listening for Pleasure," and the library system's expansion of partnerships and programming closely relates to "Community Connections," while the plan to set aside funds for reserves relates to "Financial sustainability."

The end of this strategic plan is coming soon. It coincides well with the changes that are occurring in leadership and funding resources for the library system. By the time a new director is hired and the new library board takes effect, it will be time to develop a new strategic plan.

Technology Plan 2013-2018

The development of the Technology Plan was timely for the library system, which had considered itself to be woefully out of date, technologically-speaking. The plan helped chart a way to:

- Implement a new Integrated Library System to help staff and the public manage and access the collection and resources
- Hire staff with expertise to manage the technology of the library system
- Create experiences for the library to connect, inspire and inform library users
- Create community connections through technology and through partnerships, thereby delivering more efficient and effective library services and programs

Nearly half-way through the timeframe for the plan, the library is well on its way to accomplishing all of these goals. A new, robust Integrated Library System has been installed, a team of Library Information Technology staff has been hired, and users have taken to the new self checkout system/pay stations, as well as to the virtual branch. Staff reports that library users find the self checkout and pay stations convenient and easy to use.

Library staff has also implemented a new automated system for part-time staff to report in and to check on their hours and assignments. The Aesop system is used primarily by school districts for placement of substitute teachers. Santa Cruz Library staff went through extensive effort to adjust the system to library needs. It is far more efficient and reliable than the telephone call-in and manual spreadsheets of years gone by, which are still used at some libraries. This is an area where the Santa Cruz City-County Library system has advanced past other libraries that have considered but have not made such

changes. In some cases there are short term costs constraints, in others it is because the task is so complex and the manual system still works in a limited fashion.

The Facilities Master Plan

Recognizing that library buildings require maintenance, upgrading and in some cases replacement, the library system hired a team of consultants to help develop a facilities master plan. Due to limited funds and as a result of other studies that had already involved public input, this plan was strictly a facility assessment and did not involve a community assessment component. The Library Board accepted the *Facilities Master Plan* in April 2013.

The plan provided three levels of improvements:

- Maintain – Keep the doors open, providing maintenance so that the facilities would continue to operate while addressing building code and safety requirements - \$16,153,000
- Gain (and Maintain) – Improve Library Service and Operations with adjustments to buildings to accommodate efficiencies, such as single service desks, technology needs and specialized service needs such as teen areas - \$21,153,000
- Attain – Increase library square footage to accommodate 21st Century library services and population growth by constructing new buildings and expanding others. Both Felton and Capitola, long-delayed projects, were slated for new buildings and improvements were recommended for other branch facilities - \$76,084,000.

There has been a delay since the Facilities Master Plan was first introduced. Construction costs have increased and additional new building needs have been discussed. The potential amount of funds and the projects that could be completed vary. While there had been a tremendous amount of community input related to the library system, in hindsight, a community assessment specific to this effort would have been useful from the outset. It would have been a tool that could have been used to help identify priorities for improvements to determine which projects go forward first. The Library Board and staff will need to decide on the best way to review project costs and priorities.

The *Facilities Master Plan* clearly identified that at the very least, maintenance of buildings is required soon and construction of new buildings and other improvements to existing buildings should be completed or the library system, as suggested by a

consultant, will not stay stagnant but move backwards. The *Facilities Master Plan* addresses building maintenance and improvements specifically while a separate consultant group developed standards for furnishings, fixtures and equipment at the libraries. A source of funding would be needed for these improvements, too.

Library Ballot Measure for 2016

A consultant was hired to gauge interest among the public to fund the library's facilities improvement needs through a ballot measure. Polling has been favorable in the three polls conducted so far. A committee may recommend a ballot measure to county voters, perhaps for the election in June 2016 or shortly thereafter. If so, another poll will need to be conducted in January 2016 to gauge the level of interest in funding facilities improvements.

Overall Library Statistical Performance

There are no really good comparators among California libraries for the Santa Cruz system. Either the form of governance, as a JPA, is not the same or the geographic region size, population size, the number of facilities, or the budget may not be close enough to that of Santa Cruz to make meaningful comparisons. The closest ones identified for the purpose of this report are San Mateo County and Santa Clara County.

Tables 3a-3c (below) provide examples of the type of statistical reports that may be used to compare libraries in California. It shows a small group of data points for the Santa Cruz system against the systems mentioned above, which have some similarities, although they are limited. Also included, are statistics for the City of Watsonville, which is located within the boundaries of the County of Santa Cruz and shares in the proceeds of the sales tax. Watsonville operates its own library system. Their information may be of interest to readers of this report.

It may be of interest to note that libraries in some other counties offer a set of core hours to their jurisdictions. Then, communities or cities served by the system may opt for additional hours, which they pay for separately. The information on libraries in Tables 3a-3c may include bookmobiles in the number of facilities/outlets and hours.

