

Chair: Jamie Goldstein  
Vice Chair Martin Bernal  
Board Member Chuck Comstock  
Board Member Susan Mauriello



**SANTA CRUZ CITY/COUNTY LIBRARIES  
JOINT POWERS AUTHORITY BOARD  
REGULAR MEETING**

**THURSDAY, MARCH 3, 2016**

**6:30 P.M.**

**BOULDER CREEK BRANCH LIBRARY  
13390 W Park Ave, Boulder Creek.**

**1. CALL TO ORDER / ROLL CALL**

Chair Jamie Goldstein, Vice Chair Martin Bernal, Board Member Chuck Comstock and Board Member Susan Mauriello

**2. PRESENTATIONS**

Diane Cowen and Maile McGrew-Frede, Marketing Team, "Find Yourself in the Library" Awareness Campaign - a short Video Presentation.

**3. ADDITIONAL MATERIALS**

*Additional information submitted after distribution of the agenda packet.*

**4. ADDITIONS AND DELETIONS TO AGENDA**

**5. ORAL COMMUNICATION**

*Any member of the audience may address the Board on any matter either on or off the agenda that is within the Board's jurisdiction. Note, however, that the Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until it is before the Board so that we may properly address all comments on that subject at the same time. In general 3 minutes will be permitted per speaker during Oral Communication; A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.*

**6. REPORT BY LIBRARY DIRECTOR**

**7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT**

**8. COMMENTS BY BOARD MEMBERS**

**9. CONSENT CALENDAR**

*All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Board votes on the action unless members of the public or the Board request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Business.*

- A. Receive Minutes of February 4, 2016 meeting (PG.4-6)  
RECOMMENDED ACTION: Approve Minutes
- B. Receive Monthly Narrative Report for February 2016. (PG.7-11)  
RECOMMENDED ACTION: Receive Report.
- C. Receive Monthly Performance Measures for January 2016. (PG.12-13)  
RECOMMENDED ACTION: Receive Performance Measures.
- D. Receive monthly financial snapshot for December 2015 and January 2016. (PG.14-15)  
RECOMMENDED ACTION: Receive Monthly Financial Snapshot.
- E. Receive Website Statistics for January 2016. (PG.16)  
RECOMMENDED ACTION: Receive Website Statistics.
- F. Security Incidents Log from January 21<sup>st</sup> through February 20<sup>th</sup>. (PG.17-25)  
RECOMMENDED ACTION: Receive Security Incidents Log.
- G. Articles about Santa Cruz Public Libraries (PG.26-33)  
RECOMMENDED ACTION: Receive Articles.
- H. Patron Written Comments (PG.34)  
RECOMMENDED ACTION: Receive Patron Written Comments.
- I. Amend Budget to Accept Grant Monies. (PG.35-37)  
RECOMMENDED ACTION: Amend Budget.
- J. Personnel Changes  
RECOMMENDED ACTION: Adopt Personnel Changes (PG.38)
- K. Contribution and Reimbursement Agreement. (PG.39-45)  
RECOMMENDED ACTION: Approve the Agreement.

## 10. GENERAL BUSINESS

*Other Business items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each Business item: 1) Staff explanation; 2) Board questions; 3) Public comment; 4) Board deliberation; 5) Decision.*

- A. Presentation of Capitola Branch Library Conceptual Renderings (PG.46-48)  
RECOMMENDED ACTION: Receive Presentation
- B. Janis O'Driscoll: Library Advisory Commission (PG.49)  
RECOMMENDED ACTION: Receive Report
- C. Board Appointments (PG.50)  
RECOMMENDED ACTION:
  - 1) Designate two JPA Board members to a Library Director recruitment ad-hoc advisory committee and
  - 2) Designate one JPA Board member as a representative to attend quarterly meetings with SEIU and OE3 Bargaining Groups pursuant to the Letter of Intent adopted by the Board on January 14, 2016.

## 11. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Joint Powers Authority Board to be held on Thursday, April 7 2016, at 9:30 a.m. in the Downtown Branch Meeting Room located at 224 Church Street, Santa Cruz.

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 (831)427-7706 at least five days in advance so that we can arrange for such special assistance, or email [library\\_admin@santacruzpl.org](mailto:library_admin@santacruzpl.org).

**SANTA CRUZ PUBLIC LIBRARIES  
A CITY-COUNTY SYSTEM  
LIBRARY JOINT POWERS AUTHORITY BOARD  
(LJPA)**

**REGULAR MEETING MINUTES  
THURSDAY, FEBRUARY 4, 2016  
10:04 A.M.**

**1. ROLL CALL**

**PRESENT:** Vice Chair Martin Bernal; Board Member Chuck Comstock; Board Member Susan Mauriello;

**REMOTE CONNECTED from the Miramonte Hotel Lobby at 45000 Indian Wells Lane, Indian Wells, CA 92210:** Chair Jamie Goldstein

**STAFF:** Interim Executive Director Rich Hill; Interim Library Director Janis O'Driscoll

**2. PRESENTATIONS:**

A. Shelley Bodamer: Collection Management Services

Shelley Bodamer gave a short overview of the Collection Management Services Department goals and responsibilities and presented a revised Collection Development Policy (Policy #302).

**3. ADDITIONAL MATERIALS**

None

**4. ADDITIONS AND DELETIONS TO AGENDA**

None.

The Agenda of February 4, 2016 was approved by consensus.

**5. ORAL COMMUNICATIONS**

None

**6. REPORT BY LIBRARY DIRECTOR**

A. Receive Staff Recognition Report

Received Staff Recognition as presented.

**7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT**

Received Friends of the Libraries Activities Report.

**8. COMMENTS BY BOARD MEMBERS**

None



**9. CONSENT CALENDAR**

- A. Approve Minutes of January 14, 2016 meeting.  
ACTION: Approved Minutes
- B. Receive Monthly Narrative Report for January 2016.  
ACTION: Received Report.
- C. Receive Monthly Performance Measures for December 2015.  
ACTION: Received Report.
- D. Receive Monthly Financial Snapshot for November 2015.  
ACTION: Received Report.
- E. Convert vacant LA I position to several LA II positions staffed at Downtown Branch.  
ACTION: Adopted Personnel Changes.
- F. Correction to Budgeted Library Position. Increasing Courier/Driver position to 1 FTE and eliminating the vacant .53 FTE.  
ACTION: Corrected Budgeted Library Position.
- G. Patron Written Comments from January 22, 2016  
ACTION: Received Patron Written Comments.
- H. Security Incidents Log from December 21<sup>st</sup> through January 20<sup>th</sup>.  
ACTION: Received Security Incidents Log.

<b>RESULT:</b>	<b>APPROVED CONSENT ITEMS <u>9.A., 9.B., 9.C., 9.D., 9.E, 9.F., 9.G. and 9.H.</u></b>
<b>MOVER:</b>	Chuck Comstock, Board Member
<b>SECONDER:</b>	Susan Mauriello, Board Member
<b>AYES:</b>	Bernal, Comstock, Goldstein, Mauriello

**10. OTHER BUSINESS**

- A. Preparation of a program budget which reflects the administrative expenses for the special tax measure.

ACTION: DIRECTED LIBRARY STAFF TO PREPARE A PROGRAM BUDGET FOR CURRENT AND ANTICIPATED EXPENDITURES RELATED TO THE SPECIAL TAX MEASURE. THIS BUDGET WOULD BE BROUGHT TO THE JOINT POWERS AUTHORITY BOARD FOR CONSIDERATION AND APPROVAL.

<b>RESULT:</b>	<b>APPROVED RECOMMENDED ACTION. [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Mauriello, Board Member
<b>SECONDER:</b>	Chuck Comstock, Board Member
<b>AYES:</b>	Bernal, Comstock, Goldstein, Mauriello

# **11. ADJOURNMENT**

The Library Joint Powers Authority Board adjourned at 10:45 a.m. to its Regular Meeting on Thursday, March 3, 2016 at 6:30 p.m. at the Boulder Creek Branch Library, located at 13390 W. Park Ave., Boulder Creek, CA.

ATTEST: \_\_\_\_\_  
Helga Smith, Clerk of the Board

All documents referred to in these minutes are available in the Santa Cruz Public Libraries – Library Headquarters Office, 117 Union Street, Santa Cruz.

