

Chair Martin Bernal  
Vice Chair Jenny Haruyama  
Board Member Susan Mauriello  
Board Member Jamie Goldstein



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

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

**MAY 4, 2017**

**9:00 A.M.**

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

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

Board Members Jamie Goldstein, Jenny Haruyama, Susan Mauriello, and Chair Martin Bernal

**2. PRESENTATIONS**

**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. Library Director's Report – May 2017 (PG.5-6)

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

**8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)**

A. Commissioners' Report – May 2017

**9. COMMENTS BY BOARD MEMBERS**

**10. 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 April 6, 2017  
RECOMMENDED ACTION: Approve Minutes. (PG.7-9)
- B. Articles about Santa Cruz Public Libraries.  
RECOMMENDED ACTION: Receive Articles. (PG.10-39)
- C. Financial Snapshot for February 2017  
RECOMMENDED ACTION: Receive Financial Snapshot. (PG.40-52)
- D. Quarterly Financial Statement 3<sup>rd</sup> Quarter 2016-17  
RECOMMENDED ACTION: Receive 3<sup>rd</sup> Qtr. Financial Statement (PG.53-58)
- E. Library Sales Tax Revenue Update 3<sup>rd</sup> Quarter 2016-17  
RECOMMENDED ACTION: Receive Library Sales Tax Revenue Update 3<sup>rd</sup> Qtr. 2016-17. (PG.59-60)
- F. Security Incidents Log for 3<sup>rd</sup> Quarter 2016-17  
RECOMMENDED ACTION: Receive Security Incidents Log for 3<sup>rd</sup> Qtr. 2016-17. (PG.61-69)
- G. Quarterly Performance Measures – 3<sup>rd</sup> Qtr. 2016-17  
RECOMMENDED ACTION: Receive Quarterly Performance Measures 3<sup>rd</sup> Qtr. 2016-17. (PG.70-75)
- H. Work Plan for FY 2017-18 – Quarterly Update – 3<sup>rd</sup> Qtr.  
RECOMMENDED ACTION: Receive 3<sup>rd</sup> Quarterly Work Plan. FY2017-18. (PG.76-86)
- I. Dell Cooperative Agreement  
RECOMMENDED ACTION: Approve Cooperative Purchasing Agreement to purchase Dell Computers (PG.87)
- J. Updated Conflict of Interest List of Designated Filers  
RECOMMENDED ACTION: Approve Updated Conflict of Interest List of Designated Filers (PG.88-90)

- K. Security Fencing for the Downtown Branch Library  
RECOMMENDED ACTION: Approve Budget Adjustment Transferring Funds from Capital Reserve Fund to FY 17 Operating Budget. (PG.91-92)
- L. LIT Vehicle Purchase  
RECOMMENDED ACTION: Approve Budget Adjustment FY 16/17 (PG.93-94)

**11. 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 Code of Conduct Policy  
RECOMMENDED ACTION: Approve Code of Conduct Policy (PG.95-106)
- B. Gift Policy  
RECOMMENDED ACTION: Review first draft (PG.107-112)
- C. ALA (American Library Association) Guiding Policy  
RECOMMENDED ACTION: Accept ALA Guiding Policy (PG.113-119)
- D. Library Capital Expenditure  
RECOMMENDED ACTION: Review Report (PG.120-121)
- E. FY 2017-2018 Budget  
RECOMMENDED ACTION: Receive proposed FY 17/18 Budget and schedule final action at the June Board Meeting (PG.122-125)

**12. SCHEDULED UPCOMING MEETINGS**

<b>June 1, 2017</b>	<b>Boulder Creek Branch Library</b>	<b>Upcoming Agenda Items:</b>
<b>at 6:00 pm</b>	<b>13390 West Park Ave.</b>	
	<b>Boulder Creek, CA 95006</b>	
<b>July 6, 2017</b>	<b>Cancelled</b>	

**13. ADJOURNMENT**

Adjourned to a Regular Meeting of the Library Joint Powers Authority Board to be held on Thursday, June 1, 2017 [immediately following the LFFA meeting] at 6:00 p.m. at the Boulder Creek Branch Library located at 13390 West Park Ave., Boulder Creek, CA 95006

LJPA  
May 4, 2017

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, we ask that you attend fragrance free. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment please call the Library Administration Office at (831)427-7706 at least five days in advance so that we can arrange for such special assistance, or email [library\\_admin@santacruzpl.org](mailto:library_admin@santacruzpl.org).

**May 2017**

## **Library Director's Report**

### **Library Operations**

Some lovely notes from our public:

*"Thank you so much for reaching out to me! I'm the mother of a five year old and my family just loves the library. It is such a part of our daily lives. My son is a voracious pre-reader and found his love of reading through the library's extensive collection."*

*"My son's recent interest in Pokémon has been fueled through our library system's vast holdings. I am so grateful for the complete series our library offers. He's also devoured the Minecraft series and now we're enjoying many young reader graphic novels. I am so grateful for the system of requesting books to pick up at our Garfield Park branch. We use it every week. I'm also so thankful the library stocks these new and popular titles for kids. There is nothing like total immersion in an interest."*

*"My son super enjoys the Lego club at Garfield Park branch, and Steve is an excellent instructor. He is patient and motivating, and the kids are great role models for my son. I love this program, and we look forward to each class. My son also participated in the story time program when he was younger. We loved it and appreciated the gentleness, patience, and inclusion from the engaging instructor, Laura, as well as the intermittent subs like Jasmine. We also enjoyed Jasmine's family craft time at Garfield Park branch, but I'm not sure that program has continued, or maybe we've had a scheduling conflict this year and haven't been able to attend."*

It is National Library Volunteer Week. The Library has volunteers at every branch and in every department. This week we recognized their over 13,000 hours of service last year by sending them letters of appreciation and a token of our gratitude.



The Library union representatives met with the Library Director and members of the JPA to discuss their security issues. The incidents are taking place primarily at the Downtown and Branciforte branches. They would like to see enhancements to security and the Downtown Branch Service desk. Representatives also sought clarity and the likelihood of the JPA pursuing a successor agency (to the City of Santa Cruz) for Library employee bargaining.

### **Friends of the Libraries**

Recent gifts from the Friends of the Libraries include:

- \$2,751 for books and materials
- \$3,474 directed to specific library branches
  - Garfield Park, \$738.70;
  - Live Oak, \$250;
  - Branciforte, \$100;
  - Scotts Valley, \$1,212.70;
  - Felton, \$488.70;
  - Capitola, \$75;
  - Aptos, 559.15
- \$1,600 for the Robo Sumo program. These are sponsorship funds from Plantronics and the Santa Cruz County Bank.
- \$11,709 to support the purchase of library materials and special library programs from *the Herman A. & Ruth H. Utter Fund*.
- \$1,083 to support the purchase of new materials.
- \$1,600 for the Veterans Resource Center sponsored by Kaiser Permanente, and Bay Federal Credit Union.

### **Library Advisory Commission (LAC)**

The Library Advisory Commission met recently to discuss STEAM programming in the libraries. Next month meeting will focus on the coordination with the Friends of the Libraries.

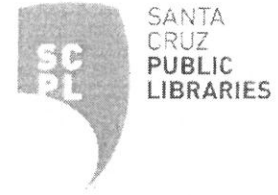
### **Library Building Projects**

County staff and architect, Teall Messer continue to work on the permitting processes for the new Felton branch library. A Community discussion of the current plans will take place on May 9, 2017 from 7-9 p.m. at the Highland Park Senior Center. The community is also planning a celebration of the future home of the Library on May 20.

Capitola is moving to the development of construction documents. The Friends are hiring an individual to assist with their capital campaign.

The City of Santa Cruz Downtown Library Advisory Committee has been selected and the City has selected and begun negotiating a contract with a design firm.

Chair                    Martin Bernal  
Vice Chair             Jenny Haruyama  
Board Member         Susan Mauriello  
Board Member         Jamie Goldstein



**SANTA CRUZ CITY/COUNTY LIBRARIES  
JOINT POWERS AUTHORITY BOARD  
(LJPA)**

**REGULAR MEETING MINUTES**

**THURSDAY, APRIL 6, 2017  
9:00 A.M.**

**1. ROLL CALL**

**PRESENT:** Vice Chair Jenny Haruyama, Tina Shull (Alternate), Steve Jesberg (Alternate), Carlos Palacios (Alternate)  
**STAFF:** Library Director Susan Nemitz

**2. PRESENTATIONS**

None

**3. ADDITIONAL MATERIALS**

None

**4. ADDITIONS AND DELETIONS TO AGENDA**

The Agenda of April 6, 2017 was approved by consensus.

**5. ORAL COMMUNICATIONS**

Two members of the public expressed concerns about the relationship of the LJPA Board to the projected study about a new library facility.

**6. REPORT BY LIBRARY DIRECTOR**

Library Director Susan Nemitz reported on the current developments in the library.

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

Glenda Hastings reported on the activities of the Friends of the Santa Cruz Public Libraries.

**8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)**

Martha Dexter, LAC Chair, gave an update on the LAC's March meeting.

**9. COMMENTS BY BOARD MEMBERS**

None

**10. CONSENT CALENDAR**

- A. Approve Minutes of March 2, 2017 meeting.  
ACTION: Approved Minutes
- B. Receive Articles about Santa Cruz Public Libraries.  
ACTION: Received Articles
- C. Receive Joint Powers Authority Annual Financial Report 2016.  
ACTION: Received Report
- D. Approve FY 2016-2017 Budget Adjustment for Donations Received.  
ACTION: Approved FY 2016-17 Budget Adjustment.

<b>RESULT:</b>	<b>APPROVED CONSENT ITEMS 10. A, B, C AND D. [UNANIMOUS]</b>
<b>MOVER:</b>	Carlos Palacios (Alternate Board Member)
<b>SECONDER:</b>	Tina Shull (Alternate Board Member)
<b>AYES:</b>	Haruyama, Shull, Jesberg, Palacios

**11. GENERAL BUSINESS**

- A. Library Code of Conduct Policy. Presentation by James Lee, Branch Manager of the Downtown Branch Library.  
ACTION: Reviewed Proposed Policies and Procedures.
- B. Library Repair and Maintenance Discussion.  
ACTION: Discussed Issues.
- C. Library Policy Renewal Schedule 2017  
ACTION: Discussed Library Policy Renewal Schedule 2017.



D. FY 2017-2018 Budget.

ACTION: Discussed FY 2017-2018 Budget

E. Board Meeting Summer Schedule

ACTION: Cancelled July 6, 2017 Board Meeting

**RESULT:**           **APPROVED CANCELLATION OF LJPA BOARD MEETING ON JULY 6, 2017 [UNANIMOUS]**

**MOVER:**           Tina Shull (Alternate Board Member)

**SECONDER:**       Steve Jesberg (Alternate Board Member)

**AYES:**             Haruyama, Shull, Jesberg, Palacios

**12. ADJOURNMENT**

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 10:12 a.m. to the next Regular Meeting Thursday, May 4, 2017 at 9:00 a.m. [immediately following the Libraries Facilities Financing Authority (LFFA) meeting] at the Downtown Branch Library Upstairs 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.



SANTA CRUZ  
PUBLIC LIBRARIES  
CONNECT | INSPIRE | INFORM

## In the News and Media:

March 24 through April 27

The library created a video PSA for our Summer Reading Program 2017 that will air on Community TV and can be viewed on Youtube at <https://youtu.be/Z4utsmuW1Pc>.

### Articles about libraries around the nation

*The Atlantic*

#### Fewer Americans Are Visiting Local Libraries—and Technology Isn't to Blame

Only one trend is closely associated with their use.

**ROBINSON MEYER** APR 14, 2016



A curious phenomenon is gripping public libraries in the United States.

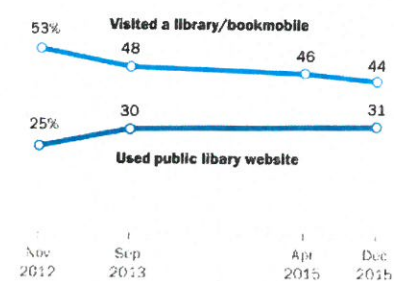
On the one hand, Americans still adore their libraries. According to a new Pew Research study, 76 percent of Americans say that libraries well serve the needs of their community. And since 78 percent of Americans say they've been to a local public library *ever*, it seems that nearly everyone who's been to a local library at least once in their lives approves of them.

Yet on the other hand, fewer and fewer Americans are using the institutions every year. In the 12 months before the most recent Pew survey was given, only 44 percent of Americans visited a local library or bookmobile. Three years earlier 53 percent of Americans had visited a library or bookmobile.

In other words, library usage is falling. But why?

### American Library Use Is Trending Down

% of adults who ... in the past 12 months



Data for library website usage isn't reported for April 2015 because the question wasn't the same in that survey. The newest survey was conducted between October 13, 2015, and November 15, 2015. (Pew Research Center)

three years.

To the Pew, the decline in library use is driven by technological change, so the report implicitly recommends that more libraries publicize their non-print services. Ninety percent of U.S. local libraries offer ebook lending, for instance, but 38 percent of Americans either don't know or don't think that their local branch does so. What if they did?

But is that really all that's up here? When it comes to measuring U.S. library use, the Pew surveys aren't the document of record: that role belongs to reports from [the Institute of Museum and Library Services](#) (IMLS), an independent federal agency. Every other year, the

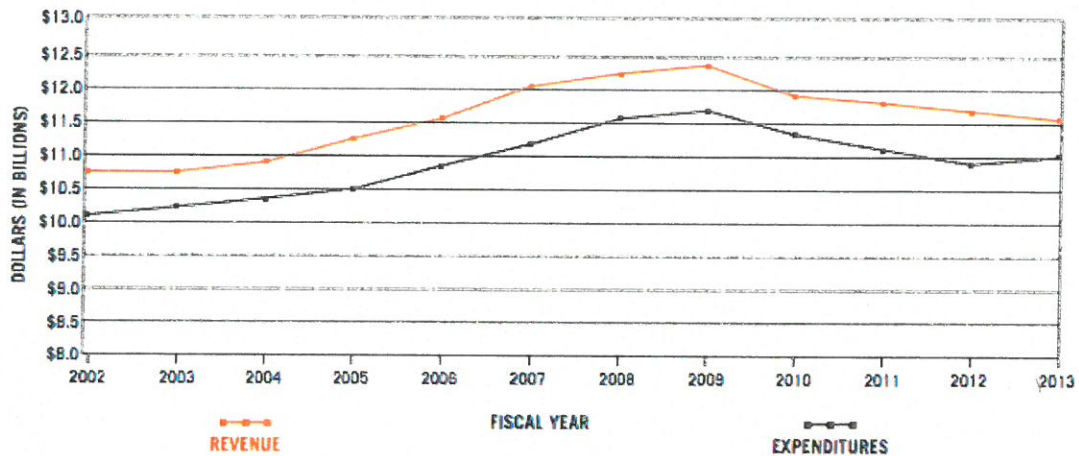
This new data comes from the Pew's [new report on the future of libraries](#), released last Thursday. The research group surveyed 2,700 American adults in October and November 2015.

For the Pew, the study confirms that Americans' usage of libraries is sliding down in real terms. Last year, [in a similar report](#), the think tank said it was too soon to tell if the apparent downward slide constituted a real trend; now it's ready to certify it. What's more, usage of library websites doesn't seem to be making up for the shift: It's stayed flat for

IMLS asks librarians in all 50 states about the state of their enterprise. These reports take a long time to create and process, so [the most recent data is from financial year 2013](#).

That document showed a long downward trend in *revenues* (mostly local government funding) for libraries that began amid the Great Recession:

## Public Library Revenue and Costs, 2002 to 2013



Institute of Museum and Library Services

What do revenues have to do with declining use? Possibly everything. In 2012, [the IMLS's yearly report](#) examined whether more people use public libraries after they receive more public investment. In a word, *yes*:

**We found that as investments, such as revenue, staffing, and programs, increased, so did critical use measures, such as visitation and circulation.** In the same way, as investments were reduced, mostly in reaction to post-recessionary budgetary reductions, we saw decreases in library use. **Another important finding is that even though investments might have declined, any decreases in use did not drop by the same magnitude.** People continue to use their local public libraries—for access to books and information and for gathering as a community.

In other words, there's empirical evidence that usage tracks investment. If libraries receive more public funds, more people use them. And if governments invest less in its libraries (as they have since 2009), fewer people visit—though the drop in visits from disinvestment isn't as strong as the rise from investment would be.

The correlation between investment and use makes sense. If libraries have more funds, they can have more staff, more classes, more copies of the latest bestseller, and—maybe most importantly—longer hours. Yet at the same time, people are so eager to use the library that they make time to visit even when hours have been shortened and collections have shrunk.

And this agrees with the Pew data. Over the same period of time that Pew says that usage has fallen, libraries don't seem to have gotten any less popular. In 2013, 90 percent of Americans [said a local library closing would have an “impact” on their community](#), with almost two-thirds saying that impact would be major. A nearly identical rate [reported the same thing last year](#). The question wasn't asked this year.

So what can a public library do to reverse the downward trend? Maybe that's the wrong way to phrase the question. Because if the public wants to reverse the trend and make the local library more useful, it should do one thing that evidence supports: Fund it better.

## Santa Cruz Sentinel

### **Letter: What Santa Cruz needs is a shuttle service**

POSTED: 04/21/17, 5:46 PM PDT

Well, seems like just about the worst that can happen just did: My reliable old Mercedes-Benz battery just died for the last time. AAA calls maxed out. No funds to pay for work on electrical system. Here I am in “progressive” Santa Cruz, a city that has become hell-bent on inviting Silicon Valley into its fold and to hell with the rest of us. Parking garage? For what? Move the convenient library? Why?

Why doesn't Santa Cruz have a shuttle service? Not just for seniors like me, but for anyone who wants to move about the city? When I lived in Morro Bay several years ago, for under a dollar, a shuttle would arrive on the appointed time, take me to the doorstep of my destination and, at the appointed time, pick me up for the same fee, groceries and goods in tow, and deliver me back to my residence. What we need to do is take care of our own, become a proud-of-itself Santa Cruz like we used to be.

— Gloria Sams, Santa Cruz

## Santa Cruz Sentinel

### **Letter: Give the libraries back to the librarians**

POSTED: 03/25/17, 2:51 PM PDT |

The library should eliminate the check-out machines so patrons can interact with the librarians. The board can cite numbers to justify these machines to save salaries (I bet whoever came up with this idea never has their salary on the spreadsheet for cuts). I say give

the library back to the librarians and the public, not to the useless bean-counting administrators (who seem to justify their high salaries at the expense of others.) You want to renovate libraries, start with the people.

— Fred Reiss, Mount Hermon

## Santa Cruz Sentinel

### Coastlines

#### SCOTT VALLEY

##### **TABLETOP GAMES OFFERED AT LIBRARY**

An ongoing program of tabletop games is offered at the Scotts Valley Library from 6:30-8:30 p.m. the first and third Wednesdays of the month.

The library's address is 251 Kings Village Road.

Games played include such titles as Pandemic, Settlers of Catan and Ticket to Ride.

Questions: 831-427-7712.

#### SANTA CRUZ

The Small Business Brown Bag Series presents "A Dollar a Day Marketing" at noon Wednesday in the Santa Cruz Public Library Downtown Branch 224 Church St.

The event is free, but [advanced registration](#) is required. Seating is limited.

Information: 831-479-6136.

#### SANTA CRUZ

##### **LIBRARY GROUP PLANS BOOK SALE SATURDAY**

Friends of the Library plans a special cookbook and vintage book sale 10 a.m. to 1 p.m. Saturday at the downtown library, 224 Church St., upstairs.

Most books will be priced at \$2 or less. All books are hand-selected from donations. Proceeds support Santa Cruz Public Libraries.

Find out more about the Friends of the Santa Cruz Public Libraries at [fscpl.org](http://fscpl.org).

#### LA SELVA BEACH

##### **LIBRARY EVENTS FOCUSES ON EVERGLADES**

Have you ever wondered what the Florida Everglades look like? A travel event focusing on the Florida Everglades will be held at 10:30 a.m. Thursday at La Selva Beach Library, 316 Estrella Ave.

Questions: 831-417-7710.

## Santa Cruz Sentinel

### Stephen Kessler: Santa Cruz needs to think outside the parking structure box

By [Stephen Kessler](#), *Special to the Sentinel*

POSTED: 04/07/17, 4:55 PM PDT | UPDATED: 3 DAYS AGO

As Steve Jobs proved, you have to imagine something before you can create it. Envisioning what you want is often the first stage of innovation. The Santa Cruz City Council needs to put its collective imagination to work — with help from some visionary citizens — if it wants to avoid a colossal civic mistake: the proposed five-story parking structure atop a new public library on the site of the downtown farmers market. This is one of the worst ideas since the early 1970s when a hotel and convention center was proposed for Lighthouse Field.

I've never been unable to find a parking space downtown at any hour of any day, even Friday and Saturday nights. Is there a proven need for the architectural atrocity a massive 70-foot-tall concrete ziggurat would be? Even if the trees on the site could be saved, such a monstrosity in the heart of town would be environmentally destructive, esthetically disastrous and economically dubious at best. (If you're going to build something that big, how about affordable housing?)

The project would cost at least \$35 million and would likely be obsolete even before completion due to changing habits and technologies of transportation. If people are willing to walk a few blocks, there is already plenty of parking downtown and not enough open space. We need a plaza more than a parking tower.

As for the library, it would be a crime against books and everything else a library represents to bury such a center of learning and culture and information under an immense storage bunker for automobiles. A library — think MLK Library in San Jose — should be an architecturally distinctive building that stands alone as a civic attraction, not the ground floor of a parking garage.

The only rationale for building the parking library on the farmers market lot is that the city owns it. But given the cost of the studies and design and construction of such an offensive structure, it makes sense to seek alternatives before destroying what little "open space" (if a parking lot can be called that) we have left. The peace and quiet of Abbott Square will soon be replaced by a commercial extension of the ever-ambitious Museum of Art and History. You have to walk uphill two blocks from the Town Clock to find the underused Mission Plaza Park in front of Holy Cross Church. Where else downtown is there a public commons?

For a library, could there be an existing vacant commercial building — like the flatiron building across from the post office, or the remaining retail space in the Rittenhouse Building — that might be leased and converted into a library for less than what it would cost to build one from scratch? Could the existing library be renovated? Could the hole in the ground next to Lulu Carpenter's be bought and built on?

If the motive for spending a fortune to build a parking garage is to bring more people downtown to shop, wouldn't a space for outdoor public events be more attractive? With its wealth of cultural workers and organizations, its artists and performers, its recreation freaks and accomplished artisans, surely Santa Cruz could generate enough interest in a common space to bring people to town for events where public transit and parking on the periphery would enable them to stroll the streets and spend their money. Another enormous structure would only diminish the appeal of downtown as a destination.

The City Council, with public input, needs to be as creative as the cultural community in order to make the downtown more congenial for human gatherings and unique events that would also attract consumers. If the steroidal expansion of the municipal wharf can be sent back to the drawing board for a more appropriately scaled design, the lot at Cedar and Cathcart can be spared as a space too valuable to wreck with a Tower of Automobabel.

*Stephen Kessler is a Santa Cruz writer whose columns appear most Saturdays in the Sentinel.*



### Scavenger Hunts with KERMIT the Book Mobile

A shiny, green bike-mobile is joining the markets for a fantastic, fun-filled series of farmers' market hunts. Check in at KERMIT the bicycle book mobile or at the farmers' market information table to get your activity sheet. Then



scour the market for all the right things; think alphabet and rainbow themes. The prize is a basket of berries. You can also walk away with books from the library and a library card. We're so excited to roll out this new partnership the [Santa Cruz Public Libraries](#). *Posted April 15, 2017.*

## Santa Cruz Sentinel

### Scotts Valley plans Green Hills Road upgrade, bike lanes, police body cameras

Green Hills Road in Scotts Valley, the frontage road along Highway 17, is slated for rehabilitation later this year. (Dan Coyro -- Santa Cruz Sentinel)





By [Jondi Gumz](#), Santa Cruz Sentinel

POSTED: 04/04/17, 5:00 PM PDT | UPDATED: 6 DAYS AGO

A surveyor from Bowman & Williams takes measurements Monday for upcoming improvements on Green Hills Road in Scotts Valley. (Jondi Gumz -- Santa Cruz Sentinel)

### **Proposed for 2017-18**

Projects proposed for 2017-18

Green Hills Road: Pavement rehab, \$811,000, includes widening, curb/gutter, bike lane, sharrows on Glen Canyon Road and sharrow on South Navarra Drive.

ADA improvements: Community Center bathrooms and raised plots in garden, \$46,000, bathroom upgrades at parks, \$38,800, service counters at city hall/police station, \$24,200.

Police: Body cameras for officers, in-car cameras, \$100,000; radio receiver at 911 site, \$47,500.

Tech: Replace telephone and voicemail system at all city locations, \$150,000; storage network solution, \$45,000; city website upgrade, \$30,000.

Wastewater treatment: Replacing equipment, \$100,000; controller upgrade for remote operation, \$50,000.

Streets: Resurfacing streets chosen based on pavement study, \$75,000.

Skypark: Rentable shade structure, \$65,000.

Storm drain repair: Sunset Terrace Drive, \$55,000.

Mount Hermon Road crossing: ADA sidewalk and curb, east side of intersection by Kmart, \$39,600.

Recreation: Replace roof on Brook Knoll modular, \$33,000; ramp for Vine Hill modular, \$10,000; new roof for Vine Hill modular, 2019-20.

**Signs for library and community center: \$43,000.**

Public works: Repair/replace roofs with leaks, \$30,000.

**Library: Replace HVAC, roof repairs, \$292,000, funded by Measure S.**

SCOTTS VALLEY >> Among the city's priorities for next year are rehabbing Green Hills Road, bike lanes for Glen Canyon Road, improvements at parks, community center and city hall to comply with the Americans with Disabilities Act and body cameras for police.

Priorities for \$18.6 million in [capital improvement projects](#) over the next five years will be discussed when the Scotts Valley City Council meets at 6 p.m. Wednesday at City Hall, 1 Civic Center Drive.