The Santa Cruz City-County Library System has performed remarkably well given the challenges in funding over the years.

Table 3a (FY 2009-2010)

Library	Population 1/1/2010	Borrowers	Area Sq. Miles	Total Outlets	Square Feet	Librarian FTE	Total FTE
Santa Cruz City- County*	212,144	122,489	436.21	11	92,013	25.85	97.45
San Mateo County*	286,569	63,681	351.00	13	136,464	41.15	114.38
Santa Clara County*	426,156	314,926	1,046.00	10	256,250	78.75	267.75
Watsonville	60,057	46,422	6.19	2	46,000	12.00	46.00

*Library Systems with JPA form of government

Table 3b (FY 2009-2010)

Library	Total Operating Expenses	Print Materials Expenses	Electronic Materials Expenses	Book Volume Held	Databases	eBooks	Audio
Santa Cruz City- County*	11,217,820	66,321	245,929	Not reported	22	Not reported	Not reported
San Mateo County*	18,752,045	1,122,097	226,808	614,440	90	11,080	88,655
Santa Clara County*	34,081,846	521,192	84,357	1,370,938	108	4,902	145,116
Watsonville	2,286,166	109,674	18,242	126,635	66	11	6,378

*Library Systems with JPA form of government

Table 3c (FY 2009-2010)

Library	Annual Hours	Total Circ.	Reference	Library Attendance	Public Access Computers	Virtual Visits
Santa Cruz City-County*	11,024	Not reported	289,541	935,082	154	1,763,702
San Mateo County*	31,041	4,106,245	212,869	2,334,661	333	261,835
Santa Clara County*	20,310	11,814,552	442,473	3,669,465	259	2,503,365
Watsonville	8,000	319,533	62,948	486,224	60	Not reported

*Library Systems with JPA form of government

The statistics shown in Table 4 below are for the Santa Cruz Library from the most recent, complete fiscal year.

Table 4
Santa Cruz City-County Library Statistics
FY 2013/2014

Population	211,233
Operating Expenditure	\$12,812,607
Annual Hours	20,425
No. Outlets	10 (plus Bookmobile)
Square Footage	99,863
Total FTE	81.18
Borrowers	118,361
Total Circulation	1,731,236

Collection Expenditures	\$1,074,759
Total Programs	1,943
Library Door Count	1,101,359
Reference	150,488
Virtual Visits	1,379,576

The budget, library hours and staffing have been discussed elsewhere in this document. However, a few observations come to mind related to some of the statistics above. It is a great sign that more than half of the members of the population are library users and circulation is healthy for a system of this size. With an increase in hours or return to core hours these statistics would likely increase as well. There are nearly as many virtual visits as there are on-site visits. This number will grow, too, as the library purchases more e-materials and library users become more aware of what they can access from home or from anywhere that the internet is available to them for access to the library.

The success of the library programs and partnerships is particularly encouraging. The library offers an impressive array of programs. Staff has reported that partnerships for programs at the libraries and at other shared venues are so successful that more community groups are seeking to work with the library to expand their reach. With nearly 2,000 programs available throughout the year, a library user may find several great choices to attend during any given week.

The popularity and relevance of certain programs shift though. Some programs work well in specific areas while others do not. Some programs offered repeatedly run their course in one area but not in another. The key is for library staff, community groups and volunteers to maintain awareness of the demographics of their service area and to be in tune with the needs and interests of the communities.

Reference services continue to dip in Santa Cruz, as has been occurring nationwide. This confirms that the library system is on the right track in recognizing a greater need for e-materials, consolidating or centralizing services using the professional staff, thereby making the most of library staff expertise for outreach, enhanced programming and collection development.

Concerns Articulated in the Interviews

In spite of all of the successes there have been concerns about the structure and cohesiveness of the library system, as articulated in interviews with jurisdictional representatives, administrators, Library Board members and staff. These concerns stem to a great extent from the following and are being addressed in the development of the new JPAs:

- A governing/reporting structure that is vulnerable to inadvertently creating high accountability to some and low accountability to others, even though all participants have an important stake in the outcomes of library funding and services
- A lack of tools to address inequities across communities, especially when difficult decisions need to be made quickly and when they involve sacrifices that may impact some communities more than others
- An erosion of trust due to strained relationships as the reporting structure and communication styles inherently leave some individuals and groups feeling that they are not afforded the same level of responsiveness or appropriate attention to the details that concern them most

The following were also mentioned:

- While the two larger entities may well be able to operate their own libraries separately, it is more efficient, effective and meets the expectations of the voters to operate as an independent system comprised of the ten libraries
- Drastic change has been a constant in recent years, a respite from extensive changes would be welcome and in some ways, may be necessary
- Nearly half of the staff may be eligible to retire in the near future, especially at the higher levels. A succession plan needs to be in place
- Staff fears that a new JPA structure may impact jobs and pensions
- At the same time, change in the structure of the JPA and the Maintenance of Effort are needed and discussions are going in the right direction now
- A ballot measure in June 2016 is important for facility improvements to pull the system up and set it on a forward path
- Felton and Capitola need their new library buildings
- It is difficult for part-time staff members (library aides) to get enough hours and to advance in the system
- Some staff members have slowly recuperated from past cuts in hours

- Working at the library is the perfect fit, allowing so many staff members to use their education, experience and eclectic interests in a valuable public setting
- The greatest asset of the system is the library staff. They are dedicated, long-term employees who have a wealth of experience and talent; and they truly believe in public service
- It is great that a third party is doing this assessment/report on the library system

Recommendations

This is a time of important opportunity for the library system. In the past, a number of planning activities started at the same, or different times but converged and influenced the outcomes of other planning efforts. The changes that are occurring now will address past vulnerabilities and engage key players who can effectively plan and take action in support of the system. Administrators/directors, staff and the Advisory Board have a chance to re-evaluate past assumptions and chart a future taking into account 21st century information and technology tools and strategies to accommodate service and facilities needs of the communities throughout Santa Cruz County. It will take considerable planning and this is the optimum time. In some cases, which steps occur first will be dependent on other actions, and some may happen simultaneously, depending on staff resources. Some areas to consider are the following:

- Nearly all of the future decisions rest on the actions that are occurring now in the formation of the new JPA, getting the administrators/directors in place and the new Library Financing Authority agreement approved. These should continue to move forward as quickly as possible
- Continue research on the interest of volunteers and the public to introduce a ballot measure for library building improvements, and if so, provide the information needed for a ballot measure
- Develop a strategy for determining priorities in an equitable manner, and for updating costs for the building improvements described in the Facilities Master Plan and other library projects that have been introduced
- Begin the process to hire a new director once the new decision makers are in place.
- Develop a new strategic plan and metrics for service levels once the director is on board

- Based on the strategic plan, cost considerations and staffing, determine if the library system should implement the core hours previously identified, maintain current hours, or if different hours and library schedules are needed
- Based on the strategic plan and plan of service, consider demographics and surveys of interests to continue the success and possible broadening of library programs
- As with the entry of any new library director, there will be reconsideration of the composition of the management team, potentially including those strategic positions with staff that do not possess the MLS but have other pertinent qualifications
- Consider other changes needed, such as the best way to provide more community connections for the professional librarians performing centralized planning and services
- While this option is not likely to result in immediate action, continue research into the transition of all library matters and staff to the new JPA to foster seamless management, decision-making and accountability within the organization
- Maintain regular, open communication with the Library Board, staff, jurisdictions and the public on library matters

Conclusion

It is a tribute to the Board, administrators, staff, and the public that the library system has overcome its recent misfortunes. In Santa Cruz County libraries are deemed relevant by the community. Library hours have been restored significantly in comparison to the worst of times, although not yet to core service hours. This was done through changes to and consolidation of staff duties, growth in the use of technology, the strengthening of relationships and experimentation with Friends of the Library and volunteers to help provide more funding and services. Increasing to core hours is still a possibility, depending on the timing and choices related to other existing services that the new library board may consider.

Staff has tapped into one of the most important roles of 21st century libraries, strengthening community connections and providing opportunities for community engagement. Santa Cruz City-County Library has put some of the concepts into motion that other library systems are still talking about and considering - consolidating service desks; use of technology for staff assignments and call-in; floating collections; centralizing collection development, reference and program development, are some examples.

All of the jurisdictions tied to the library system have shown a tremendous interest in the library as a core service and important benefit to their communities. Each is looking to retain and strengthen library service. The City of Santa Cruz has done well as the agency in charge of the business operations of the library in behalf of the other system members. Under some circumstances, it would have been easy to see the library as a “quasi” department of limited interest. The County of Santa Cruz has been very supportive of library services and generous over the years in the structure of the maintenance of efforts and share of sales tax proceeds. The growing imbalance of the resources brought to the system through the different funding sources is being addressed. The eventual consolidation of the library system under the new JPA will help the decision making process and the reporting structure to be clearer and more accountable to all jurisdictions and parties involved.

In talking to library leaders and staff, there were hopeful thoughts expressed about the library system and its future as the discussions ensued. The JPA jurisdictions, board members and staff will have an open slate and can embrace new opportunities that come their way. And, it is just the beginning. This is especially true if community members put forward and approve a ballot measure to fund library building projects.