## MONTHLY REPORT FEBRUARY 2016

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

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

Brenda McIlroy continues to do a fabulous job providing quality Storytimes and Family Craft Times to the families at the Capitola Branch Library. We feel very lucky to have her be part of our branch.

#### **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.**

Chantel Van Pelt made a display at the Capitola Branch that focused on the fact that 2016 is a Leap Year. The materials are all geared to various activities folks can do with an "extra" day in their lives so they range from books about hiking in the Bay Area to crafts to learning to juggle. Lots of fun!

Live Oak Branch continues to host a photography exhibit through the month of February titled "Meet the Birds of Live Oak Beaches" presented by the Friends of the Corcoran Lagoon Beach (FoCLB). The library, which sits adjacent to Corcoran Lagoon and to the beach beyond, is pleased to collaborate with FoCLB in presenting beautiful shorebird photographs and educational information throughout the library and in the display cases. In conjunction with this exhibit, the library has displays of books about birds that have been very popular with both children and adults.

Lorena Lopez made a children's book display for Black History Month, Mardi Gras, and Chinese New Year. The popularity of the books on display was evident as branch staff has continually worked to keep it stocked with items to check out!

Live Oak patrons have been enjoying the adult coloring program "Color Your Stress Away" on Thursday evenings. Held in our beautiful reading room, patrons can relax, color, and even watch the sunset from windows overlooking Corcoran Lagoon.

Lots of displays at B40 this month! For kids we had The Super Bowl- books on football; Chinese New Year- Year of the Monkey; Valentine's Day; Presidents' Day (George Washington and Abe Lincoln) and Black History Month- books about and by African-Americans. For our adult patrons we had football for Super Bowl 50 as well as books on making greeting cards. Our kids and adult displays were by Lois Meyer. For teens, Cathy Landis created "You Could do Worse than Read a Novel in Verse", YA books written in a poetic form.

The La Selva Beach library had two attractive and engaging displays for the month of February: "Start Your Engines" (Presidential Election of 2016) in the Adult area and "In

the Jungle” in the children’s room. Both displays were put together by LSB’s Library Aide Eli D.

B40’s book group is still going strong. This month the book discussed was Wild by Cheryl Strayed.

LSB branch has 2 book discussion groups and one movie discussion group. The books and movies chosen to be discussed cover a large variety of topics and genres.

R.E.A.D. (Reach Every Amazing Detail) program, a one-on-one reading comprehension instruction for readers 2nd through 12th grade, is offered at the LSB and DTN branches. The program is well attended and popular among students and their parents.

Program Team reports that attendance at programs has been quite variable this month. Some programs have significantly higher attendance and some significantly lower. Not sure how to explain this phenomenon.

- 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.**

Tales to Tails has had good publicity in 3 different newspapers this month. Hopefully more people will sign up for the programs at Felton and Boulder Creek.

Program staff continues to update the Read to Me collection. This process has been made easier by getting more storage space in the stacks at Headquarters. Thanks CMS.

Citizen Science monthly programs are coming together and there will be a new rack card with the full schedule soon.

Teens in Action at Scotts Valley is proving popular for teens who have promised to invite friends to come as well.

The Book to Action month long discussion of Paul Fleischman’s Eyes Wide Open begins in March with discussions at 4 public venues for adults and at several library branches for teen groups. It will end on Earth Day in April.

Armchair Travel Adventures club at the LSB library “visited” South Carolina Low Country in February. March destination is Cuba.

- 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.**

Willing Suspension Armchair Theater programs are scheduled for 6 months starting in March. In addition to performing at Downtown and Scotts Valley they will do 3 performances at Aptos.

The Program Team is gearing up for Summer Reading 2016: Game On; READ. Paula Turpenen, Kari Gunn, and Sandi Imperio went to the Performers' Showcase and shared recommendations with the team. Paula Turpenen is almost finished booking 2 acts for each branch (more if Friends groups pay) and for the Festival of the Book on July 31. With the help of a great volunteer we will be calling all the merchants who contribute Book Bucks and prizes as rewards for Summer Reading. Programs for kids and teens will be the same as last year and due to popular demand, we are adding a summer reading game for adults. More on that next month. Ann Young is working on updating the Summer Reading website and calendar to make them easier for both staff and public to use. Thank you Ann!

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

### **3. COMMUNITY CONNECTIONS**

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

Program Librarian, Jeanne O'Grady, is working with the SC/LO Youth Violence Prevention Task Force. For more information on the work of the task force go to [www.sccyvpt.org](http://www.sccyvpt.org)<<http://www.sccyvpt.org>>

Program Librarian Maile McGrew-Frede and her team (librarians Jesse Koshlaychuk and Jennifer Hooker) have expanded the People and Stories (Connecting Lives to Literature) program to 3 correctional facility sites – Rountree, Main, and Blaine Street. All three groups meet weekly for 8 weeks discussing short stories by a diverse group of authors. For more information go to [www.peopleandstories.net](http://www.peopleandstories.net)

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



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

Mike Degive, a reporter doing an article for the Santa Cruz Sentinel, came to the Capitola Branch to see the Tales to Tails program in action. He spoke with the participating families, the volunteers, the doggy handlers, and staff responsible for the program. We were very happy to have Shmuel Thaler as the photographer!

- D. Volunteers will be used effectively.**

January and the first half of February were very busy in the volunteer office! We interviewed, placed and trained 10 new volunteers throughout the SCPL system in a variety of programs including Tales to Tails, Jail Literacy Services, Book Buddies, Programming, Grounds Groomer, Crafts Assistant, and Adopt-a-Shelf.

In January, 129 volunteers donated 1,135 hours of service, right on track with last January. In addition we recognized four long-time volunteers with bookplates for their hours of service, including Leo Wilson, B40 volunteer who accrued over 800 hours of service by the end of January.

The Del Mar Caregiver Resource Center sent the following letter to Denise Fritsch: "Del Mar Caregiver Resource Center would like to thank you for your support and your recent participation in our "Caregiver University" event on January 30, 2016. This year's event was a huge success, drawing a crowd of 95 attendees – many of whom were new to our programs and services. We've received numerous positive comments from those in attendance regarding the resource fair portion of the event in particular. Participants greatly benefitted from the ability to hear about your services and meet with members of your staff. We value you as a community partner and could not do all that we do without your support. Again, many thanks. We hope to see you at next year's event. Sincerely, Katie Tonnissen, LCSW, Clinical Supervisor."

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

- A. Identify the physical changes and funding required to provide 21<sup>st</sup>-century library facilities.**
- B. The virtual branch meets the definition of a welcoming place.**
- 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.**

B40 trained and added 3 new aides to fill in the gaps left by longtime aide, Tania B.'s, leaving.

- B. SCPL is committed to developing current library staff to become tomorrow's library leaders.**
- C. Employees have the skills to execute change and are committed to change and continual improvement.**
- D. A customer-driven service philosophy guides staff training and development.**

Library staff have recently participated in State Government Copyright, Fair Use, Personnel Management (including best practices and age diversity), and Library Security trainings. Coursework has been completed in Using Technology for Community Engagement, and Library Services to Patrons Experiencing Homelessness. Also completed were the mandatory City Harassment Prevention and Cultural Diversity trainings. New On-Call Librarian at-branch training was completed, and updates were made to the New Aide Training process with proposed additional at-branch training hours. The Learning Systems department appreciates Branch Manager initiative and generosity in offering these additional training hours. Increased effectiveness of New Aide training will result from the modified process.