Funding sources have been identified for \$10.6 million of the projects, leaving \$8 million unfunded.

A key funding source has been the 2014 agreement with Lennar Homes that provided \$1 million for parks and recreation in connection with approval of the 40-lot Polo Ranch subdivision. So far, the agreement has

funded \$237,500 worth of projects expected to be done by June 30, including the initial ADA improvements, with \$303,400 to be spent in the next five years and \$135,500 of projects approved but not scheduled.

Public works director Scott Hamby and budget consultant Steve Toler used a new system to rank 61 projects in the pipeline: "A" for critical to health and safety or legal/regulatory requirements, "B" for important to health and safety or quality of life but not critical, and "C" for deferrable.

Of the 61 projects, 20 estimated to cost \$2.1 million are recommended for 2017-18.

Green Hills Road, allocated \$811,000 and including sharrows on South Navarra Drive and Glen Canyon Road, is the most expensive project on that list. The primary funding source is a \$711,000 Regional Transportation Commission grant requiring an 11 percent city match.

Construction could start in August and finish in two months.

Body cameras and training are estimated to cost \$100,000, and \$75,000 is allocated for resurfacing streets. A new citywide phone and voice mail system is estimated to cost \$150,000.

Unfunded projects are: Sidewalks for 13 locations, \$2.5 million; nine storm drain projects, \$184,300; bike lanes at Bethany Drive, Granite Creek Road, El Rancho, North Navarra Drive and Lockhart Gulch and bike rest stops, \$2.9 million; completion of Al Shugart Park with a dog park, restrooms, parking and picnic area, \$2.5 million.

Sidewalks and storm drains are rated "B" and bike lanes and Shugart Park rated "C."

The Measure D sales tax is expected to provide \$240,000 a year to Scotts Valley.

Staff recommended Measure D funds for Green Hills Road and Bean Creek Road pavement rehab as "A" projects and Glenwood Drive pavement and Kings Village sidewalk improvements as "B" projects.

**The Measure S sales tax is expected to provide \$3 million for library improvements. The top priority is replacing the heating, ventilation and air conditioning, \$122,000, then roof repairs, \$170,000. Neither was upgraded before the library opened in 2011.**

Toler, the finance consultant, reported the city has \$12 million invested in vehicles used by public works, wastewater plant and police, information technology, and building components such as roofing and carpet.

He recommended the city switch from a pay-as-you-go approach to setting aside money every year toward replacement.

Scotts Valley uses the pay-as-you-go method for retiree medical benefits and next year will pay \$305,000, a sum estimated to rise to \$405,000 by 2021-22 and \$485,000 by 2025-26.

A consultant found the unfunded actuarial liability is \$8.4 million. Toler recommends this be discussed along with the five-year financial plan.

ON THE LIST

Projects proposed for 2017-18:

Green Hills Road: Pavement rehab, \$811,000, includes widening, curb/gutter, bike lane, sharrows on Glen Canyon Road and sharrow on South Navarra Drive.

ADA improvements: Community Center bathrooms and raised plots in garden, \$46,000, bathroom upgrades at parks, \$38,800, service counters at city hall/police station, \$24,200.

Police: Body cameras for officers, in-car cameras, \$100,000; radio receiver at 911 site, \$47,500.

Tech: Replace telephone and voicemail system at all city locations, \$150,000; storage network solution, \$45,000; city website upgrade, \$30,000.

Wastewater treatment: Replacing equipment, \$100,000; controller upgrade for remote operation, \$50,000.

Streets: Resurfacing streets chosen based on pavement study, \$75,000.

Skypark: Rentable shade structure, \$65,000.

Storm drain repair: Sunset Terrace Drive, \$55,000.

Mount Hermon Road crossing: ADA sidewalk and curb, east side of intersection by Kmart, \$39,600.

Recreation: Replace roof on Brook Knoll modular, \$33,000; ramp for Vine Hill modular, \$10,000; new roof for Vine Hill modular, 2019-20.

Signs for library and community center: \$43,000.

Public works: Repair/replace roofs with leaks, \$30,000.

Library: Replace HVAC, roof repairs, \$292,000, funded by Measure S.



## Scotts Valley Library begins upgrades

Posted: Thursday, April 6, 2017 1:45 pm

By David Leland | [0 comments](#)

This summer the Scotts Valley public library is set to draw \$500,000 in Measure S funds for facility improvements.

Measure S, a ballot measure to fund new libraries and/or library improvements, was approved by a two-thirds majority of Santa Cruz County voters last June.

Under Measure S homeowners are taxed about \$50 annually, for a period not exceeding 30 years. Business owners are assessed \$86 a year.

The 13,000-square-foot Scotts Valley library opened in June of 2011, and is located on Kings Village Road, across from Cavallaro Transit Center.

Scotts Valley is expected to receive \$3 million in bond proceeds.

Felton received \$919,598 of the \$8.7 million targeted toward its new \$8.7 million library earlier this year. The remainder is expected this summer.

In January library director Susan Nemitz held public meetings at the county's 10 libraries to gather input on how the money should be spent.

That information was then passed along to the Council Library Facility Upgrade Committee.

The results of those meetings were provided to the county board of supervisors and various cities. The Scotts Valley City Council approved the suggested improvements during its March 1 meeting.

"Priority improvements include addressing noise levels in the library through sound-attenuation equipment and repairing roof leaks which were exacerbated from recent storms," wrote City Manager Jenny Haruyama in her report to the council.

"Other key projects involve replacing the building's existing HVAC (heating and air conditioning) system as it is reaching the end of its life cycle, implementing a keyless entry system and security cameras to monitor entry and exit points, and resealing, striping and repair of the library parking lot."

Improvements are part of a three-year planning effort.

If there are remaining funds left after the completion of the changes, the subcommittee will return to the city council with recommended projects for consideration.



## Good Times Letter to Editor 4/5

### Well Spent?

Read your story about [Brent Adams and his work with our homeless](#) (GT, 3/22) after going to a Downtown Commission meeting about the [new parking structure/library building combination to be built on the location of the downtown farmers market](#). We listened to a 40-minute presentation on the downtown trolley. Then we listened to 40 minutes from our parking director about his various maintenance projects on the lots around town, and then the plan to spend \$2.5 million on a feasibility study for a five-story behemoth parking structure with a new library on the ground floor.

Audience members were allowed a maximum of two minutes to express their feelings about this—all of whom were stridently opposed. I spoke to the shocking need for housing the many people who are asleep in downtown doorways, even in cold rainy nights, which \$50 million or more for this new structure could go a long way toward. Others spoke to the current abundance of parking and coming trends such as Uber and bicycle amenities.

I also suggested that another need is for event space and events. We once had First Night, an art and wine festival and charity art auction that filled the civic and Church Street. Other coastal towns have events like this and more. We have an odd flea market on Pacific Avenue, red meters that give the impression we are solving our homeless problem, folks walking around in military dress with tasers titled Downtown Rangers that must scare the pants off our visitors.

For 50 million dollars, we could build a lot of cheap apartments that many studies have proven are cheaper and more humane than having our police and fire and emergency rooms provide services. New York, Los Angeles and San Francisco are all building more shelters. The widespread fear that more shelters attracts more clients flies in the face of the fact that it takes a lot of aggressive social work to get most homeless individuals to accept housing and spend their SSI.

Paul Cocking | Santa Cruz

From the Open-Publishing Calendar


**Related Categories:** [Santa Cruz Indymedia](#) | [Government & Elections](#) | [Health, Housing, and Public Services](#) | [Police State and Prisons](#)

[View other events for the week of 4/25/2017](#)

## Freedom Sleepers # 94 - Sleep-Out to End the Sleeping Ban

<b>Date</b>	Tuesday April 25
-------------	------------------

<b>Time</b>	3:00 PM - 12:00 AM
-------------	--------------------

 [Import this event into your personal calendar.](#)

### Location Details

Santa Cruz City Hall 809 Center Street, Santa Cruz

<b>Event Type</b>	Protest
-------------------	---------

### Organizer/Author

Keith McHenry

FREEDOM SLEEPERS #94 - Sleep-out to end the sleeping ban - Please join us

Free food provided by Food Not Bombs and India Joze.

The campaign against the houseless of Santa Cruz is growing more repressive.

On Monday night April 17th the police came and kicked people out from under the city hall awning into the pouring rain during a very severe storm.

Wells Fargo Bank install "The Mosquito" high frequency box outside their downtown branch to drive people out from under their eaves. They may have experienced an increase in people seeking shelter from the heavy rains from

under their eaves since the Anti-Homeless fence was placed around parts of the downtown Post Office. The city installed "The Mosquito" in several parks in the fall of 2014.

"The Mosquito" was placed under San Lorenzo River bridges downtown primarily to stop chronic illegal activity, Assistant City Manager Scott Collins said.

Abbi Samuels was arrested the night of April 13th while filming the police drive those seeking shelter under the City Hall awning out into the rain. She spent 18 and a half hours in jail before being freed without charges. Police and Rangers are confiscating survival blankets and sleeping bags even when spoken for or being watched by friends. Police even confiscated a broom and partially filled garbage bag and many pounds of survival gear from people at City Hall.

A few days later Park Rangers confiscated several pick-up trucks full of personal belongings at the Civic Auditorium as people looked on helpless to do anything. Freedom Sleepers Sleep-out #93 provides a view of the struggle facing those who are forced to live outside. Around 30 people slept outside Santa Cruz City Hall on the night of April 18 to 19, 2017.

Two Santa Cruz police officers arrived to City Hall at about 5:00 pm and arrested a person named Mark after he had gone up to the bike racks to retrieve his bicycle. He said he was arrested for violating a stay away order. Mark returned to City Hall to recover his backpack at about 11:30pm

Maile McGrew-Fredé hosted the All-In: A Community Seeks Solutions to Homelessness meeting at the Downtown Branch of the Santa Cruz Public Library at 6:00pm. Over 30 people participated including several people who planned to sleep out at City Hall.

After the meeting ended Library staff shared that City Manager Martin Bernal was making several changes including the removal of the benches outside the library and the stationing of two police officer. The librarian also reported that the City Manager also planned to implement new restrictions to the area "like

those at the Civic Auditorium" but these details were not clear.

After the All-In meeting members of the Freedom Sleepers gathered at city hall to plan a Tuesday, May 9th march from the County Building to the Downtown Post Office fence to City Hall agreeing on the message "HOUSING FOR ALL- No penalty for poverty" Eight Santa Cruz Police officers arrived around 2:00 am and issued 13.04.011 Park After Hours tickets and 13.08.100 24 Hour Vacate stay away orders to 4 people, three of which had been sleeping on red brick or under the City Hall awning. One of those people was very ill and had been throwing up during the night.

Food Not Bombs co-founder Keith McHenry was one of the people who got a ticket while he was filming the police waking sleeping people. They put him in cuffs while they gave him an in the park after hours ticket. They also gave him a 24 hour stay away order and told him they'd be coming back in the morning to arrest him for a misdemeanor when he violates the stay away order by trying to clean up and share food. All people that received tickets for in park after hours also received a stay away order. It was freezing out!

Two Rangers arrived soon after breakfast was served at about 7:30 am. All was peaceful until a city employee arrived on Center Street with a leaf blower. She walked up to a person sleeping near Locust Street and blew a burst of dirt into his face. Keith McHenry asked her to refrain from using the leaf blower to assault people but she did not respond. The employee walked towards the Church Street end of Center and blasted dirt and someones paper bowl of food into the face of a man sitting on the stone wall.

City Manager Martin Bernal is one of the central proponents of the wave of anti-homeless laws and policies. He is paid \$216,158.90 per year by the people of Santa Cruz. Maybe we should go and wake him up at his 96 Brookwood Drive home.



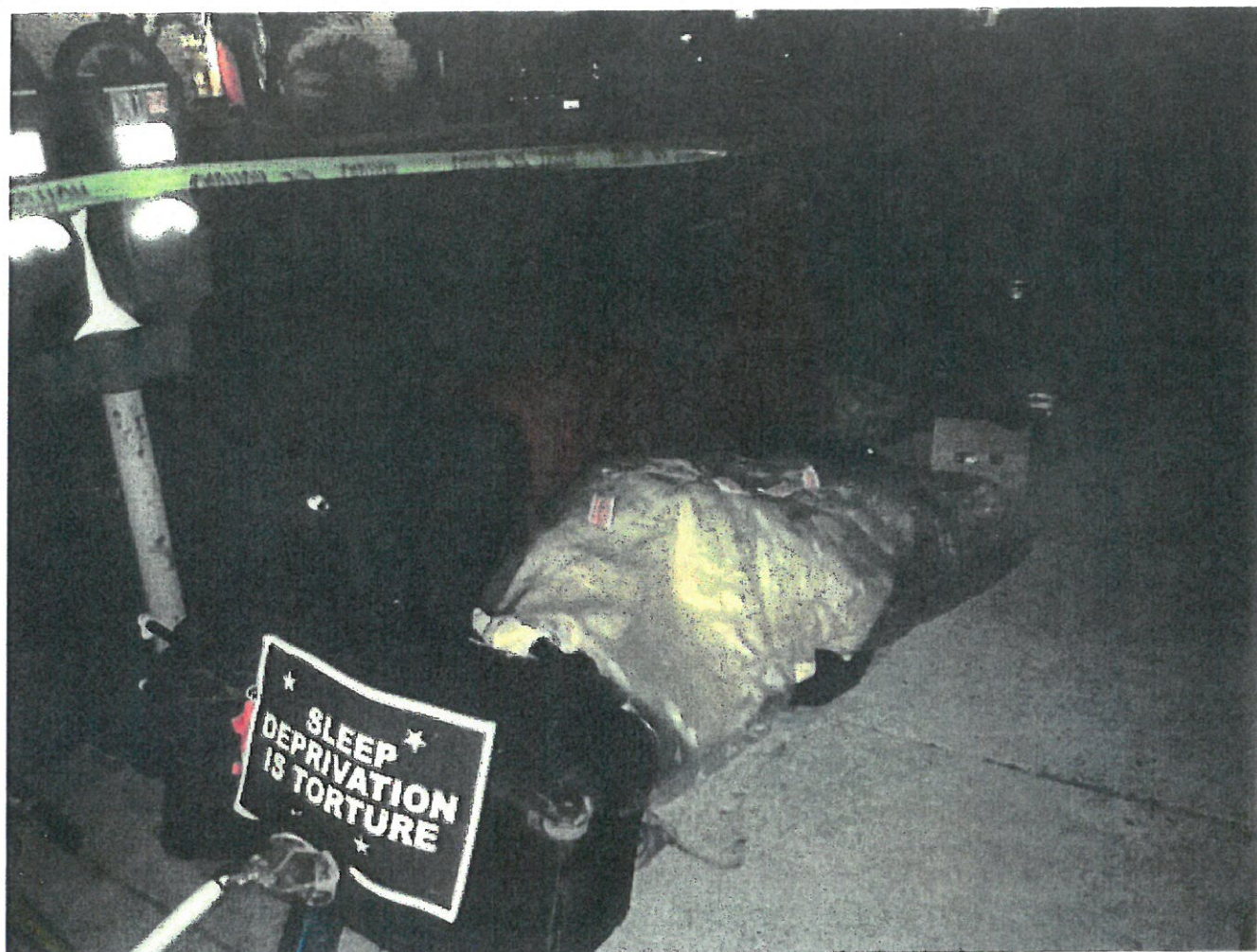


[original image](#) (960x720)

Added to the calendar on *Wednesday Apr 19th, 2017 2:28 PM*

by Keith McHenry *Wednesday Apr 19th, 2017 2:28 PM*

§



[original image](#) (960x720)

by Keith McHenry Wednesday Apr 19th, 2017 2:28 PM

§



[original image](#) (960x720)

[Add Your Comments](#)

**Comments** ([Hide Comments](#))

**Compelling Narrative**

§

by Robert Norse

Wednesday Apr 19th, 2017 3:59 PM

Thanks for keeping the community informed!

[Add a Comment](#)

**Grateful**

§

by Raven

Sunday Apr 23rd, 2017 10:36 PM

Thank you, Keith. Absolutely essential time to share information about the escalating war on our houseless sisters & brothers. Please be as safe as possible, stay strong & know that your work is powerful.

[Add a Comment](#)

### **All-In: Let's Keep Talking**

§

by Maile McGrew-Frede

([mcgrewfredem \[at\] santacruzpl.org](mailto:mcgrewfredem@santacruzpl.org)) *Tuesday Apr 25th, 2017 10:48 AM*

Hello all, this is Maile McGrew-Frede, Librarian here; I am responding to this post as an individual, not on behalf of Santa Cruz Public Libraries.

The April 18th meeting at the Downtown Library you reported on here was meant to be an initial planning meeting to invite diverse partners to design a civic engagement series that explores homelessness as a systems issue in Santa Cruz. We hope to launch the series in the fall with speakers, films, community group presentations and ongoing opportunities for cross-talk and dialog. I want to invite folks to map the "story of homelessness" locally.

This meeting was not solely about opposition to the Camping Ban or an endorsement of a direct action approach. While a strict law enforcement approach may represent a lack of a creative response to a complex systems issue; this is nothing new. Our civic leaders are in a tough position; caught between warring polarized community groups; neither of which seem to have real answers. Law enforcement and a direct-action protest response are only part of this story. Homelessness is a complex systems issue, and even if the camping ban were to end tomorrow, we would not have ended homelessness in Santa Cruz.

I would like to encourage the activist community, even as you may be seeing an increased level of enforcement against camping in the civic center commons, NOT to write off opportunities for discussion, dialog and problem solving alongside people with different approaches to the issue.

While I hear and understand your discouragement with the lack of motion on this issue; let's also acknowledge a building community-will to seek real solutions. Let's acknowledge how many folks were present at Tuesday's meeting from so many

different circles; we had 46 attendees; activist, advocate, social services, non-profit, downtown neighbors, UCSC, and government. We need to find ways to validate each other's work so we can start moving forward with synergy and strategy. Direct Action is just one tool and let's face it, it doesn't always "get the goods." It is a tool best utilized within a larger context. We need to build that larger context, to shift hearts and minds in our community, and find real solutions that work. To do this we need to move toward greater communication, acknowledgement and validation, human dignity and empathy for all.

<https://www.santacruzpl.org/calendar/searc...>

[Add a Comment](#)

### Regions

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## Reviews

Library branches are frequently reviewed and rated on sites like Yelp, Google+, and Facebook.

### Google+ Reviews

Downtown received a 1 Star Rating with no review on April 16<sup>th</sup>

Scotts Valley received a 5 Star Rating on April 21<sup>st</sup>

*It is great. I love you.*

### Yelp Reviews

Downtown received a 1 Star Rating on April 18<sup>th</sup>

*Worst library in a third-rate library system (Santa Cruz Public Libraries). Unbelievably rude circulation department staff: My last visit there, a portly young bearded male employee asks his co-worker (the branch manager) if I am a man or a woman. The manager replies: Believe it or not, it's a man! Right in front of me.....real professional of them, huh? Bigoted slob abounds at this nightmare of a library. Avoid at all costs, the branches are much nicer!*

## Social Media

Elizabeth Good  
March 24 at 3:04pm

Yeah to my former employer (where I met my amazing pal Stan Blist & also Jim Kirkwood) --Santa Monica Public Library --and our own Santa Cruz Public Libraries (Scotts Valley branch) for participating in the worldwide showings of "1984" on April 4th! See the list here for showings in your area.

United State of Cinema  
Over 180 art house movie theatres across the country, in 165 cities and in 43 states plus five locations in Canada one in England, and one in Sweden (where it will be participating collectively) in a

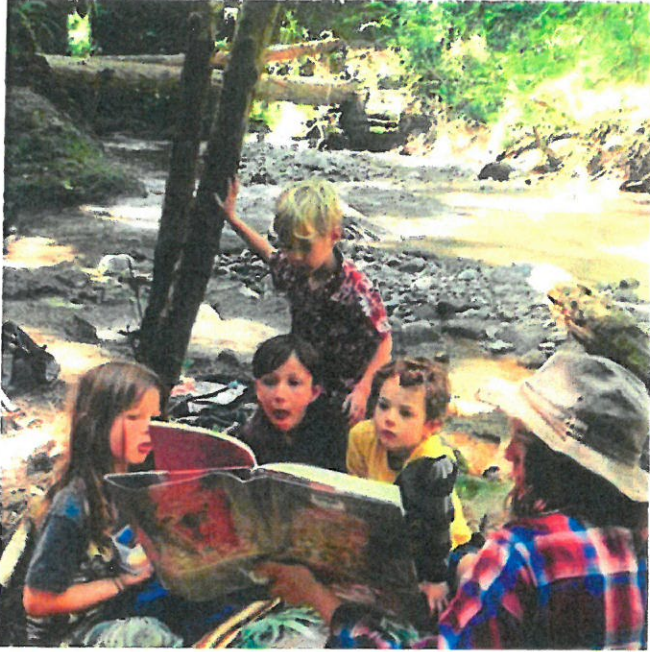
Like Comment Share

Santa Cruz Public Libraries and Santa Monica Public Librar...

Gabriela Romo @chilenarellena · Mar 31  
why does the santa cruz library not let u take a fucking nap like what i am doing to hurt u???


## Reposted from one of our library users

 santacruzpl  
Apr 10



 68 people like your photo

 2 comments

 santacruzpl Reading and nature, what a great combination 🙌 Thanks for sharing @ramblinadventureclub ... It was a good one 🇺🇸

Apr 10

As always, a huge thank you to the Santa Cruz Public Libraries for lending us so many awesome books every week, especially the librarians at the Branciforte branch who always so kindly greet us after we arrive from our long adventures to cozy up in the childrens' section @santacruzpl

 ramblinadventureclub Awww, thanks guys ❤️ And thanks again to Peggy, Kevin, and Lois at the Branciforte branch, they are always so kind and loving to us adventurers

Apr 11

## Tagged on Instagram



 jipytorres  
La Selva Beach, Calif...

Following

22 likes

jipytorres 📷 ANGE with Xander 💎 @ "Tales to Tails" @santacruzpl library... 📖 santacruzpl Gorgeous!!



Nextdoor Website

[Post in Crime & Safety](#)



### **Live Oak Library Computers Stealing Passwords**

[Galen Ziemnik](#) from Lower Seabright · 22h ago

*I've observed the Live Oak Library computers (or something associated with their computers) stealing my password at least once for certain - someone was reading my email in San Luis Obispo! - and probably twice. I've also traced them to the most likely culprit for several of my clients in recent weeks.*

*Please be careful if you use your password there. Consider enabling "two factor" authentication for any sites that support it - this sends you a text or prompt to your phone to verify your login. That way, even if someone steals your password, they won't be able to get in! (For the curious, I temporarily had this off due to testing numerous cell providers recently, but it's back on and I'm secure again.)*

See:

<http://liferhacker.com/5938565/heres-ever...>

Full list of sites that support two-factor authentication:

<https://twofactorauth.org/>

*If anyone knows who is in charge of IT security there - I would like to chat with them. There are a variety of deterrent measures they should probably consider, and perhaps a reminder that NO public computer environment can ever be totally secure.*

Shared with [Lower Seabright + 29 nearby neighborhoods](#) in Crime & Safety



## Universities redesign libraries for the 21st century: fewer books, more space

University libraries are being redesigned for the digital age by getting rid of books. (April 19, 2017) (Sign up for our free video newsletter here <http://bit.ly/2n6VKPR>)



[Teresa Watanabe](#) Contact Reporter

UC Berkeley's newly remodeled undergraduate library is modern and sleek, with its top two floors featuring low-slung couches, a futuristic nap pod, and meeting spaces with glass walls made to be written on and colorful furniture meant to be moved.

The library has even dropped its rules against bringing in food and drinks on those floors. That's because they no longer contain any books, which could be damaged or stained.

From Our Partners:

[This Artificial Womb Could Save the Lives of Premature Babies](#)

California's oldest public university has removed 135,000 books from Moffitt Library, shipping most to other locations, to create more space for students to study, recharge and collaborate on group projects — a staple of college work today.

Moffitt Library's "wellness room" features nap pods with a top that flips down to create darkness and privacy. (David Butow / For The Times)

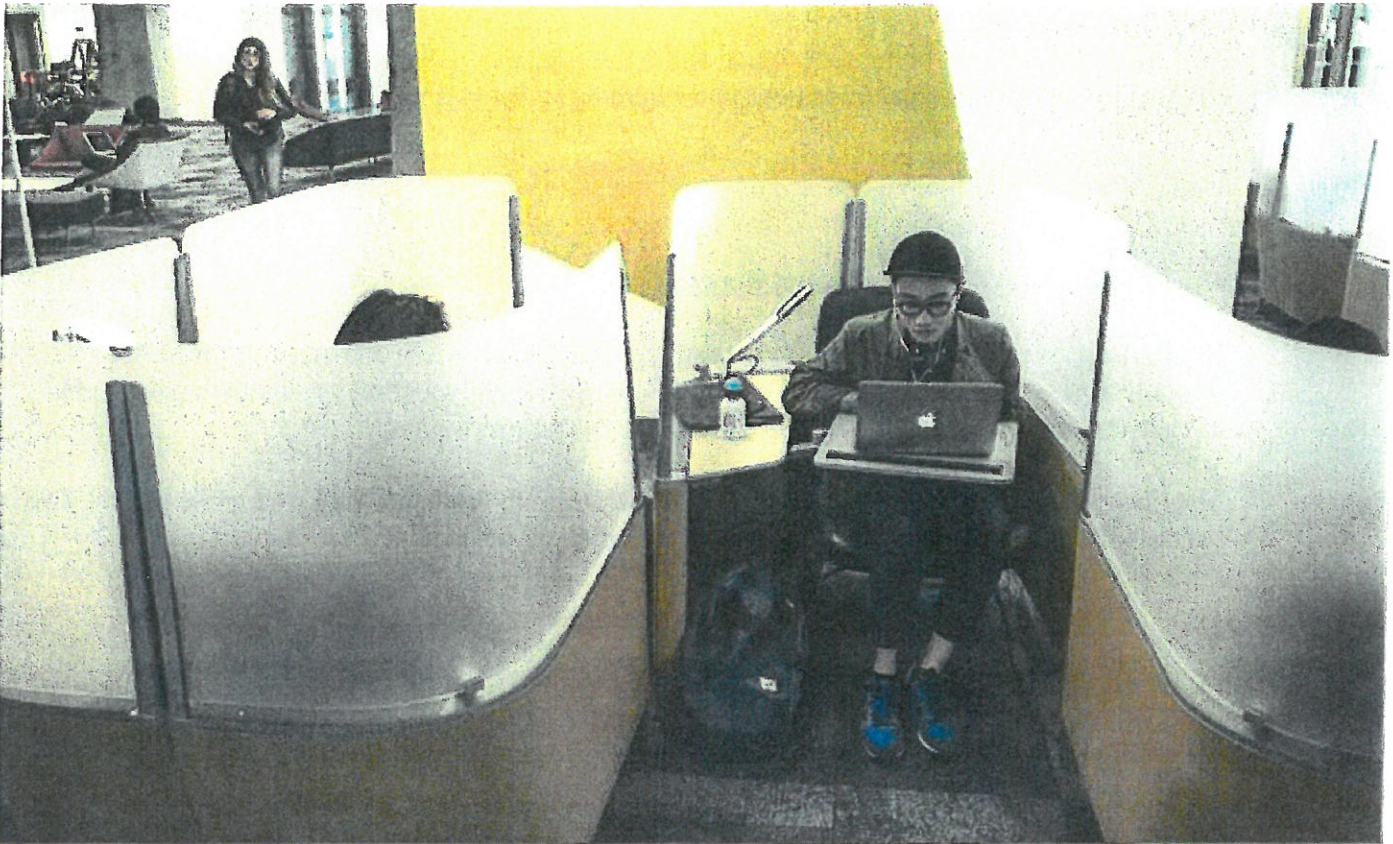
Libraries are 4,000 years old, but the digital revolution is dramatically changing their use on college campuses. From coast to coast, UC Berkeley to Harvard University, libraries are removing rows of steel shelving, stashing the books they held in other campus locations and discarding duplicates to make way for open study spaces. Their budgets are shifting away from print, to digital materials.