The talent, excitement and dedication are already present in the library system. With clear communication, remedies for past deficiencies, and better funding for services and facilities, the board and staff can chart a path to great success for the library community.

Submitted by:

Deborah L. Barrow
Transition Advisor
Santa Cruz City-County Library System

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

From: <webmaster@santacruzpl.org>

Date: Mon, Jun 29, 2015 at 12:20 PM

Subject: SCPL Patron Comment or Suggestion: Movie DVDs

To: webmaster@santacruzpl.org

The following message has been received from:

NAME: William Epstein

PHONE NUMBER: [REDACTED]

EMAIL ADDRESS: [REDACTED]

=====

I am very appreciative of the DVD collection at the library. The constant selection of new titles is great! I have been able to watch all the movies (I wanted to) that were nominated for 2015 Academy Awards. There are a few the library doesn't have in the documentary category and one in the animated features. Does the library plan on acquiring "Citizenfour," "The Salt of the Earth," "Virunga" and "The Tale of the Princess Kayuga?"

As a disabled person who doesn't get out to movie theaters, I benefit very much from your collection. I also appreciate being able to get Kindle Books and good music. Thank you.

=====

June 26, 2015

Good Evening Paula,

I wanted to let you know that Jasmin A. was AMAZING!! She did a great job with our large group of children.

Thank you so much!

Julie Williams

Instructional Aide

June 4, 2015

Paula,

That was the best visit to the Library we have ever had. Brenda was amazing with 30 children. The parents have not stopped talking about it. We will be back next year. We wouldn't miss it. LOVE the SCOTTS VALLEY LIBRARY because of both of you. Thank you from the bottom of our hearts.....

Blessings,

Sue Matteucci

Good Shepherd Preschool

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

From: **Zoe Paco** <~~zoe.paco@rocklin.com~~>
Date: Tue, Jul 14, 2015 at 3:36 PM
Subject: Testimonial
To: "neffc@santacruzpl.org" <neffc@santacruzpl.org>

Hi Cordelia,

My son and I dropped by your office the other day with a donation and you asked if I could write a testimonial. So....here it is! Please, please, please don't feel like you have to use it. But if you do, please feel free to change anything as you see fit.

"We LOVE the library! My son and I (age 6) have gone to a different branch of the Santa Cruz Libraries nearly every day this summer. We are always amazed that we can borrow as many books as we would like to. Not only that, but we can go the website and request that a book be sent to our local branch or put our name on a waitlist so that we can be e-mailed when a book is available. I'm only getting started! The Summer Reading Program is sensational. It has absolutely provided motivation in our house to continue reading over the summer. AND, we've gone to all of the FREE summer programs that have been put on this summer...Reptiles? Magic? Puppet Shows? Really? Wow! So, what can we say? WE LOVE THE LIBRARY! Thank you so much for making our lives more happy!"

Sincerely,

Rocklin (age 6) and Zoë



Helga Smith <smithh@santacruzpl.org>

Website Statistics for June 2015

1 message

Ann Young <younga@santacruzpl.org>

Wed, Jul 1, 2015 at 12:53 PM

To: Helga Smith <smithh@santacruzpl.org>, Kira Henifin <henifink@santacruzpl.org>, Diane Cowen <cowend@santacruzpl.org>, Janis O'Driscoll <odriscollj@santacruzpl.org>

Here is a breakdown for June:

Total visits: 117,294 (SCPL website: 76,154; SCPL Catalog: 41,140)
Total pageviews: 503,654 (SCPL website: 164,251; SCPL Catalog: 339,403)

The top content sources for the above pageview statistics are:

- SCPL Catalog - 339,403 pageviews
- SCPL homepage - 64,127 pageviews
- New Items - 13,068 pageviews
- Summer Reading Program - 12,377
- Branch pages - 12,037 pageviews
- Local history articles - 8,116 pageviews
- Kids page - 7,128 pageviews
- Community Information Database - 6,434 pageviews
- Internet Resources (links to subscription databases) - 6,370 pageviews
- Local history photo gallery - 5,378 pageviews
- Ematerials (links to ebook, eaudio vendors) - 3,706 pageviews
- Library services - 3,521 pageviews
- Newspaper Clipping Index - 3,512 pageviews
- Local News Index - 3,288 pageviews
- Events calendar - 3,206 pageviews
- Sheet Music Database - 2,138 pageviews
- What's New - 2,007 pageviews
- Soundswell - 1,479 pageviews
- Site search - 988 pageviews
- Contact Us - 932 pageviews
- Library Admin pages (LJPB agendas, audio files, etc.) - 786 pageviews
- Reader's Link (Staff pick book reviews, etc.) - 616 pageviews
- Magazines & Newspapers - 529 pageviews
- SC County Endangered Species - 444 pageviews

