

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**

JUNE 2, 2016

9:00 A.M.

**[IMMEDIATELY FOLLOWING THE SANTA CRUZ LIBRARIES
FACILITIES FINANCING AUTHORITY (LFFA)]**

**DOWNTOWN BRANCH MEETING ROOM
224 CHURCH STREET, SANTA CRUZ, CA 95060**

1. CALL TO ORDER / ROLL CALL

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

2. PRESENTATIONS

Nicole Coburn: The Felton Branch Plans.

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

A. Staff Recognition (PG.4)

7. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

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 May 5, 2016 meeting (PG.5-8)
RECOMMENDED ACTION: Approve Minutes.
- B. Receive Monthly Narrative Report for May 2016. (PG.9-14)
RECOMMENDED ACTION: Receive Report.
- C. Receive Monthly Performance Measures for April 2016. (PG.15-16)
RECOMMENDED ACTION: Receive Performance Measures.
- D. Receive projected FY 2016 Net Operations. (PG.17-23)
RECOMMENDED ACTION: Receive Report.
- E. Receive Conflict of Interest Code (updated and approved by the Board of Supervisors) (PG.24-26)
RECOMMENDED ACTION: Receive Report.
- F. New Library Director hire for the Santa Cruz Public Libraries (PG.27-46)
RECOMMENDED ACTION: 1) Approve Agreement between the LJPB and the City of Santa Cruz to administer the employment contract with the Director of Libraries and 2) Approve Employment Agreement with Susan Nemitz.
- G. Patron Written Comments (PG.47-48)
RECOMMENDED ACTION: Receive Patron Written Comments.
- H. Articles about Santa Cruz Public Libraries. (PG.49-58)
RECOMMENDED ACTION: Receive Articles.
- I. Security Incidents Log from April 21st through May 20th. (PG.59-63)
RECOMMENDED ACTION: Receive Security Incidents Log.

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. Library Advisory Commission update (PG.64-68)
RECOMMENDED ACTION: Approve Bylaws
- B. Review and approve Draft Budget FY 16/17 (PG.69-76)
RECOMMENDED ACTION: Review updated proposed FY 16/17 budget and adopt FY 16/17 budget.

11. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Joint Powers Authority Board to be held on Thursday, July 28, 2016 at 9:00 a.m. [immediately following the LFFA meeting] at the Downtown Branch Meeting Room located at 224 Church St, Santa Cruz, CA 95060.

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.

STAFF REPORT

DATE: June 2, 2016

TO: Library Joint Powers Authority 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

Cesar Gallardo and Daniel Ruiz

Cesar and Danny recently installed a new bike rack at B40. This involved the hard work of digging a large area of compacted dirt and sod to a depth of 6" or so, using shovels and a pick. They then set the rack's legs in concrete, and after drying, compacted many inches of sand over the area. Now we have a beautiful bike rack!! I know B40's biking patrons appreciate it as many have told me so. (C. Landis)

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

REGULAR MEETING MINUTES

**THURSDAY, MAY 5, 2016
6:00 P.M.**

1. ROLL CALL

PRESENT: Chair Jamie Goldstein; Vice Chair Martin Bernal; Susan Mauriello (Board Member); John Weiss (Alternate)
STAFF: Interim Executive Director Rich Hill; Finance Director Marcus Pimentel; Interim Library Director Janis O'Driscoll

2. PRESENTATIONS:

A. Denise Fritsch and Judy Russell: Volunteer Services at SCPL

3. ADDITIONAL MATERIALS

None

4. ADDITIONS AND DELETIONS TO AGENDA

Move item 10 C before item 10 B.
The Agenda of May 5, 2016 was approved by consensus.

5. ORAL COMMUNICATIONS

None

6. REPORT BY LIBRARY DIRECTOR

Janis O'Driscoll, Interim Library Director, reported on the most recent activities at the Library.

7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Michelle Kennedy, Friends of the Libraries Treasurer, reported on the Friends of the Libraries activities.

8. COMMENTS BY BOARD MEMBERS

None

9. CONSENT CALENDAR

Move item 9 F to item 10 D

- A. Approve Minutes of April 7, 2016 meeting.
RECOMMENDED ACTION: Approve Minutes
- B. Receive Monthly Narrative Report for April 2016.
RECOMMENDED ACTION: Receive Report.

- C. Receive Monthly Performance Measures for March 2016.
RECOMMENDED ACTION: Receive Report.
- D. Receive 3rd Quarter Performance Measures for FY 15/16
RECOMMENDED ACTION: Receive Report.
- E. Receive Website Statistics for April 2016.
RECOMMENDED ACTION: Receive Report.
- F. Receive monthly financial snapshot for March 2016.
RECOMMENDED ACTION: Receive Monthly Financial Snapshot
- G. Patron Written Comments.
RECOMMENDED ACTION: Receive Patron Written Comments.
- H. Articles about Santa Cruz Public Libraries.
RECOMMENDED ACTION: Receive Articles.
- I. Security Incidents Log from March 21st through April 20th.
RECOMMENDED ACTION: Receive Security Incidents Log.

RESULT:	APPROVED CONSENT ITEMS <u>9.A., 9.B., 9.C., 9.D., 9.E, and 9.G.; 9.F</u> <u>moved to 10 D.</u>
MOVER:	[UNANIMOUS] Susan Mauriello (Board Member)
SECONDER:	John Weiss (Alternate)
AYES:	Goldstein, Bernal, Mauriello, Weiss (Alternate)

10. GENERAL BUSINESS

- A. New Library Director hire for the Santa Cruz Public Libraries
RECOMMENDED ACTION: 1) Approve Hiring Susan Nemitz for the position of Director of the Santa Cruz Public Library and 2) Direct staff to prepare an employment agreement and related documents for the June 2, 2016 Board meeting.
Human Resources Director Lisa Murphy gave an overview of the selection and hiring process.

RESULT: APPROVED HIRING SUSAN NEMITZ FOR THE POSITION OF DIRECTOR OF THE SANTA CRUZ PUBLIC LIBRARY CONSISTENT WITH THE TERMS OUTLINED IN THE STAFF REPORT AND DIRECT STAFF TO PREPARE AN EMPLOYMENT AGREEMENT AND RELATED DOCUMENTS FOR THE JUNE 2, 2016 BOARD MEETING [UNANIMOUS]

MOVER: Susan Mauriello (Board Member)

SECONDER: John Weiss (Alternate)

AYES: Bernal, Goldstein, Mauriello, Weiss (Alternate)

B. Library Advisory Commission (LAC) update

Interim Library Director Janis O'Driscoll and Chair of the LAC, Sean Campbell, gave an update on the newly formed Library Advisory Commission's first meeting on April 19, 2016.

C. Receive and discuss Draft Budget FY 16/17

RECOMMENDED ACTION: Receive proposed FY 16/17 budget and schedule final action at the June Board Meeting.

RESULT: 1. ACCEPT AND FILE PROPOSED BUDGET. 2. REFER THE FUND BALANCE POLICY AND THE RESERVE POLICY TO THE LIBRARY DIRECTOR FOR REVIEW BY DECEMBER 2016. 3. REFER THE REQUEST FOR RECLASSIFICATION TO THE LIBRARY DIRECTOR FOR REVIEW AND RECOMMENDATION IN THE SUMMER. 4. REQUEST THE IT MANAGER TO RETURN WITH A FURTHER REPORT ON THE REQUEST FOR TECHNOLOGY UPGRADES AND CONSIDER ALLOCATING \$250,000 FOR TECHNOLOGY UPGRADES FROM THE EXCESS CASH, PER THE STAFF REPORT. 5. REQUEST STAFF TO UPDATE THE COST FOR POSSIBLE LIBRARY HOURS EXPANSION WITH THE LATEST PERS AND HEALTH CARE INFORMATION AND TO DEVELOP OPTIONS TO FUND THE EXPANSION FOR REVIEW AT THE NEXT MEETING. 6. REQUEST STAFF TO REVIEW MOE REQUIREMENT FIGURES. 7. REQUEST THE LIBRARY DIRECTOR TO REVIEW THE BUDGET AND ADVISE THE BOARD OF ANY ADDITIONAL BUDGET RECOMMENDATIONS. 8. REQUEST STAFF TO REVIEW THE MEASURE S COST REIMBURSEMENT AGREEMENT AND ISSUANCE COSTS AND PROVIDE A REPORT ON THESE COSTS AND THEIR IMPACT ON THE BUDGET. 9. REQUEST STAFF TO DEVELOP OPTIONS TO FUND A 10% MATERIALS BUDGET ALLOCATION FOR REVIEW AT THE NEXT MEETING. 10. REQUEST STAFF TO PROVIDE AN ESTIMATE OF FUND BALANCE BY YEAR-END AT THE NEXT MEETING. [UNANIMOUS]

MOVER: Susan Mauriello (Board Member)

SECONDER: Martin Bernal (Vice Chair)

AYES: Bernal, Goldstein, Mauriello, Weiss (Alternate)

- D. Receive monthly financial snapshot for March 2016.
RECOMMENDED ACTION: Receive Monthly Financial Snapshot.

RESULT:	RECEIVED AND APPROVED MONTHLY FINANCIAL SNAPSHOT
	[UNANIMOUS]
MOVER:	Susan Mauriello (Board Member)
SECONDER:	John Weiss (Alternate)
AYES:	Bernal, Goldstein, Mauriello, Weiss (Alternate)

- E. Incident Log Discussion and Policy: Patron Conduct and Suspension Policy #318
Interim Library Director Janis O'Driscoll introduced the topic with further discussion to follow.

11. ADJOURNMENT

The Library Joint Powers Authority Board adjourned at 7:55 p.m. to the next Regular Meeting on Thursday, June 2, 2016 at 9:00 a.m. immediately following the LFFA meeting, at the Downtown Branch Meeting Room, located at 224 Church St., Santa Cruz, CA 95060.

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 MAY 2016

1. READING, LISTENING AND VIEWING FOR PLEASURE

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

First grade classes from Del Mar Elementary School come regularly to Live Oak Library for class visits. Recently one of the teachers had her class write an opinion piece and she shared one of them with Jeanne O'Grady, the program librarian who does the class visits. Here it is without spelling or punctuation corrections: "In my opinion I feel Live Oak Libray is fantastic! The first reason is because we visit Jenney. The second reason is because she raeds us a BOOK! The third reason is because we pike a BOOK! This is why I feel the Live Oak Libray is awesome! Don't you want to come with me to The Liveoak Libray?"

- 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 Program Team and the Marketing Team have been working hard all month to plan and publicize Summer Reading 2016 – Game On: Read. Registration for people of all ages will begin on June 1. Children 0-18 will keep track of minutes read -or being read to- up to 20 hours. For each hour they read, they earn 1 Book Buck that they can exchange for chances in the Summer Reading Drawing or spend with local merchants. New this year, adults can also sign up for Summer Reading, get a Library Bingo card, and earn up to 5 chances to win great prizes in a drawing just for them. Sign-ups start June 1 and all booklets and Bingo cards must be returned to the library by August 14. Ongoing programs will take a break the week of Memorial Day (May 30-June 3) and resume on June 6. Special Summer Reading Programs are scheduled from June 13 – August 31, culminating with the Festival of the Book at Harvey West Park on July 31.

Capitola's Book Discussion Group continues to flourish. Participants report that the discussions are interesting, enjoyable, and that everyone feels heard and respected in their opinions and insights. The Group meets on the first Wed. of the month and is a wonderful experience open to anyone.

- 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.

Star Wars MegaFigure Display by Steve Mead has been very popular with patrons and one group was especially thrilled according to Leslie Auerbach who wrote to staff, “While I was on the desk Thursday am, a small group of developmentally disabled adults (not the Hope Services group) entered, did a double take, & absolutely melted with joy at the downstairs Star Wars display. We told them about upstairs. They may have exited via the roof, as elated as they were.”

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.

From a Felton Tales to Tails participant:

A mi me encanta el programa del perro porque en verdad Natalia y Renata mejoraron su lectura en español (leen al perro en español jijii)

I love the Tales to Tails program because honestly Natalia and Renata improve their reading in Spanish (they read to the dog in spanish, hahaha)

Y Natalia realmente ha mejorado muuucho. Natalia (6 años) es la pequeña y no le gusta leer en la casa porque prefiere jugar jaja. Entonces el tiempo con el perro es muy especial.

And Natalia has actually improved SO much. Natalie (6 years old) is my younger child and she does not like to read at home because she prefers to play, haha so the time with the dog is very special.

The 3rd Annual Día del Niño / Children's Day celebration with our Live Oak Spanish Storytime program Cuéntame un cuento was celebrated Monday April 25 from 4:00pm - 6:30pm at the Live Oak Library. About 80 people enjoyed Face Painting and Crafts, Special Guest Lizz from Musical Me, stories, a performance by Los Mejicas dance troop, and special food donated by Cuéntame un cuento families. Thanks to all who made this fun family event possible – especially Jasmin, Nany Carolina, Lorena, Patty C., and Laura V.

Citizen Science this month (May) was a very interesting talk by Ian Walton about Cape Farewell: Greenland's Wilderness of Rock & Ice. Ian has extensive experience climbing in high and remote places, and could give a perspective over 40 years about how these environments are changing. Many people in the audience were keen walkers and climbers as well, which led to an engaging discussion afterwards. There was interest in developing a series of "Adventure" talks to run through the winter months, where locals could share their experiences.

The Friday Family Crafts at Capitola Library has a dedicated following of children. Brenda Mellroy and Chantel Van Pelt manage the program, with the invaluable assistance of brother volunteers George and Paul. The crafts are carefully planned with different projects under one theme to allow for choices to suit all skill levels. Preschoolers through teens, parents and grandparents, all enjoy making something. When the weather is fine this program moves to the outdoor paved area, so the messiness and noise will not disturb those trying to work inside. Here are photos of some very happy crafters!



