



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

LIBRARY JOINT POWERS AUTHORITY BOARD

Monday, April 3, 2006 at 7:30 PM
Community Meeting Room
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

1. ROLL CALL
2. APPROVE AGENDA
3. APPROVE MINUTES OF March 6, 2006
4. ORAL COMMUNICATIONS
5. CONSENT AGENDA
6. WRITTEN COMMUNICATIONS

Letters of March 21, 2006 from Director of Libraries to State Senate and Assembly Budget Subcommittees re Public Library Foundation Program.

"Family Place Libraries: From One Long Island Library to the Nation"

7. REPORTS OF ADVISORY BODIES
8. MEMBER REPORTS
9. STAFF REPORTS
 - a. Director's Monthly Report (oral)
 - b. READ TO ME! 2006 Update
Memo from Director of Libraries
 - c. Report on Automation System Upgrade
Director's memo of February 24, 2006
Presentation by Network Administrator Dan Landry

10. OTHER BUSINESS

A. Appropriate Additional 2005-06 Revenues

B. Financial Planning Process

Consider Report of Subcommittee on Capital Project Priorities
Director's Memo of February 23, 2006

C. Set date for Board Branch Tour

Director's Memo of March 28, 2006

11. SCHEDULE NEXT MEETING

The next meeting is scheduled for Monday, May 1, 2006 at 7:30PM
in the Community Meeting Room of the Central Branch Library

12. ADJOURNMENT

The Santa Cruz City-County Library System does not discriminate against persons with disabilities. Out of consideration for people with chemical sensitivities, the Library requests that you attend fragrance free. The Central Branch Library is a fully accessible facility. If you wish to attend this public meeting, and you will require special assistance such as sign language or special devices in order to attend and participate, please call (831) 420-5600 or TDD: (821) 420-5733 seventy-two hours prior to the event to make arrangements for assistance. Upon request, agendas for public meetings can be provided in a format to accommodate special needs.

JAGENDA.APR
03/28/06

SANTA CRUZ PUBLIC LIBRARIES
A CITY-COUNTY SYSTEM

LIBRARY JOINT POWERS BOARD

MINUTES

March 6, 2006

Central Branch Community Meeting Room
224 Church Street, Santa Cruz

7:30 PM PUBLIC MEETING

I. ROLL CALL

Present: Citizen Nancy Gerdt, Citizen Barbara Gorson, Councilmember Cynthia Mathews,
Citizen Leigh Poitinger, Supervisor Jan Beautz, Councilmember Michael Termini

Excused: Councilmember Randy Johnson, Councilmember Mike Rotkin and Supervisor Mark
Stone

Staff: Anne Turner, Director of Libraries
Susan Elgin, Assistant Director of Libraries (Excused)

II. APPROVAL OF MEETING AGENDA OF MARCH 6, 2006

Councilmember Mathews moved, seconded by Councilmember Termini

that the Board approve the agenda of March 6, 2006.

UNAN

III. APPROVE MINUTES OF FEBRUARY 6, 2006

Councilmember Mathews moved, seconded by Supervisor Beautz

that the Board approve the minutes of February 6, 2006

UNAN

IV. ORAL COMMUNICATIONS

None

V. CONSENT AGENDA

Citizenmember Gorson moved, seconded by Supervisor Beautz

that the Board accept the Basic Financial Statements and Independent Auditors' Report for the Year Ended June 30, 2005 prepared by Caporicci & Larson, Certified Public Accountants with the amendment to change "shortfall" on page 3 under Financial Highlights to read "surplus".

UNAN

VI. WRITTEN COMMUNICATIONS

- A. Letter of November 7, 2005 from SEIU Steward Leslie Auerbach
- B. "Where Reference Librarians Do Roove" by Jennifer Burek Pierce. American Libraries, February 2006, p.39
- C. "Will's World: Is Love's Labor a Loss for Libraries?" by Will Manley. American Libraries, February 2006, p. 64

VII. REPORTS OF ADVISORY BODIES

Susan Heinlein, Volunteer and Fundraising Coordinator for the Friends of the Santa Cruz Public Libraries reported the following Friends' activities:

- Book Fund Drive to date has brought in \$16,000 to \$17,000
- Civic Book Sale-May 12-13 , 2006
- UCSC Author Talk
 - March 23, 2006 with guest authors Paul Whitworth and Kate Hawley
- Friends Financial Statement for the Fiscal Year Ended April 30, 2005

Barney Bricmont, President of the Friends of the Santa Cruz Public Libraries reported:

- Schools Plus is cosponsoring (with FSCPL and County Parks and Recreation) a countywide book fair May 20 at Shoreline School from 10-4pm.