# MONTHLY PERFORMANCE MEASURES JANUARY 2016

## ON-SITE USAGE

SELF CHECK	Jan-15	Jan-16	% Change
Aptos	81%	78%	-3%
Boulder Creek	81%	81%	0%
Branciforte	85%	85%	0%
Capitola	76%	76%	0%
Downtown	72%	72%	0%
Felton	72%	67%	-6%
Garfield Park	63%	60%	-4%
La Selva Beach	62%	63%	3%
Live Oak	76%	79%	4%
Scotts Valley	79%	80%	1%
<b>OVERALL- % Circ that is self check (does not include online renewals)</b>	<b>74.4%</b>	<b>74.1%</b>	<b>0%</b>

*Does not include online renewals*

VISITORS PER OPEN HOUR	Jan-15	Jan-16	% Change
Aptos	59	56	-5.1%
Boulder Creek	21	22	4.8%
Branciforte	57	63	10.5%
Capitola	40	41	2.5%
Downtown	131	145	10.7%
Felton	15	20	33.3%
Garfield Park	30	37	23.3%
La Selva Beach	22	21	-4.5%
Live Oak	60	69	15.0%
Scotts Valley	77	77	0.0%
<b>OVERALL</b>	<b>512</b>	<b>551</b>	<b>7.6%</b>

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

## STAFF WORKLOAD

BUSINESS	Jan-15	Jan-16	% Change
Aptos	5,542	6,522	7.7%
Boulder Creek	3,356	3,372	1.3%
Branciforte	3,018	3,084	3.4%
Capitola	5,656	5,806	21.6%
Downtown	3,196	3,643	8.0%
Felton	3,349	4,139	19.0%
Garfield Park	3,213	4,035	15.5%
La Selva Beach	1,999	2,591	5.3%
Live Oak	2,799	3,404	7.3%
Scotts Valley	3,709	4,271	16.7%
<b>OVERALL</b>	<b>3,584</b>	<b>4,087</b>	<b>14.0%</b>

*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 quart*

*NOTE: Statistics for July 2014-October 2015 have been updated with typical weeks numbers.*

# MONTHLY PERFORMANCE MEASURES JANUARY 2016

## SYSTEM MEASUREMENTS

<b>FINES &amp; FEES</b>	<b>Jan-15</b>	<b>Jan-16</b>	<b>% Change</b>
Paid at Desk	\$ 13,980	\$ 9,941	-29%
Paid at Kiosk	\$ 8,556	\$ 6,665	-22%
Paid online	na	na	na
<b>TOTAL</b>	<b>\$ 22,536</b>	<b>\$ 16,606</b>	<b>-26%</b>
% Paid at Desk	62%	60%	-4%
% Paid at Kiosk	38%	40%	6%
%Paid online	0%	0%	0%
% Paid by credit/debit card	33%	35%	7%

<b>PROGRAMMING</b>	<b>Jan-15</b>	<b>Jan-16</b>	<b>% Change</b>
Number of programs held	183	216	18%
Number of attendees	3014	3557	18%
Average # attendees/program	16.0	16.0	0%

<b>USE OF SYSTEM RESOURCES</b>	<b>Jan-15</b>	<b>Jan-16</b>	<b>% Change</b>
<b>VIRTUAL ACCESS</b>			
E-books & magazines	10,487	6,505	-38%
Downloadable audio & music	3,459	4,748	37%
Downloadable & Streaming Video	1,007	968	-4%
Pageviews	527,190	523,812	-1%
Online renewals	40,331	34,081	-15%
Total virtual access	582,474	570,262	-2%

<b>INTERLIBRARY LOAN</b>	<b>Jan-15</b>	<b>Jan-16</b>	<b>%Change</b>
ILL to Patrons	0	9	#DIV/0!
ILL to other libraries	6	118	18.67

<b>PHYSICAL CHECKOUTS</b>			
Staff assisted + self check	108,756	104,601	-4%

<b>CHECKOUTS</b>			
% Physical checkouts	66%	69%	5%
% Virtual checkouts	34%	31%	-9%
Circulation per capita	0.80	0.70	-13%

**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.

**\*\*For Dec. 2015 only:** Access Video generally accounts for up to half of our video numbers, so it is a significant deviation.

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

**Virtual checkout:** virtual access not including total pageviews

**Capita:** based on State Library data

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

TO: Finance Committee- Library Joint Powers Authority Board  
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director (01/29/16)  
 RE: Monthly Dashboard Report: Library's December 2015 financials

**SANTA CRUZ  
PUBLIC LIBRARIES**

**December 2015**  
**Preliminary,**  
**Unaudited**

Contained herein is the preliminary, UNAUDITED December 2015 Dashboard summary report. For the current month, operating results were \$223,377 with year-to-date net operating results of \$656,647. In general, preliminary revenues are ahead of the budget target by 0.1% and expenditures are under budget by 4.6%.

	Last Months Results				Percent of Budget Comparison		
	October	November	December	Fiscal Year to Date	Annual Budget FY 2015/16	YTD Actuals	Months completed (negative)
<b>Net operations (major accounts)</b>							
(1) <b>Revenue:</b>							
(2) Sales Tax	\$ 525,184	\$ 700,298	\$ 729,895	\$ 3,863,142	\$ 7,516,000	51.4%	50.0%
MOE- Member Contributions	453,773	453,773	453,773	2,720,656	5,504,000	49.4%	50.0%
Library Fines	-	-	-	-	104,000	0.0%	50.0%
Other Revenue	19,934	19,251	44,622	158,016	331,697	47.6%	50.0%
Subtotal Operating Revenue	998,891	1,173,322	1,228,290	6,741,815	13,455,697	50.1%	50.0%
Budgetary Financing Sources	-	-	-	-	-	-	0.1%
<b>TOTAL REVENUE</b>	<b>\$ 998,891</b>	<b>\$ 1,173,322</b>	<b>\$ 1,228,290</b>	<b>\$ 6,741,815</b>	<b>\$ 13,455,697</b>		
(1) <b>Expenditures:</b>							
(3) Payroll	\$ 583,857	\$ 635,980	\$ 647,770	\$ 3,826,661	8,677,912	44.1%	46.8%
(4) Books (w/Grants)	149,629	54,104	97,380	768,201	1,294,468	59.3%	50.0%
Janitorial Services	12,989	1,580	46	37,449	117,100	32.0%	50.0%
Building & Facility	21,984	14,002	17,946	81,377	356,122	22.9%	50.0%
Rent (Equip, Building, Land)	25,977	25,977	25,977	155,862	309,385	50.4%	50.0%
Utilities	48,206	28,961	23,560	221,341	431,201	51.3%	50.0%
Other expenditures	188,701	105,068	192,234	994,278	2,230,802	44.6%	50.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,031,343</b>	<b>\$ 865,673</b>	<b>\$ 1,004,912</b>	<b>\$ 6,085,168</b>	<b>\$ 13,416,990</b>	45.4%	50.0%
<b>Net Gain / (Loss)</b>	<b>\$ (32,452)</b>	<b>\$ 307,649</b>	<b>\$ 223,377</b>	<b>\$ 656,647</b>	<b>\$ 38,707</b>		4.6%

	Trust Current Assets (6)		Trust Current Assets (cont.)	
	Trust	Balance	Trust	Balance
(6) Total pooled cash	2,951,382	2,979,442	Leet-Corday	94,716
2-month reserve target	2,242,616	2,242,616	Morely	12,706
Excess cash/(reserve deficit)	708,766	736,826	Hale	45,438
Total Current Assets	3,944,785	4,147,864	Gruber	18,605
Accounts Payable	229,862	125,604		

**Notes:**

- July & August revenue &/or expenditures may still fluctuate with routine, year-end adjusting entries that could reallocate revenue between the current and prior fiscal year.
- 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.
- For the current fiscal year, the following month's have more than 2 pay periods which will create higher monthly payroll costs: July, January & June. The month's completed % is adjusted to reflect year-end accrual of the last payperiod.
- It is normal that purchases in the beginning of the year may be hire due to timing of large, planned purchases.
- In December, the four largest expenditures within 'Other expenditures' included: [Computer equipment at \$19k]; [Financial services - outside at \$72k]; [Library functional supplies at \$18k]; and [Other professional & technical services at \$40k].
- Cash was above the Library JPA's required reserve by \$909,258.



TO: Finance Committee- Library Joint Powers Authority Board  
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director (02/26/16)  
 RE: Monthly Dashboard Report: Library's January 2016 financials



January 2016  
 Preliminary,

Contained herein is the preliminary, UNAUDITED January 2016 Dashboard summary report. For the current month, operating results were <\$263,997> with year-to-date net operating results of \$392,650. In general, preliminary revenues are behind the budget target by 1.2% and expenditures are under budget by 4.4%.