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

3. COMMUNITY CONNECTIONS

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

The Friends of the Capitola Branch Library met at the branch on the 14th. There was a good turnout (15-20 people) and folks were eager to assist the Capitola Branch in reaching its goal of serving the community in its new building!

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

The Festival de Maiz was a family friendly event celebrating community and the cultural significance of corn. Library program staff interacted with a lot of children and spoke with them about the library while making a shaker craft constructed of a toilet paper tube roll and dry corn. We made about 35 shakers and when talking to parents and other adults we focused our services on the Bookmobile stop that is down the street from where the festival took place at the Beach Flats Garden.

Program Librarian Sandi Imperio participated in the Santa Cruz Mini Maker Faire. She talked to about 250 people and 114 kids made Hershey Kisses rosebuds. About 50 people took photos with Yoda.

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

There will be two drawings at the end of Summer Reading this year. Children and teens can chose to use up to 20 Book Bucks for chances in the drawing (or they can spend their Book Bucks at local participating merchants). Adults who participate in Library Bingo – a new Summer Reading Program for adults this year - can earn up to 5 chances for a drawing for prizes as well.

D. Volunteers will be used effectively.

Volunteer Trish spent hours calling Santa Cruz County merchants to thank them for participating in previous Summer Reading Programs and to sign them up for Summer Reading 2016 – Game On: Read. The vast majority of merchants really enjoy redeeming Book Bucks of donating prizes for the end of summer drawing.

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.

Laura Whaley and Kari Gunn (Program Librarians) attended PLA in Denver. Kari proclaimed it a “great experience.” Additional staff attending the PLA conference were Sarah Harbison and Julie Richardson (Reference Librarians), Shelley Bodamer (Collection Management Services Manager) and Diane Cowen (Virtual Services Librarian).

On-Call staff were provided a quarterly refresher training. Fourteen staff attended the two-hour training that provided updates on various procedures, hands-on refreshers, and a Q&A session. Feedback about the training was positive.

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

For the second year, a library staff person has applied and been selected to participate in the United Way’s Leadership in Community Transformation training program. This “learning in action” program consists of three three-day workshops designed to “build the skills, knowledge, competency, and inner capacity of participants to design and produce sustainable social change; combine core concepts of leadership, civic engagement, and project design skills... to create a cohesive strategy for creating sustainable change; and source common values that lend themselves to manifesting goals and creating community engagement.” This training is applied to library programming and public service.

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

Two staff members participated in a City training on Ergonomics to reduce the chance of workplace injuries.

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

Staff from the Reference team and the Program team participated in a workshop on serving children with autism spectrum disorder.

In support of excellent in services for the Spanish-speaking library patron community, staff attended the RecaLibrar: Reshaping Library Service for the Latino Community workshop. Interested staff are meeting on a regular basis to practice and improve their Spanish language fluency.

MONTHLY PERFORMANCE MEASURES APRIL 2016

ON-SITE USAGE

SELF CHECK	Apr-15	Apr-16	% Change
Aptos	80%	78%	-2%
Boulder Creek	79%	80%	-1%
Branciforte	85%	83%	-3%
Capitola	73%	75%	2%
Downtown	72%	72%	0%
Felton	75%	67%	-10%
Garfield Park	66%	59%	-11%
La Selva Beach	63%	60%	-5%
Live Oak	78%	76%	-2%
Scotts Valley	80%	79%	-1%
OVERALL- % Circ that is self check (does not include online renewals)	75.0%	72.8%	-3%

Does not include online renewals

VISITORS PER OPEN HOUR	Apr-15	Apr-16	% Change
Aptos	63	80	25.9%
Boulder Creek	23	19	-16.2%
Branciforte	57	58	1.6%
Capitola	36	38	5.1%
Downtown	137	145	5.7%
Felton	17	17	5.1%
Garfield Park	28	34	19.7%
La Selva Beach	25	24	-4.1%
Live Oak	60	62	3.1%
Scotts Valley	73	74	1.5%
OVERALL	519	551	6.2%

Measures number of visitors to the branch per open hour.

STAFF WORKLOAD

BUSYNESS	Apr-15	Apr-16	% Change
Aptos	5,627	5,837	3.7%
Boulder Creek	3,336	3,248	-2.6%
Branciforte	2,957	3,248	-5.2%
Capitola	5,222	5,092	-2.5%
Downtown	3,215	2,802	-4.7%
Felton	2,912	3,356	15.2%
Garfield Park	3,355	3,290	-2.0%
La Selva Beach	2,017	1,833	-9.1%
Live Oak	2,947	2,963	-8.6%
Scotts Valley	3,646	3,628	-0.5%
OVERALL	3,523	3,530	0.2%

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

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

MONTHLY PERFORMANCE MEASURES APRIL 2016

SYSTEM MEASUREMENTS

FINES & FEES	Apr-15	Apr-16	% Change
Paid at Desk	\$ 12,294	\$ 10,617	-14%
Paid at Kiosk	\$ 8,872	\$ 6,306	-29%
Paid online	\$ -	\$ -	0%
TOTAL	\$ 21,166	\$ 16,923	-20%
% Paid at Desk	58%	63%	8%
% Paid at Kiosk	42%	37%	-11%
%Paid online	0%	0%	0%
% Paid by credit/debit card	38%	32%	-16%
PROGRAMMING	Apr-15	Apr-16	% Change
Number of programs held	255	272	7%
Number of attendees	5,033	5,503	9%
Average # attendees/program	19.7	20.0	1%
USE OF SYSTEM RESOURCES	Apr-15	Apr-16	% Change
VIRTUAL ACCESS			
E-books & magazines	6,784	7,108	5%
Downloadable audio & music	4,397	4,714	7%
Downloadable & Streaming Video*	1,832	1,010	-45%
Pageviews	500,025	486,225	-3%
Online renewals	42,910	41,171	-4%
Total virtual access	555,948	540,228	-3%
INTERLIBRARY LOAN	Apr-15	Apr-16	%Change
ILL to Patrons	NA	13	NA
ILL to other libraries	NA	160	NA
PHYSICAL CHECKOUTS			
Staff assisted + self check	106,910	101,592	-5%
CHECKOUTS			
% Physical checkouts	66%	65%	-1%
% Virtual checkouts	34%	35%	1%
Circulation per capita	0.79	0.70	-11%

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

E-materials 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.

* **Access Video** recently overhauled their reporting website, and in doing so a rather major bug in their number reporting came to light. Our numbers beginning in December, 2015 are thought to be accurate, at a much lower level than previous reporting.

Capita: based on State Library data.

Month	FY 2016 Estimated Excess Cash over Board Reserve (1)	FY 2016 Net Operating Results	FY2016	
			Revenue	Expense
Jul '15		623,502	1,918,947	1,295,446
Aug '15		(774,357)	197,505	971,862
Sep '15		308,928	1,224,860	915,932
Oct '15		(32,452)	998,891	1,031,343
Nov '15		307,649	1,173,322	865,673
Dec '15		223,377	1,228,290	1,004,912
Jan '16		(318,192)	1,003,587	1,321,779 (2)
Feb '16		283,641	1,187,894	904,253 (2)
Mar '16	1,234,039	114,623	1,108,389	993,766 (2)
Apr '16	1,194,039	(40,000)	940,000	980,000 (2), (3)
May '16	1,254,039	60,000	1,120,000	1,060,000 (2), (3)
Jun '16	\$244,039	(1,010,000)	1,480,000	2,490,000 (2), (3), (4), (5), (6), (7)
			13,581,684	13,834,965

(1) Amount represents the best, current estimate of net cash resources available for one-time budgetary use by the Board. Per Board Policy (see attached), 1/3 of prior year excess surplus can be used in priority order for the following: (1) one-time prepayment of CalPERS annual obligation; (2) reduce other outstanding debt; (3) plan for future operational needs; (4) after 3 consecutive years of surplus, allows for ongoing operational increase.

The remaining 2/3 of surplus is targeted for future policy for Materials and Facility Capital project needs. See the surplus calculation below.

	FY 2013 Surplus	FY 2014 Surplus	FY 2015 Surplus	Max Available (lesser of excess cash or 1/3 surplus)
Available for one-time or future planned use:			758,786	\$244,039
Available for on-going operations:	1,203,705	(337,104)	758,786	n/a

- (2) Includes placeholder of \$55k for administrative services contract (actual to be determined)
- (3) April, May and June amounts are projected based on past trends and any known transactions; rounded to nearest 10,000
- (4) Includes placeholder of \$350k for Special Election costs
- (5) Includes placeholder of \$110k in additional LFFA related contractual expenses
- (6) Includes estimated FY 2017 Excess Budget funded from excess cash balances (\$256k in one-time cabling and AT&T related communication systems costs)
- (7) Includes \$75k as conservative, additional expenditure for year-end accruals

Staff Report
Library Joint Powers Board

AGENDA OF: 6/03/13 DATE: 5/23/13

DEPARTMENT: City of Santa Cruz Finance Department
BY: Marcus Pimentel, City of Santa Cruz Finance Director

SUBJECT: Library Reserve Levels- Recommendation

RECOMMENDATION: That following the Finance Committee's recommendation, the Board amend the Board's Budgetary Policy to (a) replace the 5% operating reserve and future 10% reserve with a System Wide Stabilization Arrangement (i.e., Reserve) at a 2-month funded level; and (b) adopt a Library operating fund Surplus policy.

BACKGROUND: On April 6, 2009, the Library Board approved two primary reserve related requirements: that it maintain an operating reserve equal to 5% and that 8% of its revenue stream be dedicated for Materials purchases. Almost two years later, on April 4, 2011, the Board subsequently adopted a goal of reaching a 10% reserve by Fiscal Year 2016/17 with a goal of increasing available "Fund Balance" to 5% of revenues by Fiscal Year 2015/16 for unexpected service model funding.

On April 22, 2013, the Finance Committee reviewed various reserve recommendations prior to incorporating alternatives into the Board's May 6, 2013 Budget 13/14 review. Subsequently, during the May 18, 2013 Board Retreat, the Board held additional discussion regarding reserves and surplus policies. On May 20, 2013, the Finance Committee reviewed and made its final recommendation to adopt a 2-month reserve effective immediately and supported the surplus policy. The Committee will bring back, for additional discussion in the coming year, other reserve recommendations surrounding a 2-week operating reserve and a capital reserve.

As of the close of April 2013, the Library's cash balance was 22.3% of its budgeted revenue, or equivalent to 2.7 months.

On June 6, 2011, the Library Board was required to adopt new GASB Accounting requirements for fund balance and reserves. GASB replaced prior Fund Balance categories (or reserves) with specially defined new categories of Nonspendable, Restricted, Committed, Assigned and Unassigned (listed respectively from the most restrictive to the least restrictive). The first two categories can only be established by third parties. The third category of a "Committed" reserve can be created by the Library Board. The Library Director (staff) can create any "Assigned" reserve. The final category, "Unassigned" is just that, all remaining fund balance without any higher level restrictions. Note that it would still require the Library JPA Board's approval to appropriate budget dollars using any "unassigned" Fund Balance. Another action of the GASB requirements was to limit the ability to show within the face of the Library's financial statements reserves to only those reserves that meet the strict requirements defined within GASB 54's "Stabilization Arrangements" section. Therefore, we are using this technical reference with regard to our reserve recommendation.

Within the action to adopt the new Fund Balance policy, the Board also authorized the elimination of the Capital Projects Reserve Fund and Contingency Reserve Fund but retained the "5% cash flow reserve", a "Technology" reserve accounted for as a Special Fund (#956) and

a "Felton" reserve accounted for as a Special Fund (#960). The Library also holds a "Vehicle Replacement" reserve within a Special Fund (#961).

In addition to the reserves included in the GASB policy, the Library also maintains restricted trust accounts whose funding is segregated from any other operating, general reserve or Special Fund accounts. They include the following restricted trusts: McCaskill (2 accounts), Finkeldey, Whalen, Leet-Corday, Morley and Hale.

DISCUSSION: Over the course of the past few months, the Finance Committee has discussed reserve options and, on May 20, 2013 finalized their recommendation to establish a 2-month reserve and adopt a surplus policy. The 2-month reserve will replace the current 5% operating reserve and the future 10% reserve that was to be funded by FY2016/17.

The uses of the 2-month reserve could include unanticipated but significant drops in revenue or new operating or facility immediate costs to preserve safety or operations. For example, the closure of a significant sales tax retailer would allow the Board to dip into this reserve to keep operations funded while providing time for evaluation of new budget strategy. Another potential use could be for the sudden and immediate need to protect the community or library patrons from a facility failure (such as damage to the floors, wall or ceiling).

As a point of comparison, presented below are examples of other Library reserve policies. These libraries were identified during a statewide survey of systems similar in structure.

Palos Verdes	Rancho Cucamonga	Santa Clara County	GFOA- National Association
1. 6-month Op. expenses 2. 5% Minimum for emergency 3. Next Year's "asset replacement" 4. Election years-pay election expenses of Board 5. Additional 5% for emergencies	1. 50% reserve 2. formally included a "Redevelopment Agency" capital reserve	No policy	2-month minimum consideration

In addition, the City of Santa Cruz conducted research of reserve policies of 9 comparable cities as summarized in the table below:

Santa Cruz	Davis	Monterey	Napa	Palm Springs	San Luis Obispo	Santa Barbara	Santa Maria	Ventura
10% of budget	15% of revenue	15% of revenue	15% of exp	10% of budget	20% of op costs	25% of op bud	25% of op bud	90 days plus \$3M catastrophic

RECOMMENDATION: Staff's recommendation is that the Board adopts a 2-month reserve policy and a surplus policy. The impact of these two actions is summarized below.

