

Chair Martin Bernal
Vice Chair Jenny Haruyama
Board Member Carlos Palacios
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)]**

NOVEMBER 2, 2017

8:30 A.M.

**SANTA CRUZ BRANCH LIBRARY
224 CHURCH STREET, SANTA CRUZ, CA 95060**

1. CALL TO ORDER / ROLL CALL

Board Members Jamie Goldstein, Jenny Haruyama, Carlos Palacios, 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 – October 2017 (PG.4-7)

7. REPORT BY FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES

A. Friends of SCPL – Report October 2017

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

A. Commissioners' Report – October 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 October 5, 2017
RECOMMENDED ACTION: Approve Minutes. (PG.8-10)
- B. Articles about Santa Cruz Public Libraries.
RECOMMENDED ACTION: Receive Articles. (PG.11-25)
- A. Quarterly Performance Measures for 1st Qtr. 2017-2018
RECOMMENDED ACTION: Receive Performance Measures. (PG.26-30)
- B. Financial Report for 1st Qtr. 2017-2018
RECOMMENDED ACTION: Receive Financial Report. (PG.31-35)
- C. Security Incidents Log for 1st Qtr. 2017-2018
RECOMMENDED ACTION: Receive Security Incidents Log. (PG.36-42)
- D. Work Plan for FY 2017-18 – Quarterly Update – 1st Qtr. 2017-2018
RECOMMENDED ACTION: Receive 1st Qtr. Work Plan. FY2017-18. (PG.43-51)
- E. CALIFA Purchasing Approval
RECOMMENDED ACTION: Approve purchases through CALIFA exceeding \$100,000 (PG.52)

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. Financial Forecast
RECOMMENDED ACTION: Receive presentation (PG.53-55)

- B. Use of SCPL Fund Balance
RECOMMENDED ACTION: Develop and Approve Fund Balance Use Plan (PG.56-68)
- C. Library Internet Use Policy
RECOMMENDED ACTION: Discuss and approve Library Internet Use Policy (PG.69-70)
- D. Discuss Library Director's Upcoming Evaluation
RECOMMENDED ACTION: Discuss and schedule Library Director's upcoming Evaluation

12. SCHEDULED UPCOMING MEETINGS

December 7, 2017	Downtown Branch Library 224 Church Street, Santa Cruz, CA 95060	Upcoming Agenda Items: Closed Session: Library Director's Evaluation

13. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Joint Powers Authority Board to be held on Thursday, December 7, 2017 [immediately following the LFFA meeting] at 9:00 a.m. at the Downtown Branch Library, 224 Church Street, Santa Cruz, CA 95060.

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

October 2017

Library Director's Report

Important Dates

The entire community was invited to a Jubilee Celebration in honor of 50 years of library service at the Branciforte Library on October 7. The celebration featured live music by The Rhythm Rangellers, Circus Arts by Rock Lerum, speeches and stories, a children's craft, facepainting, Tales to Tails therapy dogs, refreshments, and a 1967 themed photo booth. The formal program took place at 2 p.m. The Santa Cruz Public Library system will celebrate its 150th anniversary in 2018.

The SCPL bike mobile, Kermit, took part in Open Streets on October 8. Open Streets is a community events meant to transform roads into a safe and car-free environment for people to walk, bicycle, dance and play.

Library Staff Day took place on October 9 at the Happy Valley Conference Center. The State of the Library presentation began at 8:45 a.m. Over 100 staff people attended. The Libraries were closed that day.

Library Operations

September 26 was National Voter Registration Day. Patrons had opportunities to register to vote at all ten libraries.

The Aptos Branch Library Eclipse party on August 21 was a huge success with over 150 people attending. With significant fog in the area, families appreciated the live NASA coverage.

The Scotts Valley Branch Library piloted a Code Combat program, introducing kids to coding, this summer. Demand was so strong we have added the program at the Downtown and Aptos Branches.

The library unions expressed significant concerns about the Hepatitis A outbreak in the area. The Library has been able to work with the City and County to develop a new Blood Borne Pathogens Plan, increase training for staff, offer free immunizations to all staff and temporarily increase the cleaning of public restrooms.

The SCPL also continues its work on safety measures. The Code of Conduct is complete, staff have been trained and it is being used to manage conduct in buildings. Work with the City of Santa Cruz has resulted in consistent signage and enforcement of camping concerns. The Downtown Branch has seen a vast difference in the outside environment of the Library.

The Library is formally working with the City on its homelessness initiatives. The Thursday Working Together program continues. Charging stations have rolled out to all branches. A pilot program with a mental health worker in the Library was not as

effective as we hoped. In the future, we will rely on other agencies to provide resources within the branches.

Nina Simon of the MAH, allowed me to participate in a three-day Museum Camp with museum workers from around the world. I had an amazing opportunity to witness the principals of a participatory cultural organization at work and was so impressed by what they have been able to accomplish.

Library Building Projects

Noll and Tam has completed value engineering and design development for the Capitola Branch Library. The City of Capitola approved the design on September 29. SCPL is working on a plan for closure including the transfer of the collections and staff, temporary expansion of hours at Live Oak and Aptos branches, a surplus furniture and book sale, programming at the mall in Capitola during the construction, and transfer of Library patron accounts to other locations. The Capitola Friends group has decided to run their capital campaign through the City of Capitola and Community Foundation. They have a committee and plan, they have conducted training and hope to raise over \$400,000 for their project.

The Felton project is undergoing value engineering. The Felton Friends group is working with the County and Friends organization to find additional resources.

The County developed a joint RFP and schedule for the La Selva Beach, Boulder Creek and Live Oak branch library improvements. Interviews will take place next week.

The Santa Cruz Downtown Branch Library Committee has completed a draft program, design considerations and siting criteria. They conducted a survey of over 2,200 hundred community members. The community ranked spaces computers, printers and Wi-Fi as their highest priority followed by quiet spaces. The largest concern was over public safety. The new program contemplates moving all administrative functions out of the Downtown Library and all Downtown Branch Library staff into the Library itself. This would free up 4,400 s.f. of back of the house activity to public space. The architects will bring forward a financial analysis of three options (remodel, build new, move to a multiuse structure) on October 11. Interest in the project remains high.

Library Programs

SCPL staff continue to work diligently on moving this organization from a reading organization to a learning organization that continually partners with the community. I want to demonstrate progress by listing the educational opportunities available on October 5, 2017. Please note, this is not an atypical day.

- **Coffee Talk Social Hour** (9:00 AM-10:00 AM)

Location: Downtown Branch

FREE coffee, FREE talk; social support and information services for all. This program is designed to serve people experiencing homelessness, however it is an open space for all. Please join us in front of the downtown branch library (at the benches on the corner of Church St. and Center St.) every Thursday morning (except major holidays) for a free cup of coffee

and the chance to talk, vent, brainstorm and connect with friends, neighbors and service providers. If you so choose, sign-up for Working Together, and work with an individual information advocate one-on-one to help you tackle an information issue, of your choice.

- **Library Facilities Financing Authority Meeting @ Downtown** (9:00 AM-9:30 AM)
Location: Downtown Branch
Libraries Facilities Financing Authority (LFFA) meeting
- **Library Joint Powers Board Meeting @ Downtown** (9:00 AM-11:30 AM)
Location: Downtown Branch
Library Joint Powers Board Meeting.
- **Preschool Storytime @ Downtown** (10:00 AM-10:45 AM)
Location: Downtown Branch
Join us for songs, stories and a simple craft!
- **Toddler Time @ Scotts Valley** (10:00 AM-11:00 AM)
Location: Scotts Valley Branch
A 60 minute program for children, 0-3 years and their parents or caregivers. Join us for music, stories & play! Space is limited so come on time.
- **Working Together: Information Navigation** (10:00 AM-11:30 AM)
Location: Downtown Branch
Work with an information advocate on any information problem, application, resume or access issue of your choice. A library staff member or community volunteer will work with you individually using a laptop computer and access to a free phone calls, prints, scanning and more. Use this time to overcome hurdles to housing, safety, education, health, income or well being. Same day sign-ups during Coffee Talk in front of the Downtown branch library at the corner Church St. & Center St.
Note: (NOT in Upstairs MEETING ROOM today; We'll meet at the downstairs tables.)
- **Toddler Time @ Aptos** (10:00 AM-11:00 AM)
Location: Aptos Branch
Toddler Time is a weekly early literacy program for families with children ages 0-3 years old. It includes music, movement, stories, fingerplays, rhymes, songs and fun for your child and you as well as social time with other children and their caregivers. Please arrive on time. Let's play and learn together!
- **Armchair Travel Adventures @ La Selva Beach** (10:30 AM-12:00 PM)
Location: La Selva Beach Branch
Local residents sharing their travel adventures. Program includes photos and personal travel logs. Call La Selva (831.427.7710) for more information. All ages.
Note: This month's trip is through Maritime Canada
- **Cybersecurity for Older Americans @ B40** (11:00 AM-12:30 PM)
Location: Branciforte Branch
Cybersecurity means staying safe online. Learn strong, safe online habits with an expert from Library IT in these targeted workshops designed to help you connect online safely. This workshop focuses on protecting your personal information and keeping your PC and mobile devices clean.
- **Coworking @ Live Oak** (11:00 AM-3:00 PM)
Location: Live Oak Branch
Join us for a few hours to get work done in the company of fellow Santa Cruzans. Coworking @ Live Oak is a community of freelancers, independent professionals, remote workers, creatives, startup founders, community organizers, ideators and more. We welcome everyone to cowork with us. Our goal is to provide the collaborative atmosphere of coworking to a broad spectrum of people who can benefit from the relationships, mutual support and connections essential to creating a thriving business. If you have a project or idea and want to spend time working on it, come work with us!
Additional Information
- **Genealogical Society Lecture Series** (1:00 PM-3:00 PM)
Location: Downtown Branch
The Genealogical Society of Santa Cruz County presents the 2016-2017 Genealogy Lecture Series. Join us the first Thursday of each month to learn about a variety of resources, strategies, and tools in the field of family research. All are invited to these free events, and donations are welcome. For more information, please call the Genealogical Society of Santa

Cruz County (831) 427-7707 extension 5794.

Note: Stephen P. Morse presents two topics: His one-stop website, and the Julian calendar

- **Lego: Not-so Simple Machines @ La Selva Beach** (3:00 PM-5:00 PM)
Location: La Selva Beach Branch
Create and motorize devices using simple machines (levers, pulleys, gears & swivels). Participants will also learn how to program motors. 7 week series. Space is limited. No advanced registration. Ages 7 to 17.
- **Cybersecurity for Older Americans @ CAP** (3:00 PM-4:30 PM)
Location: Capitola Branch
Cybersecurity means staying safe online. Learn strong, safe online habits with an expert from Library IT in these targeted workshops designed to help you connect online safely. This workshop focuses on protecting your personal information and keeping your PC and mobile devices clean.
- **Family Crafts @ Boulder Creek** (3:00 PM-4:30 PM)
Location: Boulder Creek Branch
Join us at the Boulder Creek Library on Thursday afternoons for our Family Crafts program! Our projects are often messy so please dress accordingly. Let's get creative together!
- **LEGO @ Garfield Park** (3:30 PM-5:00 PM)
Location: Garfield Park Branch
Directed LEGO construction for kids 7 and older. Each week we will construct models based on a common theme.
- **CodeCombat** (3:30 PM-5:00 PM)
Location: Aptos Branch
SCPL's CodeCombat Coding Club is a once weekly meetup where we use online, game-based coding to learn Python and JavaScript. CodeCombat is a real game that teaches learners of all ages to code by playing through levels and quickly mastering programming concepts. It's not just gamification with bells and whistles, it's democratizing learning to code by making the process more accessible and engaging than ever before! Learners write code, execute it and see their changes in real-time!
Additional Information
- **Aptos Chapter - Friends of the Santa Cruz Public Libraries**(5:00 PM-6:00 PM)
Location: Aptos Branch
The Friends of the Aptos Library is a chapter of the Friends of the Santa Cruz Public Libraries (FSCPL), a non-profit organization. The Aptos Friends support the Aptos Library through fundraising and advocacy for our branch. We solicit recommendations for projects from the Aptos community, from library patrons, and from the Aptos Library Staff. The Aptos FSCPL meets monthly on the first Thursday of the month at 5:00pm. Please consider joining us and supporting the Aptos branch library.
- **Citizen Science @ Downtown** (6:30 PM-8:00 PM)
Location: Downtown Branch
SCPL is partnering with the Children's Museum of Discovery (MOD), The Natural History Museum and UCSC to present a science series for adults. Meetings will be held on the 1st Thursday every month at 6:30pm at one of the branch libraries.
Note: Environtearing. Join Andy Carman, Chief Instigator of "environtears", a local group dedicated to promoting environmental organizations in Santa Cruz County. Our discussion will also give participants a chance to talk about their favorite project.
- **Uniquely Beautiful & Beautifully Unique Parents Support Group** (8:00 PM-9:30 PM)
Location: Boulder Creek Branch
The Uniquely Beautiful and Beautifully Unique group is a support group for parents and loved ones of children with special needs. We will meet at the Boulder Creek Library on the first Thursday of the month. Join us to discuss the joys and stresses of parenthood!

Chair Martin Bernal
Vice Chair Jenny Haruyama
Board Member Carlos Palacios
Board Member Jamie Goldstein



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

REGULAR MEETING MINUTES

**THURSDAY, OCTOBER 5, 2017
9:00 A.M.**

1. ROLL CALL

PRESENT: Martin Bernal (Chair), Jamie Goldstein (Board Member), Jenny Haruyama (Vice Chair), Carlos Palacios (Board Member)

STAFF: Library Director Susan Nemitz

2. PRESENTATIONS

None

3. ADDITIONAL MATERIALS

None

4. ADDITIONS AND DELETIONS TO AGENDA

The Agenda of October 5, 2017 was approved by consensus.

5. ORAL COMMUNICATIONS

None

6. REPORT BY LIBRARY DIRECTOR

Library Director Susan Nemitz reported on the current developments in the library. A member of the public commented on the ongoing discussion regarding the location of the new Downtown Branch Library.

7. FRIENDS OF THE SANTA CRUZ PUBLIC LIBRARIES REPORT

Vivian Rogers, Executive Director, reported on the activities of the Friends of the Santa Cruz Public.

8. REPORT BY LIBRARY ADVISORY COMMISSION (LAC)

Cindy Jackson reminded the Board of the Library Advisory Commission Meeting Schedule 2017/2018.

9. COMMENTS BY BOARD MEMBERS

None

10. CONSENT CALENDAR

- A. Receive Minutes of August 3, 2017
ACTION: Approved Minutes.
- B. Articles about Santa Cruz Public Libraries.
ACTION: Received Articles.
- C. CALIFA Member Savings Report 2015-2016
ACTION: Received CALIFA Member Savings Report

RESULT: APPROVED CONSENT CALENDAR, ITEMS 10.A THROUGH 10.C.

- A. Approved Minutes of August 3, 2017**
- B. Received Articles about Santa Cruz Public Libraries**
- C. Received CALIFA Member Savings Report [UNANIMOUS]**

MOVER: Carlos Palacios (Board Member)
SECONDER: Jenny Haruyama (Vice Chair)
AYES: Bernal, Haruyama, Goldstein, Palacios

11. GENERAL BUSINESS

- A. SCPL Planning Update
ACTION: Approved Budget Adjustment to fund system-wide innovation projects

RESULT:	APPROVED BUDGET ADJUSTMENT TO FUND SYSTEM-WIDE INNOVATION PROJECTS. [UNANIMOUS]
MOVER:	Jamie Goldstein (Board Member)
SECONDER:	Jenny Haruyama (Vice Chair)
AYES:	Bernal, Haruyama, Goldstein, Palacios

- B. Options for Use of SCPL Fund Balance
ACTION: Continued Discussing Options for Use of SCPL Fund Balance.
- C. Lease Agreement
ACTION: Continued Discussion on Lease Agreement
- D. Friends of the Santa Cruz Public Libraries MOU
ACTION: Approved Friends of SCPL MOU

RESULT:	APPROVED FRIENDS MOU [UNANIMOUS]
MOVER:	Jamie Goldstein (Board Member)
SECONDER:	Jenny Haruyama (Vice Chair)
AYES:	Bernal, Haruyama, Goldstein, Palacios

12. ADJOURNMENT

Final Adjournment of the Library Joint Powers Authority Board (LJPA) at 10:40 a.m. to the next Regular Meeting Thursday, November 2, 2017 at 8:30 a.m. [immediately following the Libraries Facilities Financing Authority (LFFA) meeting] at the Downtown Library, Upstairs Meeting Room located at 224 Church Street, 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, CA 95060.