**Net operations (major accounts)**

	Last Months Results			Fiscal Year to Date	Percent of Budget Comparison		
	November	December	January		Annual Budget FY 2015/16	YTD Actuals	Months completed / Positive / (negative)
<b>Revenue:</b>							
(2) Sales Tax	\$ 700,298	\$ 729,895	\$ 527,670	\$ 4,390,813	\$ 7,516,000	58.4%	58.3% 0.1%
MOE- Member Contributions	453,773	453,773	-	3,174,429	5,504,000	57.7%	58.3% (0.7%)
Library Fines	-	-	-	-	104,000	0.0%	58.3% (58.3%)
Other Revenue	19,251	44,622	21,338	179,354	424,404	42.3%	58.3% (16.1%)
Subtotal Operating Revenue	1,173,322	1,228,290	1,002,781	7,744,596	13,548,404	57.2%	58.3% (1.2%)
Budgetary Financing Sources	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,173,322</b>	<b>\$ 1,228,290</b>	<b>\$ 1,002,781</b>	<b>\$ 7,744,596</b>	<b>\$ 13,548,404</b>		
<b>Expenditures:</b>							
(3) Payroll	\$ 635,980	\$ 647,770	\$ 959,886	\$ 4,786,547	8,677,912	55.2%	58.4% 3.2%
Books (w/Grants)	54,104	97,380	83,761	851,962	1,294,468	65.8%	58.3% (7.5%)
(4) Janitorial Services	1,580	46	-	37,449	117,100	32.0%	58.3% 26.4%
Building & Facility	14,002	17,946	19,898	101,275	356,122	28.4%	58.3% 29.9%
Rent (Equip. Building, Land)	25,977	25,977	25,977	181,838	309,385	58.8%	58.3% (0.4%)
Utilities	28,961	23,560	30,394	251,735	431,201	58.4%	58.3% (0.0%)
Other expenditures	105,068	192,234	146,863	1,141,140	2,444,515	46.7%	58.3% 11.7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 865,673</b>	<b>\$ 1,004,912</b>	<b>\$ 1,266,779</b>	<b>\$ 7,351,947</b>	<b>\$ 13,630,703</b>	53.9%	58.3% 4.4%
<b>Net Gain / (Loss)</b>	<b>\$ 307,649</b>	<b>\$ 223,377</b>	<b>\$ (263,997)</b>	<b>\$ 392,650</b>	<b>\$ (82,299)</b>		

(6)	Trust Current Assets (6)			Trust Current Assets (cont.)		
	November	December	January	Trust	Balance	Balance
Total pooled cash	2,979,442	3,151,874	3,103,754	McCaskill- Hist	237,544	94,716
2-month reserve target	2,258,067	2,258,067	2,258,067	McCaskill- Vis	221,756	12,706
Excess cash/(reserve deficit)	721,375	893,807	845,687	Finkeldey	9,293	45,438
Total Current Assets	4,147,864	4,352,053	4,101,690	Whalen	94,216	18,605
Accounts Payable	125,604	106,416	119,950	Gruber		

**Notes:**

- After the June 8, 2015 budget adoption, an additional \$141,436 in revenue was added; offset by an additional \$235,789 in expenditures (largely attributed to LFFA activities). Staff will be reclassing all prior LFFA related changes into a separate Library division for reporting and potential reimbursement purposes.
- For sales tax, September, December, March & June include the State's estimated revenue plus any balances 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.
- For the current fiscal year, the following month's have more than 2 pay periods which will create higher monthly payroll costs: July, January & June. The month's completed % is adjusted to reflect year-end accrual of the last payperiod.
- Staff have resolved vendor issues related to delayed billing and implementation of the new janitorial contract for services already rendered. It is expected that March will contain a larger, proportional true-up payment for prior periods.
- In January the four largest expenditures within 'Other expenditures' included: [Computer equipment at \$7k]; [Software maintenance services at \$82k]; [Library functional supplies at \$15k]; and [Other professional & technical services at \$15k].
- Cash was above the Library JPA's required reserve by \$845,687.



Helga Smith &lt;smithh@santacruzpl.org&gt;

---

## Website Statistics for January 2016

1 message

---

**Ann Young** <younga@santacruzpl.org>

Mon, Feb 1, 2016 at 9:21 AM

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

Here is a breakdown for January:

Total visits: 119,956 (SCPL website: 75,900; SCPL Catalog: 44,056)

Total pageviews: 523,812 (SCPL website: 155,842; SCPL Catalog: 367,970)

The top content sources for the above pageview statistics are:

- SCPL Catalog - 367,970 pageviews
- SCPL homepage - 64,622 pageviews
- New Items - 15,935 pageviews
- Branch pages - 11,429 pageviews
- Local history articles - 10,089 pageviews
- Internet Resources (links to subscription databases) - 7,781 pageviews
- Community Information Database - 6,853 pageviews
- Kids page - 6,354 pageviews
- Local history photo gallery - 5,486 pageviews
- Ematerials (links to ebook, eaudio vendors) - 4,401 pageviews
- Library services - 3,792 pageviews
- Events calendar - 2,978 pageviews
- Newspaper Clipping Index - 2,161 pageviews
- Reader's Link (Staff pick book reviews, etc.) - 1,752 pageviews
- What's New - 1,601 pageviews
- Library Admin pages (LJPB agendas, audio files, etc.) - 1,467 pageviews
- SC County Endangered Species - 1,001 pageviews
- Sheet Music Database - 983 pageviews
- Contact Us - 913 pageviews
- Site search - 849 pageviews
- Local News Index - 803 pageviews
- Teen page - 496 pageviews
- Soundswell - 367 pageviews

Date	Location	Time	Patron's Name	Ref. #	Brief Description In some instances a patron may receive more than 1 ban in a single day.	1 Yr.											
						1 Day	2 Day	3 Day	7 Day	14 Day	30 Day	42 Day	60 Day	90 Day	3 Mo.	6 Mo.	
01/22/16	SV	11:35am	Female	SV	The woman involved in the SV bathroom incident on 1/21 (smearing feces), returned. 911 was called to do a welfare check on the woman. After 10 minutes of arguing, the <b>patron was ejected for the day.</b>	1											
					Patron has had an ongoing issue with a staff member claiming that the staff member was giving preferential treatment to other patrons in the internet area. The patron was using vulgar language and was disrespectful. The patron was <b>ejected for the day.</b> After continuing his verbal attack calling security a "Nazi asshole", he was <b>banned for 7 days.</b>	1			1								
01/24/16	DTN	4:30pm	Unknown	DTN 132													
01/26/16	DTN	3:30PM	Megan	DTN 134	A female patron, Megan stated that her boyfriend had slapped her in the face and stole her cell phone. The woman had a red mark on her cheek. 911 was called and the boyfriend returned with the woman's cell phone. The man was arrested for domestic violence. Both were issued a <b>30 day ban. 1/28/16 DTN 134-Megan Served by Chris Murdock</b>					1							
			Male	DTN 135	Security observed 2 male patrons on library property drinking an alcoholic beverage (Fosters) and smoking. When security approached, the man said "I'm not drinking it, I'm taking a shower with it and started using profanity. After DTN 136 dumped his beer on his head, and attempted to enter the library. <b>A 7 day ban was issued to both individuals.</b> DTN 137 was served his ban package												
01/28/16	DTN	11am	Male	DTN 137				1									



Location			Time		Patron's Name		Ref. #		Brief Description In some instances a patron may receive more than 1 ban in a single day.													1 Yr. 6 Mo. 3 Mo. 90 Day 60 Day 42 Day 30 Day 14 Day 7 Day 3 Day 2 Day 1 Day																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
Date																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				





# SCPL INCIDENT LOG - 2015

(Dates from the 21st to the 20th. for LJPB Packet & Copy to DA Office sohara@cityofsantacruz.com)

Date	Location	Time	Patron's Name	Ref. #	Brief Description		Staff Involved	Steps Taken	Safety Action	Roving Guard Called	911 Called	Bld. Mtc. Called
01/21/16	SV	1pm	NA	-	Patron reported that the Family Bathroom was a mess and smelled.	-	Kyra Rodriguez	Staff found feces smeared on the floor around the bathroom sink. The janitorial service was called.	NA	No	No	No
01/21/16	SV	11:30am	NA	-	Patron reported that one of the toilets in the woman's bathroom was clogged.	-	Kyra Rodriguez	Staff found feces smeared on the bathroom floor. The janitorial service was called.	NA	No	No	No
01/22/16	SV	11:35am	Female	-	The woman involved in the SV bathroom incident on 1/21 returned.			911 was called to do a welfare check on the woman. After 10 minutes of arguing, the patron was <b>ejected for the day.</b>	NA	No	Yes	No
01/22/16	CAP	5pm	Unknown	-	Staff discovered several ounces of blood in the men's bathroom at closing time.	-	Chantel Van Pelt	Staff used a bodily fluid disposal kit to clean up the substance.	NA	No	No	No
01/24/16	DTN	4:30pm	Unknown	DTN 132	Patron has had an ongoing issue with a staff member claiming that the staff member was giving preferential treatment to other patrons in the internet area. The patron was using vulgar language and was disrespectful.	N	Brandon Hunter, Mitchell Horton	The patron was <b>ejected for the day.</b> After continuing his verbal attack calling security a "Nazi asshole", he was <b>banned for 7 days....1/29/16 Patron served per James Lee</b>	NA	Yes	No	No