Reserve/Funding Category	Staff Recommendation	Current Funding Level	New Funding Level
System Wide 2-month	Increase from 5% to 2-months (16.7%)	\$ 604,450	\$ 2,014,833
Surplus Policy	Distribution of annual surplus; limited to 1/3 of the lowest surplus in the last 3 FY's	n/a	est. \$260,000

The reserves that will be considered in the future, based on results of future operations, include, but may not be limited to:

000073

Reserve/Funding Category	Staff Recommendation	Current Funding Level	Proposed Increase
Materials	Increase from 8% to 12%	\$ 909,826	\$ 460,000
Facility Capital Projects	Reestablish based on unfunded projects	n/a	Tbd
Operating	Reestablish with a 2-week level	n/a	\$ 440,000

RESERVE & POLICY DEFINITIONS

Following are the legally required guidelines to be adopted by the Library Board to adhere to GASB requirements for establishment of official reserves.

[1] Library Joint Powers System Wide Stabilization Arrangements (amendment to Fund Balance Policy)

It is in the best interest of the citizens of Santa Cruz County, who rely upon the Library System, that a portion of the Library's Fund Balance be set aside in a Library System Wide Stabilization Arrangement in order to provide a reserve against certain specified conditions listed herein that are sudden and unexpected drop in revenues and/or unforeseen emergencies including unanticipated expenditures of a nonrecurring nature or unanticipated adverse financial or economic circumstances that would lead to operating shortfalls.

Therefore, the Library Board shall, by Resolution, authorize the establishment of a continuing and non-lapsing Stabilization Arrangement as an amendment to the Board's Fund Balance Policy.

Note that included in the specific use circumstances below is the ability to temporarily, for pure timing situations, fall below this arrangements funding level. This provides cash-flow flexibility when the timing of a revenue source or prepayment of a large expenditure would cause, for example, the reserve to be temporarily reduced.

System Wide Stabilization Arrangement amount. The funding level shall be equal to but can exceed the equivalent of 2-months of the current fiscal year's Adopted Total General Fund Operating Revenue Budget.

Contributions and immediate funding of the System Wide Stabilization Arrangement. The Library Board shall authorize the Library Director to maintain a minimum balance defined above through transfers of available ending Fund Balance after the Budget is adopted for the upcoming year, but before the end of the current fiscal year.

Therefore, given that the Library's current cash balance as of the month ended April 30, 2013 is already in excess of 2-months of the General Fund's Operating Revenue Budget for FY12/13, the Library Board shall authorize the Library Director to fully fund this arrangement.

Conditions under which the System Wide Stabilization Arrangement may be spent.

Appropriations shall require a Resolution from the Library Board approved by a majority of the Board. However, if there is an urgent safety need, the Library Director can authorize expenditures of this fund provided it is brought back to the board at its next Board meeting.

Under either case, the Library Director, shall within 6 months, present to the Board a plan and timeline for replenishing the Arrangement to its minimum funding level. Requests for

appropriations shall occur only after exhausting current year's budgetary flexibility and spending of the current year's appropriated contingency, if any.

Circumstances where the Stabilization Arrangement can be spent are:

1. Within a 12-month period, funding can be used for cash-flow purposes when timing requires a one-time reduction in cash that will be 100% restored within 12-months.
2. Unanticipated Library revenues, in total, are expected to decline more than 1 percent of total projected, and actual revenues for one of the following major revenue sources are projected in the current year to fall below the actual amount from the prior year:
 - a.) Sales Taxes
 - b.) Maintenance of effort contributions
3. If any one of the unforeseen and non-recurring events listed below occur that create significant financial difficulty for the Library and are in excess of the current year's appropriated contingency:
 - a.) Sudden and unexpected significant facility failures that threaten the immediate safety of Library patrons, staff or the community;
 - b.) Declaration of a State of Emergency by the Governor;
 - c.) Unanticipated expenditures as a result of legislative changes from State/Federal governments in the current fiscal year;
 - d.) Acts of Terrorism declared by the Governor or the President of the United States;
 - e.) Acts of Nature which are infrequent in occurrence.

[2] Library Surplus policy (new).

It is in the best interest of the citizens of Santa Cruz County who rely upon the Library System that the Board makes prudent use of one-time resources to provide stability and sustainability to the Library's operations.

Therefore, the Library Board shall by Resolution authorize that beginning with the results of Fiscal Year 2013-14, any future amounts attributed to one-third (1/3) of the Library's last year's audited General Fund surplus (defined as "Net Change in Fund Balance" as contained within the annual Basic Financial Statements "State of Revenues, Expenditures and Changes in Fund Balance-Governmental Fund") shall be used for the purposes as outlined below in priority order:

1. To take advantage of prepayment, one-time operating discounts such as CalPERS Employer Retirement Obligations.
2. To pay down outstanding debt
3. To build up "available Fund Balance" for future, one-time operational purposes
4. To, if after three (3) consecutive years of surplus, increase the operating budget by one-third of the lowest surplus within any single year of the past the three (3) surplus years.

This policy could supplement future policies to allocate one-third (1/3) of any prior year's surplus to fund Materials and another one-third (1/3) to be transferred to the Facility Capital Project reserve.



RESOLUTION # 2013-04

RESOLUTION OF THE
SANTA CRUZ LIBRARY JOINT POWERS AUTHORITY BOARD
AMENDING THE FUND BALANCE POLICY TO INCLUDE ESTABLISHING A
LIBRARY SYSTEM WIDE STABILIZATION ARRANGEMENT

WHEREAS, it is in the best interest of the citizens of Santa Cruz County, who rely upon the Library System;

WHEREAS, that a portion of the Library's Fund Balance be set aside in a Library System Wide Stabilization Arrangement;

WHEREAS, in order to provide a reserve against certain specified conditions listed herein that are sudden and unexpected drop in revenues and/or unforeseen emergencies including unanticipated expenditures of a nonrecurring nature or unanticipated adverse financial or economic circumstances that would lead to operating shortfalls.

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board that it authorize the establishment of a continuing and non-lapsing Stabilization Arrangement as an amendment to the Board Fund Balance Policy.

PASSED AND ADOPTED this 3rd day of June 2013 by the following votes:

A YES: Board Member(s):

NOES: Board Member(s):

ABSENT: Board Member(s):

DISQUALIFIED: Board Member(s):

APPROVED

ATTEST

Chair

Board Clerk

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RESOLUTION # 2013-05

RESOLUTION OF THE
SANTA CRUZ LIBRARY JOINT POWERS AUTHORITY BOARD
ESTABLISH A LIBRARY SURPLUS POLICY

WHEREAS, it is in the best interest of the citizens of Santa Cruz County who rely upon the Library System that the Board makes prudent use of one-time resources to provide stability and sustainability to the Library's operations;

WHEREAS, beginning with the results of Fiscal Year 2013-14, any future amounts attributed to one-third (1/3) of the Library's last year's audited General Fund surplus shall be used for the purposes as outlined herein.

NOW THEREFORE, be it resolved by the Library Joint Powers Authority Board that it authorize the establishment of Library Surplus Policy.

PASSED AND ADOPTED this 3rd day of June 2013 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

000077

CONFLICT OF INTEREST CODE
SANTA CRUZ LIBRARY-COUNTY
LIBRARY SYSTEM

May 10, 2016



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

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code for the Santa Cruz City/County Library System ("Library JPA").

Designated employees shall file their statements with the Library Board Clerk, who shall be the filing officer, who will make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Statements for all designated employees will be retained by the Filing Officer.

APPENDIX A

Schedule of Designated Positions and Their Disclosure Categories

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
DIRECTORS	Govt. Code §87200
COMMISSIONERS	1
DIRECTOR OF LIBRARIES	Govt. Code §87200
TREASURER-CONTROLLER	Govt. Code §87200
DIVISION MANAGER SYSTEM SERVICES	1
DIVISION MANAGER PROGRAMS & PARTNERSHIPS	4
DIVISION MANAGER ONSITE SERVICES	4
DIVISION MANAGER COLLECTION MANAGEMENT SERVICES	3
MANAGEMENT ANALYST	3
LIBRARY INFORMATION TECHNOLOGY MANAGER	3
ASSISTANT ONSITE SERVICES MANAGER	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – CATALOGING/SELECTION	3
VIRTUAL SERVICES LIBRARIAN	3
LEARNING SYSTEMS COORDINATOR	3
VOLUNTEER COORDINATOR	3
FIELD SERVICE CREW LEADER	3
LEGAL COUNSEL	1
SPECIFIED CONSULTANTS	1
Those consultants likely to participate in the making of a governmental decision as determined by the Director of Libraries or Board of Directors in writing.	

APPENDIX B
General Provisions and List of Disclosure Categories

1. FULL DISCLOSURE

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

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

2. ALL INCOME, EXCLUDING INTERESTS IN REAL PROPERTY

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

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

3. LIBRARY SYSTEM/DEPARTMENT-RELATED INCOME

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

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

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

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

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

5. REGULATORY, LAND DEVELOPMENT RELATED INCOME, REAL PROPERTY

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

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

STAFF REPORT

DATE: June 2, 2016

TO: Library Joint Powers Authority Board

FROM: Lisa Murphy, Director of Human Resources, City of Santa Cruz

RE: Approval of Agreement between the LJPA and the City of Santa Cruz to Administer the Employment Agreement with Susan Nemitz as the Director of the Santa Cruz Library and Approval of Employment Agreement with Susan Nemitz.

RECOMMENDATION: 1) Approve Agreement between the LJPA and the City of Santa Cruz to administer the employment contract with the Director of Libraries and 2) Approve Employment Agreement with Susan Nemitz.

BACKGROUND: The LJPA is the hiring authority for the Library Director who will serve the LJPA pursuant to an employment contract. At its previous board meeting on May 5, 2016, the LJPA approved the hiring of Susan Nemitz as the Director of the Santa Cruz Public Library and directed staff to prepare an employment agreement with her and a second agreement with the City of Santa Cruz to administer the employment contract.

DISCUSSION: The Fourth Amendment to the LJPA Agreement allows for any member of the LJPA to administer the employment agreement with the Library Director. Since the LJPA’s inception, the Library Director has been a member of the City of Santa Cruz’s civil service system, therefore the LJPA has requested that the new Director continue in this capacity. This will require an agreement for the LJPA’s approval (Attachment 1) between the LJPA and the City of Santa Cruz.

The second item for the LJPA’s consideration is the approval of the Employment Agreement between Susan Nemitz, the LJPA and the City of Santa Cruz. This Agreement contains the terms and conditions of Ms. Nemitz employment, as detailed below:

- Three year term
- Retirement: PEPPRA Employee, 2% @ 62, average of three year salary.
- Starting salary of \$168,000
- Moving expense allowance of a maximum \$10,000
- Starting vacation bank of 80 hours
- Management Vacation bank of approximately 40 hours
- Vacation Accrual rate of 120 hours/year.
- In addition, she will receive the same benefits as City of Santa Cruz executive employees.

Attachments:

- 1) Contract between the LJPA and the City of Santa Cruz to Administer the Employment Agreement with Susan Nemitz as the Director of the Santa Cruz Library
- 2) Employment Agreement with Susan Nemitz.

EMPLOYMENT AGREEMENT DIRECTOR OF LIBRARIES

THIS AGREEMENT is entered into on the date by which it has been duly approved and executed by all parties hereto, by and between the SANTA CRUZ CITY/COUNTY LIBRARY JOINT POWERS AUTHORITY, a public authority (hereinafter referred to as "LJPA"), the CITY OF SANTA CRUZ, a municipal corporation (hereinafter referred to as "CITY"), and SUSAN NEMITZ, an individual (hereinafter referred to as "EMPLOYEE").

WHEREAS, the LJPA was established pursuant to a Joint Powers Agreement executed on June 24, 1996 by the County of Santa Cruz, the City of Santa Cruz, the City of Capitola and the City of Scotts Valley to provide joint library services within these jurisdictions; and

WHEREAS, the Fourth Amendment to the Joint Powers Agreement executed on December 16, 2015 provides that the Director of Libraries ("DIRECTOR") shall be hired by the LJPA and serve pursuant to the terms of an employment contract; and

WHEREAS, the contract between the DIRECTOR and LJPA shall outline details of compensation and benefits; and

WHEREAS, the contract may be administered by the County of Santa Cruz, the City of Santa Cruz, the City of Capitola, or the City of Scotts Valley under contract with the LJPA; and

WHEREAS, the LJPA has contracted with the CITY to administer the employment contract of the DIRECTOR; and

WHEREAS, the LJPA desires to hire EMPLOYEE as the DIRECTOR, and EMPLOYEE desires to serve as the DIRECTOR for the LJPA with her first day beginning June 20, 2016, and

WHEREAS, the LJPA, CITY and EMPLOYEE desire to agree in writing to the terms and condition of EMPLOYEE's employment as DIRECTOR; and

WHEREAS, EMPLOYEE, LJPA and CITY agree and acknowledge that EMPLOYEE's employment as DIRECTOR is her sole and exclusive employment with LJPA; and that her employment relationship is governed by this Agreement and the LJPA.

NOW, THEREFORE, in consideration of the promises and conditions set forth herein, the parties mutually agree as follows:

1. Duties

(a) EMPLOYEE shall perform the duties as set forth in Exhibit A and other related legally permissible duties and functions as may be modified from time to time by the LJPA.

(b) EMPLOYEE shall perform her duties to the best of her ability in accordance with the highest professional and ethical standards of the profession and shall comply with all general rules and regulations established by the LJPA and relevant laws and regulations governing library operations in California.

(c) EMPLOYEE shall not engage in any activity, which is or may become a conflict of interest, prohibited by contract, or which may create an incompatibility of office as defined under California or federal laws. EMPLOYEE shall comply fully with her reporting and disclosure obligations under regulations promulgated by the Fair Political Practices Commission (FPPC) and the LJPA.

(d) EMPLOYEE shall dedicate her full energies and qualifications to her employment as DIRECTOR, and shall not engage in any other duties or services for compensation except as may be specifically approved in writing in advance by the LJPA.

2. Term.

The term of the Agreement shall be from the date last below executed until July 1, 2019 or terminated by either party in accordance with the provisions set forth in Paragraph 5 or until terminated by the event of retirement, death or permanent disability of EMPLOYEE.