SANTA CRUZ
PUBLIC LIBRARIES
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In the News and Media:

September 26 – October 25

Santa Cruz Sentinel

Regional Library News

Santa Clara Library's 2nd annual Comic Con turns make believe into reality



Reyna Melgoza, and her daughter, Alejandra Melgoza, 8, make a picture frame using images from comic books at Central Park Library in Santa Clara on Saturday. Bay Area artists, comic book shops, cosplayers, makers, and authors gathered for the second Santa Clara Library Comic Con.

The event featured panels and workshops from special guests, and activities like virtual reality gaming, anime showings, and hands-on crafts for all ages. (Patrick Tehan/Bay Area News Group)

By Tatiana Sanchez, Bay Area News Group

POSTED: 10/07/17, 4:21 PM PDT | UPDATED: 1 WEEK, 1 DAY AGO

[0 COMMENTS](#)



Visitors pose for a souvenir photo at Central Park Library at Comic Con in Santa Clara on Saturday. (Patrick Tehan/Bay Area News Group)

SANTA CLARA >> A quiet place normally filled with books turned into a buzzing wonderland of robots and “Star Wars” icons and princesses Saturday at the Santa Clara Library’s second Comic Con.

The event featured Bay Area artists, comic book shop owners, cosplayers and authors, who all helped to turn the make believe into reality for a day. It was an opportunity for hundreds of families to experience a community-based Comic Con event, according to organizers. Attendees bonded with people who, like them, enjoy the wonders of comics.

Jin Di Giordano, 28, of Vallejo, dressed up as Padmé Amidala, a fictional human character in the Star Wars franchise who was married to Anakin Skywalker.

“I like that strangers will see you and they just know you because they know the character,” said the software developer. “Usually I like to cosplay with people that I relate to on some level. You meet new friends that way.”

“And I feel like I look awesome,” she added.

The library expected about 6,000 attendees, according to John Schlosser, a program coordinator for the library system. The event, which was free to the public, was funded by the Santa Clara City Library Foundation and Friends.

“It’s a huge draw,” Schlosser said. “It’s really to get the community involved and it’s also to push reading. A lot of these people will never get to go to a real Comic Con, so we wanted to bring that feeling to them to see what it’s like.”

Though Comic Con events are held regularly in Silicon Valley and all over the world, it’s San Diego’s annual Comic Con that turned it into an extremely lucrative phenomenon.

What started off as a small comic book convention in 1970 with only 300 attendees now draws more than 100,000 people to San Diego and has morphed into a four-day, multimillion-dollar production showcasing the best movies, video games and anime.

In Santa Clara on Saturday, each attendee was offered a free comic with the hope that it will motivate them to read, according to Schlosser.

“A lot of people are reluctant readers, so a great way for them to get into it is to start with comics,” he said. “It’s a great visual medium to get that going for them.”

Every inch of the library was filled with activity Sunday, with panels and workshops from special guests, virtual reality gaming, anime showings, photo-ops with popular comic figures and hands-on crafts for all ages. “Star Wars Rebels” creators from Lucasfilm and Marvel Comics artist Ron Lim of “Infinity War” headlined the event.

In one corner of the library, Sunnyvale resident Jeannie Lee and her 13-year-old daughter, Kiana, glued Inuyasha comic strips onto small wooden picture frames. The Japanese manga series is written and illustrated by Rumiko Takahashi. It was the second year the pair attended.

“My daughter is really into art and comics, so I wanted to come with her to explore,” said Lee, 44, who works for the children’s ministry at Great Exchange Covenant Church in Sunnyvale.

Kiana said she was impressed by the cosplay she saw.

“It was really nice seeing everyone dressed up,” she said. “It was cool how people make those kinds of things. It looked really realistic.”

Stephen Kessler: Is Santa Cruz County becoming Los Angeles writ small?

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

POSTED: 09/29/17, 2:03 PM PDT | UPDATED: 3 DAYS AGO

[1 COMMENT](#)

Santa Cruz County is feeling more like Los Angeles all the time. With epic traffic on our one small excuse for a freeway, luxury houses springing up here and there where modest little middle-class homes once stood, cool new restaurants and cafés and brewpubs opening all over the place, bigger buildings going up downtown, air quality declining and the arts flourishing, greater metropolitan Surf City is more urban and urbane than ever before.

There is plenty to worry and complain about, as in any city, but the quality of life remains the envy of many people, and that's why they want to live here. Like it or not, the population is growing and we can't build a wall to keep out the immigrants. No matter what happens or how well local officials negotiate and plan for the inevitable, the law of supply and demand says that "affordability" will always be a problem. It is the fate of every paradise ever lost — and they almost always are, in one way or another.

Los Angeles came to be what it is by accident of geography and climate, from indigenous times through Spanish settlement in the 17th through 19th centuries to the real estate and spirituality boom of the 1920s and the growth of the movie and aerospace industries in the '30s through the '60s, up to its present multicultural megalopolis. The vast plain of the L.A. basin surrounded by mountains was destined for development for as long as people have come west in pursuit of happiness.

Santa Cruz has no such geographical capacity for expansion and therefore will never suffer the sprawl of even San Jose. The mountains snuggled up against the bay leave just enough room for the farms of the Pajaro Valley, and while the city of Watsonville is also sprawling, agriculture is a big enough and well enough established industry to defend itself against too much suburban encroachment.

The fact that geography makes local prospects for growth finite naturally makes property more valuable. With the exception of No-Growth-No-Way fundamentalists like Gary Patton, who seems to have fallen into a time warp around 1972, among most of my old-timer acquaintances the longer they have lived here the less they object to the inevitability of development. They have seen the changes, for better and worse, over the decades, and nostalgic as we all may be for the

green-and-golden age of the Pacific Garden Mall, we know those days are gone. Everyplace evolves with time and use, and Santa Cruz is no exception.

This doesn't mean that just any kind of development is acceptable. The push to build more parking structures downtown goes against the rational option of improving public transit and making streets more bike- and pedestrian-friendly (not to mention new mobile-app transport paradigms and driverless cars of the near future). Growth may be manifest destiny in such desirable environs as these, but we have a choice as to what kind of growth we accommodate.

Even more insulting to civic dignity is the offensive idea of putting the main branch of the public library under such a structure. If the county needs a new library, fine; but model it to scale on the great public libraries of other cities where the architecture is a monument to culture and learning, not to the automobile.

The fortress mentality that believes we can freeze our town in time or lock out newcomers is magical thinking. Like it or not, that fight is long since lost. Santa Cruz will not remain the way it was whenever you first arrived, and the evolving landscape and cityscape are in for ongoing transformations that can be managed by conscientious environmental and design guidelines. We will never be LA or San Jose or, at the other end of growth control, Carmel. But if we realistically accommodate what's coming, our illusions of paradise are all we have to lose.

Aptos library launches community-wide book club

PM PDT UPDATED: 1 DAY AGO 0 COMMENTS



Corralitos visitor Beth Martineau stops at the "Our Community Reads" promotional table in front Aptos Branch of Santa Cruz public libraries on Saturday. Manning the table are Debby Peronto, president of Friends of Aptos Library (seated on left) and Denise Ward (right. Peronto holds one of the book competition winners, Trevor Noah's 'Born A Crime". (Lucjan Szewczyk -- Santa Cruz Sentinel)

APTOS >> Aptos resident Denise Ward wants the community to read together.

The nonprofit Friends of the Aptos Library is launching a new community-wide book club — concentrating on one book per year — starting in late January.

Called “Our Community Reads,” the program is the biggest undertaking to date by this chapter of the Friends of the Santa Cruz Public Libraries.

The group focuses on projects not covered by the library, such as a water-wise garden and parking lot drop box. Ward became a member of the Friends of the Aptos Library only 10 months ago. When Ward suggested this new program at a meeting, she followed through by offering to head the steering committee.

“We’re creating a shared experience that gives people something to discuss with one another,” said Ward. “And we’re giving them several forums in which to do that.”

Ward and her team are planning a series of events for January through March centered on topics in the chosen book. The series will include guest speakers, discussion groups, film viewings, trivia nights and happy hours. All events are free and open to the public.

These one-book community reading programs are gaining popularity across the country. Librarian Nancy Pearl started the first one in Seattle in 1998. The Aptos team sought guidance from the library at Lake Oswego, Ore., where Program Coordinator Cyndie Glazer began Lake Oswego Reads 12 years ago. The Portland suburb has a population of 39,000, slightly more than half the population of Santa Cruz. According to Glazer, the participation level in her program has tripled since its first year; they now have 15,000 participants.

For the first Our Community Reads book, the Aptos committee chose five books that met its criteria. All the selections are inspiring true stories that appeal to both men and women and are appropriate for upper-level high school students and older. The team invited community members to vote on the final book by secret ballot.

The potential books included a story that led to protections for industry workers in “The Radium Girls” by Kate Moore, a plan for preserving biodiversity in “Half-Earth” by Edward O. Wilson and a memoir on growing up in South Africa during apartheid called “Born a Crime” by Trevor Noah.

Ward said the voters had a difficult time picking the final book. Two titles tied twice.

“We’re very excited about the winning book,” said Ward without revealing the title.

Readers have to wait until Dec. 1 to know which one to add to their holiday wish lists.

For information, visit friendsofaptoslibrary.org.

BOOKS CONSIDERED FOR 2018

“The Boys in the Boat” by Daniel James Brown

“The Radium Girls” by Kate Moore

“Born a Crime” by Trevor Noah

“Half-Earth: Our Planet’s Fight for Life” by Edward O. Wilson

“The Map that Changed the World” by Simon Winchester

Source: Friends of the Aptos Library

Santa Cruz Sentinel

Coastlines

LA SELVA BEACH

ROBERT STRAYER TO TALK ABOUT S. KOREA OCT. 7

Robert Strayer will share his trip to South Korea at La Selva Beach Library at 10:30 a.m. Saturday at the library, 316 Estrella Ave.

He was a guest of the South Korean government this summer with a group of authors of history textbooks. He has taught world history at a number of local colleges.

Information: 831-427-7710.

CAPITOLA

LIBRARY HOLDS BOOK SALE OCT. 14

The Friends of the Capitola Branch Library will hold its second big book sale from 10 a.m. to 2 p.m. Oct. 14 on the porch of the Capitola Branch Library, 2005 Wharf Road.

The sale will offer hundreds of donated books of all genres. Hardbacks will cost \$2 and paperbacks \$1.

LA SELVA BEACH

CYBERSECURITY TALK COMING FRIDAY

Lynne Sansevero, manager of Library Information Technology at the Santa Cruz Public Library, will give a talk, “Cybersecurity in Today’s World,” at 11 a.m. Friday at 316 Estrella Ave.

She will talk about how to protect your personal information.

APTOS

FRIDAY WORKSHOP COVERS ADVANCE DIRECTIVES

Hospice of Santa Cruz County will present a workshop on “Advance Directives: How to make your wishes known” 10-11 a.m. Friday at the Aptos library, 7965 Soquel Drive.

The benefits for loved ones are clarity and peace of mind, organizers say.

Attendees can schedule an appointment for the follow-up workshop at the Aptos Library 10 a.m. to 1 p.m. Oct. 16 to finish the advanced directive with professional support.

To register: 831-430-3047.

LA SELVA BEACH

LIBRARY OFFERS HOMEWORK HELP

The Santa Cruz Public Libraries and the Friends of the La Selva Beach Library are offering free homework assistance to schoolchildren 3–5 p.m. Tuesdays with a credentialed teacher at 316 Estrella Ave.

No appointment is necessary.

For questions, contact Sandi at 831-427-7706 ext. 7665 or imperios@santacruzpl.org.

SANTA CRUZ

MEDICARE WORKSHOPS START THURSDAY

The first Medicare educational forum will be 1:30-3:30 p.m. Thursday at the Santa Cruz downtown library, 224 Church St. upstairs meeting room.

The presenter will be from the Health Insurance Counseling and Advocacy Program, HICAP, a program within Senior Network Services of Santa Cruz County. Admission is free; no reservations required and seating is first-come, first-seated.

Medicare open enrollment, from Oct. 15 through Dec. 7, is when Medicare beneficiaries need to compare plans and make sure they have the right health and prescription drug coverage for 2018.

Information: Call HICAP at 831-462-5510 or seniornetworkservices.org.

Santa Cruz Sentinel

Letters to the Editor

Thank you Capitola library for being so welcoming

POSTED: 10/06/17, 4:19 PM

I visit the Capitola library often. The staff are extremely helpful and welcoming. I am astonished by how quickly books I request are delivered. Thank you to the staff and system.



Public Library offers workshops for Cybersecurity Awareness Month in October

POSTED ON [SEPTEMBER 27, 2017](#) BY [SARA ISENBERG](#) IN [EVENTS](#). [FEATURED](#). [SANTA CRUZ TECH ECOSYSTEM](#)

By Diane Cowen
Santa Cruz Public Library

September 27, 2017 — Santa Cruz, CA

Learn How You Can Stay Safe Online: Stop. Think. Connect.

The Santa Cruz Public Library System, a network of 10 neighborhood library branches throughout Santa Cruz County, has announced a series of cybersecurity workshops to be held at branch libraries throughout the County during National Cybersecurity Awareness Month this October.

Whether you are a business owner, a parent, a child, a teacher, a student, or a senior, YOU can have an impact on cybersecurity. By practicing strong and safe online habits, you can better protect your identity and the networks you use at home, at work, and anywhere you log on. Library Director Susan Nemitz says, "Cybersecurity awareness month is such an important time. With recent cyberthreats in the news, it will be important for new technology users and advanced users alike to review and learn the most effective practices for safe online behavior."

Join Library IT expert Lynne Sansevero in one of several cybersecurity workshops designed to help you connect online safely. These workshops are a partnership between the national STOP THINK CONNECT initiative and the Santa Cruz Public Libraries. Our current set of classes are specifically tailored for Older Community Members, Business Owners, Kids, Teens, and their parents.

View the full schedule of [cybersecurity workshops](#).

About the presenter

Lynne Sansevero has over 21 years of experience in the Information Technology field, with extensive hands-on technical systems design, implementation, and support experience across a variety of organizations from San Luis Obispo to Silicon Valley. She holds an advanced degree in Information



Systems Management and is currently the Division Manager of Information Technology at the Santa Cruz Public Libraries.

Reviews

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

Google+ Reviews

Branciforte received a 5 Star Rating with no review on September 29

Downtown received a 5 Star review on October 8

Love the building. The staff extremely helpful. Clean.

Live Oak received a 5 Star Rating with no review on October 13

Boulder Creek received a 5 Star Rating with no review on October 19

Yelp Reviews

Garfield Park received a 5 Star review on October 6

This is the place to stock up on music from bygone eras. Use the website to have your cds delivered to this branch if this is closest.

You can use the new Santa Cruz public library "SCPLgo" application on your iPhone or android if you would like to use your smart phone when you check out books at the library. It doesn't necessarily make things easier but you do feel like your superior to the troglodytes that are milling around in our libraries.

Scotts Valley got a 5 Star review on October 13

We love our local library! Great staff and environment! It is a safe place near our local park. Santa Cruz public libraries also do a good job with transfers so I don't have to drive to other libraries.