SCPL INCIDENT LOG - 2015 (Print 27th to 26th for LJPB Packet)

Date	Branch	Time HH:MM	Patron's Name	Ref.#	Brief Description	Served	Staff Involved	Steps Taken	Safety- Preventive Steps	1st Alarm Roving Guard Cld.	911 Cld.	Bld. Mtc. Cld.
6/29/15	LO	10:20am	Minor Child	-	Child attending Toddler Time fell after being pushed off a soft climbing box and struck his right eye on a plastic toy.	-	Laura VanDerslice, (Volunteer-Pat Schauss)	Volunteer Pat Schauss gave an icepack to the boy for his swollen eye. The grandmother (Teri Dougherty), said that the boy was fine.	NA	No	No	No
7/1/15	DTN	6:50pm	Cecilia Masters	DTN 103	Patron left her belongings in the Genealogy area unattended for more than 30 min. Her cart was previously seen outside the library.	N	James Lee, Victor Willis, John Ottenberg.	The patron's belongings were moved to storage. The patron returned at 6:50pm to retrieve her belongings. A 2 week ban was imposed. Staff member Victor Willis witnessed the return of the patron's belongings. Patron had a previous 7 day ban on 6/16/15.	NA	Yes	No	No
7/2/15	GP	1:15pm	N/A	-	Employee discovered a used syringe and put it into a sharps container.	-	Catherine Workman	A work order was submitted for removal. On further inspection no other drug paraphernalia was found.	NA	No	No	No
7/2/15	GP	8am	N/A	-	Unknown patron found sleeping behind the building.	-	Daniel Ruiz, Ken Madonia	The patron was advised to leave and he left without incident.	NA	No	No	No
7/5/15	FTN	1:40pm	Shane Mitchell Burns	-	Staff arrived at the branch and found that the sheriff was arresting a man for trespassing on library grounds.	-	Kevin Hildreth	Neighbor to the branch Marilyn Robertson, had called 911 when she noticed the man looking over the fence into her property.	NA	No	Yes	No

SCPL INCIDENT LOG - 2015 (Print 27th to 26th for LJPB Packet)

Date	Branch	Time HH:MM	Patron's Name	Ref.#	Brief Description	Served	Staff Involved	Steps Taken	Safety-Preventive Steps	1st Alarm Roving Guard Cld.	911 Cld.	Bld. Mtc. Cld.
7/6/15	GP	8:15am	Male	-	Unknown patron found asleep behind building.	-	Catherine Workman	911 was called. The man was examined and then he left.	N/A	No	Yes	No
7/8/15	BC	NA	Minor Child	-	This incident was reported by a patron's mother Mrs. Ketcham, it was not observed by staff. A woman with a restrained dog sitting on a bench outside the library bit a child on her side above her hip. No blood was visible.	-	N/A	The 7 year old child ran at the dog. Attempts to restrain the dog who was on a leash failed. First aid was provided by Camp Krem staff and the child was taken to Urgent Care where she received a tetanus shot. The police were notified.	NA	No	Yes	No
7/8/15	DTN	3:20pm	David Guarippe	DTN 106	Patron in the internet area appeared intoxicated and was singing loudly while using the computer. The smell of alcohol was detected.	N	Victor Willis, David Lee, John Ottenberg	When asked to leave for the day, the patron's behavior became vulgar. After turning off his computer, he left. When he got to the lobby he advised the staff member that he was going to "fuck you up". SCPD was called and he was arrested. A 30 day ban was issued.	NA	Yes	Yes	No
7/9/15	CAP	5:45pm	Female	-	A patron reported that she observed a woman outside on a bench, "shooting up with a needle in her arm".	-	Chantel Van Pelt	After the woman finished, she re-entered the library to continue her computer use. Staff called 911. The patron was escorted out. She was enrolled in a "STOP" program which prohibits her from accessing the Capicola branch and nearby park.	NA	No	Yes	No

SCPL INCIDENT LOG - 2015 (Print 27th to 26th for LJPB Packet)