3. Salary.

(a) EMPLOYEE's initial pay will be \$168,000 per year, as salary for her services, payable in installments at the same time as other employees of the CITY are paid and subject to customary withholding. EMPLOYEE's salary is compensation for all hours worked and for all services under this Agreement. EMPLOYEE shall be exempt from overtime pay provisions of California law (if any) and federal law.

(b) EMPLOYEE's salary will be in accordance with the attached Exhibit B, "City of Santa Cruz Compensation and Benefits Plan," which is in effect as of the date of this Agreement. EMPLOYEE's salary is not subject to change due to any future modifications to Exhibit B, unless expressly approved by the LJPA.

(c) LJPA shall evaluate the performance of EMPLOYEE at her six (6) month anniversary, one year anniversary and at least once per year thereafter. EMPLOYEE shall have a performance evaluation in writing. In connection with evaluations, EMPLOYEE may qualify for a merit salary increase equal to 5% of Employee's salary. The granting of a merit salary increase shall be entirely at the discretion of the LJPA. Either as part of the evaluation or otherwise, LJPA may establish performance goals and objectives, as appropriate. Evaluations may be conducted more often at the LJPA's discretion. EMPLOYEE will request and schedule the minimum required evaluations as appropriate under the LJPA's agenda procedures or as otherwise directed by the LJPA.

4. Benefits.

EMPLOYEE's benefits will be in accordance with the attached Exhibit B, "City of Santa Cruz Compensation and Benefits Plan". In addition, the following benefits will be provided commencing on the first day of employment:

- (a) Vacation Bank: EMPLOYEE shall be credited with eighty (80) hours of Vacation.
- (b) Vacation Accrual Rate: EMPLOYEE will begin accruing vacation hours equivalent to a City six year employee which is 120 hours per year.
- (c) Moving Expenses: EMPLOYEE shall receive up to \$10,000 for expenses related to relocating to California upon submittal of receipts acceptable to the LJPA.
- (d) Management Vacation: Pursuant to the PLAN, EMPLOYEE shall be credited with 80 hours of management vacation in the first full pay period of January, pro-rated for new hires for partial year service.

5. Resignation and Termination.

- (a) Voluntary Termination. Either EMPLOYEE or LJPA may terminate this Agreement by providing the other party at least 30 days' advance written notice of such intention to do so. In the event that LJPA voluntarily terminates this Agreement, EMPLOYEE may receive severance pay as set forth in Paragraph 6.

- (b) Termination for Cause. If EMPLOYEE willfully breaches the duties which EMPLOYEE is required to perform under the terms of this Agreement or engages in gross misconduct detrimental to the operation of the business of LJPA, as determined in the sole discretion of the LJPA, the LJPA may terminate the Agreement by giving written notice of termination to EMPLOYEE, and such termination will be effective immediately upon notice of the termination. If EMPLOYEE is terminated for cause, EMPLOYEE shall not be entitled to severance pay pursuant to Paragraph 6, below.

- (c) This Agreement may also be terminated by the LJPA if the LJPA terminates its contract with CITY to provide contract administration services to the LJPA. In this event, the LJPA will work with EMPLOYEE to negotiate a replacement agreement, as may be appropriate.

6. Severance Pay.

If EMPLOYEE is terminated by the LJPA pursuant to Paragraph 5(a), EMPLOYEE shall receive a severance payment equal to six (6) month's salary upon EMPLOYEE'S fully executed waiver of all claims against CITY and LJPA in a form satisfactory to CITY and LJPA. Additionally, EMPLOYEE shall receive payment for all vacation leave accrued to the date of separation.

Such payment will release CITY and the LJPA from any further obligations arising out of the employment.

If the conditions of Paragraph 5(b) are met or if EMPLOYEE is terminated because of conviction of any criminal offense involving moral turpitude, then EMPLOYEE shall not be entitled to any severance pay (except accrued vacation leave) set forth in this paragraph.

7. Amendment.

This Agreement may be amended, modified, or changed by the parties provided that said amendment, modification or change is in writing and approved by all the parties to this Agreement.

8. Notice.

All notices required herein shall be sent first class mail to the parties as follows:

To LJPA:	Santa Cruz Public Libraries 117 Union Street Santa Cruz, CA 95060
To CITY:	City of Santa Cruz 809 Center St Santa Cruz, CA 95065
To EMPLOYEE:	Susan Nemitz <i>TO BE PROVIDED BY EMPLOYEE</i>

Notices shall be deemed effectively served upon deposit in the United States mail.

9. Representation by EMPLOYEE.

EMPLOYEE represents that the EMPLOYEE has read this Agreement, fully understands the terms and conditions of the Agreement and is knowingly and voluntarily executing this Agreement, and acknowledges that EMPLOYEE had the opportunity to seek the advice of legal counsel before signing it.

10. Authority to Work in the United States.

EMPLOYEE represents, under penalty of perjury, that she is authorized to work in the United States. In accordance with Section 274A (8 USC 1324) of the Immigration Reform and Control Act of 1986 before this Agreement can become effective, EMPLOYEE must provide documentary evidence to CITY consistent with the Act, that she is legally entitled to work in the United States, and must execute the verification required by that Act.

11. Entire Agreement.

This Agreement contains the entire agreement between the parties hereto. No promise, representation, warranty, or covenant not included in this Agreement has been or is relied on by any party hereto. This Agreement and the LJPA are the sole and exclusive basis for an employment relationship between EMPLOYEE, LJPA and CITY, as contract administrator, and its terms supersede any and all rules, regulations, guidelines, or other express or implied terms that would otherwise be applicable to employment by the LJPA and CITY, including but not limited to any LJPA and CITY personnel rules.

12. Construction of Agreement.

Employee acknowledges that she has reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

13. Severability.

If any provision of this Agreement is invalid or unenforceable, it shall be considered deleted herefrom and the remainder of the provision and of this Agreement shall be unaffected and shall continue in full force and effect.

14. Waiver.

The failure of the LJPA, CITY or EMPLOYEE to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor a waiver or relinquishment of any right or power.

15. Headings and Captions.

The headings and captions appearing in this Agreement are inserted only as a matter of convenience and in no way limit or affect the substantive terms of the Agreement.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement on the dates indicated below.

**SANTA CRUZ CITY/COUNTY LIBRARY
JOINT POWERS AUTHORITY**

Date _____

Jamie Goldstein, Board Chair

CITY OF SANTA CRUZ

Date _____

Martin Bernal, Contract Administrator and
City Manager

EMPLOYEE

Date _____

Susan Nemitz

EXHIBIT A:
LJPA Position Description for the
Director of Libraries

EXHIBIT B:
City of Santa Cruz
Compensation and Benefits Plan

SANTA CRUZ LIBRARY JOINT POWERS AUTHORITY

Class Title: Director of Libraries
Bargaining Unit: Executive

Salary: \$66.96 - \$85.45 Hourly
\$11,607.00 - \$14,811.00 Monthly

Basic Function:

Under administrative direction, plans, organizes and directs library operations and administration. Works with the Library Joint Powers Board and the city and county to provide effective and efficient library services to the community. The Santa Cruz Public Libraries (SCPL) system delivers information, education, enrichment and inspiration through a network of ten neighborhood library branches, a web-based digital library, a Bookmobile and community based programs.

Primary Duties:

- Responsible for planning, organizing, implementing and evaluating system-wide library and related information services to meet the needs of the community, both immediate and long-range.
- Serves as the Executive Director of the Libraries Facilities Financing Authority and as staff for the Library Advisory Commission.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the operation of the library system.
- Provides leadership and works with subordinate managers to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the Library JPA and the Department's mission, objectives and service expectations; participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- Prepares the library's annual budget for submission to the Library Joint Powers Board, Implements the adopted budget.
- Conducts the personnel administration, financial affairs and general administration of the library system in accordance with adopted policies and procedures.
- Maintains departmental awareness of state-of-the-art developments and trends in management, technology, communications, and the fields of specialty.
- Hires and supervises library employees.
- Maintains effective public relations with public officials, civic groups, the media and the community.
- Directs analytical and management studies; reviews reports of findings, alternatives and recommendations; monitors developments related to library operations, evaluates their impact and recommends improvements.

Minimum Qualifications:

- A Bachelor's degree from an accredited U.S. college or university. A Master's degree in Library Sciences or a related field is highly desirable.
- Three years of executive management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least three years of supervision.
- Knowledge of organization, administration, supervision and management.
- Knowledge of modern principles and practices of librarianship.
- Knowledge of public sector budgeting and fiscal administration.
- Ability to select, motivate, train and develop and evaluate subordinate personnel.
- Ability to establish and maintain effective work relationships with school districts, community groups, the general public and staff.
- Ability to prepare comprehensive written reports and conduct effective oral presentations.
- Valid California driver's license.

Revised: 12/9/15



City of Santa Cruz Compensation and Benefits Plan

Assistant City Manager, Department Directors,
Chiefs of Police & Fire

Effective August 15, 2015

Purpose and Intent

This Compensation and Benefits Plan (Plan) is intended to establish compensation, benefits and terms and conditions of employment for Assistant City Manager, Department Directors and the Chiefs of Police and Fire. The City Manager has the authority to hire the Assistant City Manager, Department Directors and the Chiefs, and to adjust their compensation consistent with this Plan. These positions are exempt from the Fair Labor Standards Act (FLSA), are at will employees, serve at the pleasure of the City Manager and can be terminated with or without notice or cause and with no rights of appeal.

1) SALARY SCHEDULE

- a) This Plan covers positions in the job classes and salary schedule set forth in Attachment A, incorporated in and made a part of this document.
- b) Longevity: Directors & Assistant City Manager: 2.5% base pay increase following 10 full years of employment. Police Chief: 2.5% completion of 10 years, 2% completion of 15 years, 2% completion of 20 years (same as PMA implementation for 20 yr). Fire Chief: 2.5% completion of 10 years, 2% completion of 15 years, 2% completion of 20 years and 2% completion of 25 years. (same as FMA implementation for 20 and 25 yr)

2) MANAGEMENT VACATION

In the first full pay period in January of each year, employees will be credited with 80 hours of vacation time. The ability to cash out vacation will be limited to 20 hours and shall occur in the last full pay period of December. Employees who do not use all of their Management Vacation prior to the first full pay period in January of each year will only be credited at the start of the subsequent year with sufficient hours to maintain an 80 hour balance. Upon separation, employees shall receive the value of their unused accrued management vacation. This benefit will be pro-rated for new hires.

3) VACATION

- a) Vacation Accrual:

Years of Employment	Vacation Hours
Up to five years	80 Hours
Six to ten years	120 Hours
Eleven years or more	120 Hours plus 8 hours for each year of service after 10 yrs. To a maximum of 160 hours

- b) The City Manager has the authority to place a new employee at a specific accrual rate.
- c) Upon termination, payment will be made for all accumulated vacation to the separation date, at a rate equal to 100% of the current hourly pay rate.

- d) Vacation Cap: Accumulation of vacation time shall not exceed twice the annual rate of accrual without prior authorization.

4) SICK LEAVE

Sick leave will accrue at a rate of 8 hours per month. Assistant City Manager and Department Directors are entitled to the same benefits as the Mid-Management MOU Section 14.00. Police Chief is entitled to the same benefits as the Police Management MOU Section 12.00. Fire Chief is entitled to the same benefits as the Fire Management MOU Section 14.00.

5) OPTIONAL MANAGEMENT BENEFIT

The City will contribute \$1,300 for employees with less than 10 years of service and \$1,500 for employees with 10 or more years of service. Payment for this benefit shall be made on the last pay date in July of each year for the previous years' service. In lieu of direct payment, employees may select one of the following options for use of this benefit: 1) payment to deferred compensation or 2) purchase of additional vacation leave, not to exceed the Vacation Accrual Limit. This benefit will be pro-rated for new hires and terminated employees.

6) VEHICLE ALLOWANCE

Employees shall receive a vehicle allowance in the amount of \$107 per month. In lieu of a vehicle allowance, the City will provide the Fire Chief and Police Chief with a vehicle.

7) Special Project/Assignment Pay

A special project/assignment is a specific and unique assignment which exceeds the normally assigned duties and responsibilities of the employee's job classification. An employee, so assigned by the City Manager, shall receive 5% of his/her base pay while actually working on the project or in the assignment. Special project pay does not affect, nor is it included in sick and vacation or other leaves of absence. These assignments will be included in PERS computations.

8) FLEXIBLE SPENDING ARRANGEMENT CONTRIBUTIONS

- a) Employees are eligible to enroll in a CalPERS medical plan, Dental and Vision Plan. The City makes a contribution on behalf of each qualified employee based on 90% of the cost of the highest medical premium between the Blue Shield Access+HMO and PERSChoice PPO. Employees will make an additional contribution of \$50.00 per pay period towards the cost of health care benefits.
- b) Cash Out: Employees who can verify to the City's satisfaction that: they have equivalent health coverage for medical, which will remain in effect until the next enrollment date; will receive \$200 month.

9) FLEXIBLE SPENDING ACCOUNTS

The City offers a Healthcare Spending Account with an annual election limit of \$2, 400 and a Dependent Care Spending Account with annual election limit of \$5,000.