Downtown received a 3 Star review on October 22

This review is for the downtown branch library and resource center and is not inclusive for other branches of the santa cruz library system. This will be a long ish review alas, so if you are not the patient reading type, just skip to the end.

Parking is street only -although there is a pay lot right next door. Both the street and the pay lot fill up quickly so the odds are that you will be in one of the larger surface lots/garages closer to pacific avenue or down a side street a block or so away. Wherever

you wind up at urban parking rules apply-don't leave anything that looks remotely valuable in view on the seats. This includes plastic or paper bags of any kind.

Before we get to the nitty gritty in the interests of full disclosure I should mention that I'm a big fan of library's in general, I'm not originally from the area, and that the area I moved from has what is considered to be some the best public libraries in the united states.

Having got that out of the way, lets start. The downtown branch is the largest branch in the system, is more or less conveniently located right near the downtown pacific avenue part of santa cruz (for better or worse) has an excellent genealogical/research/archival semiprivate collection(in that it's physically separate from the main , and a librarian will be with you once you get inside. Open to the public as long as there is a librarian on duty to be in there with you.), a secured children's section on the second floor (unless you are with a child you cannot enter), an interesting used bookstore,one of the best collections of books on art that I've seen in a public library (of it's size.), limited but useful public access terminals private security guards, utterly terrifying bathrooms, lots of wooden table/chair study/sitting spots and all the free wi fi anyone could want.

It's designed to look like a private residence which blends in very well on the street-and seems smaller then it really is from the outside. Like a lot of municipal libraries the shelves do not always have a lot to offer. This library system was underfunded for some time, and the funds that were provided were not always used well. New release books are typically several years old, and outside the art collection (books about art, not works of art themselves.) the collection lacks depth. Most of your non fiction section will be very similar to a good high school library. The building had roof leaks for a long time, that along with an aggressive culling policy, lack of funds for building the collection, and a higher then usual theft rate have resulted it not necessarily being the best place for finding deep reads. You can of course rely on the larger system wide collection, and have things delivered to this branch for pickup, but unless you live very close by, it's best to go to another branch for that.

There are twelve public access computer terminals which one is allowed to use for an hour every day. Thus not very useful for a teen trying to do a homework assignment on. The good news is that that rule is not necessarily rigidly enforced. If no one is waiting for a computer to come available the hour's usage can be extended. There is printing and copying services available should you so need them . The computer section is not the most organized. There is a staffer somewhere in the building that kinda sorta of runs it, but it's not a friendly system for first time users. There is a check in sheet somewhere that you are

supposed to put your name on and check in periodically to see if a terminal comes up. The first hour after opening you can assume that all terminals will be in use, so it's best to show up an hour after opening, check in at the front, and hope for the best.

You may have noticed that I have mentioned the security guards earlier. Due to some sociological factors at work, they are absolutely required at this branch. If you have children, the upstairs section is quite nice, but you will totally see some not so nice things on the way in. While there are some (you could say most of the folks inside especially on a rainy or colder day) socially disadvantaged people about the real problems are the numbers of aggressive pan handlers surrounding the building forming a sort of gauntlet that you have to go through to get inside. Every once in while there will be a shouty experience within the library (especially in the bathrooms. Seriously don't go to the restrooms here.) the onsite security prevents any major incidents. This without a doubt is the most unsettling experience at this library. Which is unfortunate as it's not something the library can really do anything about.

The staff here are rock stars, who don't get enough credit for struggling endlessly every day against an unrelenting dark tide of dystopia. They are real heroes and heroines.

This individual updated their review after we corrected his erroneous statements:

Updating this for a variety of reasons not least of which is that my initial attempt while heartfelt was not as accurate as anyone would like, and also sounded a bit whiny.

Nobody likes whiny.

As luck would have it the super awesome Diane C. was kind enough to correct me on some items. Her tip for the parking is dead on, and yes there are 30 some odd computers available at this branch scattered around, and yes getting online for an hour or so is not necessarily mission impossible. They are not always the most comfortable of spots-some stations are kinda sorta in the stacks, and while they do have from for people to get around I for one am not always comfy with folks moving around behind directly behind me as I secretly feel they are judging me for wasting valuable online resources looking at pictures of cats.

I also forgot to mention the very good veterans service counter-although that may not be terribly useful if you are not a veteran.

As I don't plan on re-hashing the entire review, let me summarize:

I'm not the biggest fan of this library. This branch does not offer as much as I would like in a library. The book collection does not have depth. As a random nerdy example Wen Spencer-a John W. Campbell Award winning author -latest works are not available. As in not checked out to someone, but as in are not in inventory. So basically anything that person has written since 2015 will not be available in this library. Want to just walk in and get a book about turkey (or Pakistan,etc) at a random moment? good luck. Today there were three non travel guide books about turkey and while there were seven titles for Romania three of them were the same book. Don't care about boring junk like that? Well I can't blame you, but I whatever kind of book you want this branch will probably not have it at any given point in time. regardless if it's old or new.

And while it's not necessarily fair to mention social issues it has to be said that this library does not feel safe at times.

So there is a new building on the way eventually and while some of the funding issues are possibly in the process of being fixed, it took decades for this branch to get in the not very nice place to be that it's in, and it may take an equivalent time to get out.

Nextdoor

Capitola two recommendations on October 20

As a retired person, I have had to cut down on book buying. This library has so many new issue books, supports a book club, and the people are the best!

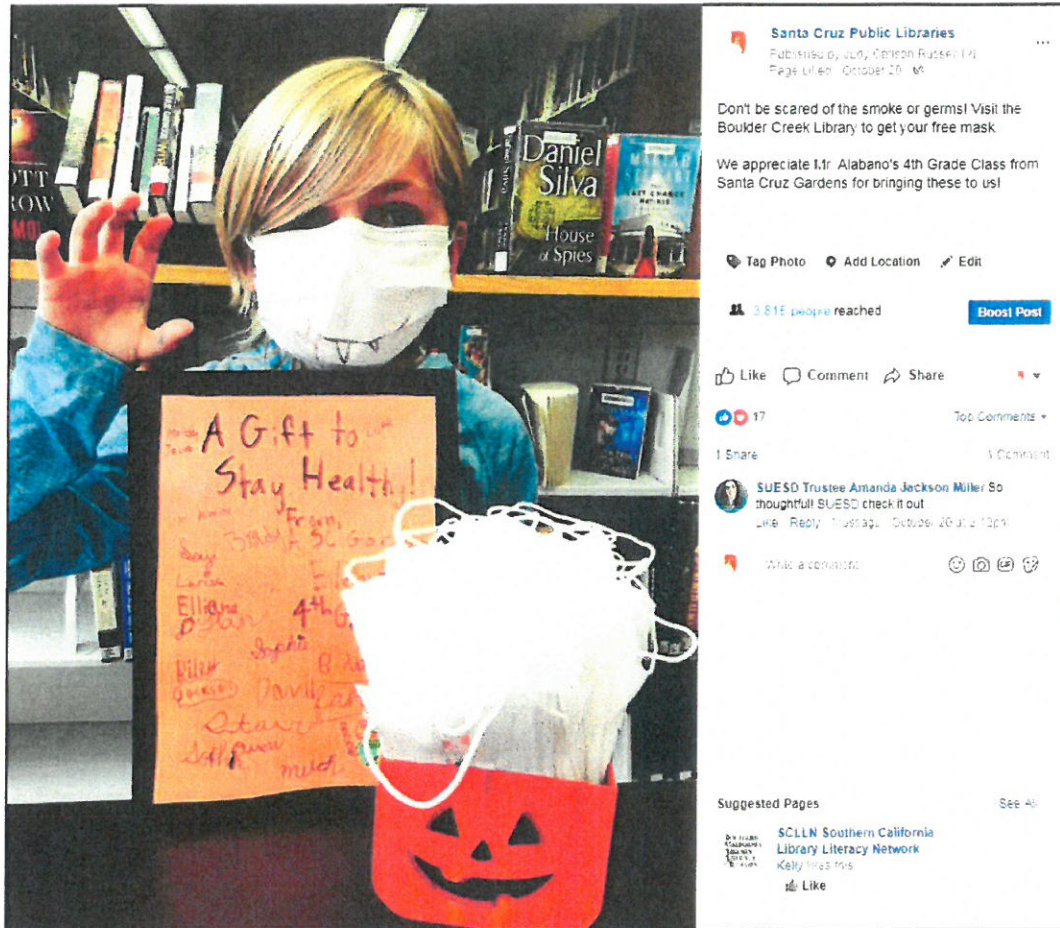
Library's are the best and the price is right

Email

September 30:

Yesterday, while working on a computer at the downtown library, I had a seizure rendering me unconscious and unresponsive. Your staff immediately called 911 and they, along with the security guard, gathered my briefcase, backpack, files, tablet and memory stick before anyone could take them. They contain confidential client information which is very important to me and my business. I would like to express my appreciation to them as knowing this had been done while I was recovering in the hospital also really helped me do so quickly by relieving my anxiety over the location of these items and promptly calling 911 may have saved my life.

Social Media



Santa Cruz Gardens Kids decorated and donated face masks to the mountain communities of Boulder Creek and Felton during the Bear Fire. The kids left them at our library branches for people to pick up for free until supplies ran out. The two posts about it reached more than 10,000 people and was widely shared, liked, and loved.

The librarian I saw every day as a kid was the first person I saw when I walked through the door.



Santa Cruz Public Libraries
 Published by Diane Cohen (PL)
 Like This Page · October 15, 2017

Michelle Heyer Godfrey came to the Branciforte Library 50th Jubilee Celebration wondering if she would see the librarian she saw every day growing up as a latchkey kid. Donna Swedberg, the librarian, was the first person she saw when she walked in the door. It had been 30 years, but they recognized each other immediately. #librariestransform #reunion — with Donna Swedberg and Michelle Heyer

Tag Photo · Add Location · Edit

7,000 people reached **Boost Post**

Love · Comment · Share

31

Share

Suggested Groups [See All](#)

Boulder Creek Neighbors
 6 friends · 3,000 members [+ Join](#)

At the Branciforte 50th Birthday Celebration, retired Librarian Donna Swedberg was reunited with a patron who, as a latchkey kid, spent every day at the library. She looked forward to seeing if the librarian who had influenced her as a child would be at the party. Thousands of people were reached by this post.

Here is an overview of our October Tweets

Santa Cruz Libraries

28 day summary

14 ↓26.3%	7,862 ↓16.9%	285 ↓4.0%	13 ↓13.3%	2,022 ↑2%
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Oct 2017

Top Tweet

The Changing roles of women in #Zimbabwe with Patience Munjeri- a master #mbira player, teacher, and speaker. facebook.com/events/1158921 pic.twitter.com/H4HYDE62F4

[View Tweet activity](#)

Top mention

Dyane Harwood

I'm preparing my October 19th educational #bipolar & #postpartum bipolar talk and book signing! #KeepTalkingMH @KittOMalley @SantaCruzPL pic.twitter.com/IGG0CNUHD

[View Tweet](#)

Get your Tweets in front of more people

Multiplied tweets and content reach up to 10x more people

Get started

14	6,801
238	10
12	

Chair Martin Bernal
Vice Chair Jenny Haruyama
Board Member Carlos Palacios
Board Member Jamie Goldstein



STAFF REPORT

DATE: November 2, 2017
TO: Library Joint Powers Authority Board
FROM: Christine Campbell, Library Assistant IV
RE: 1st Qtr. FY 17/18 Performance Indicators

RECOMMENDATION

Accept Report

DISCUSSION

- Overall circulations are down by approximately 2 percent. This primarily reflects a drop in physical checkouts, as digital materials circulation is up by about 14 percent in this quarter from FY 2016-17.
- A substantial portion of the drop in physical circulation numbers comes from the Downtown Branch, which circulated approximately 16 percent less in Q1 of 17-18 than it did in FY 16-17.
- Circulation per open hour shows a substantial drop, from an average of 58 last year to 48 in this fiscal year.
- Visits to the branches are up once more up slightly, by about 1 percent.
- Use of public internet stations continues to increase; though we do not have comparative data from the first quarter of FY 16-17, we can see a substantial rise in this quarter from any of the last three quarters, ranging from about 19 to 25 percent.
- With the first quarter of FY 2017-18 we are able to track wireless internet usage, and the high numbers show the popularity of this service.
- With a drop in overall program attendance of close to 20 percent, we can also see that a substantial number (at least 82) of our programs are new, and it will be interesting to watch the numbers as they become better known.

QUARTERLY PERFORMANCE INDICATORS: IN BRANCH CIRCULATION

	CIRCULATION BY BRANCH								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 16/17	FY17/18
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18		
Aptos	53,352	50,406	50,340		51,592		51,103		53,352	50,406
Boulder Creek	10,808	11,049	10,759		11,817		10,409		10,808	11,049
Branciforte	19,644	20,360	17,940		18,411		18,970		19,644	20,360
Capitola	33,135	30,971	29,081		30,231		30,032		33,135	30,971
Downtown	81,261	68,087	74,303		75,430		69,024		81,261	68,087
Felton	6,498	6,343	6,252		6,245		6,430		6,498	6,343
Garfield Park	11,215	11,998	9,639		10,264		10,663		11,215	11,998
La Selva Beach	4,253	4,752	3,978		4,116		4,178		4,253	4,752
Live Oak	30,882	30,502	28,051		30,112		29,793		30,882	30,502
Scotts Valley	50,412	50,513	46,105		47,706		48,875		50,412	50,513
Outreach	11,446	11,020	12,287		13,825		13,242		11,446	11,020
TOTAL	312,906	296,001	288,735		299,749		292,719		312,906	296,001
Digital Branch	38,672	48,783	44,810		39,416		43,342		38,672	48,783
Total incl. DB	351,578	344,784	333,545		339,165		336,061		351,578	344,784

	CIRCULATION PER OPEN HOUR								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 16/17	FY17/18
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18		
Aptos	96	79	94		96		91		96	79
Boulder Creek	26	22	27		29		25		26	22
Branciforte	47	43	46		45		46		47	43
Capitola	71	57	66		66		64		71	57
Downtown	118	92	112		114		99		118	92
Felton	18	13	19		18		18		18	13
Garfield Park	33	26	30		31		31		33	26
La Selva Beach	12	10	12		12		12		12	10
Live Oak	69	55	63		69		64		69	55
Scotts Valley	91	79	86		88		87		91	79
AVERAGE	58	48	56		59		54		58	48

	VISITORS BY BRANCH								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 16/17	FY17/18
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18		
Aptos	33,890	33,240	33,268		35,537		35,894		33,890	33,240
Boulder Creek	8,283	9,428	8,029		8,244		8,888		8,283	#REF!
Branciforte	24,225	24,528	23,274		23,850		24,107		24,225	9,428
Capitola	16,145	15,085	15,257		17,206		15,542		16,145	24,528
Downtown	92,534	87,847	84,734		93,924		84,827		92,534	15,085
Felton	6,183	6,749	5,989		5,412		5,196		6,183	87,847
Garfield Park	12,223	13,091	10,916		11,533		11,737		12,223	6,749
La Selva Beach	8,694	9,131	7,873		8,087		9,349		8,694	13,091
Live Oak	26,405	29,974	25,344		27,784		28,563		26,405	9,131
Scotts Valley	45,087	48,238	39,979		44,482		47,328		45,087	29,974
Outreach	6,393	6414	6,368		6,521		8,503		6,393	48,238
TOTAL	280,062	283,725	261,031		282,580		279,934		280,062	283,725