Date	Branch	Time HH:MM	Patron's Name	Ref.#	Brief Description	Served	Staff Involved	Steps Taken	Safety- Prevent ative Steps	1st Alarm Roving Guard Cld.	Bld. Mtc. Cld.
7/9/15	DTN	3:15PM	David Gurippe	DTN 106	Roving guard attempted to serve patron their Notice of Suspension for his 30 day suspension from the previous day. The patron again appeared intoxicated.	Y	Mitchell Horton	Patron became verbally abusive and demanded the addresses of the other branches. He was informed that his ban applied to all branches and that he would be cited if he attempted to enter a branch. He refused his ban package. The current 30 day ban was increased to A 60 day ban.	NA	Yes	No
7/10/15	DTN	3pm	Minor Child	-	Minor patron was advised that he needed an adult to accompany him when in the library due to his age.	-	James Lee, Mitchell Horton	Security has had previous conversations with the minor and his mother, Ms. Kowalski. The child was born in 2006 and will be of age later this year.	NA	Yes	No
7/13/15	DTN	9:30am	Robert Alvarez	DTN 107	Patron was found sitting outside against a wall at the back of the library, with his sweatshirt pulled over his head, appearing to be asleep. 7/14/15 9:50am-The roving guard attempted to give him his ban package from the day before. He refused to accept it. James Lee as witness.	N	John Ottenberg	Patron was advised of the no sleeping policy. The patron became confrontational and made a challenging movement toward the roving guard. 911 was called and the patron left after threat of arrest. A 3 day ban was issued.	NA	Yes	No
7/14/15	DTN	12:09 PM	Robert Alvarez	DTN 107	Banned patron was found on library property. The patron became argumentative, verbally abusive and confrontational.	Y	John Ottenberg, James Lee	The patron finally left. His current 3 day ban was extended to 30 days.	NA	Yes	No

SCPL INCIDENT LOG - 2015 (Print 27th to 26th for LJPB Packet)

Date	B r a n c h	Time HH:MM	Patron's Name	Ref.#	Brief Description	S e r v e d	Staff Involved	Steps Taken	Safety- Prevent ative Steps	1st Alarm Roving Guard Cld.	911 Cld.	Bld. Mtc. Cld.
7/15/15	DTN	2:15pm	Robert Alvarez	DTN 107	Patron currently on a ban, was found on library property. When reminded of his ban, the patron became confrontational saying "fuck you". He continued his rant with discriminatory and foul language.	N	John Ottenberg	The Roving Guard called 911. The patron made advances toward the guard and lunged at him. The patron was safely taken to the ground and restrained until 911 arrived and arrested him. The patron's current 60 day ban was increased to one year.	NA	Yes	Yes	No
7/16/15	DTN	4:30pm	John	DTN 89	Patron was observed "hacking" into a catalog computer to access the internet.	N	Mitchell Horton	Library IT confirmed the "hacking". A 90 day ban was issued.	NA	Yes	No	No
7/21/15	DTN	2:20pm	Female	DTN 108	Patron was found sleeping and was twice reminded there is no sleeping allowed in the library. She was also told to move because she was found sleeping near a "fire exit". Patron was told to leave for the day.	N	John Ottenberg, Devon Reyes, Ian Crosby	The patron finally left after 5 minutes. A 3 day ban was issued.	NA	Yes	No	No
7/21/15	B40	10:45am	N/A	-	While shelving an employee noticed her cellphone was missing. She believed her phone may have fallen out of her pocket.	N	Jessica Jimenez	Community Service Officer Mr. Yoon showed up to assist in finding the phone. The phone was found in the back parking lot.	NA	No	No	No
7/23/15	B40	4:45pm	Jukka Naukkarinene	-	Patron's key and helmet for his scooter was stolen from inside the Library. The scooter was parked in the Library's parking lot. SCPD's non-emergency number was called.	N	Cathy Landis	Police advised the patron to file a report online. Patron will try to get a replacement key, otherwise the scooter may spend the night in the parking lot.	NA	No	No	No

SCPL INCIDENT LOG - 2015 (Print 27th to 26th for LJPB Packet)

Date	B r a n c h	Time HH:MM	Patron's Name	Ref.#	Brief Description	S e r v e d	Staff Involved	Steps Taken	Safety- Prevent ative Steps	1st Alarm Roving Guard Cld.	Bld. Mtc. Cld.
7/26/15	LO	1:45pm	Minor Child	-	The bottom shelf of the kid's DVD was pulled out all the way and fell on the patron(4yrs old). The accident caused a small cut on his finger and abrasion on his leg.	N	Patty Caroll	The patron was provided with an ice pack and bandages.	NA	No	No