10) RETIREMENT

- a) CalPERS Retirement Benefits for Classic Members:

- i) Non-Sworn Tier 1: For all eligible employees hired on or before May 11, 2012: Benefit of 2.0% @ 55 with the single highest year option. The employee's

contribution amount is 12% of reportable salary. The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2).

ii) Non-Sworn Tier 2: For all eligible employees hired on or after May 12, 2012, Benefit of 2% @ 60 with employees highest three year average. The employee's contribution amount is 12% of reportable salary. The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2).

iii) Police Sworn Tier 1: For all eligible employees hired on or before September 2, 2011: Benefit of 3% @ 50 with the single highest year option. The employee's contribution amount is 14% of reportable salary. The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2).

iv) Police Sworn Tier 2: For all eligible employees hired on or after September 3, 2011: Benefit of 3% @ 55 with the employees highest three year average. The employee's contribution amount is 14% of reportable salary. The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2).

v) Fire Tier 1: For all eligible employees hired on or before September 2, 2011: Benefit of 3% @ 50 with the single highest year option. The employee's contribution amount is 11% of reportable salary. Effective the first pay period which includes January 1, 2018, employees will contribute an additional 1% for a total of 12%. The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2).

vi) Fire Tier 2: For all eligible employees hired on or after September 3, 2011: Benefit of 3% @ 55 with employees highest three year average. The employee's contribution amount is 11% of reportable salary. Effective the first pay period which includes January 1, 2018, employees will contribute an additional 1% for a total of 12%. The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2).

b) CalPERS: NEW Members:

i) Individuals that have never been a member of any public retirement system prior to January 1, 2013, or

ii) Individuals who moved between retirement systems with more than a six month break in service; and

iii) In compliance with the California Public Employees' Pension Reform Act of 2013, (PEPRA), new members will receive a Local Miscellaneous benefit formula of 2% @ 62, Sworn/Safety (Police & Fire) will receive a benefit of 2.7% @ 57. Employees will contribute 50% of the normal cost as determined by CalPERS. Final compensation, for purposes of calculating the retirement benefit, is calculated on the highest average pensionable compensation earned by a member during a period of 36-consecutive months. This is also referred to as the 3-year average. The employee contribution from pay is on a pre-tax basis pursuant to 414(h)(2).

In addition to the required employee contribution, Chief Police and Chief Fire Sworn members will contribute an additional 5.0%, and Miscellaneous will contribute an additional 5.0%.

11) HOLIDAYS

Ten, eight (8) hour holidays and Two, four (4) hour holidays per calendar year as defined by the City Council.

12) FLOATING HOLIDAYS:

The Assistant City Manager, Department Directors and Chiefs shall accrue up to twenty-four hours of floating holidays per fiscal year in accordance with the Mid-Management MOU Section 12.02.

13) INSURANCE

The City provides long-term disability insurance as well as term life insurance in the amount of \$50,000 for the Police Chief and \$25,000 for all others.

ATTACHMENT A

ASSISTANT TO THE CITY MANAGER, DEPARTMENT DIRECTORS,
CHIEFS OF POLICE & FIRE

JOB CLASSES AND SALARY SCHEDULE

EFFECTIVE AUGUST 15, 2015

Positions & Salary Schedule

POSITION	Minimum	Maximum
Assistant City Manager	12,987	16,574
Chief of Police	12,987	16,574
Chief of Fire	12,987	16,574
Director of Public Works	12,439	15,873
Director of Water	12,439	15,873
Director of Planning	11,607	14,811
Director of Finance	11,607	14,811
Director of Human Resources	11,607	14,811
Director of Information Technology	11,607	14,811
Director of Libraries	11,607	14,811
Director of Parks & Recreation	11,607	14,811
Director of Economic Development	11,607	14,811

Salary: Cost of Living Adjustment (COLA)

1. COLA: Cost of Living Adjustment shall be as follows:

- Effective August 15 2015, employees will receive a cost of living increase of 2.85%
- Effective the pay period containing July 1, 2016 employees will receive a cost of living increase of 2.0%.
- Effective the pay period containing July 1, 2017, employees will receive a cost of living increase of 2.0%.
- Effective the pay period containing July 1, 2018, employees will receive a cost of living increase of 2.0%

**AGREEMENT BETWEEN THE CITY OF SANTA CRUZ AND THE
SANTA CRUZ CITY/COUNTY LIBRARY JOINT POWERS AUTHORITY
REGARDING ADMINISTERING THE EMPLOYMENT CONTRACT
OF THE DIRECTOR OF LIBRARIES**

This Agreement is entered into on the date by which it has been duly approved and executed by all parties hereto, by and between the City of Santa Cruz ("CITY") and the Santa Cruz City/County Library Joint Powers Authority ("LJPA") relating to administering the employment contract of the Director of Libraries of the Santa Cruz City/County Library System.

WHEREAS, the LJPA was established pursuant to a Joint Powers Agreement executed on June 24, 1996 by the County of Santa Cruz, the City of Santa Cruz, the City of Capitola, and the City of Scotts Valley to provide joint library services within these jurisdictions; and

WHEREAS, the Fourth Amendment to the Joint Powers Agreement executed on December 16, 2015 provides that the Director of Libraries ("Director") shall be hired by the LJPA and serve pursuant to the terms of an employment contract; and

WHEREAS, the contract between the Director and the LJPA shall outline details of compensation and benefits; and

WHEREAS, the contract may be administered by the County of Santa Cruz, the City of Santa Cruz, the City of Capitola, or the City of Scotts Valley under contract with the LJPA; and

WHEREAS, the LJPA has requested the CITY to serve as administrator of the employment contract with the Director, pursuant to the LJPA.

NOW, THEREFORE, in order to implement the above-described provisions of the LJPA, the parties enter into the following agreement:

1. DIRECTOR OF LIBRARIES

The Director shall be appointed by the LJPA and shall serve pursuant to an employment contract administered by the CITY. The LJPA Governing Board shall be responsible for the day to day supervision of the Director and evaluation of the Director's performance.

The Director shall be responsible for supervising all staff of the Santa Cruz City/County Library System and for working cooperatively with the CITY on all staff personnel and any administrative matters handled through the CITY, including but not limited to training and discipline. The Director shall be required to attend such staff meetings and training seminars as the LJPA and the CITY deem necessary to fulfill the Director's responsibilities in the areas of personnel and administration.

2. PAYMENT FOR LIBRARY DIRECTOR SERVICES

LJPA shall reimburse CITY for the salary, benefits and other authorized pay provided to the Director, as provided in the employment contract with the Director.

3. DURATION/TERMINATION

This Agreement is subject to termination by either party effective on the date that the Joint Powers Agreement terminates or upon 60 days' prior written notice by either party.

4. AUDITS AND INSPECTION

The records and documents with respect to all matters covered by this Agreement shall be subject to inspection, review or audit by each member of the LJPA during the term of the Agreement and for three years after termination.

5. INDEMNIFICATION

Each party agrees to defend, indemnify and save harmless the other, their respective board members, officers, agents and employees, from and against all loss or expense including, but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims for injuries, damages, penalties or other relief based upon the alleged negligence, or wrongful conduct of the indemnifying party, or its board members, officers, agents and/or employees, except for the injuries, penalties and damages caused by the sole negligence or wrongful conduct of the party.

6. INSURANCE

Workers compensation and employment liability insurance coverage or self-insurance shall be provided by CITY for LJPA operations. Coverages and limits shall be equivalent to that provided by CITY to its employees. Associated costs of insurance shall be subject to reimbursement by the LJPA and pursuant to the separate Administrative Agreement between the CITY and LJPA.

7. AMENDMENT

This Agreement may be amended, modified, or changed by the parties provided that said amendment, modification or change is in writing and approved by both parties.

8. WAIVER OF CONFLICT OF INTEREST

Each party has considered the conflict of interest and fully understands the possible adverse consequences of the simultaneous representation by the same legal counsel in the preparation of this Agreement. Each party understands that it has the right to seek the advice of independent legal counsel on its own behalf on the conflict of interest issue and also relating to this Agreement. Each party hereby agrees to waive the conflict of interest in the continued representation by the same legal counsel of the LJPA, the City of Santa Cruz and City of Capitola relating to this Agreement, and further agrees that it does not affect the same legal counsel's representation of these cities in other matters.

9. CONSTRUCTION OF AGREEMENT

Each party acknowledges that it has reviewed this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

10. SEVERABILITY

If any provision of this Agreement is invalid or unenforceable, it shall be considered deleted herefrom and the remainder of the provision and of this Agreement shall be unaffected and shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement on the dates indicated below.

Dated: _____, 2016

Susan Mauriello
County of Santa Cruz Administrative Officer

Dated: _____, 2016

Martin Bernal
City Manager of the City of Santa Cruz

Dated: _____, 2016

Jamie Goldstein
City Manager of the City of Capitola

Dated: _____, 2016

City Manager of the City of Scotts Valley

Hi Gale,

Thanks for your response. Asking me if I have any suggestions is fair, as I'm sure you get many complaints, without feasible suggestions. If there were easy solutions, I'm sure you would have employed them by now. It sounds like your resources are limited, as one security guard is hardly sufficient for to deal with the mob we witnessed. Knowing that this is a public facility and having to allow adequate access to "the public" make life difficult for you, I'm sure. I guess I would start by making it harder to gather and unlawful to park oneself in that space. The benches are great, if there were to be used as intended, but since they're not, remove them (for now). Instead of having to call the Police, have an agreement in place where they have a regular patrol stop by to move loiterers along. Sitting in the bushes and spreading out blankets, carts, back packs on the walkways should also be banned. Inside the facility, there should be limits on time spent if it is to just use the computer or especially wash ones self in the bathroom. If the police spend more time patrolling outside, then the guard could enforce the loitering and lounging inside. Once the outside is free of people congregating, a thorough cleanup effort of the filthy outside needs to happen.

This may be too far reaching, but who wants to bring their kids through this mass of yelling and cussing humanity. This must also be worrisome for any individual that has to work there. Homelessness is a problem, but unless the Public Library has been designated as some kind of shelter, this can't continue to go on.

Thanks,

Clark Shipley

Thank you Gale.

I appreciate my concerns and experience being added to the board meeting packet. While I understand there is no silver bullet here, and there are many opinions on how to manage our homeless population, I do not feel library patrons should have to contend with this issue - that will ultimately lead to reduced use of this facility (Branciforte). As such I have a couple low cost suggestions I believe are worth testing out for effectiveness:

- Install a security light triggered by a motion sensor at the book drop-off which can annoy/deter loiters as well as provide a sense of safety for people dropping off books

- Reduce the cement space around the book drop-off and replace with landscaping to add to the libraries' ambiance and reduce space for loitering
- Add a book drop-off to the existing gate enclosure

For all these ideas, and any other viable ones, I'd be willing to donate \$200 - if money is an issue.

Cheers,
Amanda

Dear Santa Cruz Library Administrators,

I visited the Aptos branch library on Tuesday, and need to tell you what my experience was like. As I entered the library at around 6:15, a man with short blondish hair, a leather jacket, (and a deranged expression) fixated on me, but I silently slipped past him and entered the library. About 5 minutes later, I was sitting in a chair reading a newspaper, when the man stood about 2 feet in front of me and began staring at me. After over a minute, I looked straight back at him for a few seconds and he lied, saying he was really looking out the window at the traffic. "Then look out the window at the traffic", I replied. This set him off and he became physically agitated and verbally aggressive. After a while, a staff member began to approach from the desk, so the man began to move towards the door. Then he returned and resumed his agitated verbal and physical behavior directed at me. The staff member spoke with him near the desk, but he charged back one more time to throw a used tissue at my face; I raised the newspaper, so he threw it on the chair next to me, saying "Haw!" and finally left.

The staff member, a nice young man with a full blond beard, told me that unless the man used those words that can't be said on radio or physically touched me, there was nothing the library could do! I no longer wanted to stay there and read anymore, but waited a few minutes more, hoping the man would not be waiting outside to further harass me or identify my car for possible future vandalization.

I'm a long time SC library user so I regret to say I'm confident I speak for all your sane visitors when I say that allowing your patrons to be treated like this is completely unacceptable and if it continues, I'll do what they would do and feel forced to stop using your fine library.

Sincerely, James Harrison

NEW DIRECTOR COMING TO THE SANTA CRUZ PUBLIC LIBRARIES

May 2, 2016 SANTA CRUZ, CA—The Santa Cruz Public Library System, a network of 10 neighborhood library branches throughout Santa Cruz County, today announced the appointment of a new Director of Libraries.

Susan M. Nemitz, Director of the Ramsey County Library in Minnesota since 2005, has accepted the position of Director of Libraries for the Santa Cruz Public Libraries. She follows Teresa Landers, who retired in May 2015 and Janis O’Driscoll, who has been Interim Director since May 2015.

Ms. Nemitz has had a successful career in public libraries: “I believe in the power of public libraries to transform individual lives and communities.” She met the staff during two days of interviews in April and both she and the staff made an instant connection.

Susan has a great deal of experience in building, renovating, and remodeling library facilities and is active in public library life in Minnesota.

Her plans for arriving in Santa Cruz have not been set but she expects to assume her duties in June 2016.

America's News

Personnel - Minnesota library director to lead Santa Cruz system

Santa Cruz Sentinel (CA) - May 4, 2016

Author/Byline: By Jessica A. York; jYork@santacruzsentinel.com @ReporterJess on Twitter Section: News Page: 4

Readability: >12 grade level (Lexile: 1610)

SANTA CRUZ >> The Santa Cruz Public Library System has named a new director to take over operations for its 10 library branches, beginning as early as mid-June.

Susan Nemitz, of Minnesota, will step in more than a year after the retirement of former director Teresa Landers, as voters are set to consider a \$67 million facilities improvement bond measure on the June 7 ballot.

The library system's multijurisdictional oversight board recently underwent a major restructuring, with the partner cities of Santa Cruz, Scotts Valley and Capitola joining Santa Cruz County to approve a new joint management agreement at the end of last year. A board with top management representatives from each jurisdiction and appointed citizens advisory board replaced the former mix of elected officials and citizens.

Nemitz has served as director of Ramsey County Library and its seven branches with 150 staff in Minnesota since 2005. Ramsey County includes St. Paul. She has experience in building, renovating and remodeling library facilities, according to Santa Cruz interim director Janis O'Driscoll, who has filled the library management role since Landers' departure in May 2015. Nemitz has worked in the educational community, according to her LinkedIn.com profile: She served as Minneapolis Community and Technical College assistant dean, Minnesota State Colleges and Universities budget director and University of Minnesota analyst. Nemitz also worked as a fiscal analyst for the Minnesota House of Representatives.