	HOURS OF PUBLIC INTERNET COMPUTER USE								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY 16/17	FY17/18
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18		
Aptos		3,548	2,722		3,367		3,578		NA	3,548
Boulder Creek		890	854		772		983		NA	890
Branciforte		1,822	1,866		2,120		1,720		NA	1,822
Capitola		1,403	1,324		1,305		1,303		NA	1,403
Downtown		15,425	11,043		10,939		11,207		NA	15,425
Felton		409	268		269		277		NA	409
Garfield Park		999	764		845		799		NA	999
La Selva Beach		232	152		195		196		NA	232
Live Oak		3,445	3,179		3,426		3,218		NA	3,445
Scotts Valley		2,180	2,023		2,280		2,310		NA	2,180
TOTAL SYSTEM HRS		30,353	24,195		25,518		25,591		NA	30,353

QUARTERLY PERFORMANCE INDICATORS: IN BRANCH CIRCULATION

	HOURS OF WIRELESS INTERNET CONNECTIONS (IN DEVELOPMENT)								YTD Totals	
	QTR 1		QTR2		QTR3		QTR4		FY16/17	FY17/18
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18		
Aptos		4834							NA	4834
Boulder Creek		1640							NA	1640
Branciforte		1991							NA	1991
Capitola		2689							NA	2689
Downtown		9761							NA	9761
Felton		1152							NA	1152
Garfield Park		1077							NA	1077
La Selva Beach		1971							NA	1971
Live Oak		917							NA	917
Scotts Valley		5736							NA	5736
TOTAL SYSTEM HRS		31785							NA	31785

QUARTERLY PERFORMANCE INDICATORS: PROGRAMMING

NUMBER OF PROGRAMS										
	QTR 1		QTR2		QTR3		QTR4		YTD Totals	
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY 16/17	FY 17/18
PRESCHOOL	51	46	74		88		87		51	46
SCHOOL AGE	180	164	188		178		218		180	164
TEEN	30	38	37		33		32		30	38
ADULT	160	223	176		191		212		160	223
TOTAL	421	471	475		490		549		421	471

PROGRAM ATTENDANCE										
	QTR 1		QTR2		QTR3		QTR4		YTD Totals	
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY 16/17	FY17/18
PRESCHOOL	3,281	2,681	4,503		5,183		5079		3,281	2,681
SCHOOL AGE	6,335	3,583	3,799		3,100		5138		6,335	3,583
TEEN	436	697	532		602		822		436	697
ADULT	2,799	3,250	2,892		3,188		3056		2,799	3,250
TOTAL	12,851	10,211	11,726		12,073		14,095		12,851	10,211

ATTENDANCE/PROGRAM										
	QTR 1		QTR2		QTR3		QTR4		YTD Totals	
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18
PRESCHOOL	64	58	61		59		58		64	58
SCHOOL AGE	35	22	20		17		24		35	22
TEEN	15	18	14		18		26		15	18
ADULT	17	15	16		17		14		17	15
OVERALL AVERAGE	31	22	25		25		26		31	22

NUMBER OF PROGRAMS										
	QTR 1		QTR2		QTR3		QTR4		YTD Totals	
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY 15/16	FY17/18
Aptos	29	57	39		44		54		29	57
Boulder Creek	18	15	26		18		21		18	15
Branciforte	24	32	15		15		33		24	32
Capitola	20	19	23		27		28		20	19
Downtown	57	88	77		74		112		57	88
Felton	31	9	28		19		15		31	9
Garfield Park	19	33	41		38		33		19	33
La Selva Beach	47	36	48		69		55		47	36
Live Oak	39	46	44		41		53		39	46
Scotts Valley	77	77	66		82		82		77	77
Outreach	28	59	20		27		35		28	59
TOTAL	389	471	427		454		521		389	471

PROGRAM ATTENDANCE										
	QTR 1		QTR2		QTR3		QTR4		YTD Totals	
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY 16/17	FY17/18
Aptos	854	1,115	1,264		1,137		1256		854	1,115
Boulder Creek	426	240	749		333		727		426	240
Branciforte	470	555	353		502		874		470	555
Capitola	841	708	666		919		905		841	708
Downtown	1,804	1,967	1,841		2,406		2521		1,804	1,967
Felton	604	150	658		106		177		604	150
Garfield Park	324	484	638		590		505		324	484
La Selva Beach	1,106	843	981		1,014		1387		1,106	843
Live Oak	900	801	1,199		1,249		1846		900	801
Scotts Valley	2,540	1,552	1,442		1,804		1765		2,540	1,552
Outreach	1,261	1,796	563		809		1198		1,261	1,796
TOTAL	11,130	10,211	10,354		10,869		13161		11,130	10,211

QUARTERLY PERFORMANCE INDICATORS: PROGRAMMING

ATTENDANCE/PROGRAM										
	QTR 1		QTR2		QTR3		QTR4		YTD Totals	
	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY16/17	FY17/18	FY 16/17	FY17/18
Aptos	29	20	32	#DIV/0!	26	#DIV/0!	23	#DIV/0!	29	20
Boulder Creek	24	16	29	#DIV/0!	19	#DIV/0!	35	#DIV/0!	24	16
Branciforte	20	17	24	#DIV/0!	33	#DIV/0!	26	#DIV/0!	20	17
Capitola	42	37	29	#DIV/0!	34	#DIV/0!	32	#DIV/0!	42	37
Downtown	32	22	24	#DIV/0!	33	#DIV/0!	23	#DIV/0!	32	22
Felton	19	17	24	#DIV/0!	6	#DIV/0!	12	#DIV/0!	19	17
Garfield Park	17	15	16	#DIV/0!	16	#DIV/0!	15	#DIV/0!	17	15
La Selva Beach	24	23	20	#DIV/0!	15	#DIV/0!	25	#DIV/0!	24	23
Live Oak	23	17	27	#DIV/0!	30	#DIV/0!	35	#DIV/0!	23	17
Scotts Valley	33	20	22	#DIV/0!	22	#DIV/0!	22	#DIV/0!	33	20
Outreach	45	30	28	#DIV/0!	30	#DIV/0!	34	#DIV/0!	45	30
OVERALL	29	22	24	#DIV/0!	24	#DIV/0!	25	#DIV/0!	29	22



STAFF REPORT

DATE: November 2, 2017
TO: Library Joint Powers Authority Board
FROM: Kira Henifin, Management Analyst
RE: 1st Quarter Financial Report

The first quarter financial report covers July 2017 through September 2017. All financial figures included in this report are unaudited.

Revenues

The September MOE and sales tax revenues have not been posted.

Total Revenue for this quarter: 15.9%

Sales tax 15.2%
Maintenance of effort 16.7%

Expenditures

Total expenditures for this quarter: 36.0%

Expenditures include encumbrances to date.

Personnel Costs

Total Personnel costs for this quarter: 21.6%

Regular Full Time	23.2%
Part Time	18.1%
Temporary	28.2%

Enclosure: 1st Quarter Financial Reports

Revenue Balances

Criteria: Summarize By = Report, Fund, Account; As Of = 9/30/2017; Period = 0,1,...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
Fund 951 -- Library Joint Powers Authority							
41211	Sales and use tax	7,994,000.00	0.00	7,994,000.00	1,211,109.90	6,782,890.10	15.2%
43210	State operating grants and contributions	0.00	0.00	0.00	5,312.31	(5,312.31)	0.0%
43311	Maintenance of effort contributions	5,585,273.00	0.00	5,585,273.00	930,715.13	4,654,557.87	16.7%
45131	Library fines	140,500.00	0.00	140,500.00	0.00	140,500.00	0.0%
46110	Pooled cash and investment interest	29,810.00	0.00	29,810.00	0.00	29,810.00	0.0%
46190	Interest earnings - other	9,260.00	0.00	9,260.00	1,735.53	7,524.47	18.7%
46303	Donations - library	13,100.00	0.00	13,100.00	0.00	13,100.00	0.0%
46309	Donations - library - Friends of the Lib	22,778.00	0.00	22,778.00	3,450.00	19,328.00	15.1%
46910	Miscellaneous operating revenue	17,000.00	0.00	17,000.00	46,606.87	(29,606.87)	274.2%
49122	From Library Private Trust Fund	39,190.00	0.00	39,190.00	0.00	39,190.00	0.0%
Total Library Joint Powers Authority		13,850,911.00	0.00	13,850,911.00	2,198,929.74	11,651,981.26	
Total		13,850,911.00	0.00	13,850,911.00	2,198,929.74	11,651,981.26	

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 9/30/2017; Period = 0,1,...12; Fund = 951; Account = 51*

Acct	Title	Year-To-Date Ado Budget	Year-To-Date Ado Budget	Year-To-Date Adj Budget	Year-To-Date Actual	Year-To-Date Encumbrances	Bdgt. to Act. Variance	Pct. Spent
51110	Regular full time	5,089,816.00	0.00	5,089,816.00	1,180,596.01	0.00	3,909,219.99	23.2%
51111	Regular part time	907,059.00	0.00	907,059.00	164,535.31	0.00	742,523.69	18.1%
51114	Overtime	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00	0.0%
51115	Termination pay	0.00	0.00	0.00	9,942.72	0.00	(9,942.72)	0.0%
51122	Temporary	826,000.00	0.00	826,000.00	232,924.18	0.00	593,075.82	28.2%
51130	Other pay	0.00	0.00	0.00	197.25	0.00	(197.25)	0.0%
51150	Vehicle-phone-data allowance	3,384.00	0.00	3,384.00	739.00	0.00	2,645.00	21.8%
51201	Retirement contribution	1,156,934.00	0.00	1,156,934.00	72,860.32	0.00	1,084,073.68	6.3%
51202	F.I.C.A.	115,560.00	0.00	115,560.00	9,888.01	0.00	105,671.99	8.6%
51203	PERS unfunded liability	0.00	0.00	0.00	154,054.50	0.00	(154,054.50)	0.0%
51210	Group health insurance	1,376,568.00	0.00	1,376,568.00	264,458.09	0.00	1,112,109.91	19.2%
51212	Group dental insurance	90,049.00	0.00	90,049.00	17,888.30	0.00	72,160.70	19.9%
51213	Vision insurance	15,200.00	0.00	15,200.00	2,991.42	0.00	12,208.58	19.7%
51214	Medicare insurance	79,545.00	0.00	79,545.00	21,226.69	0.00	58,318.31	26.7%
51215	Employee assistance program	3,985.00	0.00	3,985.00	889.22	0.00	3,095.78	22.3%
51220	Group life insurance	1,715.00	0.00	1,715.00	345.43	0.00	1,369.57	20.1%
51221	Disability insurance	72,521.00	0.00	72,521.00	8,009.93	0.00	64,511.07	11.0%
51230	Unemployment insurance	43,073.00	0.00	43,073.00	11,319.27	0.00	31,753.73	26.3%
51240	Workers' compensation	270,990.00	0.00	270,990.00	66,154.82	0.00	204,835.18	24.4%
51910	Intrafund labor - credit	0.00	0.00	0.00	(1,216.78)	0.00	1,216.78	0.0%
51911	Interfund labor - credit	0.00	0.00	0.00	(40,557.55)	0.00	40,557.55	0.0%
Total		10,058,899.00	0.00	10,058,899.00	2,177,246.14	0.00	7,881,652.86	

Expenditure Balances

Criteria: Summarize By = Report,Account,Account; As Of = 9/30/2017; Period = 0,1,12; Fund = 951; 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	Bglt. to Act. Variance	Pct. Spent
52131	Claims management services - outside	12,000.00	0.00	12,000.00	1,476.85	8,523.15	2,000.00	83.3%
52135	Financial services - outside	550,738.00	0.00	550,738.00	116,477.50	24,132.00	410,128.50	25.5%
52145	Security patrols - City Hall	4,399.00	0.00	4,399.00	771.49	3,627.29	0.22	100.0%
52150	Merchant bank fees	2,500.00	0.00	2,500.00	357.03	0.00	2,142.97	14.3%
52155	Courier services	0.00	2,000.00	2,000.00	159.89	0.00	1,840.11	8.0%
52199	Other professional & technical services	42,899.00	9,250.00	52,149.00	14,116.49	16,433.51	21,599.00	58.6%
52201	Water, sewer and refuse	72,215.00	0.00	72,215.00	9,166.83	13,824.84	49,223.33	31.8%
52202	Hazardous materials disposal	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.0%
52211	Janitorial services	235,963.00	0.00	235,963.00	45,266.36	185,501.40	5,195.24	97.8%
52223	Equip annual inventory charge - internal	4,690.00	0.00	4,690.00	0.00	0.00	4,690.00	0.0%
52226	Vehicle work order charges - internal	22,000.00	0.00	22,000.00	192.00	0.00	21,808.00	0.9%
52227	Vehicle fuel island charges - internal	15,985.00	0.00	15,985.00	1,063.95	0.00	14,921.05	6.7%
52240	Office equipment operation/maint	3,700.00	0.00	3,700.00	35.00	0.00	3,665.00	0.9%
52241	Vehicle maintenance costs - outside	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.0%
52244	Other equipment operation/maintenance	8,400.00	0.00	8,400.00	0.00	0.00	8,400.00	0.0%
52246	Building and facility o & m - outside	205,057.00	(24,850.00)	180,207.00	31,840.16	35,148.88	113,217.96	37.2%
52247	Landscaping maintenance services	35,500.00	0.00	35,500.00	2,160.04	0.00	33,339.96	6.1%
52248	Software maintenance services	345,575.00	0.00	345,575.00	44,195.23	19,900.00	281,479.77	18.5%
52249	Hardware maintenance services	36,000.00	0.00	36,000.00	0.00	0.00	36,000.00	0.0%
52261	Equipment, building and land rentals	309,507.00	3,600.00	313,107.00	78,264.00	21,600.00	213,243.00	31.9%
52302	Travel and meetings	12,980.00	0.00	12,980.00	606.24	0.00	12,373.76	4.7%
52304	Training	75,000.00	0.00	75,000.00	6,781.78	0.00	68,218.22	9.0%
52403	Telecommunications service - outside	113,147.00	0.00	113,147.00	15,478.85	68,510.34	29,157.81	74.2%
52932	Liability insurance/surety bonds-interna	37,442.00	0.00	37,442.00	9,360.51	0.00	28,081.49	25.0%
52933	Liability insurance/surety bonds-outside	50,680.00	0.00	50,680.00	42,724.00	0.00	7,956.00	84.3%
52960	Advertising	16,730.00	0.00	16,730.00	4,953.72	0.00	11,776.28	29.6%
52961	Dues and memberships	35,162.00	0.00	35,162.00	27,046.00	0.00	8,116.00	76.9%
52972	Printing and binding-outside	19,600.00	0.00	19,600.00	3,175.84	0.00	16,424.16	16.2%
53101	Postage charges	6,000.00	0.00	6,000.00	1,063.93	0.00	4,936.07	17.7%
53102	Office supplies	18,600.00	0.00	18,600.00	1,938.94	0.00	16,661.06	10.4%
53106	Books and periodicals	1,154,357.00	294,220.06	1,448,577.06	508,144.12	42,808.13	897,624.81	38.0%
53107	Books and periodicals-grants & donations	12,005.00	8,184.80	20,189.80	3,456.85	0.00	16,732.95	17.1%
53108	Safety clothing and equipment	4,710.00	0.00	4,710.00	1,020.32	0.00	3,689.68	21.7%
53109	Copier supplies	6,250.00	0.00	6,250.00	0.00	0.00	6,250.00	0.0%
53112	Library functional supplies	177,200.00	0.00	177,200.00	26,984.84	0.00	150,215.16	15.2%
53113	Janitorial supplies	22,500.00	0.00	22,500.00	4,458.44	0.00	18,041.56	19.8%
53311	Electricity	184,600.00	0.00	184,600.00	59,540.13	0.00	125,059.87	32.3%

Expenditure Balances

Criteria: Summarize By = Report, Account, Account, As Of = 9/30/2017; Period = 0,1..12; Fund = 951; 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
53312	Natural gas	28,000.00	0.00	28,000.00	1,785.02	0.00	26,214.98	6.4%
54990	Miscellaneous supplies and services	100,023.00	0.00	100,023.00	22,920.55	2,400.00	74,702.45	25.3%
56995	Refunded fees and fines	2,000.00	0.00	2,000.00	189.02	0.00	1,810.98	9.5%
57290	Other building costs	0.00	22,345.00	22,345.00	0.00	22,345.00	0.00	100.0%
57401	Office furniture/equipment	13,300.00	0.00	13,300.00	0.00	6,817.52	6,482.48	51.3%
57402	Vehicle equipment	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00	0.0%
57408	Building equipment	0.00	10,000.00	10,000.00	0.00	9,287.00	713.00	92.9%
57409	Computer equipment	125,000.00	0.00	125,000.00	33,310.95	17,352.65	74,336.40	40.5%
Total		4,173,414.00	324,749.86	4,498,163.86	1,120,482.87	498,211.71	2,879,469.28	

Chair Martin Bernal
Vice Chair Jenny Haruyama
Board Member Carlos Palacios
Board Member Jamie Goldstein



STAFF REPORT

DATE: November 2, 2017
TO: Library Joint Powers Authority Board
FROM: Gabe Reyes, Administrative Assistant II
RE: 1st Quarter FY 2017-2018 Incident Log

RECOMMENDATION

Receive report

DISCUSSION

In 1st Qtr. 2018 we experienced a 10% increase in reported incidents over previous quarter with 283 compared to 254 in the previous quarter. The biggest contributor to this increase was due to an increase in First Alarm Patrols resulting in individuals being ejected from library property during closed hours (211 incidents compared to 142 over previous quarter). The locations with the most afterhours activity is the Downtown with 116 ejections and the Branciforte branch with 78 ejections.