01/26/16	DTN	3:30PM	Megan	DTN 134	A female patron, Megan stated that her boyfriend had slapped her in the face and stole her cell phone. The woman had a red mark on her cheek.	N	Chase Coetzee	911 was called and the boyfriend returned with the woman's cell phone. The man was arrested for domestic violence. <b>Both were issued a 30 day ban. 1/28/16 DTN 134- Megan Served by Chris Murdock</b>	NA	Yes	Yes	No
01/27/16	B40	1pm	NA	-	A patron in a white Ford Econoline Van was illegally parked in a handicap space.	-	Cathy Landis	After attempting to find the owner, a call to the police was made. Photos were taken and a citation will be mailed to the owner.	NA	No	Yes	No
01/27/16	FTN	12:30pm	Ben Helay	-	A car swiped the retaining wall at the edge of Library property.			Part of the Library's retaining wall was damaged causing several rocks from the wall to be dislodged. It appeared that it was due to a flat tire. CHP was called.	NA	No	Yes	Yes
01/28/16	DTN	11am	Male	DTN 136 & DTN 137	Security observed male 2 patrons on library property drinking an alcoholic beverage (Fosters Beer) and smoking.	Y		When security approached, the man said "I'm not drinking it, I'm taking a shower with it and started using profanity. DTN 136 dumped his beer on his head, and attempted to enter the library. <b>A 7 day</b>	NA	No	Yes	No





02/04/16	DTN	4:30pm	Heather Stock	DTN 73	Staff observed the patron sleeping on a bench in front of the library. The patron was unresponsive until medical assistance was offered.	-	James Lee, Chris Murdock	The patron started screaming and swearing loud enough to be heard on the 2nd floor. She left to go to the Cruzio building until she saw their security guard outside. She then headed toward Pacific Ave. <b>A 7 day ban was issued....2/9/16 Patron served at 12:00 by Chase Coetzee.</b>	NA	Yes	No	No
02/06/16	DTN	10am	Kristy Jones	-	Patron came to Headquarters to report that a library maintenance worker hit her ankle with a litter pick-up stick while she was seated on a library bench. She was urged by her husband to file a police report.	-	Sue Graziano, Cesar Gallardo, Daniel Ruiz	Police interviewed the patron and confirmed that there were no marks on the ankle she claimed was hit. The library maintenance worker was interviewed. It was determined that battery had not occurred.	NA	No	Yes	Yes
02/06/16	DTN	10:15am	Male	-	Staff observed a man fall out of his wheelchair near headquarters. After staff returned with their Cell Phone, the man was back in his chair but in the middle of the street.	-	Sue Graziano	The man declined an offer for 911 services. Staff called anyway. Before 911 arrived, the man moved himself away from the scene heading towards Pacific Ave.	NA	No	Yes	No
02/06/16	DTN	10:25am	Julie Brommer	-	Security discovered an elderly woman on the floor of the 1st floor meeting room.	-	Mitchell Horton	The patron stated she had fallen and hit her head and left wrist. The patron declined offers of medical assistance. She was able to continue on with the group that she was meeting with.	NA	Yes	No	No



02/08/16	DTN	12pm	Mark Brodie	DTN 30	Security observed the patron using heroin in the men's restroom	N	Chase Coetzee	The patron has a history of violating code of Conduct rules. <b>A 30 day ban was issued.</b>	NA	Yes	No	No
02/08/16	DTN	11:30am	Male	DTN 139	Two patrons reported that the stall in the men's restroom was occupied for an extended period of time by another patron who was sleeping.	N	James Lee, Chase Coetzee	Security woke the man who gathered his belongings and left the bathroom. Debris was left behind in the bathroom stall. <b>A 3 day ban was issued.</b>	NA	Yes	No	No
02/10/16	LO	7pm	Male	-	A male patron refused to vacate the bathroom after being advised to leave. A photo was taken showing the man shirtless, shaving and brushing his teeth.	-	Lorena Lopez, Phillip Boulton, Patty Carroll	911 was called. The patron became argumentative with the police officer. A second officer arrived and then they took the patron out. This incident delayed the end of day closing by 30 minutes.	NA	No	Yes	No
02/11/16	DTN	1pm	Male	DTN 140	Male was observed urinating on the side of the building.	N	Chris Murdock	<b>A 7 day ban was issued.</b>	NA	Yes	No	No
02/11/16	DTN	1pm	Three males	DTN 141 142 143	All three patrons were using internet computers when DTN 141 started shouting at the other two to leave him alone, causing a disturbance.	N	Chris Murdock, James Lee	Both parties were asked to leave the library for the disruption. On their way out they continued to shout at each other and threatened to fight in front of the library. Eventually they all walked away but continued to shout at each other. SCPD was called to put an end to the situation. <b>A 7 day ban was issued</b> to all three men.	NA	Yes	No	No



02/17/16	DTN	5:30pm	Female	-	Patron became annoyed when staff attempted to clarify what she was complaining about. She continued to ramble on and on about her issue.	-	Ivan Sumano-Vargas	The patron yelled "Fuck You" at staff and stormed off leaving the library.	NA	No	No	No
----------	-----	--------	--------	---	--	---	--------------------	--	----	----	----	----

**Santa Cruz Sentinel**

## **Tales to Tails reading program brings together children and dogs**

3/5



Itsy Bitsy, a smaller than normal Newfoundland, enjoys the stories at the Capitola Library as Finn Swett reads a book of his choosing. (Shmuel Thaler -- Santa Cruz Sentinel)

By Mike de Give, [newsroom@santacruzsentinel.com](mailto:newsroom@santacruzsentinel.com)

Posted: 02/20/16, 2:39 PM PST | Updated: 11 hrs ago



0 Comments



Americo Castillo, 7, works on his reading skills in the company of Kris Heil and his Newfoundland Itsy Bitsy at the Capitola Library. (Shmuel Thaler -- Santa Cruz Sentinel)

## Tales to Tails

CAPITOLA >> Americo Castillo was first in line Wednesday to read to Bitsy at the Capitola Library.

He'd been looking forward to this all day. With a book under his arm and a no-nonsense stride, the 7-year-old made his way to the mellow Newfoundland, stroked behind her ears a bit, and opened up his copy of "I Spy Fly Guy."

Bitsy, who is 11 and clearly a "good dog," nudged Americo's hand for a little more of that behind-the-ears action, then settled in as Americo read excitedly about a game of hide-and-seek and an unexpected pickup by the garbage collector.

This scene unfolds at library branches all over the county several times a week as part of the [Tales to Tails](#) literacy program. Capitola branch manager Melanee Barash convinced her higher-ups to give the program a try in 2011, knowing the experience of reading aloud encourages kids to be eager and skillful readers. Add some therapy dogs to the mix and you get great listeners who provide a nonjudgmental, fun environment for kids to practice their reading, Barash said.

Today Barash is "proud, happy, kind of amazed" at the impression Tales to Tails has made with young readers and their parents. The program quickly doubled in size, and from there it

quadrupled again, and now dogs from [Furry Friends Pet Assisted Therapies](#) are listening to tales at nine branches systemwide several times a week.

“It’s an opportunity for a different type of reading experience that not a lot of children get to have,” said Chris Heil, Bitsy’s owner and a volunteer with Furry Friends. “It’s amazing to see repeat readers get better.”

The program costs next to nothing. Kids get a sticker every time they read to a pooch, and that pretty much accounts for the whole budget. After every five visits, a child gets a free book, paid for by donations to the program.

Bitsy, the Newfoundland, appears unaware of all this, but there’s something behind her eyes that says she’s totally down with it. Americo, a Soquel Elementary first-grader, is reading his third book (one from the “Piggy and Elephant” series), rounding out this 20-minute session. He’s sounding out some of the words, but on other pages he’s really getting into the dialogue, sort of whisper-shouting the passages that are in all caps.