Board chairman Jamie Goldstein, also Capitola city manager, said that Nemitz "really rose to the top" of candidates.

"She has demonstrated the ability to manage a regional library system," Goldstein said. "The Ramsey County system is comprised of numerous branches, like ours, with a lot of staff and a significant budget. In addition, she's worked to upgrade the facilities there as well as understanding how to balance the interests of various stakeholders because she is operating in that regional multijurisdictional environment already."

The library board is set to formally authorize signing of Nemitz's three-year employment contract at its 6 p.m. meeting Thursday at the Aptos branch library, 7695 Soquel Drive. The contract calls for starting pay of \$168,000 annually, plus up to \$10,000 in moving expenses and three weeks vacation time. In 2014, Landers' last full year of employment running the library, she made \$162,905 base salary, plus \$10,090 in other benefits, after six years in Santa Cruz.

Nemitz was selected unanimously during board closed session discussions and also received unanimous library staff backing. With the help of a professional nationwide recruitment, Nemitz made it through three rounds of interviews with community members, municipal staff, library professionals and local library workers.

Index terms: Santa Cruz Libraries; Santa Cruz; jYork; localnews; cityeditor; Susan Nemitz; Article Record: 1900925
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Santa Cruz Sentinel: May 19, 2016

Libraries are important to students who use them

“What’s the use?” This is a phrase I’ve heard from time to time about our libraries. “They’re obsolete,” is also used. These phrases are coming from people who don’t use our libraries. Walk into the Scotts Valley **Library** after school on any given afternoon and you will see who uses the library at that time of day. It is packed with middle school students. How do they use our libraries? They are media centers, that’s how. Think of Starbucks without the coffee, computers, iPads, phones, etc. and books of course. Libraries have evolved and our students are reaping the benefits and are embracing a wonderful learning environment. That’s but only one example of how libraries are changing and who uses them. Libraries are a large part of our communities and as a property owner and a voter, I will vote yes on **Measure S** on the June ballot.

— Coco Raner-Walter, Ben Lomond

Santa Cruz Sentinel: May 18, 2016

Spending on library facilities makes no sense

Did you know you can, apparently, waltz into any library in the state with an ID proving you live in California and walk right out with a library card? We have three of them — and expect not to physically enter any of those facilities again. What’s the use? E-books — it’s the only reading I do, and the practice is growing. In the future, a library will be a centralized distributor of digital content, and the very notion of diverting public funds to an archaic technology like print purchase, maintenance, and distribution would be like taxes spent on Tower Records or Blockbuster outlets in every neighborhood. In San Antonio, they rent iPads instead of paper books. Maybe it’s time we caught up. No on **Measure S**.

— Timothy Bowden, Felton

Santa Cruz Sentinel: May 14, 2016

Criticism of library bond misses mark

Judy Doering Nielsen displayed a remarkable lack of knowledge regarding the needs of our library system and the purpose of **Measure S** in her commentary on Sunday, “Time to say no to more taxes.” She is right we need to focus on our library system’s infrastructure and computer

technology, and, contrary to her assertion, **Measure S** does just that. We cannot meet even basic library needs with leaky roofs and out-of-date technology capacity. **Measure S** will upgrade all 10 library branches. Four of our branches need major remodeling or replacement to meet minimum infrastructure requirements. **Measure S** was carefully designed to address these brick-and-mortar needs. It represents a modest investment with a huge return for our children, youth, families, veterans, seniors and the community at large. I urge a yes vote on **Measure S**.

— James F. Mosher, Felton

Santa Cruz Sentinel: May 10, 20156

Library tax measure on TV Saturday,Tuesday

Community television’s “Let’s Talk with Lou” talks show will focus on June’s **Measure S** library bond measure in an episode to air at 11:30 a.m. Saturdays and 8 p.m. Tuesdays on Comcast channel 27 and Charter channel 73.

The episode, with **Santa Cruz** Mayor Cynthia Mathews and **Santa Cruz County** Supervisor Bruce McPherson, will stream online at communitytv.org. Both have served on the **Library** Joint Powers Board and back the measure.

Measure S, the \$67 million countywide library bond, would shore up leaking ceilings, update technology and rebuild aged facilities if two-thirds of voters approve June 7, the bond would be repaid over 30 years by a parcel tax of \$49.50 for residential property owners and \$86 for commercial, agricultural and recreational parcels.

Commentary - Invest in our future: Vote yes on S, the library bond

Santa Cruz Sentinel (CA) - May 15, 2016

- Author/Byline: By Bruce McPherson and Kate Canlis; Special to the Sentinel

Santa Cruz County residents have loved their libraries for generations. For well over 100 years local communities have been inspired to create and sustain libraries. They've repurposed buildings — storefronts, portable classrooms, a church and even a roller rink — and they've built new libraries as the older ones were outgrown.

But now, in spite of our well-used programs and resources, virtually all of our branches are showing their age and are in critical need of repair and upgrades. They're dealing with conditions that are long over-due for attention like leaky roofs, obsolete heating systems, failed plumbing and inadequate space.

Consider the changes in how libraries are used these days. Free access to reliable high-speed internet is now considered a core library service. Students use it for homework; job-seekers and business owners use it to search data bases; researchers utilize online archives; and people of all ages rely on our library system's vast online collections for information, entertainment and enrichment.

Unfortunately, virtually all our libraries have wiring that pre-dates the computer age. It's inadequate to handle modern technology, and needs to be replaced so our libraries can provide high-speed broadband service now available at a special educational rate.

In addition, libraries are increasingly becoming active spaces, serving an average of 500 people every hour with varied programming throughout the day. Virtually every branch now accommodates story-time groups for young children, homework and tutoring centers for students, workshops for small business owners, meeting space for clubs, and cultural offerings like concerts and author talks. Modernizing our aging facilities will allow our libraries to realize their full potential as vibrant community spaces. Remodeling and upgrading our branches will enable us to vastly expand their use for activities, classes and meetings, with dedicated areas for young children, teens, and quiet use.

Three years ago the library board commissioned a rigorous study assessing the scope of repair and modernization needed at its branches. That study, the Facilities Master Plan, is the basis for **Measure S**, the library facilities bond that appears on the June ballot.

Measure S provides a thoughtful, realistic plan to achieve much-needed upgrades at all 10 branches of the **Santa Cruz** Public Libraries system according to need: Aptos, Boulder Creek, Branciforte, Capitola, Downtown **Santa Cruz**, Felton, Garfield Park, La Selva Beach, Live Oak and Scotts Valley. Felton and Capitola, currently housed in older buildings unsuitable for library use, will have completely new buildings, and the very busy Aptos branch will be expanded. **Measure S** funds can only be used for physical improvements for libraries, and independent oversight is required. The net result will be a system of inviting, vibrant branches throughout the

county, ready to meet 21st century needs.

Our library system has benefited from strong community support for many years. Friends of the **Santa Cruz** Public Libraries was established decades ago to support library functions, and raises funds year-round to support activities like summer reading programs for kids. In recent years, chapters have been formed to assist individual branches as well. This year the Friends are providing generous, essential support for Our Libraries Our Future, the campaign to pass **Measure S**.

Again, community support for our libraries has been both broad and deep. **Measure S** has been endorsed by nearly 50 elected officials and more than 50 local organizations including the League of Women Voters, every school district in the **county**, educators, labor, seniors, nonprofit organizations, businesses, authors, museums and more, in addition to hundreds of individual community members. Learn more at www.OurLibrariesOurFuture.org.

Santa Cruz County voters now have the opportunity to invest in the future of a robust library system that continues to grow and serve its community in so many ways. When you cast your ballot on June 7 or by mail, we urge you to join us in voting Yes on **Measure S** to support our **Santa Cruz** Public Libraries.

Bruce McPherson is chair of the **county** Board of Supervisors serving the 5th District, and represented the **county** on the **Library** Joint Powers Board for several years. Kate Canlis is a board member for Friends of the **Santa Cruz** Public Libraries and a volunteer with the Yes on S campaign.



Last Week's Issue

GOOD TIMES

Library Supporters Push for Tax Measure

Measure S campaign says new bond would bring libraries into the 21st century

BOOKING AGENT UCSC student Emmanuel Garcia, a supporter of Measure S, says public libraries provided a lifeline for him when he was in high school. PHOTO: CHIP SCHEUER

By Matthew Renda

May 11, 2016

Growing up, 23-year-old UCSC senior Emmanuel Garcia remembers days when he ate only one square meal.

The son of two Mexican immigrants who came to the United States to provide their children more opportunity, Garcia attended a resource-strapped elementary school in a poor area of San Diego. The school rented space from a Baptist church and hosted science class in a decrepit house built at the turn of the century.

His parents, he says, did not emphasize the importance of education. And although Garcia took academics seriously, his school didn't have a cutting-edge computer lab, and his parents, he says, were too poor to afford computers or a personal collection of books. The local public library became his refuge and a tool of his educational advancement.

"Growing up, I used the library for most of my school work," Garcia says. "Even up to high school, I printed out my essays there, I would research my papers there and check out my books there."

In February, Mayor Cynthia Mathews, an avid library supporter, approached the UCSC College Democrats about the need for the community to fund a major facilities overhaul for the library system, and Garcia, a member of the club, asked Mathews if he could join the campaign for Measure S, which heads to the ballots on June 7.

"Libraries have had a positive impact in my life in helping my education greatly," says Garcia, who has been working on the campaign and wants to go to law school. "I found that I had almost a responsibility and a duty to make sure that other people have the same resources that I had."

The measure, which has no formal opposition, asks Santa Cruz County property owners to approve a flat tax of nearly \$49.50 per year to provide approximately \$67 million to the library system for critical repairs and upgrades to the system.

"We have 10 branches and each of the branches need repairs to a greater or lesser extent," says Interim Library Director Janis O'Driscoll.

System leaders performed their most recent renovation beginning in 2010, when it transformed a former Scotts Valley roller rink into a library, but the leaking roof endangered both the branch's book collection and the library's computer equipment, O'Driscoll says. The Capitola branch has three temporary classrooms that were installed 17 years ago. The Felton branch is located in a ramshackle former church built in the 19th century, and the walls don't meet flush anymore. The bond measure, which needs two-thirds voter approval to pass, would fund new facilities for both Capitola and Felton.

The downtown Santa Cruz branch, the flagship of the system, requires a comprehensive renovation, O'Driscoll says, as the plumbing is substandard and the building is heated by an ancient boiler that is the only one of its kind remaining in California, meaning parts have to be specially manufactured when things break down, which is often.

But it's not simply maintenance, says Mathews, who wants the system to upgrade its broadband and wiring to keep up with the demands of the modern-day library user. "Libraries are just used differently than they used to be," says Mathews, who is working on the Say Yes to Measure S campaign.

Libraries in general have moved beyond the 19th-century model of the Dewey decimal system, stern librarians insisting on quiet and the smell of deteriorating glue lingering among the catacombs of encyclopedias.

In the Internet-dominated 21st century, one of the library's important roles, Mathews says, is providing universal access to the World Wide Web—particularly for those who cannot afford computers or monthly payments for broadband access, just as Garcia couldn't as a child.

"We need to be able to rewire the branches to take advantage of the new technology," Mathews says. "We want to be able to provide the people who use the Internet with faster speeds and greater capacity."

O'Driscoll says the library continues to keep pace with the times in terms of its offerings, providing access to e-books, audio books, music, DVDs, and podcasts. There is even a database of local musicians that library members can audio-stream on the library's website.

Santa Cruz Public Libraries, which announced new executive director Susan Nemitz this month, is busier than ever. Circulation increased 4.5 percent from fiscal year 2013-14 to 2014-15, O'Driscoll says. Additionally, about 113,000 people checked something out at one of the branches during March 2016—more than half of the 219,000 people that comprise the library service area. Fifty-five percent of the people who live in the service area own library cards, O'Driscoll says, which shows that the library has adapted and kept pace with demand.

That doesn't include Watsonville, which has its own branch, run separately from the 10-branch system in the rest of the county. The residents of Watsonville would not be voting on the bond or paying for it should the measure pass.

Measure S will not only fix roofs and finance new construction, it will also pay for upgrades to make branches more compatible with a changing mission that focuses on making new media more readily available to all segments of the population.

The measure stipulates that bond money cannot be spent on computers or other related equipment, but must be restricted to capital improvements that address supportive infrastructure, such as better wiring and more open and inviting building formats. The campaign has racked up a litany of endorsements from elected officials, educators, organizations, and prominent community members.

Supporters are taking nothing for granted, particularly as the ballot is crowded with other public entities looking for tax approvals to secure funding boosts. “Anytime you do a measure, at least 20 percent of the voters will vote against it just because it’s a tax,” Mathews says. “So we have a really narrow margin. But the tax is a modest amount and it’s a flat amount.”

Unlike some bond measures, Measure S would keep the amount at \$49.50 per year and will end after a 30-year period.

“This bond measure was put together after a careful study of the actual needs of the library system,” Mathews says.

Those needs, Garcia says, include providing 21st century services to those who can’t afford them. “Access to computer resources is something needed in the 21st century,” he explains. “It’s not so much a luxury, it’s a necessity. And libraries are democratic institutions. Anyone can go in there, anyone can access the materials.”

Garcia credits libraries with helping him make it this far—to the precipice of graduating from a major public university with a degree in political science and legal studies. He wants to ensure that others will not be denied similar opportunities.

“I feel indebted to future generations because I was given a wonderful opportunity to use the resources at the library,” he says. “I’m grateful for what I have, but I want future generations not to have just what I have, but for their chances to grow.”