The changes have met resistance. But they suit many students just fine.

Ted Xiao, a graduate student in electrical engineering and computer science, loves the changes at Moffitt. He and five classmates recently used a meeting room to work on a PowerPoint presentation. As they brainstormed, they ate snickerdoodles, washed down with milk tea.

Moffitt used to be so “old and musty,” Xiao said, that he visited once and never returned. Now he comes often — and doesn’t miss the books. Everything he needs is online.

“I’ve never actually needed to use a physical book,” Xiao said. “I’ve never checked one out. I can’t honestly say I even know how.”



Undergrad Daotian Lin studies at Moffitt Library, where individual study carrels come with their own lights and outlets. (David Butow / For The Times)

At UC Santa Cruz, however, the removal of 80,000 books from the Science and Engineering Library last summer sparked uproar -- among faculty. This winter, more than 60 science and math faculty members signed a letter to university librarian M. Elizabeth Cowell, complaining that they hadn’t been adequately consulted on which books could be discarded and which ones had to be saved.

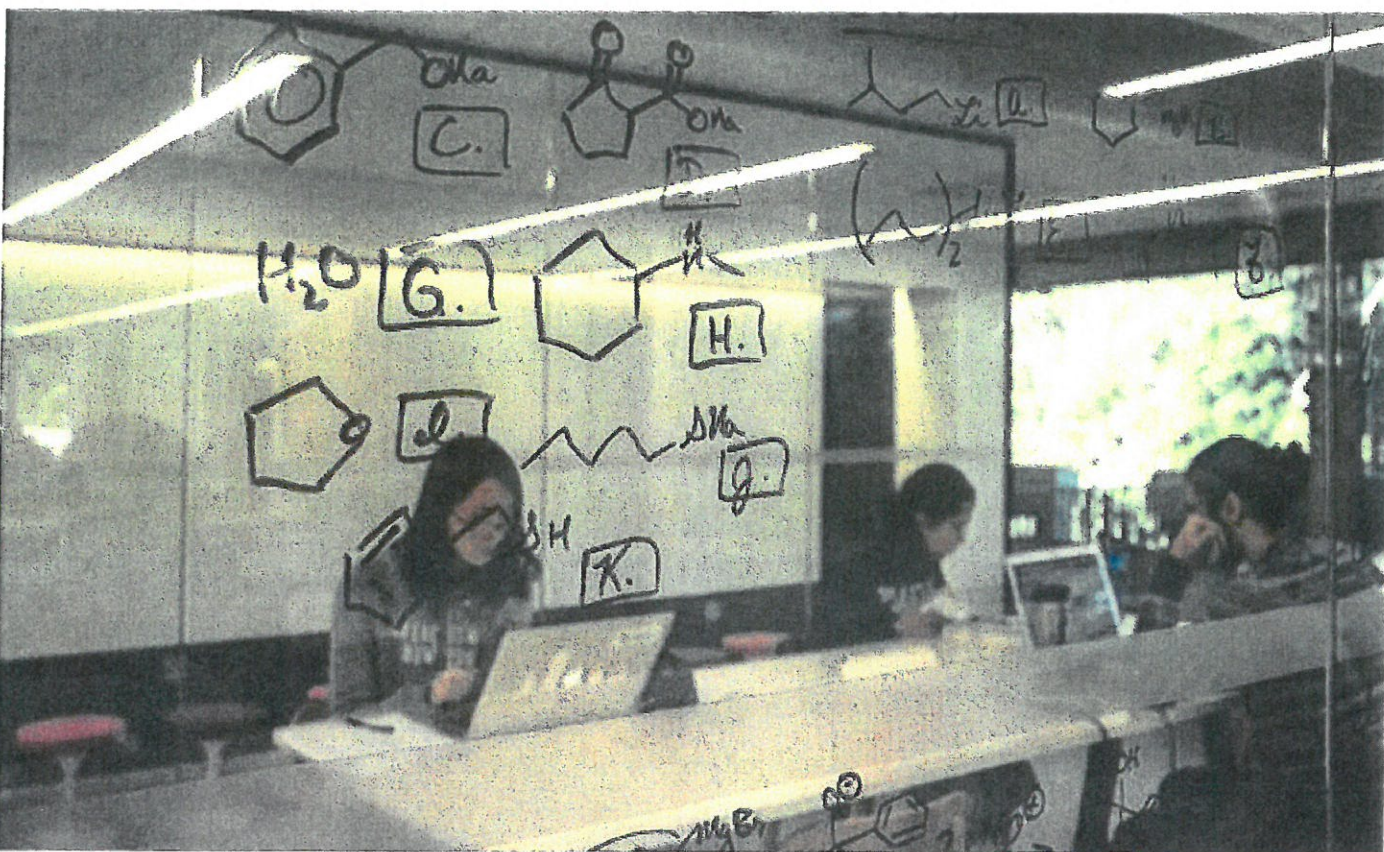
Cowell wrote in reply that she had conferred with deans and administrators, posted updates on the library’s homepage, but received no “significant concern.” She said all of the books that were moved or destroyed — about 60% of the library’s collection — were used infrequently and could be accessed online or through UC interlibrary loans.

“Nothing has left the scholarly record,” said campus spokesman Scott Hernandez-Jason.

UC Santa Cruz increased enrollment by 730 students last fall. Removing all books from the library's third floor, Hernandez-Jason said, allows for a classroom and "desperately needed study space."

Still, the Academic Senate approved a resolution in November to say it "condemns the dramatic reduction of the print collection" and "deplores the destruction of books."

Richard Montgomery, a UC Santa Cruz math professor, said online access or interlibrary loans are fine for those who know exactly what they need. What's gone is the ability to browse for ideas.



Writable glass walls at Moffitt Library allow classmates to collaborate on problems without wasting paper. (David Butow / For The Times)

"You walk into a space that used to be a library and it's empty," he said. "It's horrible. It's like death."

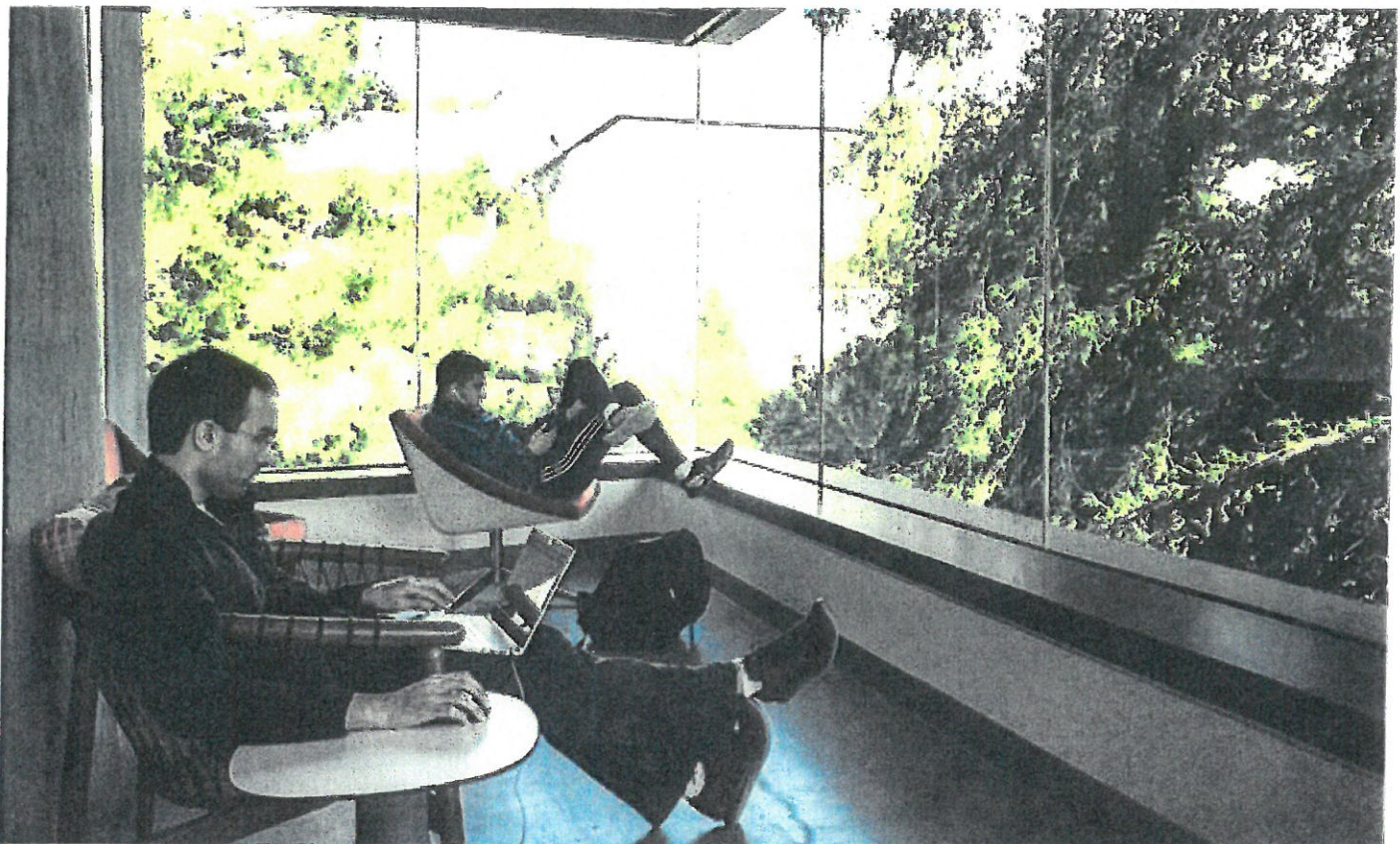
Harvard University faculty succeeded in scaling back a plan to remove about 90% of books and print material from the Cabot Science Library. Curtis T. McMullen, a math professor, said he fought hard to keep many of the math books, which help him puzzle through research problems. They have a long shelf life, he said; think Euclidean geometry, which is more than 2,000 years old.

Thanks to such arguments, administrators agreed to keep 50,000 books within reach in the library basement.

But McMullen said he accepts that print books are on their way out.

“It’s the wave of the future,” he said of digital learning. “The idea of research in a library is becoming archaic, versus Googling on the Internet. Maybe they’re not accessing the best information with what comes up on Google, but people are used to finding things on the Internet.”

UCLA was a leader in library redesign, reconfiguring a floor in the Charles E. Young Research Library in 2011 to make room for open seating, group study rooms and collaboration pods equipped with LCD monitors for presentations. About 18,000 volumes — half the print reference collection — were moved elsewhere, but more than 2 million books remain on other floors.



The top floors of Moffitt Library were refashioned into a hip warehouse-style space, with larger windows, transparent walls and higher ceilings. (David Butow / For The Times)

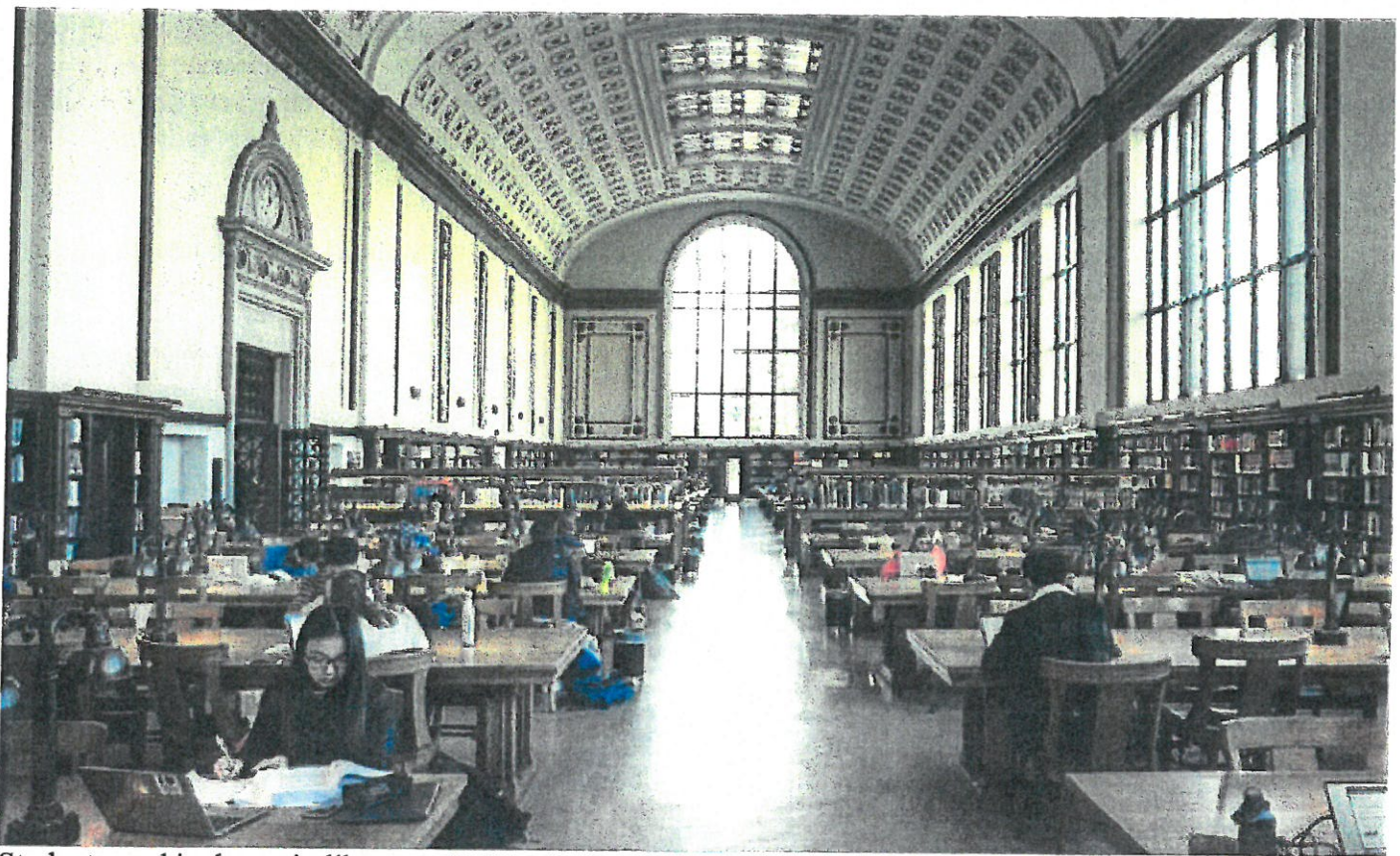
At UC Berkeley’s Haas School of Business, students led a successful charge to get rid of books. They gained traction by invoking one of the school’s mantras: question the status quo.

Hilary Schiraldi, the business school librarian, said students kept asking her, “In the spirit of challenging the status quo, why is this library filled with dusty books no one looks at and I can’t get a study space?”

They had a point, she said. After all, she now spends 95% of the library budget on online materials. Meanwhile, printed archives of stock prices, annual reports and directories of corporate officers have become obsolete.

Suren Dias, a senior in anthropology who works in the business library, said many students also see e-books as more environmentally friendly.

“The collections lost their purpose,” Schiraldi said. “It was time to move to a digital library.”



Students read in the main library at UC Berkeley. With its rows and rows of books, the setting is a stark contrast to the two bookless floors at Moffitt Library. (David Butow / For The Times)

The school decided in 2014 to move 70,000 books — nearly its entire print collection — into storage facilities. Students now have 12,000 more square feet for “collaborative tables,” comfy armchairs, movable whiteboards, even two exercise bikes.

UC Berkeley librarian Jeffrey MacKie-Mason said the campus still has one of the largest university book collections in the nation — 12 million circulating volumes held in two dozen libraries. The print materials include original Shakespeare folios, copies of John Wycliffe’s 14th-

century Bible translations and the largest North American collection of ancient Egyptian papyrus fragments.

In fact, the continued importance of print materials in the digital age, he said, was the biggest takeaway from the Berkeley Library's newly completed five-year strategic plan.

"Most of the world's information is still in print," he said, noting that online resources are widely available only in English and a few other languages. Berkeley, the world's top public research university, collects materials in 200 languages.

"So moving toward the future is tricky," MacKie-Mason said. "We need to do it and will be doing it quite aggressively, but we can't destroy what we're dependent on."

On a recent day at Moffitt Library, where the \$15-million renovation was unveiled last fall, Bijal Patel, a teaching assistant for a healthcare class, talked with seven students about medical internships over homemade pasta, lemonade and M&Ms. Her favorite features are the new food policy ("There's no need to hide coffee in your backpack") and the whiteboards and writable glass walls, which allow her to work out problems with classmates.

"Using paper is wasteful," she said. "Here you can draw it out on the board, reason with classmates and hash it out in 20 minutes."

The renovation plan, 10 years in the making, initially envisioned remodeling all five floors — but the 2008 recession forced Berkeley to scale it back to two as a "demo project in what students today need," said Elizabeth Dupuis, the associate university librarian.

The five-story concrete library was built in the Brutalist architectural style, which was popular in the 1960s but came to be regarded as "unfriendly" by students, according to Aaron Howe-Cornelison of Gensler Architecture, the project's design firm. The firm refashioned the top floors into a hip warehouse-style space, with larger windows, transparent walls and higher ceilings with exposed vent ducts.

The fourth floor, called "Buzz," is the collaborative space, where students are free to chat, brainstorm and practice presentations. They can check out projectors, iPads, laptops, chargers and dry-erase markers.

The fifth floor, "Hush," is a quieter space with wide tables and individual study carrels with their own lights and outlets. Three-dimensional geometric wall art is designed to absorb sound. A "wellness room" features reclining chairs and a nap pod with a top that flips down to create darkness and privacy.

Moffitt stays open around the clock Monday through Friday and during finals and midterms, and until 10 p.m. on weekends. It also has lockers for the growing number of students who live too far away to run home between classes, Dupuis said.

"In the end," she said, "students feel comfortable and can work for very long hours."

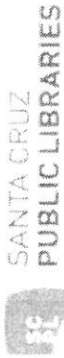
Berkeley being Berkeley, though, some students have panned the redesign.

Daniel Menegaz, a freshman, called Moffitt “the most ridiculed library on campus.” He said he liked the “fresh and clean look,” but finds it nearly impossible to nab a free seat. As for the open areas and meeting rooms, he thinks they’re a waste of space, and some tables are too low to use a laptop comfortably.

The absence of books doesn’t bother him. He either buys books so he can mark them up or reads them online.

“To me, libraries have just been study spaces,” he said.

TO: Library Joint Powers Authority Board  
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director 03/31/17  
 RE: Library Financial Dashboard Report for the Quarter ended February 2017



**Feb 17 Report**  
*Preliminary,  
 Unaudited*

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the month ended February 2017. At month's end, the NET operating results were \$301,845 with year-to-date net operating results of \$66,230. In general, preliminary revenues are behind the budget target by 1.4% and expenditures are under budget by 1.3%.

**Net operations (major accounts)**

	Last Quarter Results			Fiscal Year to Date	Percent of Budget Comparison			
	December	January	February		Annual Adj. Budget FY 2016/17	YTD Actuals	Months completed	Positive / (negative)
	<b>Revenue:</b>							
(1) Sales Tax	\$ 743,949	\$ 531,400	\$ 708,533	\$ 5,183,035	\$ 7,799,700	66.7%	(0.2%)	
MOE- Member Contributions	456,809	456,809	459,606	3,671,299	5,515,273	66.7%	(0.1%)	
Other Revenue	29,861	40,511	9,978	183,449	529,862	66.7%	(32.0%)	
<b>TOTAL REVENUES</b>	<b>\$ 1,230,619</b>	<b>\$ 1,028,720</b>	<b>\$ 1,178,117</b>	<b>\$ 9,037,783</b>	<b>\$ 13,844,835</b>	65.3%	(1.4%)	
<b>Expenditures:</b>								
(2) Payroll	\$ 1,053,268	\$ 693,832	\$ 686,195	\$ 5,831,555	\$ 9,343,639	62.4%	65.5%	
(3) Books (w/Grants)	57,586	81,016	50,198	966,040	1,321,945	73.1%	66.7%	
(4) Janitorial Services Building & Facility	78,851	29,350	15,770	123,972	219,017	56.6%	66.7%	
Rent (Equip. Building, Land)	27,448	20,339	11,085	119,665	181,731	65.8%	66.7%	
Utilities	25,888	25,888	25,888	207,104	310,656	66.7%	66.7%	
(6) Other expenditures	24,355	36,387	30,615	316,277	421,775	75.0%	66.7%	
	318,898	223,395	56,521	1,406,941	1,916,133	73.4%	66.7%	
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,586,295</b>	<b>\$ 1,110,208</b>	<b>\$ 876,272</b>	<b>\$ 8,971,553</b>	<b>\$ 13,714,896</b>	65.4%	66.7%	
<b>Net Gain / (Loss)</b>	<b>\$ (355,676)</b>	<b>\$ (81,487)</b>	<b>\$ 301,845</b>	<b>\$ 66,230</b>	<b>\$ 129,939</b>		1.3%	

**Key Balance Sheet items**

	December		January		February		Trust Current Assets		Trust Current Assets (cont.)	
	December	January	February	Trust	Balance	Trust	Balance	Trust	Balance	
(7) Equipment Reserve	400,000	446,481	447,617	McCaskill- Hist	241,316	Leet-Corday	96,213	Leet-Corday	96,213	
(7) 15% Reserve	2,052,770	2,052,770	2,052,770	McCaskill- Vis	225,273	Morely	13,309	Morely	13,309	
Fund Balance- Beginning Available	2,523,262	2,121,105	2,038,481	Finkeldey	9,440	Hale	46,156	Hale	46,156	
Net Change in Fund Balance	(355,676)	(81,487)	301,845	Whalen	95,705	Gruber	18,927	Gruber	18,927	
(8) Fund Balance- Ending Available	2,167,586	2,039,617	2,340,326							

**Notes:**

- (1) For sales tax, September, December, March & June include the State's estimated revenue plus any balances for actuals vs. estimates for the prior 3-months (true-up). The subsequent months (October, January, April & July) tend to be lower as they contain the lower state estimates.
- (2) For the current fiscal year, the following month's have more than 2 pay periods which will create higher monthly payroll costs: July, December & June. The month's completed % is adjusted to reflect year-end accrual of the last payperiod.
- (3) Material purchases are typically higher at the beginning of the fiscal year and can consume the bulk of the annual budget allocation.
- (4) Janitorial services billings were under contract review and payments were delayed until December.
- (5) October & November utilities included bulk 6-month payments (July-Dec) for Fiber connection payments with AT&T for various sites.
- (6) For the month ended in February, the four largest expenditures within 'Other expenditures' included: [Equip annual inventory charge - internal at \$5k]; [Library functional supplies at \$13k]; [Miscellaneous supplies and services at \$6k]; and [Software maintenance services at \$12k].
- (7) The Library's reserves were changed on September 1, 2016 to: (1) reduce from 2 months to 15% the primary reserve; and (2) formally establish a capital reserve with a target balance of \$400,000 (formally the informal reserve for fleet/equipment replacement).
- (8) Ending Available Fund Balance is unaudited and before consideration of remaining contractual encumbrances (administrative support, legal, janitorial, equip & material purchases, etc.).