Towards the end of 4th quarter, we began seeing an increase in in the category of patrons being “Threatening-Verbal or Physical with Staff or Patrons” and experienced a 22% increase with 22 incidents this quarter compared to 17 for the previous quarter.

Our largest decrease occurred in the category of “Disturbance Inside or Out” with 8 incidents compared to 36 incidents in the previous quarter. However, this number could be skewed due to the fact that some incidents start out as a disturbance and then escalate to the patron being “threatening-Verbal or Physical w/Staff or Patron” where we saw an increase of 22%.

On the heels of revising our Library’s Code of Conduct, we look to implement a more streamlined Patron Suspension letter to reduce the amount of staff time in filling out the form.

Our four highest incident categories continue to be:

- 1. Trespass-Loitering-Off Hrs.**
- 2. Threatening-Verbal or Physical with Staff or Patrons**
- 3. Alcohol, Drugs, Needles, Paraphernalia**
- 4. Disturbances Inside or Out**

Overall:

283 incidents reported system wide compared to 254 in previous quarter

46 suspensions issued system wide compared to 53 in the previous quarter

SCPL Incident Log

July - Sept. 2017 - 1st. Qtr.

Top 4 Incident Reasons Highlighted
In yellow

(Includes after hours ejections)

Date	Location	Disturbance Inside or Out	Threatening-Verbal or Physical w/Staff or Patron	Sleeping-Camping or Physical w/Staff or Patron	Theft or Damage to Property	Abuse of Library Property	Alcohol, Drugs, Needles, Paraphernalia etc.	Inappropriate Internet Use	Clean-Up Inside or Out - Personal Hygiene	Injury-Staff or Public	Suspensions/Imposed	Duration
1 7/5/17	LO	Noisy patron	1									
2 7/6/17	DTN	Staff found syringe				1						
3 7/12/17	DTN	Patron assaulted a staff member	1							1		1Yr.
4 7/12/17	LO	Suspended patron trespass								1		1
5 7/12/17	APT	Disruptive and confrontational patron	1							1		3
6 7/13/17	LO	Confrontation between patrons	1							1		
7 7/13/17	BC	Abandon RV					1					
8 7/14/17	DTN	Sleeping violation		1						1		1
9 7/14/17	DTN	Staff member harassed by patron	1							1		30
10 7/15/17	DTN	Staff member assaulted, charges filed	1							1		1Yr.
11 7/17/17	DTN	Confrontational patron with staff and other patrons	1							1		30
12 7/1/17	LO	The patron viewing porn				1				1		1
13 7/20/17	DTN	Suspended patron trespass	1							1		1
14 7/20/17	DTN	Patron fall								1		1
15 7/21/17	APT	Confrontation between patrons	1									
16 7/21/17	DTN	Confrontational patron with staff										
17 7/22/17	B40	Bathroom unsanitary vandalism					1					
18 7/24/17	DTN	Patron injury due to seizure							1			
19 7/24/17	DTN	Patron disturbance over stolen wallet	1									
20 7/25/17	B40	Confrontation between patrons & staff	1							1		30
21 7/25/17	DTN	Confrontational patron viewing porn					1			1		3
22 7/26/17	GP	Trash left in parking lot								1		
23 7/26/17	B40	Confrontation between patrons	1							1		90
24 7/26/17	DTN	Patron drinking alcohol								1		3
25 7/26/17	DTN	Patron smoking marijuana				1				1		14
26 7/27/17	B40	Abandon personal items					1					
27 7/28/17	BC	Patron fall										
28 7/29/17	BC	Aggressive patron								1		
29 8/1/17	DTN	Sleeping patron became confrontational	1									
30 8/1/17	DTN	Patron making suicidal comments	1							1		30
31 8/2/17	B40	Graffiti										
32 8/2/17	BC	Suspended patron trespass	1									

SCPL Incident Log

July - Sept. 2017 - 1st. Qtr.

Top 4 Incident Reasons Highlighted
In yellow

(Includes after hours ejections)

Date	Location	Patron heat exhaustion	Staff bike locker vandalized	Abandon vehicle	Suspended patron trespass	Hostile patron making death threats	Littering patron being confrontational	Patron viewing porn	Patron bomb threat	Patron viewing porn	Female Drug use in bathroom	Female Drug use in bathroom	Intoxicated male in woman's bathroom	Graffiti in bathroom	Patron viewing porn	Patron sleeping	Patron trespass	Patron seizure	Patron threatening staff	Patron assault on another patron	Patron blocking entrance being hostile	Patron viewing/printing porn	Disturbance by patron in need of housing	Patron's unattended personal items	Patron stalking staff member	Patron sleeping	Patron sleeping	Patron sleeping	Patron seizure	Trespassing patron dropped syringe	Graffiti	Hostile patron washing cloths in bathroom	Duration							
33	8/2/17	SV																																						
34	8/4/17	HQ																																						
35	8/5/17	B40																																						
36	8/8/17	DTN																																						
37	8/9/17	DTN																																						
38	8/10/17	DTN																																						
39	8/10/17	DTN																																						
40	8/11/17	CAP																																						
41	8/15/17	DTN																																						
42	8/16/17	DTN																																						
43	8/16/17	DTN																																						
44	8/23/17	LO																																						
45	8/25/17	B40																																						
46	8/28/17	DTN																																						
47	8/29/17	GP																																						
48	8/30/17	DTN																																						
49	8/30/17	DTN																																						
50	8/30/17	LO																																						
51	8/31/17	B40																																						
52	8/31/17	DTN																																						
53	8/31/17	DTN																																						
54	9/1/17	CAP																																						
55	9/2/17	B40																																						
56	9/6/17	DTN																																						
57	9/5/17	DTN																																						
58	9/6/17	DTN																																						
59	9/8/17	DTN																																						
60	9/8/17	B40																																						
61	9/9/17	SV																																						
62	9/10/17	DTN																																						

SCPL Incident Log

July - Sept. 2017 - 1st. Qtr.

Top 4 Incident Reasons Highlighted
In yellow

(Includes after hours ejections)

Date	Location	Disturbance Inside or Out	Threatening-Verbal or Off Hrs.	Sleeping-Camping-Patron	Theft or Damage to Property	Abuse of Library Property	Inappropriate Internet Use	Clean-Up Inside or Out - Personal Hygiene	Injury-Staff or Public	Suspensions/ Imposed	Duration
63 9/13/17	LO	Man sleeping in car, off hours	1						1		1
64 9/14/17	LO	Patron trespass									
65 9/14/17	BC	Syringe found in parking lot			1						
66 9/15/17	B40	Confrontation between patrons	1						1		1
67 9/18/17	DTN	Shirtless hostile patron	1						1		30
69 9/20/17	DTN	Patron claimed to have been stabbed	1						1		30
70 9/20/17	DTN	Patron viewing porn			1				1		60
71 9/21/17	DTN	Suspended patron spit at staff	1						1		
72 9/21/17	GP	Intoxicated patron passed out	1						1		
73 9/25/17	DTN	Patron trespass	1						1		1
74 9/27/17	FTN	Patron trespass	1						1		1
75 9/27/17	DTN	Sleeping patron		1					1		1
76 9/27/17	DTN	Patron confrontational with staff	1						1		3
77 9/28/17	BC	Razor-blade found in parking lot			1				1		7
78 9/28/17	DTN	3 patrons smoking from pipe associated with Meth use			3				3		7
79 9/28/17	DTN	Camping patron became confrontational	1						1		7
80 9/29/17	DTN	Patron seizure					1				
81 9/29/17	B40	Trespassing patron became confrontational with another patron	1						1		6mo.
Total ejected trespassers during closed hours-Patrols by First Alarm: B40=78 DTN=116 LO=7 APT=0			201								
1st. Quarter		8	211	22	8	1	11	7	5	2	46

1st. Qtr. Total Incidents By Branch = 283

Data includes ejected trespassers during closed hour patrols by First Alarm (Downtown, Branciforte, Live Oak, Aptos)

Aptos - 2 Boulder Creek - 6 Branciforte - 90 Capitola - 2 Downtown - 161 Felton - 1

Garfield Park - 3 Headquarters - 1 La Selva Beach - 0 Live Oak - 15 Scotts Valley - 2

SCPL Incident Log
July - Sept. 2017 - 1st. Qtr.

Top 4 Incident Reasons Highlighted
In yellow

(Includes after hours ejections)

Date
 Location

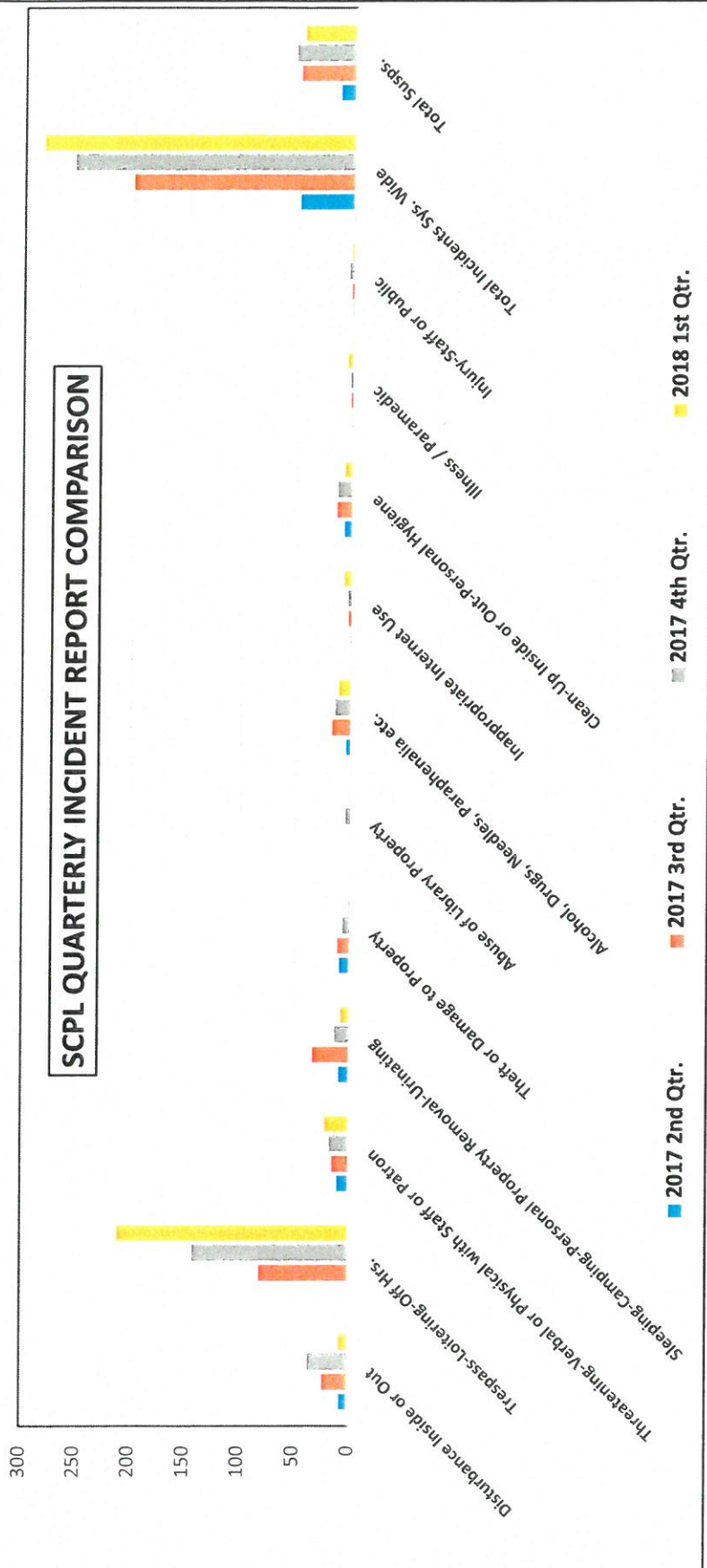
	8	211	22	8	1	1	1	11	7	7	5	2	46	283		
														Suspensions Imposed	Total Incidents	
1st. Quarter	36	142	17	13	6	4	14	3	13	2	4	53	254			
4th. Quarter	23	81	15	33	11	0	17	3	14	2	2	49	201			
3rd. Quarter	7	NA	10	9	9	0	4	1	7	1	1	13	49			
2nd. Quarter															Suspensions Imposed	Total Suspensions
1st Quarter															Suspensions Imposed	Total Suspensions

1st Quarter data is not comparable. improved tracking efforts started in 2nd Qtr., and increased focus on reporting began in 3rd Qtr.

SCPL 1st QUARTER 2018 INCIDENT REPORT COMPARISON

	Disturbance Inside or Out	Trespass-Littering-Off Hrs.	Threatening-Verbal or Physical with Staff or Patron	Sleeping-Camping-Personal Property Removal-Urinating	Theft or Damage to Property	Abuse of Library Property	Alcohol, Drugs, Needles, Paraphernalia etc.	Inappropriate Internet Use	Clean-Up Inside or Out-Personal Hygiene	Illness / Paramedic	Injury-Staff or Public	Total Susps.
2017 2nd Qtr.	7	NA	10	9	0	4	1	7	1	1	1	13
2017 3rd Qtr.	23	81	15	33	0	17	3	14	2	2	2	49
2017 4th Qtr.	36	142	17	13	4	14	3	13	2	4	4	254
2018 1st Qtr.	8	211	22	8	1	11	7	7	5	2	2	283

SCPL QUARTERLY INCIDENT REPORT COMPARISON



Chair Martin Bernal
Vice Chair Jenny Haruyama
Board Member Carlos Palacios
Board Member Jamie Goldstein



STAFF REPORT

DATE: November 2, 2017
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: 1st Quarter FY 2017-2018 Workplan Update

RECOMMENDATION

Receive Report

DISCUSSION

Highlights

1. **Employee Opportunities** - SPCL hired 15 individuals for permanent positions and promote 17 staff members in last 15 months.
2. **Experienced significant growth in adult programming.**
3. **Summer Reading** - Over 2,000 children and nearly 850 adults completed the 2017 summer reading program
4. **Capitola Branch** - The City of Capitola and its Library Advisory Committee, working closely with SPL staff, completed and approved the schematic design for a new library.
5. **Felton Branch** - The Library worked closely with the County and Friends of the Library to develop a schematic design for the new library.
6. **Downtown DLAC** - The Library worked closely with the Downtown Library Committee to develop a scope of service analysis for the Downtown Library including the completion of a survey that received over 2,200 responses.
7. **Technology** - Deployed 185 computer devices, completed fiber upgrade and expanded wireless printing to all building and expanded charging stations to all branches.