Afterward, he tells me he puts a lot of thought into the books he chooses for Bitsy.

“I wonder if I should kind of get a dog book, so that it can listen and it would be something about other dogs,” he said.

But then, rather thoughtfully, he adds he’s not sure if Bitsy understands the actual content of the stories.

“I think they like the sound. I feel like it’s kind of like music to the dogs, and they like to hear it.”

Bitsy heaves a comfortable sigh and gets back to work.

#### Tales to tails

Aptos: 3:30-4:30 p.m., second and fourth Thursdays; 11 a.m.-noon third Saturdays.

Boulder Creek: 3:30-4:30 p.m. Tuesdays.

Branciforte: 3:30-4:30 p.m. second and fourth Wednesdays.

Capitola: 3-4:30 p.m., first and third Wednesdays; 3:30-4:30 p.m., second and fourth Wednesdays; 9:30-10:30 a.m., first Saturdays.

Downtown: 10-11:30 a.m. Saturdays.

Felton: 2-3 p.m., second and fourth Wednesdays; 3-4 p.m., first and third Fridays.

Garfield Park: 4-5:30 p.m., first and third Thursdays.

La Selva Beach: 3-4 p.m., first and third Fridays.

Scotts Valley: 4-5 p.m., second and fourth Tuesdays.

Details: [www.santacruzpl.org/kids/tales](http://www.santacruzpl.org/kids/tales).

To sign up: Call 831-427-7717, or email [tales2tails@santacruzpl.org](mailto:tales2tails@santacruzpl.org).

[Tales2Tails](#)





## STUFFY LITTLE NOSES

nasal aspirators are used by squeezing air out and placing at baby's nostril then letting go. The resulting suction will pull some mucus out, but there is a limited amount of suction in each squeeze, so parents often have to repeat the process several times to get results, squirting out collected mucus each time. All the while, baby cries and struggles.

Here's where the NoseFrida nasal aspirator (also known as the snot-sucker) comes to the rescue. One end of the long, NoseFrida tube goes into the parent's mouth, while the other end, a clear cigar-shaped container with a filter, is placed against the baby's nostril. Gentle, con-

Find yourself in the library

Toddler Time

SANTA CRUZ  
PUBLIC LIBRARIES  
santacruzpl.org

## From: GROWING UP IN SANTA CRUZ FEBRUARY 2016

Nose Frida website - [www.fridababy.com](http://www.fridababy.com)

Birth Network of Santa Cruz County listing  
of care providers at [www.BirthNet.org](http://www.BirthNet.org)

**Be prepared.** Like a good, quick-reading thermometer, a snot-sucker is likely to be something you need quickly or inconveniently at three in the morning. A NoseFrida is good to have on hand before the birth, or even after.

Walk Through the Grades tour on 2/3 & 2/24 · 8:30-10:30 am

Morning in the Kindergarten tour on 2/27 · 10 am - 12 pm

RSVP 831-425-0519



Santa Cruz  
Waldorf School



**Santa Cruz Sentinel**

## **Capitola releases design of new library**



Capitola has released architectural renderings of its planned \$10.6 million library. (Anderson-Brule Architects -- Contributed)

By [Kara Guzman](#), Santa Cruz Sentinel

Posted: 02/21/16, 4:33 PM PST |





Capitola Library Branch Manager Melanee Barash talks with Barbara Gorson of Capitola Friends of the Library on Friday at the Capitola Library. The City of Capitola has approved the building of a new library if a parcel tax measure is passed by voters. (Dan Coyro -- Santa Cruz Sentinel)

### **Capitola Branch 16th Anniversary**

**What:** View designs of new library and learn about the parcel tax measure

**When:** March 26, noon-2 p.m.

**Where:** Capitola Branch Library, 2005 Wharf Road, Capitola

**Details:** 831-420-5329

**CAPITOLA >>** An architectural rendering of what Capitola's new library may look like has been released by city officials.

It's bigger, more welcoming and more technologically advanced than the current library, which is housed in a 16-year-old modular structure that was meant to be temporary. The estimated \$10.6 million project has a dedicated children's and teen section, additional computers and small conference rooms.

The drawing is a draft and is only meant to give a rough feel of the building's style and placement on the existing library's grounds. It's a result of a public workshop last fall in which members gave input on style, materials and the "feeling" of the new library. The workshop was hosted by Capitola resident Pamela Anderson-Brule, of San Jose firm Anderson-Brule Architects.

Community members wanted the library to blend in with Soquel Creek, which is across Wharf Road. Architects used natural materials, and also preserved the children's playground next to the existing library.

Capitola mayor Ed Bottorff said the design is tasteful and user-friendly.

"The materials, the texture, just the slope of the roof. It just seems very appealing," said Bottorff, who said Capitola City Council members were all supportive of the design and approved it earlier this month.

The project is dependent on the Santa Cruz County (excluding Watsonville) voters passing a \$67 million parcel tax in June, which would pay for library construction and renovation throughout the Santa Cruz Public Libraries system.

Voters will decide on a 30-year, \$49.50 annual tax for residential units and \$85 for commercial properties. The City of Santa Cruz and Santa Cruz County would receive most of the funds to pay for new libraries and renovations in those jurisdictions.

Capitola would receive \$8 million from the parcel tax. That would be combined with \$2.7 million of county redevelopment agency monies already earmarked for Capitola library construction to fund the \$10.6 million project.

"(The parcel tax) is a pretty big win for the City of Capitola, so I hope that the Capitola residents are enthusiastic about it," Bottorff said.

According to Barbara Gorson, Capitola representative on the Santa Cruz Public Library Advisory Commission, more than half the users of the Capitola branch come from outside the city, mostly from Soquel and Live Oak.

Gorson describes the Capitola branch as "jam-packed," since it is close to the 41st Avenue corridor and has free parking. The library system determines how busy each branch is by comparing square footage, number of visitors and staff, number of transactions and other factors. Capitola's branch is consistently ranked the second-busiest library in the system, behind the Downtown Santa Cruz branch.

The new library's size is not yet determined, but will be a minimum of 7,000 square feet and likely around 12,000 square feet. The current library is 4,000 square feet.

City Council member Michael Termini said it's important to note that the parcel tax monies will only be used for facilities. If the measure passes, he expects ground breaking by the end of 2017 and ribbon cutting by 2019.

Reach the author at [kguzman@santacruzsentinel.com](mailto:kguzman@santacruzsentinel.com) or follow Kara on Twitter: [@karambutan](https://twitter.com/karambutan).

From: Santa Cruz Sentinel  
Feb 17, 2016

I found Santa Cruz City Councilmember Cynthia Mathews' comments on the June library vote interesting. To characterize the \$60 million plus, 30 year parcel tax as "revenue" seems odd. I would hope that Ms. Mathews merely misspoke rather than issuing the first volley in a campaign of deception to avoid using the words "parcel tax."

If we are to intelligently decide how to vote on this matter, it might be helpful if we all begin with the facts. Passage requires 2/3 of the voters to approve a tax which lasts 30 years. Clearly understanding this, we can then discuss if it's a good idea. Does this proposal solve the library's most pressing problems? Will the parcel tax provide for more open hours? Will the parcel tax increase book purchases? Will it increase or decrease operating revenue? Is it equitable?

Mischaracterization of the proposal is not the way to begin a critical evaluation of the largest and longest lasting parcel tax in the history of the county.

— **Glenn Hanna**, Santa Cruz



## STAFF REPORT

DATE: February 16, 2016  
TO: Library Joint Powers Authority Board  
FROM: Janis O'Driscoll, Interim Director  
RE: Accept Grant Monies

---

### RECOMMENDATION

The recommendation is that the Board authorize the attached budget adjustment accepting grant monies and amending the FY 15/16 Library Budget.

### BACKGROUND

Two grant were recently awarded to the Santa Cruz Public Libraries.

The first grant, Santa Cruz Pedal Library, was awarded to the library in order to provide a BikeMobile. The Pedal Library is an alternative means of delivering library services. The route for the Pedal Library is still being developed but it is sure to attract attention and turn heads in an already enthusiastic biking community.

The second grant is the Califa CENIC project. Califa has been contracted by the California State Library to administer the CENIC program for participating libraries and coordinate the services that will deliver high-speed broadband to them and enable them to use the CalREN network. Califa has offered a grant to libraries who are joining the CENIC network to off set the network hardware costs associated with switching networks. SCPL has been awarded in the amount of \$24,000.