**Financial Status Balances**

Criteria: Summarize By = Report,Fund,Objct,Account; As Of = 2/28/2017; Period = 0.1.12; Fund = 951

Acct	Title	12/31/2016		1/31/2017		2/28/2017	
		Month-To-Date	Actual	Month-To-Date	Actual	Month-To-Date	Actual
<b>Expenditures</b>							
<b>Fund 951 -- Library Joint Powers Authority</b>							
<b>Object 51000 -- PERSONNEL SERVICES</b>							
51110	Regular full time	503,713.23		338,200.83		332,233.89	
51111	Regular part time	106,415.84		66,631.20		67,341.49	
51114	Overtime	219.66		281.54		51.58	
51115	Termination pay	216.51		2,783.53		100.26	
51122	Temporary	98,092.61		67,035.15		68,229.32	
51130	Other pay	182.84		881.40		69.32	
51132	Special vacation pay	13,141.85		678.00		0.00	
51150	Vehicle-phone-data allowance	989.00		282.00		282.00	
51201	Retirement contribution	101,338.60		67,312.62		67,194.03	
51202	F.I.C.A.	5,022.75		3,287.29		3,445.08	
51210	Group health insurance	160,309.12		104,258.28		105,051.99	
51212	Group dental insurance	10,633.53		7,012.38		7,023.70	
51213	Vision insurance	1,769.80		1,170.70		1,173.36	
51214	Medicare insurance	9,717.25		6,385.20		6,388.97	
51215	Employee assistance program	287.18		283.72		283.72	
51220	Group life insurance	196.45		130.74		130.96	
51221	Disability insurance	3,704.32		2,503.35		2,466.92	
51230	Unemployment insurance	5,125.36		3,393.54		3,378.88	
51240	Workers' compensation	32,191.74		21,321.00		21,349.39	
<b>Total PERSONNEL SERVICES</b>		<b>1,053,267.64</b>		<b>693,832.47</b>		<b>686,194.86</b>	
<b>Object 52000 -- SERVICES</b>							
52131	Claims management services - outside	790.45		747.65		828.89	
52135	Financial services - outside	220,050.00		220,275.90		3,355.21	
52139	Medical services	0.00		283.50		0.00	
52150	Merchant bank fees	0.00		138.41		188.63	
52199	Other professional & technical services	1,766.36		10,626.45		2,589.00	
52201	Water, sewer and refuse	4,602.40		5,018.35		8,048.07	
52202	Hazardous materials disposal	0.00		0.00		513.00	
52211	Janitorial services	78,851.35		29,350.22		15,770.27	

**Financial Status Balances**

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 2/28/2017; Period = 0,1,12; Fund = 951

Acct	Title	12/31/2016		1/31/2017		2/28/2017	
		Month-To-Date	Actual	Month-To-Date	Actual	Month-To-Date	Actual
<b>Expenditures</b>							
<b>Fund 951 -- Library Joint Powers Authority</b>							
<b>Object 52000 -- SERVICES</b>							
52223	Equip annual inventory charge - internal	0.00		0.00		4,690.00	
52226	Vehicle work order charges - internal	1,969.55		164.43		0.00	
52227	Vehicle fuel island charges - internal	1,958.82		717.24		0.00	
52240	Office equipment operation/maint	0.00		3,473.51		52.48	
52246	Building and facility o & m - outside	27,447.94		20,339.22		11,085.15	
52247	Landscaping maintenance services	1,537.69		1,516.00		1,816.00	
52248	Software maintenance services	47,902.79		81,975.39		12,062.06	
52249	Hardware maintenance services	5,872.50		1,452.18		265.54	
52261	Equipment, building and land rentals	25,888.00		25,888.00		25,888.00	
52302	Travel and meetings	303.86		960.96		246.31	
52304	Training	4,590.61		682.00		1,547.13	
52403	Telecommunications service - outside	4,622.71		10,725.90		5,282.28	
52932	Liability insurance/surety bonds-interna	2,261.58		2,261.58		2,261.58	
52960	Advertising	119.77		1,614.63		78.00	
52961	Dues and memberships	0.00		0.00		1,744.00	
52972	Printing and binding-outside	0.00		303.15		1,061.46	
<b>Total SERVICES</b>		430,536.38		418,514.67		99,373.06	
<b>Object 53000 -- SUPPLIES</b>							
53101	Postage charges	581.21		442.18		567.32	
53102	Office supplies	1,214.54		1,935.20		693.50	
53106	Books and periodicals	57,494.50		78,427.65		49,376.89	
53107	Books and periodicals-grants & donations	91.60		2,587.94		820.85	
53108	Safety clothing and equipment	591.36		0.00		682.93	
53109	Copier supplies	0.00		1,423.21		0.00	
53112	Library functional supplies	7,380.35		10,915.86		13,041.11	
53113	Janitorial supplies	1,731.15		4,173.72		1,596.48	
53311	Electricity	12,101.88		14,287.18		12,307.64	
53312	Natural gas	3,028.42		6,355.73		4,976.64	
<b>Total SUPPLIES</b>		84,215.01		120,548.67		84,063.36	

**Financial Status Balances**

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 2/28/2017; Period = 0, 1, 12; Fund = 951

Acct	Title	12/31/2016		1/31/2017		2/28/2017	
		Month-To-Date	Actual	Month-To-Date	Actual	Month-To-Date	Actual
<b>Expenditures</b>							
<b>Fund 951 -- Library Joint Powers Authority</b>							
<b>Object 54000 -- OTHER MATERIALS AND SERVICES</b>							
54990	Miscellaneous supplies and services	4,080.05		2,815.26		5,923.03	
	<b>Total OTHER MATERIALS AND SERVICES</b>	4,080.05		2,815.26		5,923.03	
<b>Object 56000 -- OTHER CHARGES</b>							
56995	Refunded fees and fines	109.26		57.47		69.73	
	<b>Total OTHER CHARGES</b>	109.26		57.47		69.73	
<b>Object 57000 -- CAPITAL OUTLAY</b>							
57401	Office furniture/equipment	0.00		2,636.67		0.00	
57409	Computer equipment	17,428.81		3,154.60		648.09	
	<b>Total CAPITAL OUTLAY</b>	17,428.81		5,791.27		648.09	
<b>Object 59000 -- OTHER FINANCING USES</b>							
59191	Intra-entity fund transfer out	0.00		56,166.00		0.00	
	<b>Total OTHER FINANCING USES</b>	0.00		56,166.00		0.00	
	<b>Total Library Joint Powers Authority</b>	1,589,637.15		1,297,725.81		876,272.13	
	<b>Total Expenditures</b>	1,589,637.15		1,297,725.81		876,272.13	
<b>Revenues</b>							
<b>Fund 951 -- Library Joint Powers Authority</b>							
<b>Object 41000 -- TAXES</b>							
41211	Sales and use tax	743,948.56		531,399.60		708,532.80	
	<b>Total TAXES</b>	743,948.56		531,399.60		708,532.80	
<b>Object 43000 -- GRANTS</b>							
43210	State operating grants and contributions	0.00		0.00		1,525.50	
43310	Local operating grants and contributions	12,492.44		1,233.11		0.00	
43311	Maintenance of effort contributions	456,809.24		459,606.08		459,606.08	
	<b>Total GRANTS</b>	469,301.68		460,839.19		461,131.58	
<b>Object 46000 -- MISCELLANEOUS REVENUES</b>							
46110	Pooled cash and investment interest	(233.92)		0.00		0.00	
46190	Interest earnings - other	712.51		945.24		(1,806.32)	

**Financial Status Balances**

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 2/28/2017; Period = 0, 1, 12; Fund = 951

Acct	Title	12/31/2016		1/31/2017		2/28/2017	
		Month-To-Date	Actual	Month-To-Date	Actual	Month-To-Date	Actual
<b>Revenues</b>							
<b>Fund 951 -- Library Joint Powers Authority</b>							
<b>Object 46000 -- MISCELLANEOUS REVENUES</b>							
46303	Donations - library	0.00		13,670.48		0.00	
46309	Donations - library - Friends of the Lib	0.00		6,725.71		0.00	
46910	Miscellaneous operating revenue	14,580.67		20,300.10		10,258.75	
	<b>Total MISCELLANEOUS REVENUES</b>	<b>15,059.26</b>		<b>41,641.53</b>		<b>8,452.43</b>	
	<b>Total Library Joint Powers Authority</b>	<b>1,228,309.50</b>		<b>1,033,880.32</b>		<b>1,178,116.81</b>	
	<b>Total Revenues</b>	<b>1,228,309.50</b>		<b>1,033,880.32</b>		<b>1,178,116.81</b>	
	<b>Total</b>	<b>(361,327.65)</b>		<b>(263,845.49)</b>		<b>301,844.68</b>	

# General Ledger Balances

Criteria: Summarize By = Report, Fund, Object, Account, As Of = 2/28/2017; Period = 0, 1, 12; Fund = 93\*, 95\*, 96\*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 931 -- McCaskill - Local History</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	237,855.50	1,028.31	0.00	238,883.81
11901	Allow for FV of invest w/City-cur unrstr	1,915.04	0.00	0.00	1,915.04
<b>Total Cash and investments</b>		<u>239,770.54</u>	<u>1,028.31</u>	<u>0.00</u>	<u>240,798.85</u>
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	508.28	517.18	508.28	517.18
<b>Total Receivables - current</b>		<u>508.28</u>	<u>517.18</u>	<u>508.28</u>	<u>517.18</u>
<b>Object 32000 -- Net assets</b>					
32311	Net assets held in trust-library prog.	(243,401.60)	0.00	0.00	(243,401.60)
<b>Total Net assets</b>		<u>(243,401.60)</u>	<u>0.00</u>	<u>0.00</u>	<u>(243,401.60)</u>
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	508.28	1,545.49	(1,037.21)
<b>Total Control accounts</b>		<u>0.00</u>	<u>508.28</u>	<u>1,545.49</u>	<u>(1,037.21)</u>
<b>Total McCaskill - Local History</b>		<u>(3,122.78)</u>	<u>2,053.77</u>	<u>2,053.77</u>	<u>(3,122.78)</u>
<b>Fund 932 -- McCaskill - Visually Impaired</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	222,047.88	959.98	0.00	223,007.86
11901	Allow for FV of invest w/City-cur unrstr	1,781.83	0.00	0.00	1,781.83
<b>Total Cash and investments</b>		<u>223,829.71</u>	<u>959.98</u>	<u>0.00</u>	<u>224,789.69</u>
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	474.50	482.81	474.50	482.81
<b>Total Receivables - current</b>		<u>474.50</u>	<u>482.81</u>	<u>474.50</u>	<u>482.81</u>
<b>Object 32000 -- Net assets</b>					
32311	Net assets held in trust-library prog.	(225,435.84)	0.00	0.00	(225,435.84)
<b>Total Net assets</b>		<u>(225,435.84)</u>	<u>0.00</u>	<u>0.00</u>	<u>(225,435.84)</u>
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	474.50	1,442.79	(968.29)
<b>Total Control accounts</b>		<u>0.00</u>	<u>474.50</u>	<u>1,442.79</u>	<u>(968.29)</u>
<b>Total McCaskill - Visually Impaired</b>		<u>(1,131.63)</u>	<u>1,917.29</u>	<u>1,917.29</u>	<u>(1,131.63)</u>

**General Ledger Balances**

Criteria: Summarize By = Report, Fund, Object, Account, As Of = 2/28/2017; Period = 0, 1, 12; Fund = 93\*, 95\*, 96\*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 933 -- Estate Proceeds - Finkeldey</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	9,305.48	40.23	0.00	9,345.71
11901	Allow for FV of invest w/City-cur unstr	74.31	0.00	0.00	74.31
<b>Total Cash and investments</b>		<u>9,379.79</u>	<u>40.23</u>	<u>0.00</u>	<u>9,420.02</u>
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	19.89	20.23	19.89	20.23
<b>Total Receivables - current</b>		<u>19.89</u>	<u>20.23</u>	<u>19.89</u>	<u>20.23</u>
<b>Object 32000 -- Net assets</b>					
32311	Net assets held in trust-library prog.	(9,338.05)	0.00	0.00	(9,338.05)
<b>Total Net assets</b>		<u>(9,338.05)</u>	<u>0.00</u>	<u>0.00</u>	<u>(9,338.05)</u>
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	19.89	60.46	(40.57)
<b>Total Control accounts</b>		<u>0.00</u>	<u>19.89</u>	<u>60.46</u>	<u>(40.57)</u>
<b>Total Estate Proceeds - Finkeldey</b>		<u>61.63</u>	<u>80.35</u>	<u>80.35</u>	<u>61.63</u>
<b>Fund 934 -- Whalen Estate - Felton Branch</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	94,340.27	407.87	0.00	94,748.14
11901	Allow for FV of invest w/City-cur unstr	751.27	0.00	0.00	751.27
<b>Total Cash and investments</b>		<u>95,091.54</u>	<u>407.87</u>	<u>0.00</u>	<u>95,499.41</u>
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	201.60	205.13	201.60	205.13
<b>Total Receivables - current</b>		<u>201.60</u>	<u>205.13</u>	<u>201.60</u>	<u>205.13</u>
<b>Object 32000 -- Net assets</b>					
32311	Net assets held in trust-library prog.	(94,040.98)	0.00	0.00	(94,040.98)
<b>Total Net assets</b>		<u>(94,040.98)</u>	<u>0.00</u>	<u>0.00</u>	<u>(94,040.98)</u>
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	201.60	613.00	(411.40)
<b>Total Control accounts</b>		<u>0.00</u>	<u>201.60</u>	<u>613.00</u>	<u>(411.40)</u>
<b>Total Whalen Estate - Felton Branch</b>		<u>1,252.16</u>	<u>814.60</u>	<u>814.60</u>	<u>1,252.16</u>

# General Ledger Balances

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 2/28/2017; Period = 0, 1, 12; Fund = 93\*, 95\*, 96\*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 935 -- Robert Leet-Corday Estate</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	94,841.17	410.03	0.00	95,251.20
11901	Allow for FV of invest w/City-cur unrstr	755.26	0.00	0.00	755.26
<b>Total Cash and investments</b>		95,596.43	410.03	0.00	96,006.46
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	202.67	206.22	202.67	206.22
<b>Total Receivables - current</b>		202.67	206.22	202.67	206.22
<b>Object 32000 -- Net assets</b>					
32311	Net assets held in trust-library prog.	(94,540.27)	0.00	0.00	(94,540.27)
<b>Total Net assets</b>		(94,540.27)	0.00	0.00	(94,540.27)
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	202.67	616.25	(413.58)
<b>Total Control accounts</b>		0.00	202.67	616.25	(413.58)
<b>Total Robert Leet-Corday Estate</b>		1,258.83	818.92	818.92	1,258.83
<b>Fund 936 -- Morley Estate-La Selva Branch</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	12,722.32	796.96	340.62	13,178.66
11901	Allow for FV of invest w/City-cur unrstr	101.31	0.00	0.00	101.31
<b>Total Cash and investments</b>		12,823.63	796.96	340.62	13,279.97
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	27.19	28.53	27.19	28.53
<b>Total Receivables - current</b>		27.19	28.53	27.19	28.53
<b>Object 32000 -- Net assets</b>					
32311	Net assets held in trust-library prog.	(12,681.98)	0.00	0.00	(12,681.98)
<b>Total Net assets</b>		(12,681.98)	0.00	0.00	(12,681.98)
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	27.19	484.87	(457.68)
<b>Total Control accounts</b>		0.00	27.19	484.87	(457.68)
<b>Total Morley Estate-La Selva Branch</b>		168.84	852.68	852.68	168.84

**General Ledger Balances**

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 2/28/2017; Period = 0, 1, 12; Fund = 93\*, 95\*, 96\*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 937 -- Hale Trust-Scotts Valley Branch</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	45,498.47	196.71	0.00	45,695.18
11901	Allow for FV of invest w/City-cur unstr	362.32	0.00	0.00	362.32
<b>Total Cash and investments</b>		45,860.79	196.71	0.00	46,057.50
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	97.22	98.93	97.22	98.93
<b>Total Receivables - current</b>		97.22	98.93	97.22	98.93
<b>Object 32000 -- Net assets</b>					
32311	Net assets held in trust-library prog.	(45,354.11)	0.00	0.00	(45,354.11)
<b>Total Net assets</b>		(45,354.11)	0.00	0.00	(45,354.11)
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	97.22	295.64	(198.42)
<b>Total Control accounts</b>		0.00	97.22	295.64	(198.42)
<b>Total Hale Trust-Scotts Valley Branch</b>		603.90	392.86	392.86	603.90
<b>Fund 938 -- Anna Gruber Living Trust</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	18,624.63	80.53	0.00	18,705.16
11901	Allow for FV of invest w/City-cur unstr	180.85	0.00	0.00	180.85
<b>Total Cash and investments</b>		18,805.48	80.53	0.00	18,886.01
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	39.80	40.50	39.80	40.50
<b>Total Receivables - current</b>		39.80	40.50	39.80	40.50
<b>Object 32000 -- Net assets</b>					
32311	Net assets held in trust-library prog.	(28,368.90)	0.00	0.00	(28,368.90)
<b>Total Net assets</b>		(28,368.90)	0.00	0.00	(28,368.90)
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	39.80	121.03	(81.23)
<b>Total Control accounts</b>		0.00	39.80	121.03	(81.23)
<b>Total Anna Gruber Living Trust</b>		(9,523.62)	160.83	160.83	(9,523.62)



# General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 2/28/2017; Period = 0,1,12; Fund = 93\*, 95\*, 96\*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 951 -- Library Joint Powers Authority</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	3,508,110.37	9,359,757.31	9,580,234.52	3,287,633.16
11901	Allow for FV of invest w/City-cur unstr	25,454.58	0.00	0.00	25,454.58
<b>Total Cash and investments</b>		<b>3,533,564.95</b>	<b>9,359,757.31</b>	<b>9,580,234.52</b>	<b>3,313,087.74</b>
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	8,538.69	6,229.44	8,538.69	6,229.44
12190	Other interest receivable	981.69	6,275.66	6,460.91	796.44
12201	Taxes receivable - current	694,029.57	5,183,035.21	5,168,531.98	708,532.80
12301	Accounts receivable - billed	748,154.28	87.98	748,242.26	0.00
12303	Accounts receivable - booked	0.00	3,679,795.73	3,220,189.65	459,606.08
<b>Total Receivables - current</b>		<b>1,451,704.23</b>	<b>8,875,424.02</b>	<b>9,151,963.49</b>	<b>1,175,164.76</b>
<b>Object 21000 -- Payables</b>					
21101	Accounts payable	(298,381.47)	2,706,373.05	2,442,323.93	(34,332.35)
21201	Salaries and benefits payable	(298,526.96)	298,526.96	0.00	0.00
21502	Sales tax payable	0.00	3.89	3.89	0.00
21504	Use tax payable	(764.42)	2,022.26	1,351.09	(93.25)
<b>Total Payables</b>		<b>(597,672.85)</b>	<b>3,006,926.16</b>	<b>2,443,678.91</b>	<b>(34,425.60)</b>
<b>Object 31000 -- Fund balance</b>					
31591	Committed - cash flow/unexpected expend	(1,982,478.15)	0.00	0.00	(1,982,478.15)
31701	Fund Balance - Unassigned	(1,606,512.73)	0.00	0.00	(1,606,512.73)
31998	Budgetary reserve for encumbrances	0.00	1,044,889.90	1,342,873.72	(297,983.82)
31999	Budgetary fund balance	0.00	9,092,123.95	10,098,239.06	(1,006,115.11)
<b>Total Fund balance</b>		<b>(3,588,990.88)</b>	<b>10,137,013.85</b>	<b>11,441,112.78</b>	<b>(4,893,089.81)</b>
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	7,714,753.40	16,752,536.57	(9,037,783.17)
33210	Expenditure/expense control	0.00	9,030,463.71	58,911.11	8,971,552.60
33310	Estimated revenue control	0.00	9,452,933.64	123,401.86	9,329,531.78
33410	Appropriations control	0.00	645,305.42	8,968,722.09	(8,323,416.67)
33510	Encumbrances control	0.00	1,342,873.72	1,044,889.90	297,983.82
<b>Total Control accounts</b>		<b>0.00</b>	<b>28,186,329.89</b>	<b>26,948,461.53</b>	<b>1,237,868.36</b>

**General Ledger Balances**

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 2/28/2017; Period = 0,1,12; Fund = 93\*, 95\*, 96\*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 951 -- Library Joint Powers Authority</b>					
<b>Object 39000 -- Other equity/net asset accounts</b>					
39110	General journal clearing	0.00	16,886,710.89	16,886,710.89	0.00
<b>Total Other equity/net asset accounts</b>		0.00	16,886,710.89	16,886,710.89	0.00
<b>Total Library Joint Powers Authority</b>		798,605.45	76,452,162.12	76,452,162.12	798,605.45
<b>Fund 956 -- Library JPA - Technology</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	4,994.61	21.59	0.00	5,016.20
11901	Allow for FV of invest w/City-cur unrstr	39.77	0.00	0.00	39.77
<b>Total Cash and investments</b>		5,034.38	21.59	0.00	5,055.97
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	10.68	10.86	10.68	10.86
<b>Total Receivables - current</b>		10.68	10.86	10.68	10.86
<b>Object 31000 -- Fund balance</b>					
31701	Fund Balance - Unassigned	(4,978.73)	0.00	0.00	(4,978.73)
<b>Total Fund balance</b>		(4,978.73)	0.00	0.00	(4,978.73)
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	10.68	32.45	(21.77)
<b>Total Control accounts</b>		0.00	10.68	32.45	(21.77)
<b>Total Library JPA - Technology</b>		66.33	43.13	43.13	66.33
<b>Fund 958 -- Library JPA - General Capital Assets</b>					
<b>Object 17000 -- Capital assets</b>					
17210	Infrastructure	579,683.02	0.00	0.00	579,683.02
17211	Accumulated depreciation - infrastruc	(308,279.04)	0.00	0.00	(308,279.04)
17320	Lease improvements - buildings	2,018,031.67	0.00	0.00	2,018,031.67
17321	Accumulated deprec - lease imp-buildings	(1,598,338.54)	0.00	0.00	(1,598,338.54)
17510	Machinery and equipment	2,374,303.03	0.00	0.00	2,374,303.03
17511	Accumulated depreciation - M&E	(1,713,118.21)	0.00	0.00	(1,713,118.21)
17710	Software	3,983.14	0.00	0.00	3,983.14
17711	Accumulated amortization-software	(4,541.95)	0.00	0.00	(4,541.95)
17910	Construction in progress	71,353.85	0.00	0.00	71,353.85
<b>Total Capital assets</b>		1,423,076.97	0.00	0.00	1,423,076.97

**General Ledger Balances**

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 2/28/2017; Period = 0, 1, .. 12; Fund = 93\*, 95\*, 96\*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 958 -- Library JPA - General Capital Assets</b>					
<b>Object 31000 -- Fund balance</b>					
31701	Fund Balance - Unassigned	6,054.50	0.00	0.00	6,054.50
<b>Total Fund balance</b>		<u>6,054.50</u>	<u>0.00</u>	<u>0.00</u>	<u>6,054.50</u>
<b>Object 32000 -- Net assets</b>					
32103	Invest in cap assets pr to 4/1/02-Librar	(1,291,588.96)	0.00	0.00	(1,291,588.96)
32106	Investment in capital assets - Library	(140,569.76)	0.00	0.00	(140,569.76)
<b>Total Net assets</b>		<u>(1,432,158.72)</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,432,158.72)</u>
<b>Total Library JPA - General Capital Assets</b>		<u>(3,027.25)</u>	<u>0.00</u>	<u>0.00</u>	<u>(3,027.25)</u>
<b>Fund 960 -- Felton Branch Reserve</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	1,187.60	5.13	0.00	1,192.73
11901	Allow for FV of invest w/City-cur unrstr	9.46	0.00	0.00	9.46
<b>Total Cash and investments</b>		<u>1,197.06</u>	<u>5.13</u>	<u>0.00</u>	<u>1,202.19</u>
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	2.54	2.59	2.54	2.59
<b>Total Receivables - current</b>		<u>2.54</u>	<u>2.59</u>	<u>2.54</u>	<u>2.59</u>
<b>Object 31000 -- Fund balance</b>					
31701	Fund Balance - Unassigned	(1,183.85)	0.00	0.00	(1,183.85)
<b>Total Fund balance</b>		<u>(1,183.85)</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,183.85)</u>
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	2.54	7.72	(5.18)
<b>Total Control accounts</b>		<u>0.00</u>	<u>2.54</u>	<u>7.72</u>	<u>(5.18)</u>
<b>Total Felton Branch Reserve</b>		<u>15.75</u>	<u>10.26</u>	<u>10.26</u>	<u>15.75</u>
<b>Fund 961 -- Library JPA - Vehicle Replacement</b>					
<b>Object 11000 -- Cash and investments</b>					
11101	Pooled cash	379,569.00	57,806.98	0.00	437,375.98
11901	Allow for FV of invest w/City-cur unrstr	3,022.86	0.00	0.00	3,022.86
<b>Total Cash and investments</b>		<u>382,591.86</u>	<u>57,806.98</u>	<u>0.00</u>	<u>440,398.84</u>

**General Ledger Balances**

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 2/28/2017; Period = 0, 1, ... 12; Fund = 93\*, 95\*, 96\*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
<b>Fund 961 -- Library JPA - Vehicle Replacement</b>					
<b>Object 12000 -- Receivables - current</b>					
12101	Pooled cash interest receivable	811.11	946.92	811.11	946.92
	<b>Total Receivables - current</b>	811.11	946.92	811.11	946.92
<b>Object 31000 -- Fund balance</b>					
31701	Fund Balance - Unassigned	(322,346.40)	0.00	0.00	(322,346.40)
31999	Budgetary fund balance	0.00	0.00	37,444.00	(37,444.00)
	<b>Total Fund balance</b>	(322,346.40)	0.00	37,444.00	(359,790.40)
<b>Object 33000 -- Control accounts</b>					
33110	Revenue control	0.00	811.11	58,753.90	(57,942.79)
33310	Estimated revenue control	0.00	37,444.00	0.00	37,444.00
	<b>Total Control accounts</b>	0.00	38,255.11	58,753.90	(20,498.79)
	<b>Total Library JPA - Vehicle Replacement</b>	61,056.57	97,009.01	97,009.01	61,056.57
	<b>Total</b>	846,284.18	76,556,315.82	76,556,315.82	846,284.18



## STAFF REPORT

DATE: May 4, 2017  
TO: Library Joint Powers Authority Board  
FROM: Kira Henifin, Management Analyst  
RE: 3<sup>rd</sup> Quarter Financial Report

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The third quarter financial report covers January 2017 through March 2017.

As of March 31, 2017 we were 66.7% of the way through our FY17 fiscal year.

### Revenues

Revenues are on track with anticipated projections.

Total Revenue for this quarter: 65.5%

Sales tax 66.5%  
Maintenance of effort 66.6%

### Expenditures

Expenditures are higher than the year-to-date percentage. However, many library costs are prepaid or encumbered so a higher percentage is expected for this time of year.