Date	Branch	Time HH:MM	Patron's Name	Ref.#	Brief Description In some instances a patron may receive more than 1 ban in a single day.	S e r v e d	1 Day	2 Day	3 Day	7 Day	14 Day	30 Day	42 Day	60 Day	90 Day	3 Mo.	6 Mo.	1 Yr.
7/1/15	DTN	6:50pm	Cecilia Masters	DTN 103	Patron left her belongings in the Genealogy area unattended for more than 30 min. Her cart was previously seen outside the library. The patron's belongings were moved to storage. The patron returned at 6:50pm to retrieve her belongings. A 2 week ban was imposed. Staff member Victor Willis witnessed the return of the patron's belongings. Patron had a previous 7 day ban on 6/16/15.	N					1							
7/8/15	DTN	3:20pm	David Guarippe	DTN 106	Patron in the internet area appeared intoxicated and was singing loudly while using the computer. The smell of alcohol was detected. When asked to leave for the day, the patron's behavior became vulgar. After staff turned off his computer, he left. When he got to the lobby he advised the staff member that he was going to "fuck you up". SCPD was called and he was arrested. A 30 day ban was issued.	N						1						
7/9/15	DTN	3:15PM	David Gurippe	DTN 106	Roving guard attempted to serve patron their Notice of Suspension for his 30 day suspension from the previous day. The patron again appeared intoxicated. Patron became verbally abusive and demanded the addresses of the of the other branches. He was informed that his ban applied to all branches and that he would be cited if he attempted to enter a branch. He refused his ban package. The current 30 day ban was increased to A 60 day ban.	Y								1				

7/13/15	DTN	9:30am	Robert Alvarez	DTN 107	Patron was found sitting outside against a wall at the back of the library with his sweatshirt pulled over his head appearing to be asleep. Patron was advised of the no sleeping policy. The patron became confrontational and made a challenging movement toward the roving guard. 911 was called and the patron left after threat of arrest. A 3 day ban was issued.	N	1												
7/14/15	DTN	12:09pm	Robert Alvarez	DTN 107	Banned patron was found on library property. The roving guard attempted to give him his ban package from the day before. The patron became argumentative, verbally abusive and threatening. The patron finally left. His current 3 day ban was extended to 30 days.	N	1												
7/15/15	DTN	2:15pm	Robert Alvarez	DTN 107	Patron currently on a ban was found on library property. When reminded of his ban, the patron became confrontational saying "fuck you". He continued his rant with discriminatory and foul language. Roving Guard called 911. The patron made advances toward the guard and lunged at him. The patron was safely taken to the ground and restrained until 911 arrived and arrested him. The patron's current 60 day ban was increased to one year.	N											1		
7/16/15	DTN	4:30pm	John	DTN 89	Patron was observed "hacking" into a catalog computer to access the internet. Library IT confirmed the "hacking". A 90 day ban was issued	N											1		
7/21/15	DTN	2:20pm	Female	DTN 108	Patron was found sleeping and was reminded on two occasions that sleeping is not allowed. She was also told to move because she was found sleeping near a "fire exit". The patron finally left after 5 minutes. A 3 day ban was issued.	N	1												
Totals							0	0	2	0	1	2	0	1	1	0	0	1	
																	1	Day	
																	0	2	Day
																	3	Day	
																	7	Day	
																	14	Day	
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Garfield Park **Library** to mark 100 years

The Garfield Park Public **Library** is hosting its Centennial Celebration from 11:30 a.m. to 4:30 p.m. Saturday.

Activities for the whole family are planned at the **library**, 705 Woodrow Ave.

One hundred years ago, the Garfield Park Branch **Library** was established as the second Carnegie **library** built in Santa Cruz, after the downtown "Main" branch.

After receipt of a \$3,000 grant from the Carnegie Corp., the site was chosen in February 1914, on two lots at the corner of Naglee and Garfield Avenues. William H. Weeks, who designed the three other Carnegie libraries, was chosen as the architect. W.A. White won the bid for construction at a cost of \$2,615. The building opened in July 1915.

"It will help people make better choices because they have more information on which to base their decision," said Tegan Speiser, a senior planner with the Santa Cruz County Regional Transportation Commission, which developed the website based on feedback of people's

SII » PAGE 3

DROUGHT

Santa Cruzans increase water conservation

Department revenues taking a hit as cutbacks continue

By **Jessica A. York**
jjork@santacruzsentinel.com
@ReporterJess on Twitter

SANTA CRUZ » In Santa Cruz, as in many other cities across the state, customers are expected to cut back on their water use while paying more for the privilege in the fourth year of drought.

The city's water use is down by 32 percent last month compared to 2013, coming after a 35 percent cutback in May — good news for the city reservoir, but a hit to the Water Department's coffers, city officials said.

"Those are astonishing numbers. It equals about 3.5 million gallons of water per day, every day. Which is really phenomenal," city Water Conservation Manager Toby Goddard said of cutbacks in the last two months. "We thought people would be better accustomed to reading their meters and playing it a little closer to the line and using what they were allowed. But, from all appearances, people are being even more conservative this year."

WATER » PAGE 3

The Monterey Bay spreads out beyond a cyclist heading down toward Santa Cruz through the Great Meadow bike path at UC Santa Cruz.

BRANCH BIRTHDAY

Garfield Park Library marks 100 years

Anniversary party set for Saturday

By **Mikaela Byers**
Mbyers@santacruzsentinel.com

SANTA CRUZ » The history of Westside libraries began even before the official Garfield Park Branch was established.