City of Santa Cruz  
BUDGET ADJUSTMENT REQUEST

PAGE 1 OF 1

<input type="radio"/> Council Approval .....	Resolution No. _____
<input type="radio"/> Successor Agency .....	Resolution No. _____
<input checked="" type="radio"/> Administrative Approval	

<input checked="" type="radio"/> Current Fiscal Year
<input type="radio"/> Prior Fiscal Year

TO: FINANCE DIRECTOR  
FROM: Kira Henifin

DATE: 02/11/2016

<u>ACCOUNT</u>	<b>REVENUE</b> EDEN ACCOUNT TITLE	
<b>TOTAL REVENUE</b>		0

<u>ACCOUNT</u>	<b>EXPENDITURE</b> EDEN ACCOUNT TITLE	
951-36-56-3570-52199	Other Professional and Technical Services	58,000
<b>TOTAL EXPENDITURE</b>		58,000

**NET: \$ (58,000)**

Purpose:

3/3/2016 LJPB Motion to Adopt the following budget adjustment:

TWBW Informational Mailer and Postage \$30,000

NBS CFD Tax Administration & Rate and Method of Apportionment (\$18,000 & \$10,000=\$28,000)

REQUESTED BY	DEPARTMENT HEAD APPROVAL	ACCOUNTING APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL



**City of Santa Cruz  
BUDGET ADJUSTMENT REQUEST**

PAGE 1 OF 1

<input type="radio"/> Council Approval .....	Resolution No. _____
<input type="radio"/> Successor Agency .....	Resolution No. _____
<input checked="" type="radio"/> Administrative Approval	

<input checked="" type="radio"/> Current Fiscal Year
<input type="radio"/> Prior Fiscal Year

TO: FINANCE DIRECTOR  
FROM: Kira Henifin

DATE: 02/16/2016

<u>ACCOUNT</u>	<b>REVENUE</b> EDEN ACCOUNT TITLE	
951-36-00-0000-43310	Local Operating Grant	12,500
g361609-271-0-0	PLP Santa Cruz Pedal Project	
951-36-00-0000-43210	State Operating Grant	24,000
g361610-126-2100-1012	Califa Braodband Project	
<b>TOTAL REVENUE</b>		36,500

<u>ACCOUNT</u>	<b>EXPENDITURE</b> EDEN ACCOUNT TITLE	
951-36-53-3515-57402	Vehicle Equipment	12,500
g361609-100-2020-0	PLP Santa Cruz Pedal Project	
951-36-54-3550-52249	Hardware Maintenance Services	24,000
g361610-100-2020-336	Califa Broadband Project	
<b>TOTAL EXPENDITURE</b>		36,500

**NET: \$** \_\_\_\_\_ **0**

Purpose:

Approved at LJPB meeting 3/3/2016  
PLP Santa Cruz Pedal Grant in the amount of \$12,500  
Califa Broadband Project Grant in the amount of \$24,000

REQUESTED BY	DEPARTMENT HEAD APPROVAL	ACCOUNTING APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin DN: cn=Kira Henifin, o=Santa Cruz Public Library, ou omahenifin@cityofscruz.org, c=US Date: 2016.02.16 13:22:14 -0800</small> 02/16/16				

Revised September 2012

## STAFF REPORT

DATE: March 3, 2016  
TO: Library Joint Powers Authority Board  
FROM: Janis O'Driscoll, Interim Director  
RE: Personnel changes

---

### RECOMMENDATION

The recommendation is that the Board adopt the following personnel changes:

**Amend**

Position #283-004 From 1.0 FTE to .75 FTE

Position #283-026 From .50 FTE to .75 FTE

### BACKGROUND

A Library Assistant II in the Collections Management Department requested a reduction in hours from full time to 30 hours.

This reduction creates 10 hours that we would like to apply to a 20 hour position in the same department.

The result would be two (2) 30 hour positions in Collections Management that will better provide for flexibility in staffing the department.

This change will result in a net zero personnel cost to the budget.



## STAFF REPORT

AGENDA: March 3, 2016  
DATE: February 25, 2016  
TO: Library Joint Powers Authority  
FROM: Rich Hill, Interim Executive Director  
SUBJECT: Contribution and Reimbursement Agreement

### **RECOMMENDATION**

Approve the Contribution and Reimbursement Agreement between the Libraries Facilities Financing Authority Community Facilities District 2016-01 and the Joint Powers Authority created by the 1996 Agreement, the (Authority).

### **BACKGROUND**

In the summer of 2013 the Authority conducted a survey to assess the feasibility of establishing a Community Facilities District to place a bond measure before the voter to pay for the construction and improvements of library facilities. In December 2014 the Libraries Facilities Financing Authority (LFFA) was formed to conduct surveys and analyses to further explore the feasibility of a Bond Measure, and prepare for the creation of a Community Facilities District in order to set boundaries and make the necessary determinations to place a ballot measure on the ballot. On February 11, 2016 a public hearing was concluded, the authorizing resolutions were adopted and Community Facilities District 2016-01 (CFD) was formed.

### **DISCUSSION**

The LFFA board is comprised with members representing the County of Santa Cruz, the City of Santa Cruz, the City of Scotts Valley, and the City Capitola. The Authority was not a party to the LFFA formation and therefore did not enjoy board membership. Nonetheless, it was determined at the time of the initial bond measure feasibility process that the Authority would front the costs of this process with the understanding that should the ballot measure be successful, the SCLA would be reimbursed.

Further, since the LFFA was formed under the California Joint Exercise of Powers Act, certain strict accounting procedures are required to be followed. Because the LFFA and the CFD, as formed, do not have any revenues or assets, a reimbursement agreement between the CFD and the Authority to reimburse the Authority is a proper part of the accounting procedures. The Mello-Roos law, the CFD formation authority, allows the CFD to contract with a public entity to advance funds and in-kind work to accommodate the various formation needs of the CFD and the prerequisite tasks to place a measure on the ballot.

The Contribution and Reimbursement Agreement (see attachment 1) defines the nature of Advances and defines allowable Initial Costs, which include in part:

- Appraisals, absorption studies and other reports
- Consultant fees and expenses
- Printing, publication and distribution costs
- Costs associated with the formation of the CFD
- Accounting and administration costs

Prepared and approved by:

Attachment:

1. Contribution and Reimbursement Agreement



## ATTACHMENT 1

### Contribution and Reimbursement Agreement

**SANTA CRUZ LIBRARIES FACILITIES FINANCING AUTHORITY**  
**Community Facilities District No. 2016-1**

THIS CONTRIBUTION AND REIMBURSEMENT AGREEMENT (the "Agreement"), dated for convenience as of March 3, 2016, is by and among the Santa Cruz Libraries Facilities Financing Authority (the "LFFA"), on behalf of itself and the Santa Cruz Libraries Facilities Financing Authority Community Facilities District 2016-01 (the "CFD"), and the Joint Powers Authority created by the 1996 Agreement (the "Authority").

**RECITALS:**

WHEREAS, the members of the Authority have undertaken proceedings (the "Proceedings") to establish the LFFA and the CFD, to authorize the levy of special taxes (the "Special Taxes") to finance the acquisition and construction of certain public library facilities (including assessment of the probability of a successful ballot measure to authorize the Special Taxes), and to authorize the issuance of one or more series of bonds or other debt (collectively, the "Bonds") under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act") secured by the Special Taxes;

WHEREAS, section 53314.9 of the California Government Code allows the LFFA, as legislative body of the CFD, to accept advances of funds or work in-kind from any source before or after the CFD formation, and may enter into an agreement, by resolution, with a public entity advancing the funds or work in-kind to repay all or a portion of such advances;

WHEREAS, the Authority is willing to advance funds to the LFFA or to its agents and consultants as necessary to ensure payment of any and all costs of the LFFA in connection with the Proceedings and the issuance of Bonds, provided that such advances are reimbursed to the Authority by the LFFA, as may be allowed by its legislative body, from the proceeds of the Special Taxes and the Bonds, to the extent legally permissible;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth herein, and for other consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

**AGREEMENT:**

**Section 1.     The Advances.**

(a)     The Authority agrees to advance to the LFFA, or provide directly on behalf of the LFFA, from time to time and upon written request submitted by the LFFA, or in the judgment of the Authority, amounts (collectively the "Advances") incurred or reasonably expected to be incurred by the LFFA to pay Initial Costs (as defined below), understanding that such initial costs may have been incurred before or after the formation of the LFFA.