Total expenditures for this quarter: 76.9%

The library is expecting two large reimbursements. The first being from AT &T for telecommunications charges and the second being from Measure S for the reimbursement of the County costs for the election.

### Personnel Costs

Total Personnel costs for this quarter: 69.4%

Regular Full Time 67.2%  
Part Time 71.5%  
Temporary 76.7%

Salary costs are running a bit higher than expected due to mid-year personnel changes. However, a few benefit line objects are running lower than expected so the overall total personnel costs are running closer to the year-to-date percentage.

Enclosure: 3<sup>rd</sup> Quarter Financial Reports

**Expenditure Balances**

Criteria: Summarize By = Report, Fund, Account; As Of = 3/31/2017; Period = 0,1,12; Fund = 951; Object = 51\*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
<b>Fund 951 -- Library Joint Powers Authority</b>								
51110	Regular full time	1,523,678.00	3,215,450.00	4,739,128.00	3,185,628.11	0.00	1,553,499.89	67.2%
51111	Regular part time	325,655.00	651,308.00	976,963.00	696,439.56	0.00	278,523.44	71.5%
51114	Overtime	2,167.00	4,333.00	6,500.00	1,150.45	0.00	5,349.55	17.7%
51115	Termination pay	0.00	0.00	0.00	4,570.01	0.00	(4,570.01)	0.0%
51122	Temporary	275,333.00	547,467.00	822,800.00	630,995.71	0.00	191,804.29	76.7%
51130	Other pay	0.00	0.00	0.00	1,214.73	0.00	(1,214.73)	0.0%
51132	Special vacation pay	0.00	0.00	0.00	13,819.85	0.00	(13,819.85)	0.0%
51150	Vehicle-phone-data allowance	140.00	1,480.00	1,620.00	2,632.40	0.00	(1,012.40)	162.5%
51201	Retirement contribution	868,954.00	0.00	868,954.00	639,198.62	0.00	229,755.38	73.6%
51202	F.I.C.A.	38,519.00	77,039.00	115,558.00	32,918.50	0.00	82,639.50	28.5%
51210	Group health insurance	431,859.00	863,721.00	1,295,580.00	873,440.64	0.00	422,139.36	67.4%
51212	Group dental insurance	29,848.00	59,695.00	89,543.00	60,936.59	0.00	28,606.41	68.1%
51213	Vision insurance	4,903.00	9,805.00	14,708.00	10,040.94	0.00	4,667.06	68.3%
51214	Medicare insurance	24,643.00	49,287.00	73,930.00	61,600.35	0.00	12,329.65	83.3%
51215	Employee assistance program	1,211.00	2,421.00	3,632.00	2,553.48	0.00	1,078.52	70.3%
51220	Group life insurance	537.00	1,073.00	1,610.00	1,112.35	0.00	497.65	69.1%
51221	Disability insurance	21,747.00	43,494.00	65,241.00	23,562.78	0.00	41,678.22	36.1%
51230	Unemployment insurance	12,647.00	25,293.00	37,940.00	32,230.83	0.00	5,709.17	85.0%
51240	Workers' compensation	76,644.00	153,288.00	229,932.00	205,096.79	0.00	24,835.21	89.2%
<b>Total Library Joint Powers Authority</b>		<b>3,638,485.00</b>	<b>5,705,154.00</b>	<b>9,343,639.00</b>	<b>6,481,142.69</b>	<b>0.00</b>	<b>2,862,496.31</b>	
<b>Total</b>		<b>3,638,485.00</b>	<b>5,705,154.00</b>	<b>9,343,639.00</b>	<b>6,481,142.69</b>	<b>0.00</b>	<b>2,862,496.31</b>	

**Revenue Balances**

Criteria: Summarize By = Report,Fund,Account; As Of = 3/31/2017; Period = 0,1,1,12; Fund = 951

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Bdgt. to Act. Variance	Pct. Spent
<b>Fund 951 -- Library Joint Powers Authority</b>							
41211	Sales and use tax	2,599,900.00	5,199,800.00	7,799,700.00	5,183,035.21	2,616,664.79	66.5%
43190	Federal grants - other	0.00	0.00	0.00	1,600.00	(1,600.00)	0.0%
43210	State operating grants and contributions	0.00	0.00	0.00	1,525.50	(1,525.50)	0.0%
43310	Local operating grants and contributions	0.00	94,590.00	94,590.00	13,725.55	80,864.45	14.5%
43311	Maintenance of effort contributions	1,838,424.00	3,676,849.00	5,515,273.00	3,671,298.79	1,843,974.21	66.6%
45131	Library fines	0.00	0.00	0.00	(65.00)	65.00	0.0%
46110	Pooled cash and investment interest	0.00	34,000.00	34,000.00	12,299.66	21,700.34	36.2%
46190	Interest earnings - other	1,123.00	12,877.00	14,000.00	6,275.66	7,724.34	44.8%
46303	Donations - library	4,367.00	140,029.58	144,396.58	13,770.48	130,626.10	9.5%
46309	Donations - library - Friends of the Lib	8,759.00	38,512.67	47,271.67	23,842.44	23,429.23	50.4%
46910	Miscellaneous operating revenue	49,667.00	108,358.00	158,025.00	146,387.77	11,637.23	92.6%
49122	From Library Private Trust Fund	13,063.00	24,515.53	37,578.53	0.00	37,578.53	0.0%
<b>Total Library Joint Powers Authority</b>		<b>4,515,303.00</b>	<b>9,329,531.78</b>	<b>13,844,834.78</b>	<b>9,073,696.06</b>	<b>4,771,138.72</b>	
<b>Total</b>		<b>4,515,303.00</b>	<b>9,329,531.78</b>	<b>13,844,834.78</b>	<b>9,073,696.06</b>	<b>4,771,138.72</b>	



**Expenditure Balances**

Criteria: Summarize By = Report,Fund,Account; As Of = 3/31/2017; Period = 0.1..12; Activity = 35\*; Account = 52\*.53\*.54\*.55\*.56\*.57\*.58\*.59\*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
<b>Fund 951 -- Library Joint Powers Authority</b>								
52131	Claims management services - outside	4,667.00	9,333.00	14,000.00	6,584.85	6,238.20	1,176.95	91.6%
52135	Financial services - outside	88,300.00	448,355.21	536,655.21	463,071.14	63,391.07	10,193.00	98.1%
52139	Medical services	0.00	0.00	0.00	567.00	0.00	(567.00)	0.0%
52150	Merchant bank fees	533.00	1,067.00	1,600.00	1,376.56	0.00	223.44	86.0%
52199	Other professional & technical services	63,333.00	57,167.00	120,500.00	270,269.44	19,286.50	(169,055.94)	240.3%
52201	Water, sewer and refuse	23,032.00	46,063.00	69,095.00	49,713.46	1,715.60	17,665.94	74.4%
52202	Hazardous materials disposal	333.00	667.00	1,000.00	513.00	0.00	487.00	51.3%
52211	Janitorial services	73,006.00	146,011.00	219,017.00	129,594.31	78,851.35	10,571.34	95.2%
52223	Equip annual inventory charge - internal	1,258.00	2,516.00	3,774.00	4,690.00	0.00	(916.00)	124.3%
52226	Vehicle work order charges - internal	5,417.00	10,833.00	16,250.00	7,428.50	0.00	8,821.50	45.7%
52227	Vehicle fuel island charges - internal	4,167.00	8,333.00	12,500.00	7,856.39	0.00	4,643.61	62.9%
52240	Office equipment operation/maint	3,466.00	6,934.00	10,400.00	4,636.73	0.00	5,763.27	44.6%
52244	Other equipment operation/maintenance	1,750.00	3,500.00	5,250.00	0.00	0.00	5,250.00	0.0%
52246	Building and facility o & m - outside	66,621.00	113,241.00	179,862.00	135,804.39	7,909.16	36,148.45	79.9%
52247	Landscaping maintenance services	11,000.00	22,000.00	33,000.00	12,271.57	11,267.00	9,461.43	71.3%
52248	Software maintenance services	187,553.00	201,101.00	388,654.00	191,021.76	10,962.22	186,670.02	52.0%
52261	Hardware maintenance services	24,167.00	48,333.00	72,500.00	7,590.22	2,929.25	61,980.53	14.5%
52302	Equipment, building and land rentals	103,552.00	207,104.00	310,656.00	233,009.00	6,300.00	71,347.00	77.0%
52304	Travel and meetings	6,127.00	6,253.00	12,380.00	4,767.00	0.00	7,613.00	38.5%
52403	Telecommunications service - outside	18,165.00	42,330.00	60,495.00	40,727.90	0.00	19,767.10	67.3%
52932	Liability insurance/surety bonds-interna	15,765.00	124,335.00	140,100.00	144,391.07	12,400.07	(16,691.14)	111.9%
52933	Liability insurance/surety bonds-outside	9,046.00	18,093.00	27,139.00	20,354.22	0.00	6,784.78	75.0%
52960	Advertising	30,903.00	19,777.00	50,680.00	43,549.00	0.00	7,131.00	85.9%
52961	Dues and memberships	4,910.00	9,820.00	14,730.00	5,488.94	0.00	9,241.06	37.3%
52972	Printing and binding-outside	34,910.00	0.00	34,910.00	30,597.66	0.00	4,312.34	87.6%
53101	Postage charges	6,533.00	13,067.00	19,600.00	6,280.03	0.00	13,319.97	32.0%
53102	Office supplies	5,167.00	333.00	5,500.00	4,126.66	0.00	1,373.34	75.0%
53106	Books and periodicals	7,233.00	14,467.00	21,700.00	10,662.43	0.00	11,037.57	49.1%
53107	Books and periodicals-grants & donations	624,816.00	646,286.88	1,271,102.88	1,037,078.49	22,279.61	211,744.78	83.3%
53108	Safety clothing and equipment	8,759.00	42,082.88	50,841.88	23,122.48	0.00	27,719.40	45.5%
53109	Copier supplies	1,570.00	3,140.00	4,710.00	5,190.35	0.00	(480.35)	110.2%
53112	Library functional supplies	1,750.00	3,500.00	5,250.00	5,455.87	0.00	(205.87)	103.9%
		147,283.00	4,567.00	151,850.00	97,757.33	11,392.50	42,700.17	71.9%

**Expenditure Balances**

Criteria: Summarize By = Report, Fund, Account; As Of = 3/31/2017; Period = 0,1,..12; Activity = 35\*; Account = 52\*,53\*,54\*,55\*,56\*,57\*,58\*,59\*,59\*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Adjustments	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
<b>Fund 957 -- Library Joint Powers Authority</b>								
53113	Janitorial supplies	7,500.00	15,000.00	22,500.00	20,042.58	0.00	2,457.42	89.1%
53311	Electricity	61,533.00	123,047.00	184,580.00	141,671.98	0.00	42,908.02	76.8%
53312	Natural gas	9,333.00	18,667.00	28,000.00	19,260.60	0.00	8,739.40	68.8%
54108	Bldg repairs-Library	0.00	1,868.70	1,868.70	0.00	1,868.70	0.00	100.0%
54990	Miscellaneous supplies and services	23,147.00	46,293.00	69,440.00	37,291.98	961.20	31,186.82	55.1%
56995	Refunded fees and fines	667.00	1,333.00	2,000.00	1,227.30	0.00	772.70	61.4%
57401	Office furniture/equipment	5,333.00	10,667.00	16,000.00	6,237.28	0.00	9,762.72	39.0%
57402	Vehicle equipment	0.00	0.00	0.00	1,638.27	0.00	(1,638.27)	0.0%
57409	Computer equipment	41,667.00	83,333.00	125,000.00	85,472.19	0.00	39,527.81	68.4%
<b>Total Library Joint Powers Authority</b>		<b>1,734,272.00</b>	<b>2,580,818.67</b>	<b>4,315,090.67</b>	<b>3,318,389.93</b>	<b>257,752.43</b>	<b>738,948.31</b>	
<b>Total</b>		<b>1,734,272.00</b>	<b>2,580,818.67</b>	<b>4,315,090.67</b>	<b>3,318,389.93</b>	<b>257,752.43</b>	<b>738,948.31</b>	



# County of Santa Cruz

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## COUNTY ADMINISTRATIVE OFFICE

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

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

SUSAN MAURIELLO, J.D., COUNTY ADMINISTRATIVE OFFICER

April 13, 2017

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

### LIBRARY SALES TAX REVENUE UPDATE

Dear Members of the Board of Directors:

The purpose of this letter is to provide an update on the Library Sales Tax actual receipts for the 3<sup>rd</sup> quarter of 2016-17.

Library Sales Tax actual receipts for the 3<sup>rd</sup> quarter totaled \$2,487,745, which is \$47,650 more than the estimate provided to the Authority in January. This results in a 2016-17 fiscal year to date estimated total of \$9,808,840, or \$18,134 more than the budget adopted by the Authority last June, and is a 2.19 percent increase from 2015-16 actual receipts as shown in the attached history.

As previously reported, the County Library Fund ended 2015-16 with a property tax revenue surplus of \$109,745, which will be transferred to the Authority in 2016-17 and distributed on a per capita basis using the State's population estimates. For 2016-17, surplus revenues in the County Library Fund will be retained and used on library improvements or services, as approved by the Board of Supervisors.

In summary, Library Sales Tax for 2016-17 is \$18,134 over estimate, and property tax revenue for 2015-16 was \$109,745 over estimate. This results in increased revenue of \$127,879 as of March 31, 2017. If you have any questions, please call me or Nicole Coburn at 454-2100.

Very truly yours,

Carlos Palacios  
Assistant County Administrative Officer

#### Attachment

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

**Library Sales Tax Receipts - Quarterly and Annual**

Year	Quarter	Quarterly Actual	Estimate **	Annual		
				Actual / Estimate **	Change over Prior Year	% Change over Prior Year
2006-07	1	2,124,038				
2006-07	2	2,318,897				
2006-07	3	2,098,577				
2006-07	4	1,998,430		\$8,539,942	\$390,724	4.79%
2007-08	1	2,182,266				
2007-08	2	2,182,896				
2007-08	3	2,035,609				
2007-08	4	1,953,174		\$8,353,945	(\$185,997)	-2.18%
2008-09 *	1	2,112,168				
2008-09	2	2,125,649				
2008-09	3	1,795,098				
2008-09	4	1,570,743		\$7,603,658	(\$750,287)	-8.98%
2009-10	1	1,783,988				
2009-10	2	1,764,882				
2009-10	3	1,747,693				
2009-10	4	1,650,856		\$6,947,419	(\$656,239)	-8.63%
2010-11	1	1,845,994				
2010-11	2	1,944,408				
2010-11	3	1,784,248				
2010-11	4	1,738,035		\$7,312,685	\$365,266	5.26%
2011-12	1	1,977,610				
2011-12	2	2,017,194				
2011-12	3	1,926,748				
2011-12	4	1,878,232		\$7,799,784	\$487,098	6.66%
2012-13	1	2,067,292				
2012-13	2	2,213,276				
2012-13	3	2,073,641				
2012-13	4	2,010,230		\$8,364,440	\$564,656	7.24%
2013-14	1	2,308,067				
2013-14	2	2,271,714				
2013-14	3	2,211,364				
2013-14	4	2,082,934		\$8,874,079	\$509,639	6.09%
2014-15	1	2,321,923				
2014-15	2	2,338,481				
2014-15	3	2,295,975				
2014-15	4	2,183,913		\$9,140,291	\$266,212	3.00%
2015-16	1	2,458,685				
2015-16	2	2,516,897				
2015-16	3	2,378,260				
2015-16	4	2,244,832		\$9,598,675	\$458,384	5.01%
2016-17	1	2,503,646				
2016-17	2	2,571,786				
2016-17	3	2,487,745				
2016-17	4		<b>2,245,663</b>	<b>\$9,808,840</b>	\$210,165	2.19%
2016-17 Total Receipts Net of Audit Fee				<b>\$9,805,046</b>		

History for additional years going back to Fiscal Year 1997-98 is available upon request.

\* The amount for the 1st quarter of 2008-09 includes the cost of the Measure R Election.

Estimated cost of the election was \$275,000. Actual cost of the election was \$198,267.

\*\* Bold amounts are estimated.

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



## STAFF REPORT

DATE:             May 4, 2017  
TO:                Library Joint Powers Authority Board  
FROM:             Gabriel Reyes, Administrative Assistant II  
RE:                3<sup>rd</sup> Quarter Security Incident Log

### RECOMMENDATION

Receive Report

### DISCUSSION

For the 3<sup>rd</sup> Qtr. 2017 we experienced a significant increase in incidents involving transient activity and people experiencing homelessness. This was largely due to staff's renewed efforts in reporting all incidents in order to provide a more accurate picture of what is occurring on library property. To this end, staff's time spent handling and processing incidents as well as staff's anxiety level with handling the wide range of situations and behaviors has also increased. Additional training was made available to staff, to help them handle, cope and work more effectively and compassionately with people living with mental health issues.

#### **New Incident Reporting Category**

A new reporting category was added this quarter "Trespassing-Loitering-Off Hours". This category reflects the number of incidents involving individuals found trespassing, loitering, attempting to camp out during closed hours or engaged in suspicious activity on library property. Patrols are performed by the First Alarm Security Company and trespassers are asked to vacate.

**Our four highest incident categories:**

1. **Trespass-Loitering-Off Hrs.** – New category
2. **Sleeping-Camping-Personal Property Removal-Urinating**
3. **Disturbances Inside or Out**

Though we saw a decrease in the “Threatening-Verbal or Physical with Staff or Patron” category we saw an increase in Disturbances Inside or Out. These two categories may have overlapping attributes in that Disturbance Inside or Out usually result in the patron becoming threatening (verbally or physically), with staff or other patrons”. We will look to combine these two categories.

4. **Alcohol Drugs, Needles, Paraphernalia etc.**

**Overall Increases:**

201 incidents reported system wide compared to 49 last quarter

- 81 of these incidents were attributed to the new category that was added related to Trespass-Loitering-Off Hrs.

49 suspensions issued compared to 13 last quarter

Attachment: Incident Log









# SCPL Incident Log January - March 2017

Top 4 Incident Reasons  
Highlighted in yellow

Date  
Location

		Disturbance Inside or Out	Trespass-Loitering-Off Hrs.	Treating-Verbal or Physical	Sleeping-Camping-Patron	Theft or Damage to Property	Abuse of Library Property	Inappropriate Internet Use	Illness / Paramedic	Injury-Staff or Public	Suspension (s) Imposed	Duration
02/27/17	DTN	Trespassers	1									
02/27/17	DTN	Trespassers	1									
2/27/2017	DTN	Theft attempt.		1								
2/27/2017	DTN	Female intoxicated sleeper.										
02/28/17	B40	Trespassers	1							1		7
03/01/17	DTN	Trespassers	1									
02/27/17	DTN	Trespassers	1									
03/01/17	LO	Patron being loud and abusive.	1							1		1
03/01/17	DTN	Trespassers	1									
03/01/17	DTN	Trespassers	1									
03/02/17	LO	Trash left behind.										
03/02/17	DTN	Bike left in lobby.	1				1					
03/03/17	B40	Confrontational male patron.	1							1		30
03/02/17	B40	Trespassers	1							1		1
03/02/17	DTN	Trespassers	1									
03/02/17	HQ	Trespassers	1									
03/03/17	B40	Trespassers	1									
03/04/17	DTN	Trespassers	1									
03/04/17	B40	Trespassers	1									
03/04/17	B40	Trespassers	1									
03/05/17	B40	Trespassers	1									
03/05/17	B40	Trespassers	1									
03/05/17	DTN	Previously suspended patron found on property.	1									
03/06/17	DTN	Trespassers	1									
03/06/17	HQ	Trespassers	1									
03/06/17	B40	Trespassers	1									
03/06/17	DTN	Male injecting drugs.										
03/06/17	DTN	Person camped in a staff only area.		1								
03/06/17	HQ	Camper blocking entrance		1								
03/07/17	B40	Trespassers	1									
03/07/17	DTN	Trespassers	1									
03/07/17	HQ	Trespassers	1									
03/07/17	DTN	Domestic argument.										
03/08/17	B40	Trespassers	1									
03/08/17	DTN	Verbal confrontation between two female patrons.	1									

# SCPL Incident Log January - March 2017

Top 4 Incident Reasons  
Highlighted in yellow

Date  
Location

		Disturbance Inside or Out	Trespass-Litering-Off Hrs.	Threatening-Verbal or Physical	Sleeping-Camping-Personal	Property Removal-Urinating	Abuse of Damage to Property	Alcohol, Drugs, Needles, Paraphernalia etc.	Clean-Up Inside or Out - Personal	Illness / Paramedic	Injury-Staff or Public	Suspension (s) Imposed	Duration
03/09/17	HQ	Camper blocking bike lockers.			1								
03/08/17	DTN	Syringe found.											
03/08/17	CAP	Patron's glasses stolen.			1								
03/09/17	LO	Male sleeping in car on property.			1								
03/09/17	B40	Trespassers											
03/09/17	B40	Graffiti											
03/10/17	B40	Trespassers											
03/11/17	B40	Trespassers											
03/11/17	DTN	Trespassers											
03/11/17	B40	Trespassers											
03/11/17	DTN	Patron on suspension trespassed.	1										
03/12/17	B40	Trespassers											
03/12/17	B40	Trespassers											
03/12/17	DTN	Verbal confrontation between two patrons.	1										
03/12/17	B40	Trespassers											
03/13/17	B40	Trespassers											
03/13/17	DTN	Patron sleeping.			1								
03/14/17	DTN	Trespassers											
03/14/17	B40	Trespassers											
03/14/17	B40	Graffiti											
03/14/17	B40	Graffiti											
03/15/17	B40	Trespassers											
03/15/17	SV	Smoke odor and bloody towels found in bathroom.											
03/15/17	LO	Camper urinating.			1								
03/16/17	B40	Trespassers											
05/17/17	B40	Trespassers											
3/17/17	B40	Suspended patron entered library.	1										
3/18/17	B40	Trespassers											
3/18/17	DTN	Trespassers											
03/18/17	DTN	Patron disturbance.	1										
03/19/17	B40	Trespassers											
03/20/17	B40	Trespassers											
3/20/17	SV	Drug use in family bathroom.											
03/20/17	HQ	Campers blocking bike lockers.			1								

# SCPL Incident Log January - March 2017

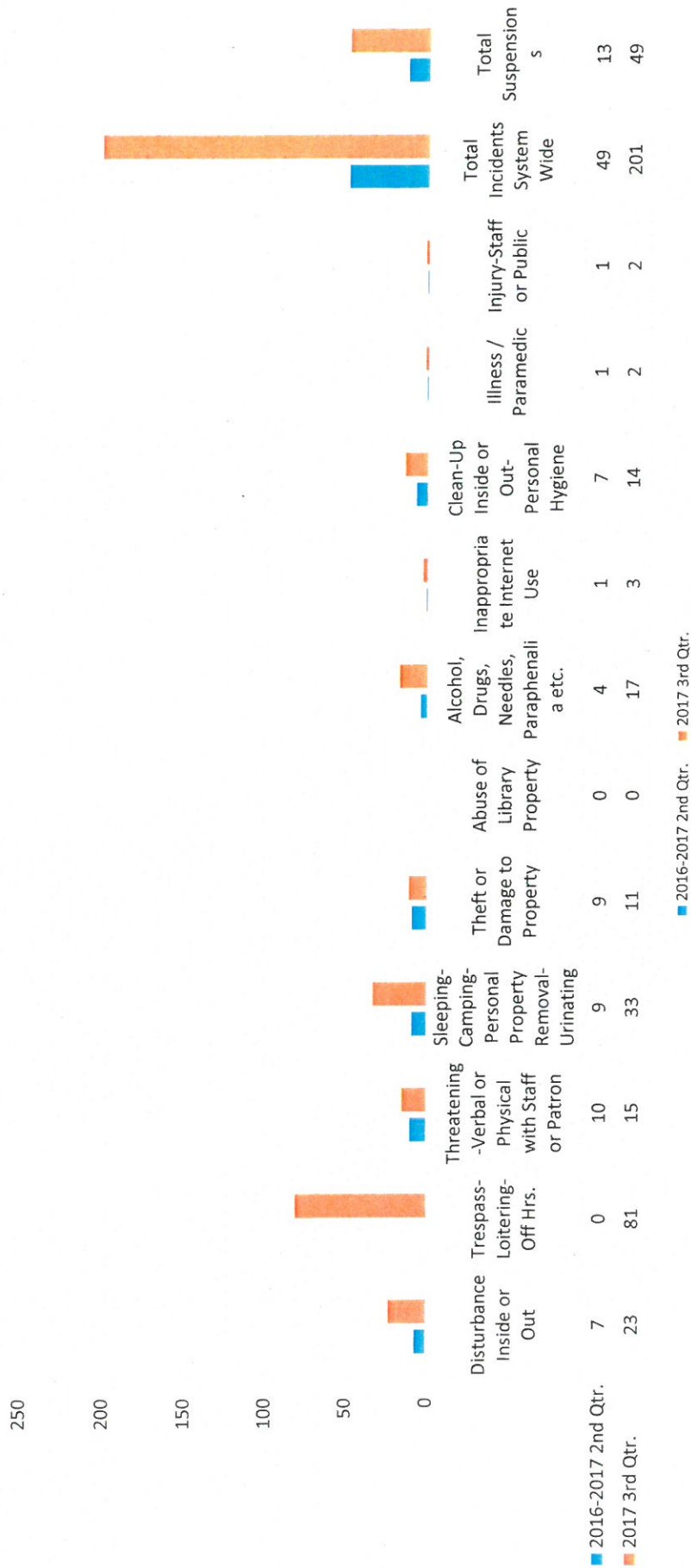
Top 4 Incident Reasons  
Highlighted in yellow

Date  
Location

Date	Location	Disturbance Inside or Out	Trespass-Litering-Off Hrs	Treating-Verbal or Physical	Sleeping-Camping-Personal	Threat or Damage to Property	Alcohol, Drugs, Needles, Rappharmalia etc.	Clean-Up Inside or Out - Personal	Injury-Staff or Public	Suspension (s) Imposed	Duration				
03/20/17	DTN	Defecation in bathroom sink.													
03/21/17	HQ	Camper blocking entrance.													
03/21/17	B40	Trespassers	1												
03/21/17	DTN	Patron sleeping.		1											
03/21/17	HQ	Camper blocking entrance		1							3				
03/22/17	DTN	Trespassers	1												
03/22/17	B40	Trespassers	1												
03/22/17	DTN	Camper blocking book drop.		1											
03/23/17	B40	Trespassers	1								3				
3/23/17	B40	Suspended patron entered library.	1												
3/23/17	GP	Feces found on side of building.													
3/24/17	DTN	Trespassers	1												
3/24/17	B40	Trespassers	1												
3/24/17	LO	Camper		1											
3/24/17	B40	Garbage/debris deposited in book drop.													
3/24/17	DTN	Patron stole a bag of peanuts.			1										
3/25/17	DTN	Trespassers	1								7				
3/25/17	LO	Male camper.		1											
3/26/17	DTN	Trespassers	1												
3/27/17	DTN	Trespassers	1												
3/28/17	DTN	Trespassers	1												
3/28/17	DTN	Trespassers	1												
3/28/17	B40	Trespassers	1												
3/28/17	LO	Unattended bicycle.													
3/29/17	B40	Trespassers	1												
3/29/17	DTN	Camper with syringes.													
3/30/17	B40	Trespassers	1								30				
3/31/17	DTN	Trespassers	1												
3/31/17	DTN	Trespassers	1												
			23	81	15	33	11	0	17	3	14	2	2	49	Total Suspensions

Previous Quarter: 7 NA 10 9 9 0 4 1 7 1 1 13 Total Suspensions

### SCPL 3rd Quarter Incident Report Comparison 2016/2017



### Total Incidents By Branch = 201

Aptos - 2   Boulder Creek - 2   Branciforte - 54   Capitola - 1   Downtown - 107

Felton - 0   Garfield Park - 5   Headquarters - 16   La Selva Beach - 0   Live Oak - 10   Scotts Valley - 4

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



**SANTA CRUZ  
PUBLIC LIBRARIES**

## **STAFF REPORT**

DATE:             May 4, 2017  
TO:                Library Joint Powers Authority Board  
FROM:             Christine Campbell, Library Assistant IV  
RE:                3<sup>rd</sup> Quarter FY 16/17 Performance Indicators

### **RECOMMENDATION**

Receive report

### **DISCUSSION**

Looking into the performance of the 3rd Quarter of Fiscal Year 2016-2017, we can see a slight continuing movement from circulation of physical materials towards use of facilities and e-materials.