8. **Digital Collections** - SPCL partnered with other California libraries on the 3M CloudLink growing the list of available digital titles from 2,836 to 77,000.
9. **Customer Service** - The Aptos Branch Library has installed an external book drop for patron convenience. Patrons are really happy with the improvement.

Employee Safety - The Library developed a blood borne pathogens plan, developed a departmental safety committee, and created a coordinated approach to the Hepatitis A outbreak.

Attachment: 1st Qtr. Workplan Update

1. Learning

Objectives	Special Projects	Updates
Adult Programming (O'D)	<p>Creative Aging:</p> <ul style="list-style-type: none"> ● Local History (DL) <p>Life Skills:</p> <ul style="list-style-type: none"> ● Veteran's Program (DA) ● Workforce (HN) ● Homelessness (MMF) 	<p>Quarter 1 Achievements:</p> <p>Creative Aging:</p> <ul style="list-style-type: none"> ● Held Genealogy Workshop at GP; 9 participants ● Completed 7 in-depth searches requested by community members (e.g. BBC on San Lorenzo Valley railroads) ● Live streamed Eclipse Viewing at AP; 150+ participants ● Offered summer reading program to 846 adults (new record) ● Life Skills: ● Conducted "Wartime Memories" with veterans and veterans' families; 17 attendees; Sentinel article ● Worked with City of SC on interactive programs focusing on housing crisis ● Continued Coffee Hour and Working Together and served as a location for Hep A vaccinations ● Developed ELL Conversation Group led by volunteer at LO ● Transitioned Co-working Program from contractor to staff at LO
Youth Programming (O'D)	<p>Ready for Kindergarten</p> <p>Student Success</p> <p>Safe After School</p> <p>School Outreach</p>	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Continued pilot of Code Combat at SV and added new Club DT; 44 participants ● Offered Family Craft Day with Downtown Association; 70 participants ● Partnered with MAH for Storytimes at Abbott

		<p>Square; 117+participants</p> <ul style="list-style-type: none"> ● Finalized K-12 Outreach Plan ● Received grant from the Pacific Library Partnership for K-12 Outreach ● Began Early Literacy Initiative with Pajaro Valley School District ● Completed Summer Reading <ul style="list-style-type: none"> ○ 3894 signed up ○ 2191 completed ○ 56.3% completed (highest percentage ever/ exceeds the national average) ○ Provided 211 Programs with 7,102 participants ○ Averaged 33.7 participants/program ○ Held Festival of the Book; 850 attended
<p>Outreach (O'D)</p>	<p>Bookmobile Jails (MMF) Public</p>	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Enrolled incarcerated youth at Juvenile Hall in SCPL Summer Reading ● Improved CCF services with new procedures, new patron record report (w/C. Campbell and A. Young), and new secure book return containers at Main Jail ● Added monthly visits to Main Jail to work with inmates one-to-one ● Promoted Banned Books Week with a Little Free Libraries Scavenger Hunt ● Agreed to help install 20 new Little Free Libraries at low income housing ● Brought Kermit to farmers markets in SC and Felton (18 visits), GP at their book sale, LSB 4th of July parade checking out books, giving

		<p>out new library cards, and promoting SCPL - 300 interactions</p> <ul style="list-style-type: none"> • New Bookmobile stop at the new St. Stephens Senior Housing facility on Soquel
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2. Digital Inclusion

Objectives	Special Projects	Updates
Tools and Resources (LS)	Desktops WiFi Laptops Wireless Printing Charging Stations	Quarter 1 Achievements: <ul style="list-style-type: none"> • Deployed 185 new Public & Catalog PC's • Increased WiFi speeds to the Public to 1 GB • Purchased 125 laptops: 60 for Programs, 65 for Checkout • Instituted Wireless Printing at all branches • Deployed mobile device charging stations to all branches
Technology Literacy		Quarter 1 Achievements: <ul style="list-style-type: none"> • Held 37 Technology Literacy classes/events, with 396 attendees • Held 22 cybersecurity classes, with 68 attendees • Received virtual reality equipment grant from the Pacific Library Partnership

3. Transformative Spaces

Objectives	Special Projects	Updates
Measure S Implementation (SN)	Aptos Boulder Creek Branciforte Capitola Downtown Felton Garfield Park	Quarter 1 Achievements: <ul style="list-style-type: none"> • Updated Measure S web pages • Contracted for LFFA audit services • Approved LFFA budget

	<p>La Selva Beach Live Oak Scotts Valley</p>	<p>City of Capitola</p> <ul style="list-style-type: none"> ● Developed interiors ● Assisted in the development and approval of schematic design documents ● Assisted with the identification of fundraising opportunities <p>City of Santa Cruz</p> <ul style="list-style-type: none"> ● Led Downtown Library Advisory Committee (DLAC) process ● Survey 2,200 residents on possible amenities ● Held focus groups with Latinx and teen groups ● Developed draft scope, program and siting criteria ● Hired David Tanza to manage B40 and Garfield projects <p>County of Santa Cruz</p> <ul style="list-style-type: none"> ● Worked closely with Friends of Felton, County and architect on project Felton project development, permitting and value engineering ● Developed annex concept with the Live Oak Supervisor, Schools, Boys and Girls Club and Parks and Recreation Worked with County on project timelines ● Assisted in issuance of RFP for La Selva, Boulder Creek and Live Oak project architect ● Met with Aptos Friends ● Removed unused Ref Desk from Live Oak and introduced flexible space furniture in Teen area
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4. User Experience

Objectives	Special Projects	Updates
Hours/Staff Deployment (O'D)	Regionalization Service Model Job Classifications	Quarter 1 Achievements: <ul style="list-style-type: none"> ● Hired 15 new employees into permanent positions, promoted 17 (over the last 15 months) ● Reorganized marketing and program support, hiring ● Meet monthly to discuss issues with unions ● Regional Managers begin review of all job classifications
Collections (SB)	Collections Development Plan	Quarter 1 Achievements: <ul style="list-style-type: none"> ● Partnered on 3M CloudLink growing list of titles from 2,836 to 77,00 - for only \$1,000 ● Discontinued purchase of 16 databases ● Added 2 new databases ● Loaned 702 titles via InterLibrary Loan ● Received grant to send two selection Librarians to Spain to purchase Spanish Language materials -- approximately 400 titles purchased ● Established baseline activities for Capitola closure ● Restructured and distributed 19 Spanish and 67 English Read to Me Kits among all branches
Convenience/Customer Service	Marketing Bookdrops	Quarter 1 Achievements: <ul style="list-style-type: none"> ● Piloted a stand-alone external bookdrop in the Aptos Branch parking lot
Security (SN)		Quarter 1 Achievements: <ul style="list-style-type: none"> ● Developed new bloodborne pathogens plan ● Formed Library Safety

		<p>Committee</p> <ul style="list-style-type: none"> Continued work with City on increased enforcement and reporting Provided Hep A shots to all staff Increased cleaning of downtown and B40 branches to 3x daily through outbreak Provided Hep A training overview to all staff
Vision (O'D)	<p>ULC</p> <p>Harwood</p> <p>Relevancy</p>	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> Held retreat with Senior Staff Invited Nina Simon to Staff Day Requested and received \$50,000 of fund balance for innovation fund

5. Organizational Capacity

Objectives	Special Projects	Updates
Administration (SN)	Data project Policies	<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> Developed benchmark data and presented to JPA and all staff Developing computer use measures Developed draft branch data reports Drafted JPA lease agreement terms Developed draft internet use policy
Friends of the Library (SN)		<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> Approved MOU Meet weekly with Executive Director, monthly with President Met with Community Foundation Met with Capitola Friends on their campaign concerns Met with Plantronics

		<ul style="list-style-type: none"> ● Met with Sunshine Foundation
Volunteers (DF)		<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Provided 3,240 volunteer hours ● Recruited 35 new volunteers ● Found skilled ELL volunteer for LO program ● Found 2 volunteers to start LO book club ● Developed the framework for a Storytellers pilot program for preschoolers modeled on Oakland PL; Hired qualified librarian to design and lead training of volunteers ● Provided 30 volunteers for the Festival of the Book ● Managed 10 volunteers for the Veterans Information Center
Staff Training		<p>Quarter 1 Achievements:</p> <ul style="list-style-type: none"> ● Centralized review of national conference attendance make decisions based on strategic plan ● staff day ● Approved purchase of 4 Lynda.com licenses ● Held 4 Tech trainings for Staff, with 22 attendees

Chair Martin Bernal
Vice Chair Jenny Haruyama
Board Member Carlos Palacios
Board Member Jamie Goldstein



**SANTA CRUZ
PUBLIC LIBRARIES**

STAFF REPORT

DATE: November 2, 2017
TO: Library Joint Powers Authority Board
FROM: Kira Henifin, Management Analyst
RE: Califa Purchasing Approval

RECOMMENDATION

To approve purchases made through the Califa Group that exceed \$100,000.

DISCUSSION

The City of Santa Cruz Finance Department has a policy that purchases over \$100,000 need to be approved by the governing body. The limit is set at \$100,000 for one-time purchases and/or cumulative purchases throughout the year.

The Library is a member of the Califa Group. The Califa Group is a nonprofit library membership consortium of more than 220 libraries and is the largest library network in California. Califa brokers and facilitates the procurement of library products, and manages master contracts and pricing agreements with publishers and vendors. Their mission is to provide cost effective delivery of services, program, and products through a membership network of California libraries.

STAFF REPORT

DATE: October 26, 2017

TO: Susan Nemitz, Library Director

FROM: Marcus Pimentel, City of Santa Cruz Finance Director

RE: Updated Library forecast through Fiscal Year 2020/2021

Included herein for general information are updated forecasts for Library operations through Fiscal Year 2020/2021.

This data was last reviewed during the February 2017 Library Joint Powers Authority study session on budget.

Forecast Assumptions.

The system's forecast models will vary and be impacted by the changes in sales tax growth, operational spending patterns, changes in CalPERS pension system assumptions, variability in the health care costs, and any Board directed or approved changes in staffing, capital or operations beyond current levels. Listed below are some of the primary assumptions used in the current forecast model.

<i>Key Assumptions for future projections</i>		FY	FY	FY	FY
		2017/18	2018/19	2019/20	2020/21
(1)	Sales Tax growth during expansion (3yr avg. is 3.8%)	1.5%	1.5%	1.0%	1.0%
	MOE	0.0%	0.0%	0.0%	0.0%
	2.5% Total Comp Vacancy (5yr avg. is 2.7%)	3.0%	3.0%	3.0%	3.0%
(2)	Subset: Pension Cost [1] (4yr avg. is 10.4%)	15.7%	19.1%	16.5%	23.0%
(3)	Subset: Health Care Cost [2] (4yr avg. is 4.3%)	2.5%	1.0%	2.0%	2.0%
	Books	4.0%	4.0%	4.0%	4.0%
	Books (% of revenue)	11.0%	11.3%	11.6%	12.0%
(4)	One-time Books	150,000	-	-	-
(4)	One-time Capital (technology)	150,000	-	-	-
n	Expanded Services	-	-	-	-
(5)	Estimated Admin Support with 5.0% growth factor	490,000	514,000	540,000	567,000

(1) Projected economic slowdown starting in FY 2019/20.

(2) CalPERS started in FY 2017/18 steep, annual increases in Pension costs projected to continue through mid-2020s.

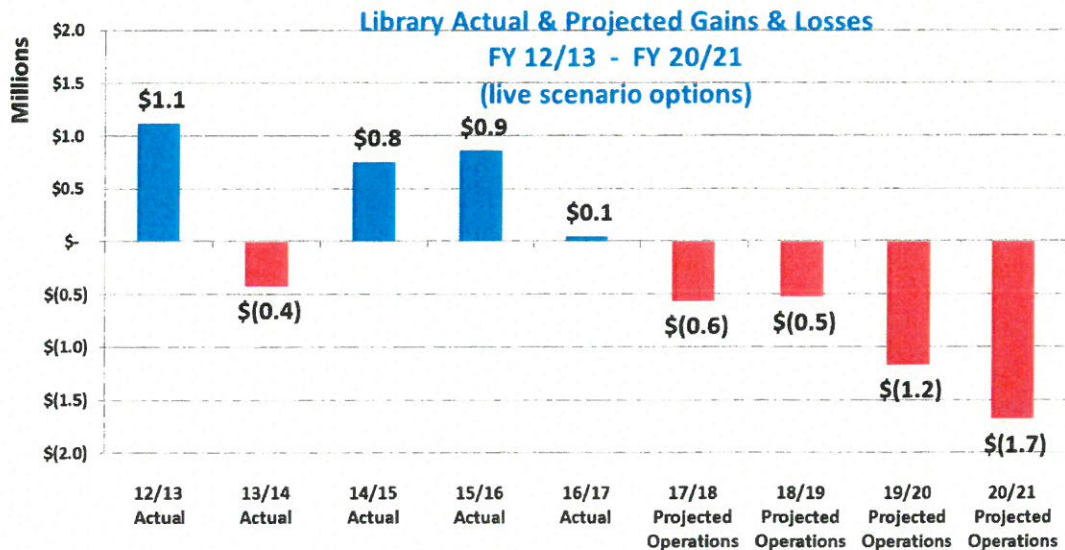
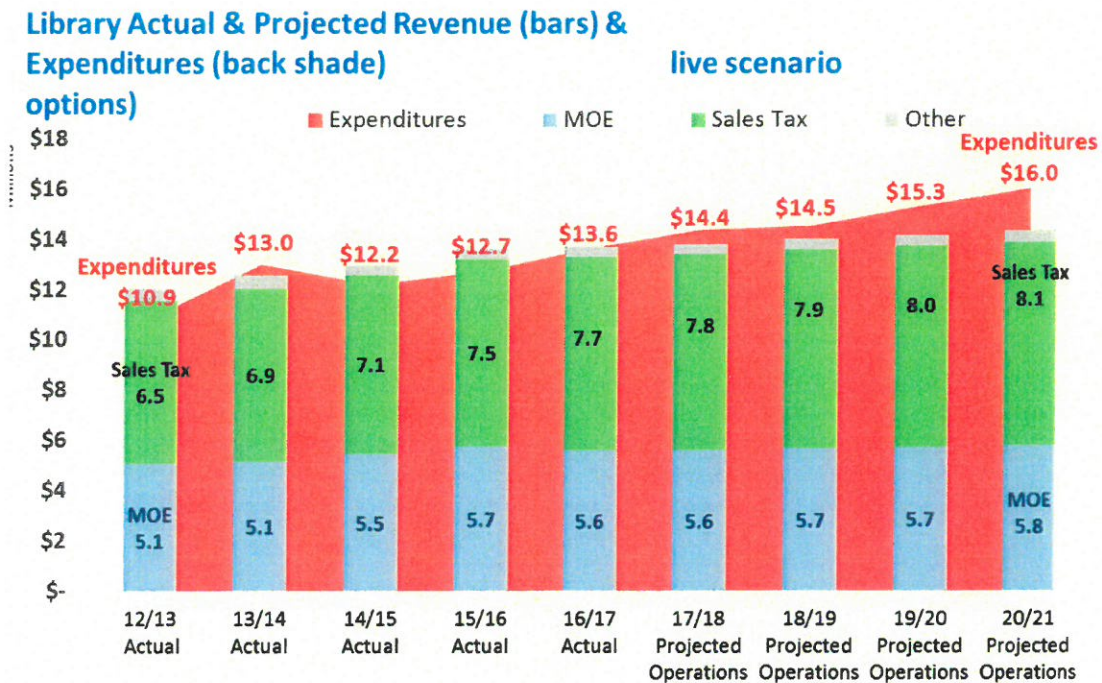
(3) Health Care costs are projected to not grow for Calendar Year 2018. Growth trend reduced from 5% to 2% annually.