SCPL INCIDENT LOG - 2015

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

Date	Location	Time	Patron's Name	Ref #	Brief Description	Served Staff Involved	Steps Taken	Safety Action	Roving Guard Called	Bid. Mtc. Called
04/21/16	B40	11:55am	Kyle Henderson	DTN 119	Patron who is currently serving a 1 year ban until 10/7/16, entered the branch to use a computer.	Y Cathy Landis, Peggy Meserth	Staff recognized him and provided a copy of his ban information. He left without incident. He was originally served 12/8/15.	NA	No	No
4/21/16	DTN	4:22pm	Christopher Blair	DTN 149	Patron was observed playing chess by himself and making derogatory remarks to other patrons passing bye.	N Josh Mundy, James Lee, Sarah Harbison	When approached by staff, with an offer to move to a more secluded area where he would not be bothered by others passing bye, he became increasingly upset and threatened staff by saying he would kill them with a gun. A 60 day ban was issued.	NA	No	No
04/24/16	LO	1:30pm	Lloyd Welch Steven Keelor	-	A patron reported 2 other male patrons in the DVD area arguing.	N Laura VanDerlice, David Addison	When staff approached the 2 men they were arguing at a very close distance chest to chest. Their posturing suggested that they were threatening to fight. They were both ejected for the day.			
04/25/16	SV	NA	Wanda Westin	-	Patron phoned the branch claiming that she had put her personal CD set in the branch book drop on Sat. 4/23.	- Linda Gault, Chase McLelean	The CD set was not found and the patron was dissatisfied with the outcome and claimed that she would call the police Dept.	NA	No	No
04/27/16	DTN	12:10pm	Stacy	-	Library Security was flagged down outside by Kris Youngren from Social Services who was assisting a female who appeared to be under the influence and having leg pains.	- Josh Mundy, Kris Youngren	The female indicated that she wanted medical help and then later was in a panic wondering why EMTs were present and then declined help. A short time later she requested help again and the EMTs were called back. She was taken to the hospital. Her personal items were given to Kris Youngren.	NA	Yes	No

Date	Location	Time	Patron's Name	Ref#	Brief Description	Served Staff	Involved Staff	Steps Taken	Safety Action	Roving Guard Called	911 Mtc. Called	Bid. Called
04/28/16	LO	4:20pm	Paul Whitson	-	Staff observed a patron viewing pornography on one of the computer.	-	Laura VanDerslice	The patron was warned that he could be banned from library if he continued his behavior. He left without incident.	NA	No	No	No
05/04/16	B40	11:40am	Baby Girl Garcia	DTN 127	Patron attempted to enter the branch before her current ban had expired 5/22/16.	Y	Cathy Landis, Peggy Meserth, Cesar Gallardo	The patron was identified by staff and gave the patron another copy of her ban package.	NA	No	No	No
05/05/16	DTN	5:16pm	Stanly Alexander Johnson	-	Staff found patron asleep at one of the tables after the branch had closed. It was determined that the man had drank a whole bottle of mouthwash (2 Incident Reports were written up).	-	Sarah Harbison, Sheila O'Neil, David Sidle, Josh Mundy.	The patron was too intoxicated to walk out on his own and was complaining about having trouble breathing. Security called EMTs and the man was removed on a gurney. A 3 day ban was imposed.	NA	Yes	Yes	No
05/05/16	DTN	1:30pm	Male	-	Staff member has been repeatedly confronted aggressively by a male patron at his workstation and while shelving books.	-	Clifford Bodamer, Ian Crosby, David Sidle	The patron repeatedly approaches the staff member saying "we need to have a conversation" in an aggressive tone. The patron ignores the staff member's request to leave him alone. The patron was ejected for the day.	NA	No	No	No
05/07/16	DTN	5:16pm	Christopher Simmonds	DTN 149	Just before closing, staff heard a loud crash at the front of the building. The front glass door had been shattered by Christopher Simmonds who was currently serving a 60 day ban till 6/22/16.	N	Sara Harbison, Madeleine Damon, FA Guard Tim Caposio	Witnesses advised that the culprit was headed towards City Hall. The man was arrested. Case # 38-14 SCPD Officer Johnson #193. Building maintenance was called to board up the door. A one year ban will be imposed.	NA	Yes	Yes	Yes

Date		Location	Time	Patron's Name	Ref.#	Brief Description	Saved Staff Involved	Steps Taken	Safety Action	Roving Guard Called	911 Mtc. Called	Bid. Called
05/07/16	DTN		12:30pm	Qizhi Yang	DTN 28	Patron began yelling racial slurs, language after she attempted to use a computer ahead of other patrons who had signed up on the waiting list. She was told that she would have to go to the end of the line. She grabbed the headphones from another patron and refused to give them back making vulgar sexual towards the other patron.	-	The patron ignored all direction from staff and continued to yell at anyone who addressed her. This patron is known for causing disturbances and was previously banned for 7 days in 2014. A 1 year ban was imposed due to the severity of her behavior.	NA	No	No	No
05/13/16	DTN	10:15am	Male	-	-	During a Toddler program, a concerned older male patron became increasingly upset with the door being left open, stating that the door needed to be kept closed.	-	Staff explained that the door was being monitored and advised the patron that his tone with staff was inappropriate. Another parent would call security if he didn't stop. He continued until his wife intervened.	NA	No	No	No

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 Day	2 Day	3 Day	7 Day	14 Day	30 Day	42 Day	60 Day	90 Day	3 Mo.	6 Mo.	1 Yr.
4/21/16	DTN	4:22pm	Christopher Simmonds	DTN 149	Patron was observed playing chess by himself and making derogatory remarks to other patrons passing bye. When approached by staff, with an offer to move to a more secluded area where he would not be bothered by others passing bye, he became increasingly upset and threatened staff by saying he would kill them with a gun. A 60 day ban was issued.								1				
04/24/16	LO	4/24/16	Lloyd Welch, Steven Keelor	-	A patron reported 2 other male patrons in the DVD area arguing. When staff approached the 2 men they were arguing at a very close distance chest to chest. Their posturing suggested that they were threatening to fight. They were both ejected for the day.	2											
05/05/16	DTN	1:30pm	Male	-	Staff member has been repeatedly confronted aggressively by a male patron. The patron repeatedly approaches the staff member saying "we need to have a conversation" in an aggressive tone. The patron ignores the staff member's request to leave him alone. The patron was ejected for the day.	1											
05/05/16	DTN	5:16pm	Stanly Alexander Johnson	-	Staff found patron asleep at one of the tables after the branch had closed. It was determined that the man had drank a whole bottle of mouthwash. The patron was too intoxicated to walk out on his own and was complaining about having trouble breathing. Security called EMTs and the man was removed on a gurney. A 3 day ban was imposed. (2 incident Reports were written up).			1									
05/07/16	DTN	5:16pm	Christopher Simmonds	DTN 149	Staff heard a loud crash at the front of the building. The front glass door had been shattered by Simmonds who was currently serving a 60 day ban till 6/22/16. Witnesses advised that the culprit was headed towards City Hall. The man was arrested. Case # 38-14 SCPD Officer Johnson #193. Building maintenance was called to board up the door. A one year ban will be imposed.												1

Date	Location	Time	Patron's Name	Ref.#	Brief Description In some instances a patron may receive more than 1 ban in a single day.
05/07/16	DTN	12:30pm	Qizhi Yang	DTN 28	Patron began yelling racial slurs, was confrontational and used vulgar language when she attempted to use a computer ahead of other patrons who had signed up on the waiting list and was told that she would have to go to the end of the line. She grabbed the headphones from another patron and refused to give them back making vulgar sexual towards the other patron. The patron ignored all direction from staff and continued to yell at anyone who addressed her. This patron is known for causing disturbances and was now banned for 1 year.
Totals					
1 Day					3
2 Day					0
3 Day					1
7 Day					0
14 Day					0
30 Day					0
42 Day					0
60 Day					1
90 Day					0
3 Mo.					0
6 Mo.					0
1 Yr.				1	2

BYLAWS
LIBRARY ADVISORY COMMISSION
Santa Cruz City/County Library System, California

ARTICLE I. NAME AND AUTHORITY

Section 1. Name

The name of this organization shall be the LIBRARY ADVISORY COMMISSION of the Santa Cruz City/County Library System, California, hereinafter referred to as the "Commission".

Section 2. Authority

The Commission is established pursuant to the authority of Section 5 (B) of the Fourth Amendment to the Joint Powers Agreement between the City of Santa Cruz and the County of Santa Cruz and the Cities of Capitola and Scotts Valley, Relating to Library Services.

ARTICLE II. POWERS AND DUTIES

The Library Advisory Commission is advisory only and shall have the function and duties set forth in Section 5 (B) of the Fourth Amendment to the Joint Powers Agreement and any amendments thereto. Section 5 (B) currently provides for the following functions and duties:

- a. Act as a voice of the community to provide advice and feedback to the Governing Board and the Director of Libraries.
- b. Review Library System programs and services and make necessary recommendations as they pertain to the provision of these programs and services.
- c. Prepare an annual report for consideration by the Governing Board.

ARTICLE III. MEMBERSHIP AND TERM OF OFFICE

Section 1. Number and Qualifications

The Library Advisory Commission shall consist of seven members who must be registered voters.

Section 2. Selection and Appointment of Members

The Commission shall consist of the following Commissioners:

- a. Three residents of unincorporated Santa Cruz County appointed by and serving at the pleasure of the County Board of Supervisors, with one each from Supervisorial Districts 1, 2, and 5.
- b. Two Santa Cruz city residents appointed by and serving at the pleasure of the Santa

Cruz City Council.

- c. One Capitola resident appointed by and serving at the pleasure of the Capitola City Council.
- d. One Scotts Valley resident appointed by and serving at the pleasure of the Scotts Valley City Council.

Commissioners should reflect the diverse interests of the Library System including a wide cross-section of ages, ethnicities and backgrounds as well as representation in the areas of technology, education and business, or other areas identified by the Governing Board. Elected members of each jurisdiction are not eligible for appointment to the Commission.

Section 3. Term of Office

Each Commissioner shall serve a four-year term, except that 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. The initial Commissioners shall draw lots to establish the lengths of their respective terms. Each Commissioner shall be limited to two terms. Commissioners replacing a Commissioner mid-term shall be limited to serving one additional term after completion of the remainder of the original term.

Section 4. Removal of Members

Any member who is absent for three meetings, and who fails to provide an excuse that is determined by the member's appointing jurisdiction to be reasonable, shall be removed by the appointing body of the jurisdiction which the Commissioner represents. All members of the Commission serve at the pleasure of the jurisdiction which they represent and therefore may be removed from office, without cause, and at any time, by the appointing jurisdiction.

ARTICLE IV. OFFICERS

Section 1. Selection of Officers

As soon as practicable, following the first day of January of each year, there shall be elected as officers for the Commission a Chairperson and a Vice Chairperson. An election shall be held at the next regular meeting to fill any office that becomes vacant during the calendar year.

Section 2. Chairperson

The Chairperson shall be elected by a majority vote of the members from among their membership. The Chairperson shall preside at all regular meetings and shall call all special meetings. The Chairperson shall use Roberts Rules of Order to conduct the meetings. He or she shall represent the Commission before the Governing Board.

Section 3. Vice Chairperson

The Vice Chairperson shall be elected by a majority vote of the Commission members. He or she shall assume all duties of the Chairperson in the absence of the Chairperson.

Section 4. Staff Representative

The Staff Representative shall be the Director of Libraries. General duties include:

1. Preparing, assembling and mailing meeting packets;
2. Correspondence and communication;
3. Record keeping;
4. Staff reports;
5. Financial reports;
6. Meeting minutes;
7. Liaison to the public; and
8. Other tasks as assigned.

ARTICLE V. COMMITTEES

Section 1. Establishment of the Committees

Committees shall be composed of no more than (3) Commissioners. The committees may include volunteer members as deemed necessary by the Library Advisory Commission. The committees shall report to the Library Advisory Commission on no less than a quarterly basis.

Section 2. Membership of Committees

The Chairperson shall make all assignments and appoint the Chairperson of each committee with the consensus of the Commission.

ARTICLE VI. MEETINGS

Section 1. Open Meetings

All regular and special meetings of the Commission are subject to the Brown Act and therefore are advertised and open meetings to which the public and the press shall be invited.

Section 2. Regular Meetings

Regular meetings of the Commission shall be held at least quarterly on a day, time and location to be decided upon by the Commission on an annual basis. Any changes to regular meeting day, time and location will be provided to the Board Clerk of the Joint Powers Authority for calendaring purposes.

Section 3. Special Meetings

A special meeting may be called by the Chairperson of the Commission or by vote of the Commission. Notice of such special meeting shall be given as required by law, and the purpose of or the business to be transacted during such special meeting shall be stated in the notice.

Section 4. Quorum

A quorum shall consist of a majority of the members of the Commission.

Section 5. Absence of Quorum

In the absence of a quorum at any meeting, such meeting shall be adjourned to the next regular meeting date by any member present. No meeting may be declared adjourned for lack of a quorum until a fifteen (15) minute period after the scheduled time of the meeting has elapsed.

Section 6. Conduct of Meeting

At the time and place established for any meeting, when a quorum is present, the Chairperson shall call the meeting to order. The meeting minutes will be recorded with the tapes to be retained for one year. Staff will prepare and submit to the Commission the minutes in action form for their review. The normal order of business shall include at least the following:

- a. Roll call;
- b. Adoption of the Agenda;
- c. Oral communications (open to the public items not on the agenda);
- d. Approval of minutes of previous meetings;
- e. Discussion of old or unfinished business; review of recommendations and action on same;
- f. New business;
- g. Commissioner Reports;
- h. Staff Reports;
- i. Communications;
- j. Future Agenda Items; and
- k. Adjournment.

Section 7. Voting

All questions shall be resolved by a majority vote of the members present. The vote shall be taken by roll call vote, voice vote, or by the raising of hands provided that, at the request of any member, the vote shall be taken by a roll call vote.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended from time to time by a vote of the Commission and approval by the Governing Board.