- As the Library is producing fewer, more directed programs in a move toward efficiency and quality, we continue to increase the number of patrons who attend each of our programs; Q3 average attendance per program is up to 25 in FY 16-17 compared to 17 in Q3 of FY 15-16, which is a 47 percent increase.
- Circulation of e-materials continues to grow; 8 percent higher in this quarter than the same quarter last year. Meanwhile circulation of physical materials is down by approximately 5 percent.
- Computers available for Internet access are in heavy use by the public, up by over a thousand hours from last quarter.

- Total visits to the branches are slightly down (less than a quarter of one percent) for Q3 in the comparison with the same quarter in the previous fiscal year, but up overall in a year by year totals comparison (approximately 1.3 percent).
- We are developing statistics on wireless internet usage in the Branches, which will be included when we have an adequate sample.

Attachment:  
3<sup>rd</sup> Qtr. Performance Indicators

## QUARTERLY PERFORMANCE INDICATORS: IN BRANCH CIRCULATION

	CIRCULATION BY BRANCH								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
Aptos	51,287	53,352	50,481	50,340	52,485	51,592	53,211		154,253	155,284
Boulder Creek	12,296	10,808	10,594	10,759	11,393	11,817	10,502		34,283	33,384
Branciforte	21,316	19,644	19,756	17,940	20,812	18,411	19,514		61,884	55,995
Capitola	32,263	33,135	29,102	29,081	31,619	30,231	31,148		92,984	92,447
Downtown	81,646	81,261	77,707	74,303	83,337	75,430	81,854		242,690	230,994
Felton	5,995	6,498	6,846	6,252	6,720	6,245	6,106		19,561	18,995
Garfield Park	10,822	11,215	10,146	9,639	11,206	10,264	11,039		32,174	31,118
La Selva Beach	4,475	4,253	3,549	3,978	4,450	4,116	4,187		12,474	12,347
Live Oak	30,925	30,882	29,358	28,051	30,850	30,112	30,254		91,133	89,045
Scotts Valley	51,359	50,412	46,044	46,105	48,659	47,706	48,620		146,062	144,223
Outreach	12,780	11,446	11,627	12,287	13,778	13,825	11,882		38,185	37,558
<b>TOTAL</b>	<b>315,164</b>	<b>312,906</b>	<b>295,210</b>	<b>288,735</b>	<b>315,309</b>	<b>299,749</b>	<b>308,317</b>		<b>925,683</b>	<b>901,390</b>
<b>Digital Branch</b>	<b>35,823</b>	<b>38,672</b>	<b>34,964</b>	<b>44,810</b>	<b>36,427</b>	<b>39,416</b>	<b>38,611</b>		<b>107,214</b>	<b>122,898</b>
<b>Total incl. DB</b>	<b>350,987</b>	<b>351,578</b>	<b>330,174</b>	<b>333,545</b>	<b>351,736</b>	<b>339,165</b>	<b>346,928</b>		<b>1,032,897</b>	<b>1,024,288</b>

	CIRCULATION PER OPEN HOUR								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
Aptos	91	96	93	94	96	96	94		280	286
Boulder Creek	29	26	27	27	28	29	25		84	82
Branciforte	51	47	51	46	51	45	47		153	138
Capitola	69	71	68	66	69	66	67		206	203
Downtown	117	118	117	112	123	114	117		357	344
Felton	17	18	22	19	19	18	17		58	55
Garfield Park	31	33	31	30	34	31	32		96	93
La Selva Beach	13	12	11	12	13	12	12		37	36
Live Oak	66	69	66	63	69	69	65		201	201
Scotts Valley	91	91	85	86	89	88	86		265	264
<b>AVERAGE</b>	<b>58</b>	<b>58</b>	<b>57</b>	<b>56</b>	<b>59</b>	<b>59</b>	<b>56</b>		<b>57</b>	<b>58</b>

	VISITORS BY BRANCH								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
Aptos	32,254	33,890	31,105	33,268	34,885	35,537	37,208		98,244	102,695
Boulder Creek	9,471	8,283	7,832	8,029	8,677	8,244	8,681		25,980	24,556
Branciforte	24,928	24,225	23,722	23,274	24,677	23,850	24,420		73,327	71,349
Capitola	15,958	16,145	15,566	15,257	18,375	17,206	16,538		49,899	48,608
Downtown	90,321	92,534	86,223	84,734	96,033	93,924	96,010		272,577	271,192
Felton	5,795	6,183	5,870	5,989	6,054	5,412	5,472		17,719	17,584
Garfield Park	10,992	12,223	11,373	10,916	12,452	11,533	12,380		34,817	34,672
La Selva Beach	8,216	8,694	7,443	7,873	7,610	8,087	9,267		23,269	24,654
Live Oak	27,603	26,405	26,597	25,344	29,004	27,784	27,373		83,204	79,533
Scotts Valley	41,779	45,087	38,437	39,979	41,598	44,482	42,998		121,814	129,548
Outreach	4,212	6,393	4,101	6,368	3,915	6,521	3,723		12,228	19,282
<b>TOTAL</b>	<b>271,529</b>	<b>280,062</b>	<b>258,269</b>	<b>261,031</b>	<b>283,280</b>	<b>282,580</b>	<b>284,070</b>		<b>813,078</b>	<b>823,673</b>

	HOURS OF PUBLIC INTERNET COMPUTER USE								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
Aptos				2,722		3,367			NA	NA
Boulder Creek				854		772			NA	NA
Branciforte				1,866		2,120			NA	NA
Capitola				1,324		1,305			NA	NA
Downtown				11,043		10,939			NA	NA
Felton				268		269			NA	NA
Garfield Park				764		845			NA	NA
La Selva Beach				152		195			NA	NA
Live Oak				3,179		3,426			NA	NA
Scotts Valley				2,023		2,280			NA	NA
<b>TOTAL SYSTEM HRS</b>				<b>24,195</b>		<b>25,518</b>			<b>NA</b>	<b>NA</b>



## QUARTERLY PERFORMANCE INDICATORS: IN BRANCH CIRCULATION

	HOURS OF WIRELESS INTERNET CONNECTIONS (IN DEVELOPMENT)								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
Aptos									NA	NA
Boulder Creek									NA	NA
Branciforte									NA	NA
Capitola									NA	NA
Downtown									NA	NA
Felton									NA	NA
Garfield Park									NA	NA
La Selva Beach									NA	NA
Live Oak									NA	NA
Scotts Valley									NA	NA
<b>TOTAL SYSTEM HRS</b>									NA	NA

## QUARTERLY PERFORMANCE INDICATORS: PROGRAMMING

NUMBER OF PROGRAMS									YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
PRESCHOOL	102	51	150	74	167	88	179		598	213
SCHOOL AGE	224	180	327	188	348	178	338		1237	546
TEEN	20	30	35	37	58	33	59		172	100
ADULT	122	160	141	176	206	191	185		654	527
<b>TOTAL</b>	<b>468</b>	<b>421</b>	<b>653</b>	<b>475</b>	<b>779</b>	<b>490</b>	<b>761</b>		<b>1,900</b>	<b>1,386</b>

PROGRAM ATTENDANCE									YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
PRESCHOOL	2,928	3,281	4,832	4,503	5,603	5,183	6,163		19,526	12,967
SCHOOL AGE	6,245	6,335	4,764	3,799	4,050	3,100	5,288		20,347	13,234
TEEN	379	436	378	532	815	602	1,389		2,961	1,570
ADULT	1,995	2,799	2,069	2,892	2,892	3,188	2,952		9,908	8,879
<b>TOTAL</b>	<b>11,547</b>	<b>12,851</b>	<b>12,043</b>	<b>11,726</b>	<b>13,360</b>	<b>12,073</b>	<b>15,792</b>		<b>36,950</b>	<b>36,650</b>

ATTENDANCE/PROGRAM									YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
PRESCHOOL	29	64	32	61	34	59	34		129	184
SCHOOL AGE	28	35	15	20	12	17	16		70	73
TEEN	19	15	11	14	14	18	24		67	47
ADULT	16	17	15	16	14	17	16		61	51
<b>OVERALL AVERAGE</b>	<b>25</b>	<b>31</b>	<b>18</b>	<b>25</b>	<b>17</b>	<b>25</b>	<b>21</b>		<b>60</b>	<b>80</b>

NUMBER OF PROGRAMS									YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
Aptos	57	29	61	39	60	44	65		243	112
Boulder Creek	32	18	43	26	55	18	54		184	62
Branciforte	33	24	36	15	49	15	50		168	54
Capitola	25	20	38	23	43	27	43		149	70
Downtown	79	57	106	77	132	74	130		447	208
Felton	20	31	35	28	48	19	43		146	78
Garfield Park	29	19	57	41	61	38	49		196	98
La Selva Beach	48	47	84	48	82	69	78		292	164
Live Oak	45	39	80	44	83	41	84		292	124
Scotts Valley	72	77	89	66	104	82	112		377	225
Outreach	13	28	12	20	20	27	20		65	75
<b>TOTAL</b>	<b>453</b>	<b>389</b>	<b>653</b>	<b>427</b>	<b>737</b>	<b>454</b>	<b>728</b>		<b>1,843</b>	<b>1,270</b>

PROGRAM ATTENDANCE									YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 15/16	FY 16/17
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17		
Aptos	1,454	854	1,196	1,264	1,334	1,137	1,572		5,556	3,255
Boulder Creek	698	426	800	749	838	333	1,055		3,391	1,508
Branciforte	322	470	411	353	432	502	519		1,684	1,325
Capitola	611	841	638	666	1,033	919	869		3,151	2,426
Downtown	1,660	1,804	2,169	1,841	2,548	2,406	3,083		9,460	6,051
Felton	328	604	668	658	718	106	611		2,325	1,368
Garfield Park	769	324	716	638	719	590	714		2,918	1,552
La Selva Beach	889	1,106	1,119	981	1,007	1,014	1,305		4,320	3,101
Live Oak	911	900	1,541	1,199	1,518	1,249	1,809		5,779	3,348
Scotts Valley	1,762	2,540	1,764	1,442	1,883	1,804	2,052		7,461	5,786
Outreach	297	1,261	252	563	482	809	483		1,514	2,633
<b>TOTAL</b>	<b>9,701</b>	<b>11,130</b>	<b>11,274</b>	<b>10,354</b>	<b>12,512</b>	<b>10,869</b>	<b>14,072</b>		<b>33,487</b>	<b>32,353</b>

## QUARTERLY PERFORMANCE INDICATORS: PROGRAMMING

	ATTENDANCE/PROGRAM								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4			
	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY15/16	FY16/17	FY 15/16	FY 16/17
<b>Aptos</b>	26	29	20	32	22	26	24		23	29
<b>Boulder Creek</b>	22	24	19	29	15	19	20		18	24
<b>Branciforte</b>	10	20	11	24	9	33	10		10	25
<b>Capitola</b>	24	42	17	29	24	34	20		21	35
<b>Downtown</b>	21	32	20	24	19	33	24		21	29
<b>Felton</b>	16	19	19	24	15	6	14		16	18
<b>Garfield Park</b>	27	17	13	16	12	16	15		15	16
<b>La Selva Beach</b>	19	24	13	20	12	15	17		15	19
<b>Live Oak</b>	20	23	19	27	18	30	22		20	27
<b>Scotts Valley</b>	24	33	20	22	18	22	18		20	26
<b>Outreach</b>	23	45	21	28	24	30	24		23	35
<b>OVERALL</b>	21	29	17	24	17	24	19		18	25

Chair            Martin Bernal  
Vice Chair      Jenny Haruyama  
Board Member   Susan Mauriello  
Board Member   Jamie Goldstein



**SANTA CRUZ  
PUBLIC LIBRARIES**

## **STAFF REPORT**

**DATE:**            May 4, 2017  
**TO:**                Library Joint Powers Authority Board  
**FROM:**           Susan Nemitz, Library Director  
**RE:**                3<sup>rd</sup> Qtr. FY 2017-2018 Work Plan Updates

### **RECOMMENDATION**

Receive Report

### **DISCUSSION**

Attached please find the third quarter updates for the 2017-2018 Work Plan.

**Santa Cruz Public Libraries**  
**Work Plan for 2017-FY2018**  
**Quarter Three Report**

**1. Learning**

Objectives	Special Projects	Updates
<p><b>Adult Programming (JO)</b></p> <ul style="list-style-type: none"> <li>• Creative Aging</li> <li>• Life Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Local History (DL)</li> <li>• Veteran’s Program (DA)</li> <li>• Workforce/Co-working (JO)</li> <li>• Homelessness (MMF)</li> <li>• Measure Effectiveness</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <p><b>Local History</b></p> <ul style="list-style-type: none"> <li>• Assigned Liaison – Deb Lipoma</li> <li>• Met with Genealogical Society</li> </ul> <p><b>Veterans</b></p> <ul style="list-style-type: none"> <li>• Assigned Liaison – David Addison</li> <li>• Received \$10,000 LSTA grant for Veterans Connect</li> <li>• Received \$1,500 Kaiser grant</li> <li>• Hired six volunteers</li> <li>• Identified community partners</li> <li>• Developed Center in DT</li> <li>• Purchased support materials</li> </ul> <p><b>Workforce/Co-working</b></p> <ul style="list-style-type: none"> <li>• Consulted with community volunteers on Co-working</li> <li>• Researched NextSpace, Cruzio, and Digital Nest</li> </ul> <p><b>Homelessness</b></p> <ul style="list-style-type: none"> <li>• Assigned Liaison – Maile McGrew Frede</li> <li>• Began Thursday Coffee Hour</li> <li>• Identified community partners</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Received Community Conversations on Aging grant and training from CA Center for the Book</li> </ul>

		<p><b>Quarter 3 Achievements:</b></p> <p><b>Local History</b></p> <ul style="list-style-type: none"> <li>• Added GSSCC Newspaper Index to library website</li> <li>• Identified steps toward complete digitization of the SC Sentinel</li> <li>• Grand opening ceremony of the VIC</li> </ul> <p><b>Veterans</b></p> <ul style="list-style-type: none"> <li>• Expanded Veteran partnerships to include Flor Chacon, Veterans Information Center at Cabrillo and Stoney Brook with the Veterans Court</li> <li>• Added two new VA workstudy students</li> <li>• Received \$1600 sponsorship from Kaiser</li> <li>• Received \$500 grant from Bay Federal</li> </ul> <p><b>Homelessness</b></p> <ul style="list-style-type: none"> <li>• Added 7 new volunteers to Working Together program</li> <li>• Grew attendance at Coffee Talks to 40/week</li> <li>• Grew attendance at Working Together to 5-8 participants/week</li> <li>• Developed weekly partners of Homeless Persons Health Project, Downtown Outreach Worker, and Homeless Services Center's Housing Intake Coordinator</li> <li>• Provided three volunteers Mental Health First Aid training</li> <li>• Completed Civic Engagement Series grant</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Devised adult programming for Summer Reading Program (SRP)</li> <li>• Provided ESL Classes at SV</li> </ul>
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		<ul style="list-style-type: none"> <li>Began developing California Conversations about Immigration</li> </ul>
<b>Youth Programming (JO)</b> <ul style="list-style-type: none"> <li>Ready for Kindergarten</li> <li>Student Success</li> <li>Safe After School</li> <li>School Partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Early Literacy</li> <li>Tales to Tails</li> <li>School Visits</li> <li>Summer Reading (BM)</li> <li>STEAM</li> <li>Tutoring</li> <li>Library Card Sign-up</li> <li>Measure Effectiveness</li> </ul>	<b>Quarter 1 and 2 Achievements:</b> <ul style="list-style-type: none"> <li>Decentralized youth programming staff to branches</li> <li>Completed 2016 summer reading</li> <li>Identified summer reading coordinator – Brenda McIlroy</li> </ul> <b>Quarter 3 Achievements:</b> <ul style="list-style-type: none"> <li>Hired full-time Librarian for LO</li> <li>Finalized programming for Summer Reading Program (SRP)</li> <li>Developed marketing plan for SRP</li> </ul>
<b>Outreach (JO)</b> <ul style="list-style-type: none"> <li>Bookmobile</li> <li>Jails (MMF)</li> </ul>	Measure Effectiveness	<b>Quarter 1 and 2 Achievements:</b> <ul style="list-style-type: none"> <li>Identified jail services coordinator – Maile McGrew Frede</li> <li>Reviewed jail fines and fees policies</li> <li>Completed MOU with Sheriff on jail service</li> <li>Received new 30 ft. bookmobile and began use</li> <li>Added WiFi hotspot to bookmobile</li> </ul> <b>Quarter 3 Achievements:</b> <ul style="list-style-type: none"> <li>Added BMB stop at Elizabeth Oaks (LO)</li> <li>Completed People &amp; Stories 8-week series (CCF)</li> <li>Worked to have People &amp; Stories become a “mandated enrollment” course for men at Roundtree</li> <li>Developed new workflow and accountability protocols at Main Jail</li> </ul>

## 2. Digital Inclusion

Objectives	Special Projects	Updates
<b>Bandwidth (LS)</b>	CENIC	<p><b>Quarter 1 and 2 Achievements:</b> NA</p> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Transitions SCPL network to CENIC 10Gb internet connection with 1Gb interconnects at branches</li> </ul>
<b>Tools and Resources (LS)</b>	<ul style="list-style-type: none"> <li>• Public PC's/Laptops</li> <li>• Wireless Printing</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Developed budget request</li> <li>• Added youth PCs DT</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Received approval for \$300k for one-time upgrade to public PC's and printing</li> <li>• Installed wiring for additional PC's DTN</li> </ul>
<b>Digital Literacy (LS)</b>	<ul style="list-style-type: none"> <li>• Staff Training</li> <li>• Ongoing Curriculum</li> <li>• Open Labs</li> <li>• E Government</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Piloted nine drop-in computer labs</li> <li>• Held six 3D printing classes</li> <li>• Offered six cyber security classes</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Held 5 Tech drop-in's (Felton) with 136 people assisted</li> <li>• Assisted 108 attendees of Working Together</li> <li>• Held 2 tablet Teach-Ins at Senior centers, with 25 attendees</li> <li>• Held 7 YA Digital Life Skills drop-ins (SCV) with 106 attendees</li> </ul>
<b>Innovation (LS)</b>	<ul style="list-style-type: none"> <li>• Makers Space</li> <li>• Digital Curation/Storage</li> <li>• TV Whitespaces Grant</li> <li>• Edge Survey/Evaluation</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Completed Edge Assessment</li> <li>• Conducted Impact Survey of patrons; 654 respondents</li> <li>• Added Minecraft server to SV</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Piloting computer queueing at DT</li> </ul>



		<ul style="list-style-type: none"> <li>• Provided 500 Minecraft sessions</li> <li>• Deployed 2 wireless charging stations DTN</li> </ul>
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### 3. Transformative Spaces

Objectives	Special Projects	Updates
<p><b>Measure S Implementation (SN)</b></p> <ul style="list-style-type: none"> <li>• Aptos</li> <li>• Boulder Creek</li> <li>• Branciforte</li> <li>• Capitola</li> <li>• Downtown</li> <li>• Felton</li> <li>• Garfield Park</li> <li>• La Selva Beach</li> <li>• Live Oak</li> <li>• Scotts Valley</li> </ul>	<ul style="list-style-type: none"> <li>• Design/Approvals Capitola</li> <li>• Design/Approvals Felton</li> <li>• Predesign/Approvals Downtown</li> <li>• Concept Live Oak</li> <li>• Concept Scotts Valley</li> <li>• Architect Selection - County Small Projects</li> <li>• HVAC/IT/Security/ Sustainability Standards</li> <li>• Declutter/Weeding Events</li> <li>• Rearrange Storage</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <p><b>City of Capitola</b></p> <ul style="list-style-type: none"> <li>• Assisted in selection of project manager</li> <li>• Assisted in selection of an architect</li> <li>• Worked with Capitola LAC and Friends</li> </ul> <p><b>City of Santa Cruz</b></p> <ul style="list-style-type: none"> <li>• Assisted in development of a proposal for DT joint use library/parking ramp</li> </ul> <p><b>County of Santa Cruz</b></p> <ul style="list-style-type: none"> <li>• Worked closely with Friends of Felton, County and architect on project development</li> <li>• Met regularly with Live Oak Supervisor, Schools, Boys and Girls Club and Parks and Recreation on concept development</li> <li>• Worked with County on project timelines</li> <li>• Met with La Selva Beach Friends and district park board representatives</li> <li>• Met with Aptos Friends</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <p><b>City of Capitola</b></p> <ul style="list-style-type: none"> <li>• Worked with community and staff on predesign</li> <li>• Received City approvals</li> <li>• Worked with Friends to develop Capital Campaign</li> </ul> <p><b>City of Santa Cruz</b></p>

		<ul style="list-style-type: none"> <li>Recruited members for a Downtown Branch Library Advisory Committee</li> <li>Issued RFQ</li> <li>Participated on the City Planning Committee for the Downtown Branch</li> </ul> <p><b>County of Santa Cruz</b></p> <ul style="list-style-type: none"> <li>Supported Aptos Friends in creation of a Water-Wise Garden at the branch</li> <li>Began exploring Simpkins Swim Center for Library Annex project</li> <li>Worked on Felton permitting process and community engagement</li> </ul>
LFFA (SN)	<ul style="list-style-type: none"> <li>Agreement</li> <li>JPA Amendment</li> <li>Timeline/Budget</li> <li>Bond Issuance</li> <li>Measure S Website</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>Drafted JPA amendment</li> <li>Drafted JPA agreements</li> <li>Developed agreement on tax receipts</li> <li>Developed Measure S website infrastructure</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>Amended and restated the Joint Powers Agreement</li> <li>Distributed initial tax receipts</li> <li>Approved bond expenditure plan</li> </ul>

#### 4. User Experience

Objectives	Special Projects	Updates
Hours/Staffing (SN)	<ul style="list-style-type: none"> <li>Hours</li> <li>Decentralize Staff</li> <li>Regionalization</li> <li>Increase Permanent Staffing</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>Developed hours proposal</li> <li>Decentralized Librarian staff to branches</li> <li>Developed three regions and post regional manager positions</li> </ul> <p><b>Quarter 3 Achievements:</b></p>

		<ul style="list-style-type: none"> <li>Received approval to add 66 hours of public service to the schedule (4.625 FTE)</li> <li>Hired 3 Regional Managers</li> <li>Hired 7 Library Assistant IIs to cover expanded hours</li> <li>Hired F/T Librarian for Live Oak</li> <li>Transitioned to Regional Manager model</li> </ul>
<b>Collections (SB)</b>	<ul style="list-style-type: none"> <li>Collections Development Plan</li> <li>Collection Inventory/Analysis</li> <li>Review Floating Collection</li> <li>Targeted Investments (Replacement, Spanish, Best Sellers, Hoopla, Downloadable Audio)</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>Obtained a grant that sent two staff to Barcelona where they purchased multiple copies of 253 Spanish titles</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>Received authorization to add \$300k to the collection</li> <li>Targeted expenditures on high demand purchases</li> </ul>
<b>Convenience (LS)</b>	<ul style="list-style-type: none"> <li>Website/Discovery</li> <li>Linked Data</li> <li>Marketing Plan/Visibility (DC)</li> <li>Book Drops</li> <li>Charging Stations</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>Developed marketing plan</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>Updated the eLibrary section of the website</li> <li>Established documentation for social media liaisons and recruited additional members to represent each branch.</li> </ul>
<b>Security (SN)</b>	<ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Emergency Procedures</li> <li>Security Training</li> <li>Internal Cameras Evaluation</li> <li>Guard Evaluation/Law Enforcement Coordination</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>Formed committee to draft new Code of Conduct</li> <li>Offered three workplace violence training programs</li> <li>Offered CPR training</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>Drafted code of conduct policy and procedures and presented to LAC</li> <li>Worked with City on increased enforcement and reporting</li> <li>Worked with First Alarm to align expectations</li> </ul>