(4) Allowance for \$600k funded in FY 2017/18 but a proportion was expected to be spent in FY 2018/19 (estimated 50%).

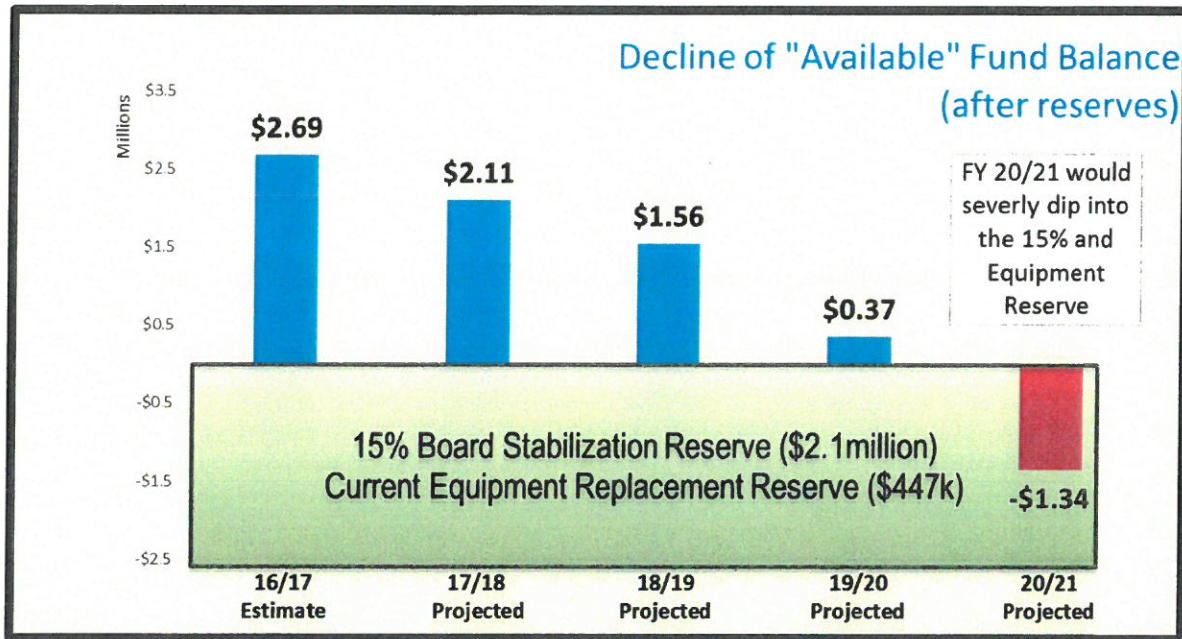
(5) Growth factor driven by conservative City of SC Personnel Cost/Benefit increases. Contract expires June 2018.

Revenue & Expenditure. Required, dependable revenue growth to offset cost increases has been reduced to just Sales Tax, as the current Maintenance of Effort payments from JPA members has been capped. This removed all property tax gains from the Library JPA's operational control.

The Charts below shows the baseline forecast of operations; indicating projected deficits this current fiscal year and growing steadily through FY 2020/2021. This baseline forecast is largely impacted by significant cost increases related to pensions, by a 4% annual increase in material purchases, and routine operating cost increases.



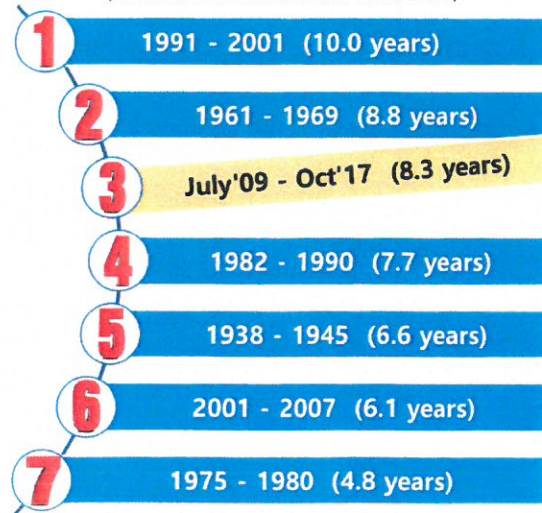
The following chart traces the decline of the Library's available, one-time fund balance and indicates the current reserve layers would be pierced in FY 2020/2021 with a \$1.34 million reduction.



Finally, as discussed previously, there is a growing consensus of an impending economic slowdown as this current expansion period that is now the 3rd longest in documented history. The baseline forecast includes a presumption of a FY 19/20 slowdown that reduces the projected growth in sales tax.

Longest periods of U.S. Economic Expansion

(National Bureau of Economic Research - Data since 1854)



Chair Martin Bernal
Vice Chair Jenny Haruyama
Board Member Carlos Palacios
Board Member Jamie Goldstein



STAFF REPORT

DATE: November 2, 2017
TO: Library Joint Powers Authority Board
FROM: Susan Nemitz, Library Director
RE: Options for the Use of SCPL Fund Balance

RECOMMENDATION

Consider uses of the SCPL Fund Balance.

DISCUSSION

In March of 2017, the Board approved the expenditure of \$1 million of the estimated \$2.4 million unrestricted fund balance. Not all of the planned expenditures could be realized in FY17. Of particular concern was the addition of almost 5 FTE to support a pilot that would add 66 public service hours across all ten branches. That pilot went into effect on June 1. At the time, board members wanted to insure that the unrestricted fund balance could carry the additional cost of this pilot program for a period of time.

As of the September 17, the Santa Cruz Public Libraries began FY18 with:

Equipment Reserve	\$447,617
Budgeted Reserve (15%)	\$2,077,637
Unrestricted Fund Balance	\$2,683,695

Several Board members have requested the development of a plan for the unrestricted fund balance. Several ideas have moved forward.

1. **Increase they budgeted reserve by \$700,000** - Temporarily increase the budgeted reserve to 20% in anticipation of a forecasted economic downturn to preserve the pilot public hours program.
2. **Use \$1.2 million for Capital Projects** - Allocate a portion of the unrestricted fund balance to the jurisdictions for construction and remodeling projects. There are a variety of allocation methodologies, the methodology chosen to allocate Measure S funds is shown below. Timely decisions could affect the planning of the Felton and Capitola projects.

City of Capitola	12.90%	\$154,800
City of Santa Cruz	40.32%	\$483,840
City of Scotts Valley	4.84%	\$ 58,080
County of Santa Cruz	41.94%	\$503,280
Use of Fund Balance		\$1,200,000

3. **Use Resources for Green Building enhancements** – A study of the system wide cost of solar energy is underway.
4. **Use funds to leverage fundraising** - Library staff met with the Santa Cruz County Animal Shelter to explore their fundraising activities. They are using general funds to contact with a fundraising professional. The Friends of the Library are developing a proposal for the Joint Powers Authority to be presented in December.

Attachments:

1. Financial Dashboard Report for the Qtr. Ended in September 2017, preliminary, unaudited

TO: Library Joint Powers Authority Board
 FROM: Marcus Pimentel, City of Santa Cruz Finance Director 10/23/17
 RE: Library Financial Dashboard Report for the Quarter ended September 2017



Sep 17 Report
 Preliminary,
 Unaudited

Contained herein is the preliminary, UNAUDITED Library Financial Dashboard summary report for the month ended September 2017. At month's end, the NET operating results were \$210,910 with year-to-date net operating results of \$215,787. In general, preliminary revenues are ahead of the budget target by 0.4% and expenditures are under budget by 2.3%.

Net Operations (major accounts)	Last Quarter Results			Fiscal Year to Date	Percent of Budget Comparison	
	July	August	September		YTD Actuals	Months completed
Revenue:						
(1) Sales Tax	\$ 519,036	\$ 692,074	\$ 848,181	\$ 2,059,291	25.8%	25.0%
MOE - Member Contributions	465,439	465,276	465,439	1,396,155	25.0%	25.0%
Other Revenue	19,984	20,156	17,986	58,126	21.4%	25.0%
TOTAL REVENUES	\$ 1,004,460	\$ 1,177,505	\$ 1,331,606	\$ 3,513,571	25.4%	25.0%
Expenditures:						
(2) Payroll	\$ 759,265	\$ 675,589	\$ 742,393	\$ 2,177,246	21.6%	23.0%
Books (w/Grants)	63,609	288,795	159,198	511,601	34.8%	25.0%
(3) Janitorial Services	-	91	45,175	45,266	19.2%	25.0%
Building and Facility	5,789	10,242	15,809	31,840	17.7%	25.0%
Rent (Equip, Building, Land)	26,088	26,088	26,088	78,264	25.0%	25.0%
Utilities	25,200	30,242	30,540	85,982	21.6%	25.0%
(4) Other expenditures	131,146	134,945	101,494	367,584	19.3%	25.0%
TOTAL EXPENDITURES	\$ 1,011,097	\$ 1,165,991	\$ 1,120,696	\$ 3,297,784	22.7%	25.0%
Net Gain / (Loss)	\$ (6,637)	\$ 11,515	\$ 210,910	\$ 215,787		

Key Balance Sheet items	Trust Current Assets			Trust Current Assets (cont.)	
	July	August	September	Trust	Balance
(5) Equipment Reserve	447,617	447,617	447,617	Trust	96,213
(5) 15% Reserve	2,077,637	2,077,637	2,077,637	Leet-Corday	13,309
Fund Balance-Beginning Available	2,683,695	2,677,058	2,688,572	Morely	46,156
Net Change in Fund Balance	(6,637)	11,515	210,910	Hale	1,141
(6) Fund Balance-Ending Available	2,677,058	2,688,572	2,899,482	Gruber	

- Notes:**
- (1) For sales tax, September, December, March, and June include the State's estimated revenue plus any balances for the prior 3-months (true-up). The subsequent months (October, January, April, and July) tend to be lower as they contain the lower state estimates.
 - (2) For the current fiscal year, the following months have more than 2 pay periods which will create higher monthly payroll costs: December and June. The month's completed % is adjusted to reflect year-end accrual of the last pay period.
 - (3) Janitorial services billings are delayed from the vendor. Actual costs should be near \$15k per month.
 - (4) For the month ended in September, the four largest expenditures within 'Other expenditures' included: [Financial services - outside at \$39k], [Software maintenance services at \$21k], [Computer supplies at \$11k], and [Loan interest at \$9k].
 - (5) 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).
 - (6) 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, Object, Account; As Of = 9/30/2017; Period = 0,1,1,12; Fund = 951

	7/31/2017		8/31/2017		9/30/2017		Acct	Title
	Month-To-Date Actual	Actual	Month-To-Date Actual	Actual	Month-To-Date Actual	Actual		
Fund 951 -- Library Joint Powers Authority								
Expenditures								
Object 51000 -- PERSONNEL SERVICES								
	411,819.97	383,308.61		385,467.43	51110			Regular full time
	54,635.51	54,276.77		55,623.03	51111			Regular part time
	0.00	0.00		9,942.72	51115			Termination pay
	104,183.26	64,870.56		63,870.36	51122			Temporary
	0.00	0.00		197.25	51130			Other pay
	282.00	175.00		282.00	51150			Vehicle-phone-data allowance
	24,100.10	24,409.25		24,350.97	51201			Retirement contribution
	3,346.48	3,330.30		3,211.23	51202			F.I.C.A.
	50,726.97	51,404.51		51,923.02	51203			PERS unfunded liability
	105,566.23	53,160.25		105,731.61	51210			Group health insurance
	7,136.01	3,598.55		7,153.74	51212			Group dental insurance
	1,190.82	602.86		1,197.74	51213			Vision insurance
	7,241.26	6,930.76		7,054.67	51214			Medicare insurance
	297.56	301.02		290.64	51215			Employee assistance program
	137.42	70.01		138.00	51220			Group life insurance
	2,638.88	2,678.96		2,692.09	51221			Disability insurance
	3,851.32	3,693.99		3,773.96	51230			Unemployment insurance
	23,885.62	22,777.10		19,492.10	51240			Workers' compensation
	(1,216.78)	0.00		0.00	51910			Intrafund labor - credit
	(40,557.55)	0.00		0.00	51911			Interfund labor - credit
Total PERSONNEL SERVICES	675,588.50	675,588.50		742,392.56				
Object 52000 -- SERVICES								
	0.00	676.17		800.68	52131			Claims management services - outside
	38,536.50	38,805.50		39,135.50	52135			Financial services - outside
	0.00	0.00		771.49	52145			Security patrols - City Hall
	0.00	174.13		182.90	52150			Merchant bank fees
	0.00	159.89		0.00	52155			Courier services
	7,625.00	3,000.00		3,491.49	52199			Other professional & technical services
	238.50	3,984.34		4,943.99	52201			Water, sewer and refuse

Financial Status Balances

Criteria: Summarize By = Report,Fund,Objct,Account; As Of = 9/30/2017; Period = 0,1,1,12; Fund = 951

	7/31/2017		8/31/2017		9/30/2017		Acct	Title
	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual		
Fund 951 -- Library Joint Powers Authority								
Expenditures								
Object 52000 -- SERVICES								
	0.00	91.19		45,175.17	52211			Janitorial services
	0.00	192.00		0.00	52226			Vehicle work order charges - internal
	1,063.95	0.00		0.00	52227			Vehicle fuel island charges - internal
	35.00	0.00		0.00	52240			Office equipment operation/maint
	5,789.36	10,241.59		15,809.21	52246			Building and facility o & m - outside
	303.33	0.00		1,856.71	52247			Landscaping maintenance services
	6,804.17	16,028.42		21,362.64	52248			Software maintenance services
	26,088.00	26,088.00		26,088.00	52261			Equipment, building and land rentals
	17.99	437.26		150.99	52302			Travel and meetings
	1,176.00	4,272.80		1,332.98	52304			Training
	1,868.75	7,633.58		5,988.07	52403			Telecommunications service - outside
	3,120.17	3,120.17		3,120.17	52932			Liability insurance/surety bonds-interna
	42,724.00	0.00		0.00	52933			Liability insurance/surety bonds-outside
	0.00	4,854.89		98.83	52960			Advertising
	26,358.00	141.00		547.00	52961			Dues and memberships
	0.00	3,079.00		96.84	52972			Printing and binding-outside
Total SERVICES	161,748.72	122,979.93		170,952.66				
Object 53000 -- SUPPLIES								
	0.00	411.13		652.80	53101			Postage charges
	142.21	749.76		1,046.97	53102			Office supplies
	63,608.52	287,218.92		157,316.68	53106			Books and periodicals
	0.00	1,575.72		1,881.13	53107			Books and periodicals-grants & donations
	0.00	392.28		628.04	53108			Safety clothing and equipment
	0.00	18,159.66		8,825.18	53112			Library functional supplies
	0.00	3,314.17		1,144.27	53113			Janitorial supplies
	22,567.15	17,994.58		18,978.40	53311			Electricity
	525.60	629.90		629.52	53312			Natural gas
Total SUPPLIES	86,843.48	330,446.12		191,102.99				

Financial Status Balances

Criteria: Summarize By = Report,Fund,Objct,Account; As Of = 9/30/2017; Period = 0,1,1,12; Fund = 951