(b)     The "Initial Costs" include, but are not limited to:

(i) the fees and expenses of any consultants to the LFFA engaged in connection with the Proceedings and the issuance of Bonds (such as engineering, legal counsel, including special counsel to the LFFA, financial advisory and special tax consultant), excluding such fees and expenses that are payable on a basis contingent on the issuance of the Bonds;

(ii) the costs of appraisals, absorption studies and other reports necessary or deemed advisable by LFFA or Authority staff in connection with the Proceedings and the issuance of Bonds;

(iii) costs of publication of notices, preparation and mailing of ballots and other costs related to any election with respect to the CFD, the Special Taxes or the Bonds; but in all cases excluding any costs related to advocacy in connection with any CFD elections;

(iv) the costs of any action prosecuted in the superior court to validate the CFD, the Special Taxes or the Bonds;

(v) a reasonable charge for an allocable share of administrative expenses with respect to staff of the Authority's or LFFA's members related to the Proceedings, the issuance of Bonds, or the design and planning activities for the Bond-financed facilities;

(vi) any costs incurred by the Authority or LFFA in connection with discussions with or applications to bond rating agencies, if applicable; and

(vii) any and all other actual costs and expenses, direct and indirect, incurred by the Authority or LFFA with respect to the Proceedings, the Special Taxes and the Bonds.

Section 2. Reimbursement of Advances. The Advances shall be reimbursed by the LFFA solely from the following sources, and solely to the extent permitted under the Act: (a) available proceeds of the Special Taxes, if and to the extent levied, (b) available proceeds of the Bonds, if and to the extent issued.

Section 3. Reimbursement of Other Costs. Nothing contained herein shall prohibit reimbursement of other costs and expenses of the Authority or the LFFA incurred in connection with the Proceedings, the Special Taxes and the Bonds from any legally available sources of funds, including without limitation available proceeds of the Special Taxes or the Bonds.

Section 4. Agreement Not Debt or Liability of the LFFA. It is hereby acknowledged and agreed that this Agreement is not a debt or liability of the LFFA or the CFD.

Section 5. Accounting. The Advances may be commingled with other funds of the LFFA for purposes of investment and safekeeping, but the Authority, unless otherwise directed

by the LFFA legislative body, shall at all times maintain records of the receipt, expenditure and reimbursement of all Advances. The cost of maintaining such records shall be considered an Initial Cost.

Section 6. Severability. If any part of this Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be given effect to the fullest extent reasonably possible.

Section 7. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

Section 8. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto.

Section 9. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.



\*\*\*\*\*

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first written above.

SANTA CRUZ LIBRARIES FACILITIES  
FINANCING AUTHORITY

By: \_\_\_\_\_

Name: Richard Hill

Its: Interim Executive Director

AUTHORITY

By: \_\_\_\_\_

Name: Janis O'Driscoll

Its: Interim Library Director



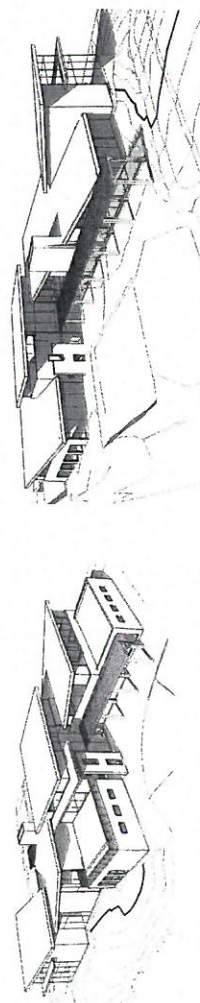
# FUTURE CAPITOLA BRANCH LIBRARY

## KEY PROGRAM AND SERVICES

- |                             |                             |                              |
|-----------------------------|-----------------------------|------------------------------|
| COMMUNITY CONNECTIONS       | READING, VIEWING, LISTENING | LIFELONG LEARNING            |
| • Community Meeting Room    | • New Books                 | • Electronic Homework Center |
| • Accessible Outdoor Spaces | • Media Browsing            | • Tutoring Rooms             |
| • Public Access Computing   | • Children's Storytelling   | • Group Study                |

## KEY DESIGN CONCEPTS FROM COMMUNITY OUTREACH

- Create inviting library that showcases community values
- Responsive to context and natural environment
- Use natural materials (stone, wood, glass)
- Use of stucco as a contextual material that relates to the Rispin Mansion
- Group simple forms and break down masses
- Look to materials that are durable and sustainable
- Design structure to be human scale with a civic presence
- Develop strong indoor/outdoor connections
- Create some taller elements with visual connection to surroundings



VIEW A FROM WHARF ROAD



ILLUSTRATIVE LANDSCAPE SITE PLAN











## STAFF REPORT

DATE: 26 February 2016

TO: Library Joint Powers Board

FROM: Janis O'Driscoll, Interim Library Director

**RECOMMENDATION:** Accept the report of the Interim Library Director in order to call the first meeting of the Library Advisory Commission.

**SUMMARY** Upon appointment of all seven commissioners to the Library Advisory Commission, the Interim Library Director will call the first meeting of the Commission to elect a chairperson and vice-chairperson, consider and adopt bylaws, establish a meeting schedule, and define rules and regulations for the conduct of its meetings. The Commissioners will also draw lots to establish the lengths of their respective terms as described in the Fourth Amendment to the Joint Powers Agreement. The Interim Director and the Commission will return to the Board to report on the results of its first meeting.

**BACKGROUND** The Fourth Amendment to the Joint Powers Agreement, Section 5B, states that "the Governing Board shall be advised by a Library Advisory Commission." Commissioners must be registered voters and are appointed as follows:

1. Three residents of unincorporated Santa Cruz County with one each appointed from Supervisorial Districts 1, 2, and 5
2. Two Santa Cruz City residents appointed by the Santa Cruz City Council
3. One Capitola resident appointed by the Capitola City Council
4. One Scotts Valley resident appointed by the Scotts Valley City Council

By March 2, 2016, it is expected that all seven appointments will have been made and the first meeting of the Library Advisory Commission can be scheduled.

The Commission is advisory only and is intended to be a voice of the community to provide advice and feedback to the Governing Board and the Director of Libraries.

The Commission shall meet at least quarterly to develop recommendations to the Governing Board on Library System hours, organization and services and will prepare an annual report for consideration by the Governing Board.

Each Commissioner shall serve a four-year term. The terms of the initial Commissioners shall be staggered to end at 36 months and 48 months, respectively, so as to ensure continuity among the Commissioners. Each Commissioner shall be limited to two terms.

The Commission shall be governed by the requirements of the Ralph M. Brown Act.

## STAFF REPORT

DATE: March 3, 2016  
TO: Library Joint Powers Authority Board  
FROM: Lisa Murphy, HR Director  
RE: Board Appointments

---

### RECOMMENDATION

- 1) Designate two JPA Board members to a Library Director recruitment ad-hoc advisory committee, and
- 2) Designate one JPA Board member as a representative to attend quarterly meetings with SEIU and OE3 Bargaining Groups pursuant to the Letter of Intent adopted by the Board on January 14, 2016.

### BACKGROUND

The Santa Cruz Public Library Joint Powers Authority (JPA Board) is currently recruiting for the Library Director. The timeline is as follows: March 7<sup>th</sup> Application closes; March 14<sup>th</sup> Semi-Finalists will be identified; Week of March 21<sup>st</sup> Candidates will be interviewed; Week of April 11 the final candidates will be interviewed by the Board. The Semi-Finalists will be interviewed by two panels; a community panel and a Technical/Leadership Panel consisting of professional librarians and representatives from each jurisdiction.

To assist in facilitating the recruitment, staff is recommending the JPA Board appoint two Board Members to provide oversight of the process.

In addition the JPA Board signed a "Letter of Intent" at the Board meeting held on January 14, 2016. This "Letter of Intent" outlined the JPA Boards commitment to the various employee bargaining groups of its intentions regarding their employment status with the new JPA Agreement. As part of the Letter, the JPA and the City agreed it was in all parties' interest to meet quarterly to update the Unions and provide them with an ongoing opportunity to provide their input. Staff is recommending the JPA Board designate one member to attend the quarterly meetings.