		<ul style="list-style-type: none"> <li>• Develop and costed environmental changes for DT</li> <li>• Worked with union on articulating security concerns</li> <li>• Forty staff each completed eight hours of Mental Health First Aid training</li> <li>• 18 staff attended the two-hour <i>Working Together Learning Commons</i>, an in-house training on the Homelessness Services</li> </ul>
<p><b>Localization (JO)</b></p>	<ul style="list-style-type: none"> <li>• Branch Specialties</li> <li>• Community Information Database</li> <li>• Community Led Programming</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b> NA</p> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Investigated Live Oak branch as location for Coworking Unbound</li> <li>• Met commercial coworking spaces to introduce the library’s coworking “bridge” concept</li> <li>• Offered Citizen Science programs, led by community members, continues to increase attendance</li> <li>• Continue to work on Felton Nature Explore concept</li> <li>• Moved CID to more user-friendly web framework</li> </ul>

## 5. Organizational Capacity

Objectives	Special Projects	Updates
<b>Administration (SN)</b>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Structure</li> <li>• Policies</li> <li>• Budget Process/COA</li> <li>• Long Term Funding</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Reorganized administrative team</li> <li>• Developed and filled assistant director position</li> <li>• Developed strategic plan</li> <li>• Developed technology work plan</li> <li>• Developed work plan</li> <li>• Developed new Chart of Accounts</li> <li>• Created Labor Management group</li> <li>• Drafted naming policy</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Received approvals of strategic plan, work plan, technology plan</li> <li>• Implemented quarterly reporting</li> <li>• Developed budget on new Chart of Accounts</li> <li>• Meet monthly with Labor Management group</li> <li>• Received approval of naming policy</li> <li>• Drafted Code of Conduct policy</li> </ul>
<b>Friends of the Library (SN)</b> <ul style="list-style-type: none"> <li>• Central</li> <li>• Local</li> </ul>	<ul style="list-style-type: none"> <li>• MOU</li> <li>• Central Infrastructure</li> <li>• Diversified Funding</li> <li>• Strategic Plan</li> <li>• Policies</li> <li>• Fund Raising</li> <li>• Measure Effectiveness</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Drafted MOU</li> <li>• Solicited feedback on naming policy</li> <li>• Began monthly meetings with chair and staff</li> <li>• Met with all local chapters</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Supported hiring of Executive Director</li> <li>• Supported reworking of the Board</li> <li>• Support expansion of chapter representatives on Board</li> </ul>

		<ul style="list-style-type: none"> <li>• Sought feedback on gift policy</li> </ul>
<b>Volunteers (DF)</b>	<ul style="list-style-type: none"> <li>• Increase Use</li> <li>• High Skill Volunteers</li> <li>• Measure Effectiveness</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Recruited volunteers for Veterans Connect program</li> <li>• Received 6,500 hours of volunteer service from 170 volunteers</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Began volunteer-led ESL class at SV</li> <li>• Held Veterans Information Center grand opening staffed by 7 volunteers</li> <li>• Placed 7 volunteers with Downtown Outreach program</li> <li>• Interviewed, placed, and trained 16 new volunteers across the system</li> <li>• Received 3,170 hours of volunteer service</li> </ul>
<b>Planning Priorities Staff Training (AC)</b>	<ul style="list-style-type: none"> <li>• Technology</li> <li>• Security</li> <li>• Patrons with Special Needs</li> </ul>	<p><b>Quarter 1 and 2 Achievements:</b></p> <ul style="list-style-type: none"> <li>• Held staff day in October focusing on Strategic Planning</li> <li>• Sent Sarah Harbison to train-the-trainer program on mental health</li> <li>• Deployed Moodle Learning Management System</li> </ul> <p><b>Quarter 3 Achievements:</b></p> <ul style="list-style-type: none"> <li>• 92 of 168 staff (55%) completed 1,098 hours of training</li> </ul>

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



## **STAFF REPORT**

DATE:            May 4, 2017  
TO:               Library Joint Powers Authority Board  
FROM:            Kira Henifin, Management Analyst  
RE:               Dell Cooperative Agreement

### **RECOMMENDATION**

To approve the use of a City of Santa Cruz cooperative purchasing agreement to purchase Dell computers.

### **DISCUSSION**

The Library uses Dell PC's for public computing due to their reliability. Public computers in the library are used by patrons and guests to connect for their information literacy needs, and are an integral part of the lives of our communities that they depend upon. Public PC's are equipped with the latest technology standards to meet the needs of our community.

Recently, the Board granted the Library additional funds to purchase new public PC's. The Purchasing Department recommends that we utilize the NASPO ValuePoint Cooperative Purchasing Agreement, as it has more favorable contract terms and pricing on goods and services than direct vendor pricing. We request that the Board allow us to use this cooperative agreement both now and for future Dell computer purchases.

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



## **STAFF REPORT**

DATE:            May 4, 2017  
TO:              Library Joint Powers Authority Board  
FROM:            Kira Henifin, Management Analyst  
RE:              Updated Conflict of Interest List of Designated Filers

### **RECOMMENDATION**

To approve the updated list of filers under the Library's Conflict of Interest code.

### **DISCUSSION**

Annually, the LJPA reviews the list of designated filers listed under the Library's Conflict of Interest Code.

Attached is a copy of the current list and a list of the proposed changes.



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 A**  
UPDATE: May 4, 2017

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

<b>DESIGNATED POSITIONS</b>	<b>DISCLOSURE CATEGORY</b>
DIRECTORS	Govt.Code §87200 et seq.
COMMISSIONERS	Govt.Code §87200 et seq.
DIRECTOR OF LIBRARIES	Govt.Code §87200 et seq.
ASSISTANT DIRECTOR OF LIBRARIES	1
LIBRARIAN III- REGIONAL MANAGER	4
LIBRARIAN III- REGIONAL MANAGER	4
LIBRARIAN III- REGIONAL MANAGER	
DIVISION MANAGER COLLECTION MANAGEMENT SERVICES	3
MANAGEMENT ANALYST	3
LIBRARY INFORMATION TECHNOLOGY MANAGER	3
LIBRARY ASSISTANT IV-ILS COORDINATOR	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – SELECTION	3
LIBRARIAN II – CATALOGING/SELECTION	3
LIBRARIAN II- COMMUNICATIONS MANAGER	3
LEARNING SYSTEMS COORDINATOR	3
VOLUNTEER COORDINATOR	3
FIELD SERVICE CREW LEADER	3
LEGAL COUNSEL	1
SPECIFIED CONSULTANTS  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.	1

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



## **STAFF REPORT**

DATE:             May 4, 2017  
TO:                Library Joint Powers Authority Board  
FROM:             Kira Henifin, Management Analyst  
RE:                Security Fencing for the Downtown Branch Library

### **RECOMMENDATION**

To approve the attached budget adjustment transferring funds from our capital reserve fund to our FY 17 operating budget.

### **DISCUSSION**

The Downtown Branch Library has consistently had issues around the outside of the building with after-hours activities including (but not limited to) camping and drug use. The LJPB has reviewed these incidents on several occasions via the incident log and through board discussions.

The City of Santa Cruz has asked the library to move forward in adding additional security around the outside of the branch by adding some fencing. The fencing will allow the library to lock up the walk way between the front entrance and the back parking lot after and before open hours. Fencing and a gate will also be added to the staff side entrance.

These measures will help to keep high use areas off limits outside of regularly scheduled open hours.

We have spoken to a fencing company and received proposals for this work. There will also be some tree work involved in order to clear the way for the fence installation. The attached budget adjustment has a list of the detailed costs.

City of Santa Cruz  
BUDGET ADJUSTMENT REQUEST

PAGE 1 OF 1

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

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

TO: FINANCE DIRECTOR  
FROM: KIRA HENIFIN

DATE: 05/04/2017

<u>ACCOUNT</u>	<b>REVENUE</b> EDEN ACCOUNT TITLE	
951-00-00-0000-49191	Intra-entity Transfer In	23,845
<b>TOTAL REVENUE</b>		<b>23,845</b>

<u>ACCOUNT</u>	<b>EXPENDITURE</b> EDEN ACCOUNT TITLE	
961-00-00-0000-59191	Intra-entity Transfer Out	23,845
951-36-53-3515-57290	Other Building Costs	22,345
	Fence from front of building to parking lot \$14,965	
	Fence in front of staff side entrance \$7,380	
951-36-53-3515-52247	Landscaping (Tree Trimming)	1,500
<b>TOTAL EXPENDITURE</b>		<b>47,690</b>

**NET: \$ (23,845)**

Purpose:  
DTN Security Fencing

REQUESTED BY	DEPARTMENT HEAD APPROVAL	ACCOUNTING APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2017.04.18 14:42:23 -07'00'</small> 04/18/17				

Revised September 2012

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



**SANTA CRUZ  
PUBLIC LIBRARIES**

## **STAFF REPORT**

**DATE:**            May 4, 2017  
**TO:**               Library Joint Powers Authority Board  
**FROM:**          Kira Henifin, Management Analyst  
**RE:**              LIT Vehicle Purchase

### **RECOMMENDATION**

To approve the transfer of monies from the hardware line to the vehicle equipment line in order to purchase a new van for the LIT staff.

### **DISCUSSION**

Each year, Library IT allocates \$5,000 towards mileage reimbursement for Staff members to travel to branches in support of IT systems, repairing hardware, and deployment of new or improved technologies.

This year, due to cost savings in hardware maintenance, Library IT has the funds available for the purchase of a transit van. This van will allow IT staff to travel with the tools and hardware resources they need to work at branches independently, and eliminate the need for recurring employee mileage charges.

City of Santa Cruz  
BUDGET ADJUSTMENT REQUEST

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

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

TO: FINANCE DIRECTOR  
FROM: KIRA HENIFIN

DATE: 04/27/2017

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

<u>ACCOUNT</u>	<b>EXPENDITURE</b> EDEN ACCOUNT TITLE	
951-36-54-3550-52449	Hardware	(40,000)
951-36-53-3515-57402	Vehicle Equipment	40,000
<b>TOTAL EXPENDITURE</b>		0

**NET: \$**           0

Purpose:  
The LIT Department would like to purchase a vehicle with monies saved in the hardware gl.

REQUESTED BY	DEPARTMENT HEAD APPROVAL	ACCOUNTING APPROVAL	FINANCE DIRECTOR APPROVAL	CITY MANAGER APPROVAL
Kira Henifin <small>Digitally signed by Kira Henifin Date: 2017.04.27 10:07:28 -07'00'</small> 04/27/17				

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



## STAFF REPORT

DATE:            May 5, 2017  
TO:               Library Joint Powers Authority Board  
FROM:            Susan Nemitz, Library Director  
RE:               Library Code of Conduct Policy

### RECOMMENDATION

Approve Code of Conduct Policy, Suspension APO, and related procedural documents.

### DISCUSSION

The Joint Powers Authority Board was presented a draft *Code of Conduct Policy* and related procedural documents in April, 2017. Board members have reviewed the documents and suggested changes which have been incorporated.

## Code of Conduct Policy

JPAB Policy # \_\_\_\_\_

Adopted: xx/xx/xxxx

Revised: xx/xx/xxxx

Five-year Review Schedule: 20xx

Santa Cruz Public Libraries supports the rights of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy. We are dedicated to providing friendly, courteous, and respectful service. The role of Santa Cruz Public Libraries is to provide an accessible, welcoming, clean, comfortable, and safe environment for all library users.

### **To Provide a Comfortable and Welcoming Environment**

Santa Cruz Public Libraries provides a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We require library users to be respectful of each other. Library users must behave in a manner that does not disrupt other library users or interfere with standard operation of the library.

### **To Make Information Resources and Materials Accessible for All**

Santa Cruz Public Libraries makes collections, equipment, and resources accessible for current and future library users. Damaging, stealing, or blocking access to any materials, equipment, or property belonging to the library, another patron, or staff member is prohibited.

### **To Ensure a Safe and Secure Environment**

Santa Cruz Public Libraries ensures a safe and secure environment. Committing or attempting to commit any act that is a violation of any federal, state, or local law is prohibited on Santa Cruz Public Libraries property.

### **To Maintain a Healthy and Clean Environment**

Santa Cruz Public Libraries maintains a healthy and clean environment for all library users. Personal hygiene, attire, restroom use, and/or food consumption cannot interfere with other patrons' use of the library.

### **Enforcement of the Library Code of Conduct**

Enforcement of the Library Code of Conduct will be administered in a fair and reasonable manner. Library staff, security, and/or law enforcement will intervene to prevent and/or stop prohibited activities and behaviors. Individuals who fail to observe the Library Code of Conduct may be asked to leave the library property, have their library privileges suspended for a designated period of time, be subject to arrest, or be subject to other lawful action.



## Prohibited Behaviors

Examples of prohibited activities and/or conduct on Santa Cruz Public Libraries property include but are not limited to:

1. Conduct that interferes with a **Comfortable and Welcoming Environment**
  - a. Behavior, including unreasonable noise, which disrupts other library users or interferes with standard operation of the library.
  - b. Soliciting, panhandling, or gambling on library property.
  - c. Using audible devices without headphones, using headphones set at a volume that disturbs others, or having an audible cell phone ringtone.
  - d. Using any communication devices in a manner that disturbs others.
  - e. Distributing literature, gathering signatures, soliciting contributions, or conducting surveys inside a library facility.
  
2. Conduct that interferes with making **Information Resources and Materials Accessible for All**
  - a. Damaging or stealing any materials, equipment, or property belonging to the library, another patron, or staff member.
  - b. Blocking aisles or walkways with personal property or leaving personal property unattended.  
*Note: Unattended items are subject to immediate removal.*
  - c. Lying down or appearing to be sleeping; having feet on furniture; or blocking aisles, exits, or entrances.
  - d. Bringing into the library personal items with total dimensions exceeding 65 inches (ex.: 20"x20"x25"), with the exception of items necessary for medical or child care reasons.
  - e. Setting up blankets or bedding with the intention to camp anywhere on library property.
  
3. Conduct that does not **Ensure a Safe and Secure Environment**
  - a. Using roller skates, bicycles, skateboards, scooters or similar wheeled devices inside the library, with the exception of items necessary for medical or mobility purposes, or child care.
  - b. Disciplining a child in a manner that disrupts other patrons.
  - c. Leaving young children/adults with special needs unsupervised. Children under nine years must be accompanied by a person 14 years of age or older.
  - d. Parents and caregivers are responsible for the behavior of the individuals under their charge. Children/adults with special needs are expected to conduct themselves in a manner that does not violate the Code of Conduct or disrupt other patrons.
  - e. Adults loitering in the Children's areas for no legitimate purpose is prohibited (see [State of California PENAL CODE Section 653b](#)). Adults are welcome to access the materials and collections in the Children's areas without a child present.

- f. Inappropriate use of library property including computer hardware, software, network, systems, printers, copiers, phones, and other equipment (see [Library Policies - Internet Access Policy](#)).
- g. Engaging in activities not reasonably associated with use of a public library.
- h. Failing to comply with a staff request to cease behavior that interferes with the effective functioning of the library, or failure to leave the library during emergencies or at closing time.
- i. Intimidating, harassing, or threatening staff, volunteers, or other patrons; including stalking, staring, or lurking using profane, obscene, or abusive language including racial, ethnic, or other epithets; verbally, physically, or in writing including all forms of electronic media.
- j. Using or being under the influence of alcohol or illegal drugs.
- k. Trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after library operating hours, remaining on library property once suspended.
- l. Engaging in any other behavior that would constitute a criminal act under applicable law.

#### 4. Conduct that does not **Maintain a Healthy and Clean Environment**

- a. Entering into the library barefoot or without a shirt, or removing one's footwear or shirt while in the library, or being otherwise attired so as to be disruptive to the library environment (with the exception of infants or toddlers).
- b. Body odor, personal hygiene, or excessive fragrance that interferes with other patrons' ability to use the library and its facilities, or that poses a health risk.
- c. Consumption of snack food and/or a covered beverage at computers. Patrons are asked to keep areas in which food consumption is allowed clean and free of residue, spills, crumbs, or wrappings. Consumption of food that causes a disruption to other patrons, harms library resources, leaves a mess, and/or failure to clean up any residue, wrappings, or spills after consuming these items will be a violation of the Library Code of Conduct.
- d. Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as allowed during special library programs.
- e. Littering.
- f. Using cigarettes, e-cigarettes, cannabis, chewing tobacco, or other tobacco products.
- g. Using restrooms for bathing or shampooing, or doing laundry.

**Violators of the Santa Cruz Public Libraries Code of Conduct may be asked to leave and/or be photographed to assist in identification.**

Related Documents: *Library Suspension APO / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*

## Library Suspension Administrative Procedure Order

Adopted: xx/xx/xxxx

Updated: xx/xx/xxxx

### PURPOSE

Violation or repeated violation of the Santa Cruz Public Libraries *Code of Conduct Policy* may warrant a suspension of library privileges. Suspension of library privileges will result in removal from and denial of access to Santa Cruz Public Libraries services, facilities, and property for a designated period of time.

In order to be fair and equitable in the application of the *Library Code of Conduct Policy*, and to provide documentation of the enforcement of this code, authorized library staff shall apply the following suspension procedures.

In addition to the *Code of Conduct Prohibited Behaviors*, the following violent behaviors will not be tolerated:

- physical abuse or assault
- fighting or challenging to fight
- making violent or threatening statements

### PROCEDURES

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately for a period up to and including thirty days. Police will be called and additional legal action may occur, as appropriate. In addition, based on the severity of the situation, a suspension of library privileges for up to one year may be applied. Library staff will notify Library Administration immediately, where the appropriate suspension period and procedures will be determined by authorized staff.

#### FIRST VIOLATION: Initial warning and given copy of *Code of Conduct Policy*

When a patron has violated the Santa Cruz Public Libraries *Code of Conduct Policy* by displaying behavior that is prohibited but not violent or physically threatening, authorized library staff will:

1. Explain to the patron that they are engaging in prohibited behavior, what that behavior is, and the importance of abiding by the *Code of Conduct Policy*.
2. Provide the patron with a copy of the *Code of Conduct Policy*.
3. Advise the patron that further violations of the *Code of Conduct Policy* will not be tolerated and may result in their being asked to leave the library.

#### SECOND VIOLATION: Library privileges suspended for the day

If the patron continues prohibited behavior either the same day or another day, authorized library staff will:

1. Reaffirm all previous conversations with the patron regarding the behavior.
2. Instruct the patron to leave the facility for the day.
3. Document the incident with a Library Incident Report submitted to Library Administration.
4. Offer the patron the name and telephone number of the appropriate library staff person so they may communicate their concerns, if they feel the treatment was unfair.

THIRD VIOLATION: Library privileges suspended for up to and including thirty days

Longer than one-day suspensions will be issued if a patron continues to display prohibited behavior after receiving a prior suspension.

If a patron has been issued a one-day suspension for prohibited behavior and if prohibited behavior continues either during the suspension period or afterwards, a patron will then be suspended for up to and including thirty days.

When a decision is made to suspend a patron for more than one day, authorized library staff will:

1. Complete the *Notice of Suspension from Library Form*.
3. Provide the patron with a copy of the completed document. In the case of a minor patron (under the age of 18), library staff will also attempt to notify the parent or guardian and provide them with a copy of the completed document.
4. Complete a Library Incident Report and submit the report to Library Administration.
5. Provide the patron with the name and phone number of the appropriate library staff person so they may communicate their concerns by telephone or by submitting an appeal in writing.

The patron may submit a written appeal. To do so, the patron must complete the *Request for Suspension Appeal/Hearing Panel Form* and submit it to Library Headquarters within one working day from the date the suspension is issued.

The appeal will be reviewed by an authorized library staff person(s) within one working day of submittal.

If, by a preponderance of the evidence, the suspension is determined to be unwarranted, the suspension will be withdrawn. The patron may contact Library Administration one day after submitting a written appeal to determine the status of the suspension.

FOURTH OR SIGNIFICANT VIOLATION: Library privileges suspended for 31 days to up to one year

**I. 31 DAYS TO ONE YEAR SUSPENSION:**

If a patron has been issued a one-to-thirty day suspension for displaying prohibited behavior and prohibited behavior continues either during the suspension period or afterwards, a decision will be made to suspend the patron for 31 days to up to one year.

Authorized library staff will:

1. Complete the *Notice of Suspension from Library Form*. When a decision is made to suspend a patron for longer than thirty days, the suspension notice will be signed by authorized library staff.
2. A copy of the completed document (even if not yet signed) and all accompanying forms shall be provided to the patron.
3. In the case of a minor (under the age of 18), authorized library staff will also attempt to notify the parent or guardian to provide them with the completed document and all accompanying forms.
4. Authorized library staff will complete a Library Incident Report and submit it to Library Administration.

Any patron suspended for 31 days to one year has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will comprise authorized library staff, the Library Joint Powers Authority Board jurisdictional designee, and a library security guard if one is available. Library staff or patrons who were witnesses to the event may also be asked to appear.

To receive a hearing, the patron must:

1. Follow the directions on the *Request for Suspension Appeal/Hearing Panel Procedure* document and fill out the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to Library Headquarters within seven working days from the date the suspension is issued.

A parent or guardian must accompany a minor (under the age of 18 unless emancipated) to the hearing.

The decision of the Suspension Hearing Panel for all 31 Days to One Year Suspensions is final.

Related Documents: *Library Code of Conduct Policy / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*



## NOTICE of SUSPENSION from LIBRARY Form

You, \_\_\_\_\_, are suspended  
Name of Patron

from using all Branch Libraries of the Santa Cruz Public Libraries System for the next

\_\_\_\_\_ days/months, because you have enacted prohibited activities and/or conduct

and ignored warnings about this behavior, as described in the *Library Code of Conduct Policy*.

Prohibited activities and/or conduct enacted:

You may return to all Branch Libraries on \_\_\_\_\_. If you again violate the  
Date

*Library Code of Conduct Policy*, you may be suspended from library use for a longer period of time.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Name of Staff Person

\_\_\_\_\_  
Date

Related Documents: *Library Code of Conduct Policy / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*

Library Headquarters 117 Union Street, Santa Cruz, California 95060 (831) 427-7706

## **Request for Suspension Appeal/Hearing Panel Procedure**

Any patron suspended for one to 31 days has a right to appeal their suspension from the Santa Cruz Public Libraries. To appeal a suspension:

1. Complete the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to Library Headquarters. Staff will sign the form to acknowledge its receipt and will provide you with a copy for your records.
3. The completed form must be received by staff at Library Headquarters within seven days from the date of the suspension. Postmarks will not apply.

### **Suspension Appeal Procedure (One to Thirty Day Suspension)**

Upon receipt of your *Request for Suspension Appeal/Hearing Panel Form*:

1. A Suspension Appeal decision meeting comprising authorized library staff will take place. Library staff or patrons who witnessed the incidents(s) may also be asked to attend.
2. The Suspension Appeal meeting will convene privately to discuss the evidence and make a final suspension determination.
3. The suspension will be withdrawn if the authorized Suspension Appeal meeting members determine, by a preponderance of evidence, that the behavior(s) cited on the *Notice of Suspension from Library Form* did not occur and that the suspension is unwarranted.
4. Within seven days from the date the library receives your *Request for Suspension Appeal/Hearing Panel Form*, a *Suspension Appeal/Hearing Panel Determination Notice* will be mailed to the address provided by you on the *Request for Suspension Appeal/Hearing Panel Form*.
5. If you do not have a mailing address, you must return to Library Headquarters seven days from the date the library receives your *Request for Suspension Appeal/Hearing Panel Form* to pick up your *Suspension Appeal/Hearing Panel Determination Notice*.
6. The Suspension Appeal Determination decision is final.

### **Suspension Hearing Panel Procedure (31 Days to One Year Suspension)**

Any patron suspended for 31 days to one year has the right to a hearing with the Suspension Hearing Panel. To request a hearing:

1. Complete the *Request for Suspension Appeal/Hearing Panel Form*.
2. Return the completed form to Library Headquarters. Staff will sign the form to acknowledge its receipt and will provide you with a copy for your records.
3. The completed form must be received by staff at Library Headquarters within seven days from the date of the suspension. Postmarks will not apply.

Upon receipt of your *Request for Suspension Appeal/Hearing Panel Form*:

1. Within seven days from the date the library receives your *Request for Suspension Appeal/Hearing Panel Form*, the library will mail you a notice providing you with the date, time, and location of the Suspension Hearing Panel.
2. If you do not have a mailing address, you must return to Library Headquarters seven days from the date the library receives your *Request for Suspension Appeal/Hearing Panel Form* to pick up your notice of date, time, and location of the Suspension Hearing Panel.
3. The Suspension Hearing Panel will comprise authorized library staff and a Library Joint Powers Authority Board jurisdictional designee. Library staff, a library security guard, or patrons who were witnesses to the event(s) may also be asked to appear.
4. When you arrive for your hearing you will be provided the opportunity to present evidence or reasons why the suspension should be withdrawn.
5. A parent or guardian must accompany a minor (under the age of 18 unless emancipated) to the hearing.
6. After all the evidence has been presented, the Suspension Hearing Panel may convene privately to discuss the determination.
7. The suspension will be withdrawn if the Suspension Hearing Panel determines, by a preponderance of evidence, that the behavior(s) cited on the *Notice of Suspension from Library Form* did not occur and that the suspension is unwarranted.
8. Within seven days of the date of your hearing, a *Suspension Appeal/Hearing Panel Determination Notice* will be mailed to you that will include the findings in support of the decision.
9. If you do not have a mailing address, you may return to Library Headquarters after seven days to pick up a copy of the *Suspension Appeal/Hearing Panel Determination Notice*.
10. The Suspension Hearing Panel Determination decision is final.

Related Documents: *Library Code of Conduct Policy / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*



### Request for Suspension Appeal/Hearing Panel Form

I want to appeal the library suspension that was issued to me. I am requesting that Library Administration review this suspension.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Reason for the request (optional):** \_\_\_\_\_

This form must be returned to Library Headquarters within seven days of the suspension issue date.