"There may have been an informal library at Garfield Park campground at the turn-of-the-century," said Local historian Ross Gibson, a Santa Cruz resident for more than 40 years. Gibson, 60, said that this early library consisted of "possibly no more than a few shelves of books." Yet, the humble predecessor of today's Garfield Park Branch may have been the beginning of a 100-year legacy.

The Garfield Park Library will celebrate its 100th anniversary from noon to 4 p.m. Saturday, 705 Woodrow Ave. Established in 1915, the library is the oldest continually operating branch in Santa Cruz Public Library System.

Replacing a Westside library that began operating on Younglove Avenue in 1908, the official Garfield Park Library was established at the corner of Garfield (now Woodrow) and Naglee avenues after the system received a \$3,000 grant from the Carnegie Foundation.

When it opened, the library



ARIELLE BERGER — SANTA CRUZ SENTINEL

Ross Gibson stands near the front of the Garfield Park Library in Santa Cruz where he has been going since the 1960s when he was a child.

was vastly different from the way it is today. "Half the building was for bookshelves, and the other half for reading tables and chairs, around a cozy fireplace," Gibson said.

Though the library has undergone physical changes during the past century, including the removal of the lawn, the replacement of the front steps and the closure of the fireplace, longtime patrons recalled the library's early days. "It [the library] was a great place to meet people from the neighborhood, either friends or new acquaintances," said Gibson, who visited the Garfield Park Library as a child in the 1960s.

This sense of community gathering continues to be characteris-

tic of the library to this day, Gibson said.

Santa Cruz resident Gale Gerhardt has frequented the Garfield Park Branch for more than a decade. "I always see neighbors and people that I recognize when I go there," she said.

Beyond enjoying the company of other visitors, library regulars have often formed special connections to staff.

"My librarian at the Garfield Park branch was Alma Westberg, who later went on to work at the Main Library," Gibson said. "We were good friends."

Gibson said that Westberg directed him to a "special collection of world's fair guidebooks" at the Main Library when she found out

that he had become intrigued with the subject.

Nearly 50 years after Westberg assisted Gibson, a defining quality of the Garfield Park Library remains the dedication of its employees. "The staff are very accommodating and go out of their way to help get what you need," Gerhardt said.

The feeling of appreciation that patrons have for the library staff is mutual, said Janis O'Driscoll, interim director of the Santa Cruz Public Library system. O'Driscoll said that library visitors have been an integral part of the branch's ability to function for the past century. "The community around the Garfield Park Branch has always supported and used the library," O'Driscoll said.

The anniversary celebration at the Garfield Park Library will recognize everyone that has made the branch a 100-year success. "I am looking forward to Saturday's celebration so that we can celebrate the staff of the branch, celebrate the community that supports their library, and celebrate the tradition of public libraries in the United States," O'Driscoll said.

BIRTHDAY CELEBRATION

What: The Garfield Park Library celebrates its 100th anniversary.

When: Noon to 4 p.m. Saturday.

Where: 705 Woodrow Ave.

Information: 831-427-7709 or <http://www.santacruzpl.org/>.



County of Santa Cruz

COUNTY ADMINISTRATIVE OFFICE

701 OCEAN STREET, SUITE 520, SANTA CRUZ, CA 95060-4073

(831) 454-2100 FAX: (831) 454-3420 TDD: (831) 454-2123

SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

July 27, 2015

TO: Each Member of the Board of Directors of the Library Financing Authority

4th QUARTER LIBRARY SALES TAX REVENUE UPDATE

The purpose of this letter is to provide an update on the Library Sales Tax final actual receipts for the 4th quarter of the Library Financing Authority's 2014-15 fiscal year. Actual receipts for the 4th quarter totaled \$2,183,913, which is \$62,278 more than the 4th quarter estimate provided to the Authority in June. In 2014-15, the Library Financing Authority received a total of \$9,140,291 in sales tax revenue, or \$286,116 more than the adopted budget.

As approved by your Board on June 8, 2015, the Auditor-Controller will make all necessary adjustments to facilitate 2014-15 year end closing and distribute revenue received in excess of the adopted budget in accordance with the population percentages.

In September, we will provide you with an update on the 1st quarter sales tax receipts for 2015-16 and the property tax estimate for 2015-16. If you have any questions, please give me a call at 454-2100.

Very truly yours,

Carlos Palacios
Deputy County Administrative Officer

cc: Interim Director of Libraries, Santa Cruz City/County Library System
Library Director, Watsonville Library
County Administrative Officer
Santa Cruz City Manager
Watsonville City Manager
Auditor-Controller-Treasurer-Tax Collector
Santa Cruz Director of Finance
Administrative Services Director, City of Watsonville