	7/31/2017	8/31/2017	9/30/2017	Acct	Title
	Month-To-Date Actual	Month-To-Date Actual	Month-To-Date Actual		
Fund 951 -- Library Joint Powers Authority					
Expenditures					
Object 54000 -- OTHER MATERIALS AND SERVICES					
	3,180.30	14,317.40	5,422.85	54990	Miscellaneous supplies and services
Total OTHER MATERIALS AND SERVICES		14,317.40	5,422.85		
Object 56000 -- OTHER CHARGES					
	59.94	91.63	81.70	56995	Refunded fees and fines
Total OTHER CHARGES		91.63	81.70		
Object 57000 -- CAPITAL OUTLAY					
	0.00	22,567.39	10,743.56	57409	Computer equipment
Total CAPITAL OUTLAY		22,567.39	10,743.56		
Total Expenditures	1,011,097.52	1,165,990.97	1,120,696.32		
Revenues					
Object 41000 -- TAXES					
	519,036.00	692,073.90	848,180.78	41211	Sales and use tax
Total TAXES		692,073.90	848,180.78		
Object 43000 -- GRANTS					
	0.00	0.00	5,312.31	43210	State operating grants and contributions
	465,439.42	465,275.71	465,439.42	43311	Maintenance of effort contributions
Total GRANTS	465,439.42	465,275.71	470,751.73		
Object 46000 -- MISCELLANEOUS REVENUES					
	867.99	867.54	1,021.73	46190	Interest earnings - other
	3,450.00	0.00	0.00	46309	Donations - library - Friends of the Lib
	15,666.95	19,287.71	11,652.21	46910	Miscellaneous operating revenue
Total MISCELLANEOUS REVENUES		20,155.25	12,673.94		
Total Revenues	1,004,460.36	1,177,504.86	1,331,606.45		
Total Library Joint Powers Authority		11,513.89	210,910.13		
Total	(6,637.16)	11,513.89	210,910.13		

General Ledger Balances

Criteria: Summarize By = Report,Fund,Objct,Account; As Of = 9/30/2017; Period = 0,1..12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 931 -- McCaskill - Local History					
Object 11000 -- Cash and investments					
11101	Pooled cash	231,745.64	0.00	0.00	231,745.64
11901	Allow for FV of invest w/City-cur unstr	1,915.04	0.00	0.00	1,915.04
Total Cash and investments		233,660.68	0.00	0.00	233,660.68
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	517.18	0.00	0.00	517.18
Total Receivables - current		517.18	0.00	0.00	517.18
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(240,278.82)	0.00	0.00	(240,278.82)
Total Net assets		(240,278.82)	0.00	0.00	(240,278.82)
Total McCaskill - Local History		(6,100.96)	0.00	0.00	(6,100.96)
Fund 932 -- McCaskill - Visually Impaired					
Object 11000 -- Cash and investments					
11101	Pooled cash	215,237.73	0.00	0.00	215,237.73
11901	Allow for FV of invest w/City-cur unstr	1,781.83	0.00	0.00	1,781.83
Total Cash and investments		217,019.56	0.00	0.00	217,019.56
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	482.81	0.00	0.00	482.81
Total Receivables - current		482.81	0.00	0.00	482.81
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(224,304.21)	0.00	0.00	(224,304.21)
Total Net assets		(224,304.21)	0.00	0.00	(224,304.21)
Total McCaskill - Visually Impaired		(6,801.84)	0.00	0.00	(6,801.84)
Fund 933 -- Estate Proceeds - Finkeldey					
Object 11000 -- Cash and investments					
11101	Pooled cash	9,147.74	0.00	0.00	9,147.74
11901	Allow for FV of invest w/City-cur unstr	74.31	0.00	0.00	74.31
Total Cash and investments		9,222.05	0.00	0.00	9,222.05
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	20.23	0.00	0.00	20.23
Total Receivables - current		20.23	0.00	0.00	20.23

General Ledger Balances

Criteria: Summarize By = Report, Fund, Object, Account; As Of = 9/30/2017; Period = 0, 1, 12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 933 -- Estate Proceeds - Finkeldey					
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(9,399.68)	0.00	0.00	(9,399.68)
Total Net assets		(9,399.68)	0.00	0.00	(9,399.68)
Total Estate Proceeds - Finkeldey		(157.40)	0.00	0.00	(157.40)
Fund 934 -- Whalen Estate - Felton Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	94,748.14	0.00	0.00	94,748.14
11901	Allow for FV of invest w/City-cur unstr	751.27	0.00	0.00	751.27
Total Cash and investments		95,499.41	0.00	0.00	95,499.41
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	205.13	0.00	0.00	205.13
Total Receivables - current		205.13	0.00	0.00	205.13
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(95,293.14)	0.00	0.00	(95,293.14)
Total Net assets		(95,293.14)	0.00	0.00	(95,293.14)
Total Whalen Estate - Felton Branch		411.40	0.00	0.00	411.40
Fund 935 -- Robert Leet-Corday Estate					
Object 11000 -- Cash and investments					
11101	Pooled cash	95,251.20	0.00	0.00	95,251.20
11901	Allow for FV of invest w/City-cur unstr	755.26	0.00	0.00	755.26
Total Cash and investments		96,006.46	0.00	0.00	96,006.46
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	206.22	0.00	0.00	206.22
Total Receivables - current		206.22	0.00	0.00	206.22
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(95,799.10)	0.00	0.00	(95,799.10)
Total Net assets		(95,799.10)	0.00	0.00	(95,799.10)
Total Robert Leet-Corday Estate		413.58	0.00	0.00	413.58

General Ledger Balances

Criteria: Summarize By = Report,Fund, Object, Account; As Of = 9/30/2017; Period = 0, 1, .12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 936 -- Morley Estate-La Selva Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	13,178.66	0.00	0.00	13,178.66
11901	Allow for FV of invest w/City-cur unstr	101.31	0.00	0.00	101.31
Total Cash and investments		13,279.97	0.00	0.00	13,279.97
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	28.53	0.00	0.00	28.53
Total Receivables - current		28.53	0.00	0.00	28.53
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(12,850.82)	0.00	0.00	(12,850.82)
Total Net assets		(12,850.82)	0.00	0.00	(12,850.82)
Total Morley Estate-La Selva Branch		457.68	0.00	0.00	457.68
Fund 937 -- Hale Trust-Scotts Valley Branch					
Object 11000 -- Cash and investments					
11101	Pooled cash	45,695.18	0.00	0.00	45,695.18
11901	Allow for FV of invest w/City-cur unstr	362.32	0.00	0.00	362.32
Total Cash and investments		46,057.50	0.00	0.00	46,057.50
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	98.93	0.00	0.00	98.93
Total Receivables - current		98.93	0.00	0.00	98.93
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(45,958.01)	0.00	0.00	(45,958.01)
Total Net assets		(45,958.01)	0.00	0.00	(45,958.01)
Total Hale Trust-Scotts Valley Branch		198.42	0.00	0.00	198.42
Fund 938 -- Anna Gruber Living Trust					
Object 11000 -- Cash and investments					
11101	Pooled cash	919.35	0.00	0.00	919.35
11901	Allow for FV of invest w/City-cur unstr	180.85	0.00	0.00	180.85
Total Cash and investments		1,100.20	0.00	0.00	1,100.20
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	40.50	0.00	0.00	40.50
Total Receivables - current		40.50	0.00	0.00	40.50

General Ledger Balances

Criteria: Summarize By = Report,Fund,Objct,Account; As Of = 9/30/2017; Period = 0,1,1,2; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 938 -- Anna Gruber Living Trust					
Object 32000 -- Net assets					
32311	Net assets held in trust-library prog.	(18,845.28)	0.00	0.00	(18,845.28)
Total Net assets		(18,845.28)	0.00	0.00	(18,845.28)
Total Anna Gruber Living Trust		(17,704.58)	0.00	0.00	(17,704.58)
Fund 951 -- Library Joint Powers Authority					
Object 11000 -- Cash and investments					
11101	Pooled cash	3,984,031.90	3,566,268.00		3,858,785.12
11901	Allow for FV of invest w/City-cur unstr	25,454.58	0.00		25,454.58
Total Cash and investments		4,009,486.48	3,566,268.00	3,691,514.78	3,884,239.70
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	6,229.44	0.00	0.00	6,229.44
12190	Other interest receivable	718.50	2,757.26	2,454.03	1,021.73
12201	Taxes receivable - current	753,781.55	2,059,290.68	1,964,891.45	848,180.78
12303	Accounts receivable - booked	544,866.97	1,396,481.97	1,475,909.52	465,439.42
12501	Grants receivable	11,073.35	0.00	11,073.35	0.00
Total Receivables - current		1,316,669.81	3,458,529.91	3,454,328.35	1,320,871.37
Object 21000 -- Payables					
21101	Accounts payable	(495,071.57)	1,266,317.81	982,212.94	(210,966.70)
21105	Manual accounts payable	(51,323.76)	51,323.76	0.00	0.00
21504	Use tax payable	(1,456.52)	2,026.76	623.31	(53.07)
Total Payables		(547,851.85)	1,319,668.33	982,836.25	(211,019.77)
Object 31000 -- Fund balance					
31591	Committed - cash flow/unexpected expend	(1,982,478.15)	0.00	0.00	(1,982,478.15)
31701	Fund Balance - Unassigned	(2,405,118.18)	0.00	0.00	(2,405,118.18)
31998	Budgetary reserve for encumbrances	0.00	549,262.46	1,047,474.17	(498,211.71)
31999	Budgetary fund balance	0.00	358,084.86	33,335.00	324,749.86
Total Fund balance		(4,387,596.33)	907,347.32	1,080,809.17	(4,561,058.18)
Object 33000 -- Control accounts					
33110	Revenue control	0.00	3,454,328.35	6,967,900.02	(3,513,571.67)
33210	Expenditure/expense control	0.00	3,406,187.98	108,403.17	3,297,784.81
33410	Appropriations control	0.00	33,335.00	358,084.86	(324,749.86)

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2017; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 951 -- Library Joint Powers Authority					
Object 33000 -- Control accounts					
33510	Encumbrances control	0.00	1,047,474.17	549,262.46	498,211.71
	Total Control accounts	0.00	7,941,325.50	7,983,650.51	(42,325.01)
Object 39000 -- Other equity/net asset accounts					
39110	General journal clearing	0.00	6,965,695.59	6,965,695.59	0.00
	Total Other equity/net asset accounts	0.00	6,965,695.59	6,965,695.59	0.00
	Total Library Joint Powers Authority	390,708.11	24,158,834.65	24,158,834.65	390,708.11
Fund 956 -- Library JPA - Technology					
Object 11000 -- Cash and investments					
11101	Pooled cash	5,016.20	0.00	0.00	5,016.20
11901	Allow for FV of invest w/City-cur unstr	39.77	0.00	0.00	39.77
	Total Cash and investments	5,055.97	0.00	0.00	5,055.97
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	10.86	0.00	0.00	10.86
	Total Receivables - current	10.86	0.00	0.00	10.86
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(5,045.06)	0.00	0.00	(5,045.06)
	Total Fund balance	(5,045.06)	0.00	0.00	(5,045.06)
	Total Library JPA - Technology	21.77	0.00	0.00	21.77
Fund 958 -- Library JPA - General Capital Assets					
Object 17000 -- Capital assets					
17210	Infrastructure	579,683.02	0.00	0.00	579,683.02
17211	Accumulated depreciation - infrastructure	(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	2,408,332.21	0.00	0.00	2,408,332.21
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
	Total Capital assets	1,457,106.15	0.00	0.00	1,457,106.15

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2017; Period = 0,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 958 -- Library JPA - General Capital Assets					
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	6,054.50	0.00	0.00	6,054.50
	Total Fund balance	6,054.50	0.00	0.00	6,054.50
Object 32000 -- Net assets					
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	(171,571.69)	0.00	0.00	(171,571.69)
	Total Net assets	(1,463,160.65)	0.00	0.00	(1,463,160.65)
	Total Library JPA - General Capital Assets	0.00	0.00	0.00	0.00
Fund 960 -- Felton Branch Reserve					
Object 11000 -- Cash and investments					
11101	Pooled cash	1,192.73	0.00	0.00	1,192.73
11901	Allow for FV of invest w/City-cur unrstr	9.46	0.00	0.00	9.46
	Total Cash and investments	1,202.19	0.00	0.00	1,202.19
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	2.59	0.00	0.00	2.59
	Total Receivables - current	2.59	0.00	0.00	2.59
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(1,199.60)	0.00	0.00	(1,199.60)
	Total Fund balance	(1,199.60)	0.00	0.00	(1,199.60)
	Total Felton Branch Reserve	5.18	0.00	0.00	5.18
Fund 961 -- Library JPA - Vehicle Replacement					
Object 11000 -- Cash and investments					
11101	Pooled cash	437,375.98	0.00	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
	Total Cash and investments	440,398.84	0.00	0.00	440,398.84
Object 12000 -- Receivables - current					
12101	Pooled cash interest receivable	946.92	0.00	0.00	946.92
	Total Receivables - current	946.92	0.00	0.00	946.92

General Ledger Balances

Criteria: Summarize By = Report,Fund,Object,Account; As Of = 9/30/2017; Period = 0,1,1,12; Fund = 93*, 95*, 96*

Acct	Title	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
Fund 961 -- Library JPA - Vehicle Replacement					
Object 31000 -- Fund balance					
31701	Fund Balance - Unassigned	(383,402.97)	0.00	0.00	(383,402.97)
Total Fund balance		(383,402.97)	0.00	0.00	(383,402.97)
Total Library JPA - Vehicle Replacement					
		57,942.79	0.00	0.00	57,942.79
Fund 962 -- Library JPA Trusts					
Object 11000 -- Cash and investments					
11101	Pooled cash	0.00	10,216.84	0.00	10,216.84
Total Cash and investments		0.00	10,216.84	0.00	10,216.84
Object 33000 -- Control accounts					
33110	Revenue control	0.00	0.00	10,216.84	(10,216.84)
Total Control accounts		0.00	0.00	10,216.84	(10,216.84)
Total Library JPA Trusts		0.00	10,216.84	10,216.84	0.00
Total		419,394.15	24,169,051.49	24,169,051.49	419,394.15

STAFF REPORT

DATE: November 2, 2017
TO: Library Joint Powers Board
FROM: Susan Nemitz, Library Director
RE: Internet and Wireless Access Policy Update

RECOMMENDATION: Review policy update with approval at the next meeting.

DISCUSSION: This update merges the Library's wireless access statement into the standing Internet Access Policy #317.

Internet and Wireless Access Policy

JPAB Policy # 317

Approved: xx/2017

Last Revised: 2/2017

Five-year Review Schedule: 2/2022

Santa Cruz Public Libraries (the Library) is committed to providing free and equitable access to information in all forms including the Internet. The Library Strategic Plan expressly ensures access to innovative tools and technologies necessary to find, evaluate, and use information and resources. The Library maintains collections and provides services that are organized to meet the different needs of children, teens, and adults.

The Library makes every effort to provide high quality computing services to the community in a safe and welcoming environment for all patrons. Internet-enabled computers and wireless Internet access via open, public "hot spots" are available at all branches free of charge to all users. Open, public wireless "hot spots," including the Library's, are not secure. Cautious and informed wireless users should choose not to transmit credit card information, passwords, or any other sensitive personal information while using any open, public wireless "hot spot."

To ensure your personal data security, Library staff will not interact with or handle confidential patron information such as payment card or social security numbers, except in the rare event that an Assisted Payment Card Transaction is required as part of necessary customer service.

The Library does not act *in loco parentis*, and respects the responsibility of all parents and legal guardians to guide their own children's use of the library, its resources, and services. Because current technology intended to filter out inappropriate websites and images often blocks legitimate research sites and materials, SCPL does not utilize Internet filtering. However, the Library is CIPA (Child Internet Protection Act) compliant and does utilize geo-blocking as necessary to ensure the security of confidential patron information and the integrity of the Library's networks.

While the Library upholds the principles of the First Amendment, some materials are more suited to private viewing or are illegal. **Library equipment and networks may not be used for any illegal activity, or to access pornography or material that is obscene or harmful to minors** (18 USC 2252). Library users not abiding by these restrictions will be required to stop immediately. Offenses to this restriction will result in suspension from the Library.

The Library will not be responsible for any information (e.g. credit card) that is compromised, or for any damage caused to an individual's hardware or software due to electric surges, security issues, or consequences caused by viruses or hacking. All are expected to use the Library's Internet access in a legal and responsible manner. Violation of federal, state, or local laws, including the transmission or receiving of pornography or harmful material, fraud, or unlawful use of copyrighted material is prohibited.