Staff will acknowledge receipt of your request and will issue a copy of this form as a receipt.

Within five days after you submit this form, you may contact Library Headquarters to determine the status of the Suspension Appeal/Hearing Panel (see *Suspension Policy* and *Request for Suspension Appeal/Hearing Panel Procedure*).

If, by a preponderance of the evidence, it is determined that your suspension is unwarranted, your suspension will be withdrawn. The Library's Suspension Appeal/Hearing Panel decision is final.

**Signature of Appellant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Staff Job title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR LIBRARY USE ONLY:** Suspension is \_\_\_\_\_ is not \_\_\_\_\_ withdrawn.

Related Documents: *Library Code of Conduct Policy / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*

## Suspension Appeal/Hearing Panel Determination Notice

A determination has been made regarding the library suspension that was issued to you.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

A preponderance of the evidence shows that your suspension is warranted/unwarranted and your suspension will be retained/withdrawn. This Suspension Appeal/Hearing Panel determination is final.

**Suspension Appeal/Hearing Panel Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorized Library Staff:** \_\_\_\_\_

**Authorized Library Staff Job Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR LIBRARY USE ONLY:** Suspension is \_\_\_\_\_ is not \_\_\_\_\_ withdrawn.

Related Documents: *Library Code of Conduct Policy / Notice of Suspension from Library Form / Request for Suspension Appeal\_Hearing Panel Procedure / Request for Suspension Appeal\_Hearing Panel Form / Suspension Appeal\_Hearing Panel Determination Notice*

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



**SANTA CRUZ  
PUBLIC LIBRARIES**

## **STAFF REPORT**

DATE:            May 5, 2017  
TO:               Library Joint Powers Authority Board  
FROM:            Susan Nemitz, Library Director  
RE:               Library Gift Policy

### **RECOMMENDATION**

Review proposed policy and procedures with approval expected at the June, 2017 meeting.

### **DISCUSSION**

The proposed policy updates documents last reviewed in 2013-14.

For Approval:

1. Library Gifts Policy

For your Information:

1. Library Gifts Procedure
2. Library Works of Art Gift Agreement

## Library Gifts Policy

JPAB Policy # \_\_\_\_\_

Adopted: xx/xx/xxxx

Revised: xx/xx/xxxx

Five-year Review Schedule: 20xx

Santa Cruz Public Libraries (the Library) welcomes gifts of money (cash, securities, annuities, bequests, and trusts); materials; real, intellectual, or personal property; works of art for public display; and gifts in kind. Financial gifts to the Library are treated as revenue over and above the operating budget, and shall be used solely for the enhancement of basic library materials, services, programs, or facilities. The Library retains the right to refuse any gift, and to make all decisions regarding the processing, use, placement, access, storage, retention, sale, donation, or disposition of any gift.

Gifts are the management responsibility of the Director of Libraries, who will make decisions regarding gift acceptance and disposition. Gifts made unconditionally and without restrictions are preferred. Gifts with conditions requested by the donor shall be approved on a case-by-case basis by the Director of Libraries.

Contracts are required when conditional gifts are given. Contracts associated with conditional gifts will be managed by the Friends of the Santa Cruz Public Libraries (the Friends) and signed by the Director of Libraries.

Copyright ownership of any gift donated shall be transferred to the Library so that the Library may make unrestricted use of the materials. Donors may wish to consult with legal counsel before transfer of copyright ownership.

Gifts will be received by the Friends, a 501(c)(3) non-profit organization whose purpose is to support the Library's strategic objectives, programs, and services through fundraising and advocacy. If a donor feels strongly that a gift must go directly to the Library, it will be accepted. Gifts and gift monies will be held and invested by the Friends. The Library will develop and forward annual funding requests for Friends Board approval.

The Friends will acknowledge accepted gifts in writing and will specify the type, quantity, and condition of the gift for the donor's records. Determination of monetary value of donations for donor income tax purposes will not be affixed by the Library. The Friends will follow non-profit laws and regulations regarding acknowledgement of all gifts.

Gift related record-keeping and communication with donors related to gifts and ongoing gift management is the responsibility of the Friends, in consultation with the Director of Libraries.

Donors are granted the same right to access and use of their donation and the Library as other members of the public; unique or special access rights are not provided. The Library will not accept any gift that would result in placing a material obligation or lien upon the Library's operating budget.

The Library will provide the Joint Powers Authority Board with a quarterly gifts received report.

Related Documents: *Library Gifts Procedure / Works of Art Gift Agreement*

## Library Gifts Procedure

Associated LJPA Policy # \_\_\_\_\_

Adopted: xx/xx/xxxx

Revised: xx/xx/xxxx

Five-year Review Schedule: 20xx

Santa Cruz Public Libraries (the Library) welcomes gifts of money (including cash, securities, annuities, bequests, and trusts); materials (see *Collection Development Policy*); real, intellectual, or personal property; works of art for public display; and gifts in kind.

The Library retains the right to refuse any gift and, unless otherwise specified in a Gift Contract, to make all decisions regarding the processing, use, placement, access, storage, retention, sale, donation, or disposition of any gift.

Gifts are the management responsibility of the Director of Libraries and, where naming rights are involved, the pertinent Library Joint Powers Authority Board (JPAB) jurisdiction.

Gifts will be received by the Friends of the Santa Cruz Public Libraries (the Friends), a 501(c)(3) nonprofit organization whose purpose is to support the Library's strategic objectives, programs, and services through fundraising and advocacy. If a donor feels strongly that a gift must go directly to the Library, it will be accepted.

Donors wishing to attach conditions to gifts are encouraged to first consult with the Friends, who will confer with the Director of Libraries. The Director reserves the right to determine whether to accept gifts with special conditions.

Contracts are required when conditional gifts are given. Contracts associated with conditional gifts will be managed by the Friends of the Santa Cruz Public Libraries (the Friends) and signed by the Director of Libraries.

### Gifts of Monies for Books and Materials

Selection and purchase decisions for books and other materials are made by Library staff to meet system-wide collection and programming needs as defined in the *Collection Development Policy*. Gifts of books and materials may be given directly to the Friends.

### Gifts of Other Financial Donations and Property (Real or Personal)

Donors anticipating a major bequest may wish to consult with legal counsel in formulating terms. Financial donations are to be made to the Friends, preferably with the specification of unrestricted use by the Library.

Donors wishing to specify the Library as the beneficiary or residual legatee of a trust, or of all or portions of their estate including real or personal property, may wish to consult with legal counsel before transfer of ownership.

#### Gifts of Works of Art for Public Display

While the Library does not acquire or collect works of art, the JPAB believes that the display of art contributes to the cultural enrichment of the Library environment. For this reason, the Library may accept donations of works of art for display purposes with the proviso that permanent storage, maintenance, or preservation of any item is not possible. The Library will not be responsible for insuring works of art.

The Director of Libraries will develop an Art Committee consisting of herself, three members of Library staff, and three members of the Friends Board of Directors. The committee will make decisions regarding the appropriateness of accepting gifts of works of art for public display.

Works of art for public display will be accepted on the basis of artistic merit and artistic expression, representation of the diverse populations and habitats of the community, compatibility with the architectural style of the Library building, and availability of suitable display locations.

Donors wishing to give works of art to the Library are asked to provide a letter to the Friends describing the proposed gift, naming the Branch proposed to display the art, and suggesting where the art might be displayed.

The Director of Libraries, in consultation with the Art Committee, reserves the right to deaccession any work of art. In preparing for and completing a deaccession, the Library will define and internally state the purpose of the specific process, in order to avoid any procedure which may detract from the organization's reputation for transparent and ethical conduct.

Surplus and deaccessioned art will be given to the Friends for disposition in compliance with the Library Gifts Policy.

Related Documents: *Library Gifts Policy / Works of Art Gift Agreement*

## Works of Art Gift Agreement

For the work of art gift known as [insert name here], the Friends of the Santa Cruz Public Libraries (the Friends) and the Library Joint Powers Authority Board accept with gratitude the below described work of art. The Library shall maintain this gift in accordance with the Library Gifts Policy (# \_\_\_\_\_). Unless otherwise specified in a Gift Contract, the Library retains the right to refuse any gift, and to make all decisions regarding the processing, use, placement, access, storage, retention, sale, donation, or disposition of any gift.

ITEM DESCRIPTION (title, media, size, framing, signature):

NOTE (Display needs or conditions, etc.):

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Printed Name of Donor

---

Address of Donor

---

Phone Number of Donor

---

Signature of Donor

---

Date

---

Acknowledgment by the Friends of the Santa Cruz Public Libraries

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Date

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Acknowledgment by the Director of Libraries

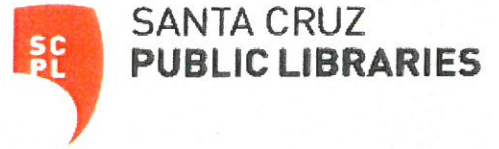
---

Date

Related Documents: *Library Gifts Policy / Library Gifts Procedure*



Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



## STAFF REPORT

DATE:            May 5, 2017  
TO:               Library Joint Powers Authority Board  
FROM:            Susan Nemitz, Library Director  
RE:               ALA (American Library Association) Guiding Statements

### RECOMMENDATION

Review American Library Association guiding statements with reaffirmation expected at the June, 2017 meeting.

### DISCUSSION

The American Library Association (ALA) *Freedom to Read*, *Freedom to View*, and *Library Bill of Rights* are national guiding statements that have been in existence since the 1940s, and which are updated regularly by the ALA. The Santa Cruz Public Libraries Learning Organization, Communications, and Operations / Policy Advisory Committee recently reaffirmed the organization's commitment to these statements which guide the profession and practice of American libraries.

For Reaffirmation:

1. ALA Freedom to Read Statement
2. ALA Freedom to View Statement
3. ALA Library Bill of Rights

Policy Statement:

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in

order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the

principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

**Policy Title: THE FREEDOM TO VIEW**

**Policy Statement:**

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted by the Educational Film Library Association in February, 1979, and endorsed in June, 1979 by the Intellectual Freedom Committee of the American Library Association.

Adopted by the Santa Cruz City/County Library System [citizen] Board in December, 1987, and by the Library Oversight Committee at its first meeting, on November 3, 1988. Confirmed by the Library Joint Powers Authority Board in July 1997.

**Policy Title: THE LIBRARY BILL OF RIGHTS**

**Policy Statement:**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

First adopted by the American Library Association in 1949, with subsequent amendments approved and incorporated over the years.

Adopted by the Santa Cruz City/County Library System [citizen] Board; adopted at the first meeting of the Library Oversight Committee on November 3, 1988; confirmed by the Library Joint Powers Authority Board, July 1997.

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



## **STAFF REPORT**

DATE:            May 4, 2017  
TO:               Library Joint Powers Authority Board  
FROM:            Susan Nemitz, Library Director  
RE:               Library Capital Expenditure

### **RECOMMENDATION**

Discussion of issues

### **DISCUSSION**

The Library is seeking consistent interpretation of the roles and responsibilities of maintaining buildings owned by the jurisdictions in the JPA.

The chart below is purely for discussion.



<b>Characteristics</b>	<b>Repair and Maintenance</b>	<b>Capital Expenditure</b>
Funding	Library operating budget – recurring	Jurisdiction’s Capital Improvement Process - nonrecurring
Expenditure Level	Usually under \$50,000	Usually over \$50,000
Life span	Under ten years	Over ten years
Approvals	Library Director	Local Jurisdiction’s Board
Assets	Does not increase the value	Increases the value
Examples	<ul style="list-style-type: none"> <li>• Routine repairs</li> <li>• Remodeling/Redecorating</li> <li>• Ordinary maintenance of building systems and structure</li> <li>• Cleaning</li> <li>• Landscaping maintenance</li> <li>• Pest Control</li> <li>• Security with assistance of local law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Land purchase</li> <li>• New construction</li> <li>• Changes to the mechanical, structural, or architectural components of a building</li> <li>• Infrastructure equipment and technology</li> </ul>

Chair                 Martin Bernal  
Vice Chair         Jenny Haruyama  
Board Member     Susan Mauriello  
Board Member     Jamie Goldstein



## STAFF REPORT

DATE:             May 4, 2017  
TO:                Library Joint Powers Authority Board  
FROM:             Kira Henifin, Management Analyst  
RE:                Public Hearing on the Proposed FY17/18 Budget for the Santa Cruz Public  
Libraries

### RECOMMENDATION

Receive the proposed FY17/18 budget and make any requests for supplemental reports as deemed appropriate. Schedule final action on the proposed budget at the regularly scheduled June meeting.

### DISCUSSION

With the passage of Measure S, this next year the library will be focused on helping to plan, organize and partner with the jurisdictions to accomplish the goal of updating its 10 branch facilities throughout the system.

Given the aforementioned, the draft personnel and operating budget for FY 17/18 is essentially a status quo budget. The percentage change overall is 5.27%.

One major change for this budget cycle is the complete overhaul of our chart of accounts. Formerly, the costing structure was based on library operations. The FY 17/18 budget reflects a branch based cost accounting which also includes separate cost centers for library administration and outreach.

#### *Revenues*

The projected sales tax revenues that were presented to the Board during the last financial study session show an increase of \$194,300 or 2.43% from last year.

Maintenance of effort revenue is projected in accordance with the second amendment to the LFA agreement. That agreement prescribes the flat amount to be received from the County Library Fund (on behalf of the County, Capitola & Scotts Valley) and the amount to be received from the City of Santa Cruz. The City's contribution includes the annual increase of \$70,000.

All other revenues have remained unchanged.

### *Personnel*

Personnel costs are up from last year by about 7% overall including salaries and benefits. This is partially due to the adoption of the new system-wide library hours that will be implemented June 2<sup>nd</sup>. In order to support these new hours 4.625 FTE were added to the FY 16/17 library personnel budget mid-year by approval from the Board. Our total FTE count for FY 17/18 will be just under 92.825 FTE.

### *Expenditures*

The operating expenditure budget for FY 17/18 remained relatively flat at an increase of 1.15%.

A major reduction in professional services of \$47,101 is a result of no longer needing professional consultants for the Measure S endeavor.

Software and hardware have both decreased in FY 17/18. The software line has decreased by \$33,079 or 10% due to purchasing perpetual licenses versus purchasing yearly renewals. The hardware line has also decreased by \$36,500. This has been accomplished by moving kiosk support from an outside vendor to in-house LIT staff.

Professional development has increase 27% or \$20,500. The professional development of library staff is integral to providing excellent customer service to the community and invests in the overall health and wellness of the organization.

An update in a trust account's description has allowed funds to be reallocated from investment in books to programming. This shift has resulted in reducing the grants and donations line by \$14,273 and increasing the miscellaneous supplies and services budget. In addition, the miscellaneous supplies and services budget was also added to in order to increase programming system-wide. This line item increased overall by \$30,583 or 31%.

Finally, the library is scheduled to replace a vehicle that is over 15 years old. The vehicle being replaced is for a building maintenance crew member who serves all 10 library branches and the cost of the vehicle is \$45,000. Funds are being transferred from our replacement fund into the operating budget for this purchase.

Enclosed: attachments

**FY 2017-2018 Summary of Personnel And Operating Expenses**

	2016-2017	2017-2018	\$ Change	% Change
51110 Regular Full-time	\$ 4,640,210	\$ 5,200,678	\$ 560,468	11%
51111 Regular Part-time	\$ 976,963	\$ 825,874	\$ (151,089)	-18%
51114 Overtime	\$ 6,500	\$ 6,500	\$ -	0%
51115 Termination Pay		\$ -	\$ -	
51122 Temporary Pay	\$ 824,000	\$ 826,000	\$ 2,000	0%
51130 Other Pay		\$ -	\$ -	
51132 Special Vacation Pay		\$ -	\$ -	
51133 Special Sick Leave Pay		\$ -	\$ -	
51150 Vehicle-Phone-Data Allowance	\$ 420	\$ 3,384	\$ 2,964	88%
51201 Retirement Contribution	\$ 868,954	\$ 1,042,267	\$ 173,313	17%
51202 FICA	\$ 115,558	\$ 115,560	\$ 2	0%
51210 Group Health Insurance	\$ 1,295,580	\$ 1,341,550	\$ 45,970	3%
51212 Group Dental Insurance	\$ 89,543	\$ 90,906	\$ 1,363	1%
51213 Vision Insurance	\$ 14,708	\$ 15,377	\$ 669	4%
51214 Medicare Insurance	\$ 73,930	\$ 80,013	\$ 6,083	8%
51215 Employee Assistance Program	\$ 3,632	\$ 3,942	\$ 310	8%
51220 Group Life Insurance	\$ 1,610	\$ 1,710	\$ 100	6%
51221 Disability Insurance	\$ 65,241	\$ 71,388	\$ 6,147	9%
51230 Unemployment Insurance	\$ 37,940	\$ 42,837	\$ 4,897	11%
51240 Workers Compensation	\$ 229,932	\$ 272,174	\$ 42,242	16%
<i>Personnel Subtotal</i>	<i>\$ 9,244,721</i>	<i>\$ 9,940,160</i>	<i>\$ 695,439</i>	<i>7%</i>
52131 Claims Management	\$ 14,000	\$ 12,000	\$ (2,000)	-17%
52135 Prof Serv Fiscal	\$ 528,400	\$ 550,738	\$ 22,338	4%
52150 Merchant Bank Fees	\$ 1,600	\$ 2,500	\$ 900	36%
52199 Prof Serv Other	\$ 90,000	\$ 42,899	\$ (47,101)	-110%
52201 Water/Sewer/Refuse	\$ 69,095	\$ 72,215	\$ 3,120	4%
52202 Hazardous Materials Disposal	\$ 1,000	\$ 1,000	\$ -	0%
52211 Janitorial Services	\$ 219,017	\$ 235,963	\$ 16,946	7%
52223 Equipment Annual Inventory Charges	\$ 3,774	\$ 4,690	\$ 916	20%
52226 Vehicle Work Order Charges	\$ 16,250	\$ 22,000	\$ 5,750	26%
52227 Vehicle Fuel Charges	\$ 12,500	\$ 15,985	\$ 3,485	22%
52240 Office Equip O&M	\$ 10,400	\$ 3,700	\$ (6,700)	-181%
52241 Vehicle Maintenance Costs-Outside		\$ 5,000	\$ 5,000	100%
52244 Other Equip O&M	\$ 5,250	\$ 8,400	\$ 3,150	38%
52246 Building O&M	\$ 199,862	\$ 205,057	\$ 5,195	3%
52247 Landscape Maint Serv	\$ 33,000	\$ 35,500	\$ 2,500	7%
52248 Software Maint Serv	\$ 378,654	\$ 345,575	\$ (33,079)	-10%
52249 Hardware Maint Serv	\$ 72,500	\$ 36,000	\$ (36,500)	-101%
52261 Bldg/Equip Rental	\$ 310,656	\$ 309,507	\$ (1,149)	0%
52262 Facility Rentals-Internal		\$ -	\$ -	
52302 Travel	\$ 18,380	\$ 12,980	\$ (5,400)	-42%
52304 Training/Conference	\$ 54,495	\$ 75,000	\$ 20,505	27%
52306 LSTA Tuition Grant		\$ -	\$ -	
52402 Telecomm-Internal		\$ -	\$ -	
52403 Telecomm-Outside	\$ 106,231	\$ 113,147	\$ 6,916	6%
52932 Insurance-Internal	\$ 27,139	\$ 37,442	\$ 10,303	28%
52933 Insurance-Outside	\$ 50,680	\$ 50,680	\$ -	0%
52960 Advertising	\$ 14,730	\$ 16,730	\$ 2,000	12%
52961 Dues/Memberships	\$ 34,910	\$ 35,162	\$ 252	1%
52971 Printing-Internal		\$ -	\$ -	
52972 Printing-Outside	\$ 19,600	\$ 19,600	\$ -	0%
52973 Moving Costs		\$ -	\$ -	
53101 Postage	\$ 5,500	\$ 6,000	\$ 500	8%
53102 Office Supplies	\$ 21,700	\$ 18,600	\$ (3,100)	-17%
53106 Books/Periodicals	\$ 1,135,963	\$ 1,133,916	\$ (2,047)	0%
53107 Grants & Donations-Books & Periodicals	\$ 26,278	\$ 12,005	\$ (14,273)	-119%
53108 Safety Cloth/Equip	\$ 4,710	\$ 4,710	\$ -	0%
53109 Copier Supplies	\$ 5,250	\$ 6,250	\$ 1,000	16%
53110 Computer Supplies		\$ -	\$ -	
53112 Library Func Supplies	\$ 161,850	\$ 177,200	\$ 15,350	9%
53113 Janitorial Supplies	\$ 22,500	\$ 22,500	\$ -	0%
53311 Electricity	\$ 184,600	\$ 184,600	\$ -	0%
53312 Natural Gas	\$ 28,000	\$ 28,000	\$ -	0%
54108 Building Repairs-Library		\$ -	\$ -	
54990 Misc Supp/Serv	\$ 69,440	\$ 100,023	\$ 30,583	31%
54992 Capital Outlay Expense		\$ -	\$ -	
56995 Refunded Fees & Fines	\$ 2,000	\$ 2,000	\$ -	0%
57401 Office Furniture/Equip	\$ 16,000	\$ 13,300	\$ (2,700)	-20%
57402 Vehicle Equipment		\$ 45,000	\$ 45,000	100%
57409 Computer Equipment (Capitalized)	\$ 125,000	\$ 125,000	\$ -	0%
57410 Telecommunication Equipment				
57490 Other Machinery and Equipment				
58140 Loan Principal				
58190 Other Debt Principal				
58240 Loan Interest				
58290 Other Debt Interest				
<i>Non-Labor Operating Expenditure Subtotal</i>	<i>\$ 4,100,914</i>	<i>\$ 4,148,574</i>	<i>\$ 47,660</i>	<i>1.15%</i>
<b>Total Operating Expenditures</b>	<b>\$ 13,345,635</b>	<b>\$ 14,088,734</b>	<b>\$ 743,099</b>	<b>5.27%</b>
Total Revenue	\$ 13,628,965	\$ 13,841,412	\$ 212,447	1.53%
Applied Reserve		\$ 400,000		
Total Operational Surplus or <Deficit>	\$ 283,330	\$ 152,678		

Revenues		FY 16-17 Adopted	FY 17-18 Proposed	\$ Change	% Change
<b>Taxes</b>					
951-00-00-0000-41211					
	Sales Tax	\$ 7,799,700	\$ 7,994,000	\$ 194,300	2.43%
<b>Intergovernmental</b>					
951-36-00-0000-43210					
	State Operating Grants and Contributions				
951-36-00-0000-43310					
	Local Operating Grants and Contributions	\$ 94,590			
951-36-00-0000-43311					
	Maintenance of Effort	\$ 5,515,273	\$ 5,585,273	\$ 70,000	1.25%
951-36-55-3531-43210					
	State Operating Grants and Contributions				
	First 5 Grant (g360903-451-5016-0)				
951-36-55-3560-43190					
	Federal Grants-Other				
<b>Misc. Revenues</b>					
951-36-00-0000-45131					
	Library Fines				
	Internet Use Fee				
	Library Meeting Room Rentals	\$ 4,500	\$ 4,500	\$ -	0.00%
	Photocopying/Printing Fee	\$ 18,000	\$ 18,000	\$ -	0.00%
	Library Fines	\$ 100,000	\$ 100,000	\$ -	0.00%
	Lost Library Items	\$ 18,000	\$ 18,000	\$ -	0.00%
	Refunds (p360814-107-5017-4041)				
951-00-00-0000-41993					
	Measure S Revenues				
951-36-00-0000-44630					
	Room Rentals (FSCPL Rent to SCPL \$4,640)				
951-00-00-0000-46110					
	Pooled Cash & Investment Interest	\$ 34,000	\$ 29,810	\$ (4,190)	-14.06%
951-00-00-0000-46190					
	Interest Earning from County	\$ 14,000	\$ 9,260	\$ (4,740)	-51.19%
951-00-00-0000-46620					
	Internal Investment & Loan Interest Receipts				
951-00-00-0000-46910					
	Misc. Operating Revenue				
	Water Department Charge for BMW	\$ 8,500	\$ 8,500	\$ -	0.00%
	Reimbursement from Measure S		\$ 8,500	\$ 8,500	100.00%
951-36-00-0000-46303					
	Donations-library p360814-508-0-1095				
	Richardson p360814-989-5012-1093	\$ 13,100	\$ 13,100	\$ -	0.00%
951-36-00-0000-46309					
	Donations-Library-Friends of the Library				
	Book and Media Transfers p360814-508-0-1094	\$ 5,000	\$ 1,500	\$ (3,500)	-233.33%
	Fleming p360814-982-5012-1086	\$ 9,355	\$ 9,355	\$ -	0.00%
	Sulzner p360814-983-5012-1087	\$ 1,150	\$ 1,150	\$ -	0.00%
	Utter p361804-984-5012-1088	\$ 10,773	\$ 10,773	\$ -	0.00%
<b>Other Financing Sources</b>					
951-00-00-0000-49122					
	From Library Private Trust Fund				
	Finkeldey p360814-985-5012-1089	\$ 190	\$ 190	\$ -	0.00%
	Gruber p360814-988-5012-1092	\$ 17,000	\$ 17,000	\$ -	0.00%
	Whalen				
	McCaskill Local History p360814-986-5012-1090	\$ 12,000	\$ 12,000	\$ -	0.00%
	McCaskill Visually Impaired p360814-987-5012-1091	\$ 10,000	\$ 10,000	\$ -	0.00%
951-00-00-0000-49191					
	Intra-Entity Fund Transfer				
	Capital Projects Reserve Fund		\$ 45,000	\$ 45,000	100.00%
	Cash Reserves				
<b>Transfers</b>					
951-00-00-0000-59191					
	Vehicle Replacement Fund (See Appendix A)	\$ (56,166)	\$ (54,499)	\$ 1,667	-3.06%
	Transfer to Operating Budget for Vehicle Replacment				
<b>Total Revenues</b>		<b>\$ 13,628,965</b>	<b>\$ 13,841,412</b>	<b>\$ 212,447</b>	<b>1.53%</b>