ARTICLE VIII. ADOPTION AND EFFECT

Section 1. Adoption

Immediately upon a majority vote of the Commission and approval by the Governing Board

these Bylaws shall be in full force and effect; any and all provisions of previously adopted Bylaws, policies, or procedures which may be totally or partially in conflict herewith are hereby repealed.

Section 2. Effect

These Bylaws shall not be considered or construed as superseding any directive of the Governing Board nor shall they preclude the preparation and adoption of further procedural manuals and policies by which the Commission may direct its activities.

STAFF REPORT

DATE: 26 May 2016

TO: Library Joint Powers Authority Board

FROM: Janis O'Driscoll, Interim Library Director

RE: Updates to the Proposed Library Budget for FY 16/17

RECOMMENDATION: Accept and file the current proposed Library budget for FY 16/17.
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SUMMARY The staff has prepared an updated proposed FY 16/17 budget for the Santa Cruz Public Libraries and has addressed the requests for supplemental information made at the May 5, 2016 budget hearing. An increase in sales tax revenues means that the proposed FY 16/17 budget shows a surplus of \$56,119 and increases the materials budget by \$8891. For clarification, the anticipated one-time expenditures have been separated from the proposed operating budget spreadsheet. These expenditures are further defined in FY 16/17 Budget Overview: Addendum A.

DISCUSSION The staff has reviewed the 10 points in the motion passed at the May 5th meeting. The Interim Director has a regularly weekly telephone meeting with the incoming Director of Libraries. The proposed budget is discussed at each meeting.

A Staff report from the Division Manager of Library Information Technology is attached to the budget overview specifically addressing questions about the plan to rewire the branches.

The staff reviewed the estimated costs of possible library hours expansion and that figure remains at \$217,582. Staff has confirmed with Santa Cruz City Finance that the estimate does include the most current PERS and health care costs.

FY 16/17 Budget Overview Addendum A reflects the estimated Measure S reimbursement as of May 26, 2016. This Addendum also reflects invoices from the Library's Integrated Library Systems vendor, Polaris, which were incurred in FY 14/15 but never invoiced. The Library has challenged the figure but the vendor has not yet responded. The amount the vendor requests is included as a one-time expenditure.

The budget overview also reflects these changes from the May 5 overview:

1. An increase in PERS and health care costs in Personnel
2. An increase of \$25,000 for Cisco Hardware maintenance
3. An increase of \$20,000 for Cisco Software maintenance
4. An increase of \$1,271 in adjusted interest on the Headquarters Loan payment

5. An increase of \$100 in the City's estimate of Merchant Bank Fees
6. Removal of \$69,000 from Building Repairs in order to balance the budget while waiting for the decision on Measure S

STAFF REPORT

DATE: June 2, 2016
TO: Library Joint Powers Authority Board
FROM: Lynne Sansevero, Library IT Manager
RE: AT&T Out of Contract Tariffs

RECOMMENDATION: After contacting the County's ATT representative, Bettye Saxon, it is recommended that the Board approve set-aside funds for tariff charges should we need them.

SUMMARY: As instructed by the Board, I contacted Bettye Saxon, Area Manager, AT&T external Affairs. I informed Ms. Saxon of the fact that we were going to incur out of contract tariffs if we need to extend our current CSME (Customized Switched Metro Ethernet) service beyond the contract end date of 7/31/2016. She suggested I revisit the issue with our AT&T representative, Donna Schonecker, which I did. At this time, AT&T will not be removing the tariffs if we go out of contract.

BACKGROUND: While we anticipate a relatively smooth transition from AT&T fiber services to the CalREN/CENIC high-speed network, there are many unforeseen issues that may delay the installation of CENIC circuits throughout the system. Any branch AT&T fiber circuit that goes beyond the 7/31/16 contract date with AT&T will be subject to monthly contract extension tariffs. The roll-out of the new CalREN /CENIC network is entirely dependent on Comcast, the new fiber provider. We have no time estimates from Comcast, and even with estimates, turning on fiber circuits can take much longer than promised by a provider. We have estimated for a 4-month extension of CSME services, but it could be much less. We have planned for the worst case scenario.

DISCUSSION: Ms. Saxon was unable to help discharge or eliminate the tariff charges, as was Ms. Schonecker. Therefore, the Board should set-aside the \$106,896 needed to stay on the current CSME for an additional 4 months past the contract deadline of 7/31/2016.

STAFF REPORT

DATE: June 2, 2016

TO: Library Joint Powers Board

FROM: Lynne Sansevero, Library IT Manager

RE: Proposed Plan for Branch Rewiring

RECOMMENDATION: Receive analysis of Library Branch rewiring options.

SUMMARY: The Board instructed Library IT to create a plan to rewire branches prior to the completion of Bond measure construction. I have divided the branches into three categories: Rewire, Wait and Consult. **Rewire** branches are branches that LIT can rewire now. **Wait** branches are those that will be replaced with new construction. **Consult** branches are those that will get extensive structural remodels and will need to have rewiring planned strategically with project managers for the remodels.

BACKGROUND: This document is a follow-up to last month's staff report concerning wiring at the branches and provides more detail.

Why do we need Cat 6 wiring? The new CENIC/CalRen 10 GB Internet connection can be fully utilized by ensuring that every branch has Cat 6 wiring, which can handle speeds from 1GB to 10GB. Industry trends and predictions for the future indicate that data rates have been doubling every 18 months. As streaming media applications become more in demand, the demands for faster data rates will increase and spawn new applications that will benefit from the higher bandwidth offered by category 6. Wired computers in the Library are primarily used by patrons for streaming media, audio and browsing the Internet.

From a future proofing perspective, it is always better to install the best cabling available. This is because it is so difficult to replace cabling inside walls, in ducts under floors and other difficult places to access. The rationale is that cabling will last 20 years and will support at least four to five generations of equipment during that time. If future equipment running at much higher data rates requires better cabling, it will be very expensive to pull out category 5e cabling at a later time to install category 6 cabling.

All routing and switching components within the network have been upgraded to 10GB already. With Cat 6 at the branches, we can at any point in the future install 10GB NIC's on public computers, turn up branch interconnect speeds and achieve even greater speeds to those machines. As for Public Wi-Fi, all WAPS (Wireless Access Points) are already cabled with Cat 6, and we will be upgrading the WAPs to 10GB hardware. We are allocating 2GB of bandwidth to the Public Wi-Fi – so Wi-Fi speeds will increase

dramatically. I believe we should build in the capacity for the wired PCs to go as fast as the Public Wi-Fi.

In addition, nearly every branch has data drops that are spliced Cat-5 cable connections to provide Internet access to more clients. Spliced connections limit the network speed to 100MB -- as 1GB connections need all 8 copper wires to establish a 1GB network connection or higher. Spliced connections have caused network issues with POE (Power Over Ethernet) and network speed negotiation problems. We also have many branches whose "choke point" on data speeds is due to a lack of individual data drops, which require us to use consumer grade network switches to accommodate the devices we have to connect. Current applications running at 1 Gb/s are really pushing the limits of category 5e cabling. Because of its improved transmission performance and superior immunity from external noise, systems operating over category 6 cabling will have fewer errors vs. category 5e for current applications. This means fewer re-transmissions of lost or corrupted data packets, which translates into higher reliability for category 6 networks compared to category 5e networks. Cat 6 wiring is about 30% higher cost over category 5e on an installed basis, and in my professional opinion, is worth the extra cost.

DISCUSSION: *If we were to rewire branches now, instead of waiting for Bond measure construction, how should we proceed?* Because I do not know the details of each site's construction timetable and scope of work, I have based my recommendations for wiring outside of the Bond measure construction on those factors that affect the Library system's network infrastructure and the ability of Library IT to oversee the work and make the necessary adjustments to the networks. The list below is not in any particular order. It will be up to the Board to decide whether or not to proceed with wiring upgrades before Bond measure construction.

APTOS: CONSULT - Needs exterior conduit run for the area where the Public PC's currently reside to accommodate new wiring. There is a chance the remodel could destroy this work, creating a duplication of effort. Cost of this portion of the re-wiring project is approximately \$5K, comprised of Cat 6 cables, 60 feet of conduit and labor. No other foreseen LIT issues noted to rewire now.

BOULDER CREEK: REWIRE - No foreseen LIT issues noted to proceed with rewiring now.

BRANCIFORTE: REWIRE - No foreseen LIT issues noted to proceed with rewiring now.

CAPITOLA: WAIT - New building coming with the passage of the Bond measure.

DOWNTOWN: CONSULT - Unclear as to the extent of Downtown renovations, with a strong possibility for a duplication of efforts, depending on the scale of the structural

remodel. Will have to weigh the costs of waiting versus doing it now, and the timing of a re-wire in conjunction with establishing the CENIC connection.

FELTON: *WAIT* - New building coming with the passage of the Bond measure.

GARFIELD PARK: *REWIRE* - No foreseen LIT issues noted to proceed with rewiring now.

LASELVA BEACH: *REWIRE* - No foreseen LIT issues noted to proceed with rewiring now.

LIVE OAK: *REWIRE* – Some Cat 6 already in place. No foreseen LIT issues noted to proceed with rewiring now.

SCOTTS VALLEY: *REWIRE* – Limited rewiring needed- most drops at Cat 6 already. No foreseen LIT issues noted to proceed with rewiring now.

HEADQUARTERS: Already at Cat 6.

FY 16/17 Operating Budget Overview				
Updated as of May 26, 2016				
		FY 15/16 Adopted Budget		FY 16/17 Proposed Budget
Revenue				
	Sales Tax	\$ 7,516,000	\$	7,910,837
	Maintenance of Effort	5,504,000		5,515,273
	Grants and Donations	74,468		78,568
	Fines and Fees	104,000		140,500
	Other	8,500		11,870
	Vehicle Transfer from Replacement Fund	200,000		-
Revenue Total		\$ 13,406,968	\$	13,657,048
Personnel				
	Regular Full and Part Time	\$ 5,367,835	\$	5,617,173
	Temporary	809,801		826,000
	Misc. Personnel Costs	12,280		6,920
	Benefits	2,543,440		2,796,628
Personnel Subtotal		\$ 8,733,356	\$	9,246,721
Expenditures				
Information Technology				
	Hardware Maintenance	\$ 16,500	\$	72,500
	Professional Services Other	44,000		27,000
	Software Maintenance Services	263,704		378,654
	Telecommunications	155,271		47,295
	Computer Equipment	100,000		125,000
	Subtotal	\$ 579,475	\$	650,449
Library Materials				
	Materials-8% of Revenues	\$ 1,268,190	\$	1,138,568
	10% of Revenues (optional)		\$	1,399,024
	Grants and Donations	26,278		26,278
	Refunded Fines and Fees	2,000		2,000
	Library Functional Supplies	161,850		161,850
	Subtotal	\$ 1,458,318	\$	1,328,696
Staff Development				
	Travel	\$ 14,180	\$	18,380
	Training	51,195		54,495
	LSTA Tuition	-		-
	Subtotal	\$ 65,375	\$	72,875
Utilities				
	Water/Sewer/Refuse	\$ 63,330	\$	69,095
	Hazardous Materials Disposal	1,000		1,000
	Electricity	184,600		184,600
	Natural Gas	28,000		28,000
	Subtotal	\$ 276,930	\$	282,695
Building O & M				
	Building O & M	\$ 197,322	\$	199,862
	Landscaping	33,000		33,000
	Janitorial Services	217,100		219,017
	Vehicle O & M	32,524		32,524
	Vehicle Equipment	200,000		-
	Building Equipmt. And Rental	309,385		310,656
	Subtotal	\$ 989,331	\$	795,059
Supplies and Equipment				
	Office Supplies	\$ 20,500	\$	21,700
	Copier Supplies	7,550		5,250
	Janitorial Supplies	20,000		22,500
	Misc. Supplies	73,960		69,440
	Safety Clothing and Equipment	4,710		4,710
	Office Furniture and Equipment	25,400		26,400
	Other Equipment	4,500		5,250
	Building Repairs-Library	102,800		-
	Subtotal	\$ 259,420	\$	155,250
System Services				
	Professional Services Fiscal	\$ 8,300	\$	88,300
	Unique Management Collection Agency	14,000		14,000
	Insurance	64,225		77,819
	Postage	3,500		5,500
	Printing and Advertising	27,530		34,330
	Dues and Membership	34,910		34,910
	Merchant Bank Fees	-		1,600
	Professional & Technical Services	70,000		13,000
	Subtotal	\$ 222,465	\$	269,459
Other Services and Transfers				
	Financial Services Outside (City of SC)	\$ 669,211	\$	710,000
	Transfer to Vehicle Replacement Fund	55,666		56,166
	Transfer to 2-month reserve account	85,368		33,559
	Subtotal	\$ 810,245	\$	799,725
Non-Labor Operating Expenditure Subtotal		\$ 4,661,559	\$	4,354,208
Total Operating Expenditures with 8% Materials Budget		\$ 13,394,915	\$	13,600,929
Optional 10% Materials Budget			\$	13,861,385
Total Operational Surplus or <Deficit>		\$ 12,053	\$	56,119
Optional 10% Materials Budget			\$	(204,337)

ONE-TIME EXPENDITURES (funded from excess reserves/general fund balance)	
FY 15/16 Year End Expected Fund Balance	\$ 500,000
Recabling to accommodate greater internet speeds at the branches	\$ 150,000
AT & T Month to Month	\$ 106,896
Election Costs	\$ 350,000
Measure S Reimbursement (Placeholder \$227,189)	\$ 45,600
Outstanding Polaris Invoices	\$ 652,496
Subtotal: Additional one-time, extraordinary expenditures	
Total Estimated Year End General Fund Balance (unassigned)	\$ (152,496)
OPTIONAL BUDGET ITEM	
Add Increased Hours (33 Hours System-wide; on going expense)	\$ 217,582
Total Year End General Fund Balance & Optional Budget Item	\$ (370,078)