VIII. MEMBER REPORTS

Citizen Poitinger on a CALTAC Workshop concerning Library Funding

- What Next? After the Library Measure Passes (or Doesn't) Pass Presentation by Melinda S. Cervantes, County Librarian, Santa Clara County Library
- Significant Similarities & Differences Between the Library Bond Act of 2000 & 2006

Citizen Gorson reported on a Teleconference Audio Presentation given by Dr. Haycock, Department Chair for the Library & Information Science Department at San Jose State University, which discussed the effectiveness of library board governance.

IX. STAFF REPORTS

A. The Director made the following reports:

- Financial Report as of 1/31/06
- Reserve Fund Report
- Library Staff Day is April 7, 2006 at the Civic Auditorium from 8:30 am-Noon. All board members are welcome to attend.
 - Theme: Libraries of the Future
- Circulation Statistics
 - B40 and Capitola's circulation both dropped in the month of February by 1,000 transactions
 - Live Oak's Circulation was 8,712
 - All Branches Circulation was up by 2%
- Summer Reading Club for Adults is in the beginning stages and being headed by Adult Services Coordinator Merritt Taylor

B. Janis O'Driscoll, Youth Services Coordinator reported:

- Successful partnership with Harbor High School and it's Librarian Nancy Litvak
 - Partnership helped students to sign up for library cards and also to introduce them to the libraries website; focusing on the databases the library provides
 - 750 library cards were issued
- Nancy Litvak has helped to spread the word to other high schools and the Library is also finishing up with Soquel High School
- The goal is to hit all the high schools and then revisit once a year when the new class of freshmen enter high school

D. Report on Automation System Upgrade

- Postponed Dan Landry's presentation until all board members are present.

X. OTHER BUSINESS

A. Consider Locust/Union Street Building Exploration Proposal

B. Financial Planning Process

- Discussed Base Expenditures vs. Base Revenue Projections
- Appointed a Capitol Projects Priorities Subcommittee: Gerdt, Gorson, Mathews and Termini

XI. SCHEDULE NEXT MEETING

April 3, 2006

XII. ADJOURNMENT

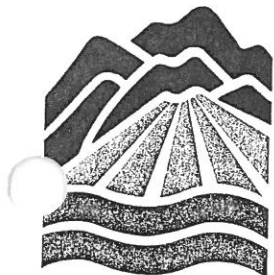
The regular meeting adjourned at 8:30 p.m.

Respectfully submitted,

Kira Henifin, Clerk of the Board

All documents referred to in these minutes are available in the Library Office.

March 21, 2006



**SANTA CRUZ • PUBLIC
LIBRARIES**
A City County System

Hon. Jack Scott
Chair, Senate Budget Subcommittee on
Education Finance Number One
State Capitol
Sacramento, CA 95814

Dear Senator Scott:

On May 1st the Senate Budget Subcommittee on Education Finance will be hearing Budget Item 6120-221-001: the Public Library Foundation. I am writing on behalf of the Santa Cruz Library Joint Powers Authority Board to ask that you provide additional funding to the baseline amount, which is currently \$14.3 million. Full funding would be approximately \$85 million.

You and other Subcommittee members have been excellent supporters of public libraries, and we are very grateful. You know that the program—the State's only direct support to public libraries—was \$58 million in 2001-02, and has never been restored to that level.

The Santa Cruz Public Library System spends 100% of its PLF allocation on the purchase of books and library materials. Other libraries use the money to support Homework Centers, open hours, and other direct services to the public. This program is a crucial one to library services in our State. We hope very much you and your colleagues will continue to support and augment it.

Sincerely,

Anne M. Turner
Director of Libraries

GPLFLTR.06



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

March 21, 2006

Hon. Mervyn Dymally
Chair, Assembly Budget Subcommittee on
Education Finance Number Two
State Capitol
Sacramento, CA 95814

Dear Assemblyman Dymally:

In May, after the Governor's May Revise has been released, the Assembly Budget Subcommittee on Education Finance will make a final recommendation on Budget Item 6120-221-001: the Public Library Foundation. I am writing on behalf of the Santa Cruz Library Joint Powers Authority Board to ask that you provide additional funding to the baseline amount, which is currently \$14.3 million. Full funding would be approximately \$85 million.

You and other Subcommittee members have been excellent supporters of public libraries, and we are very grateful. You know that the program—the State's only direct support to public libraries—was \$58 million in 2001-02, and has never been restored to that level.

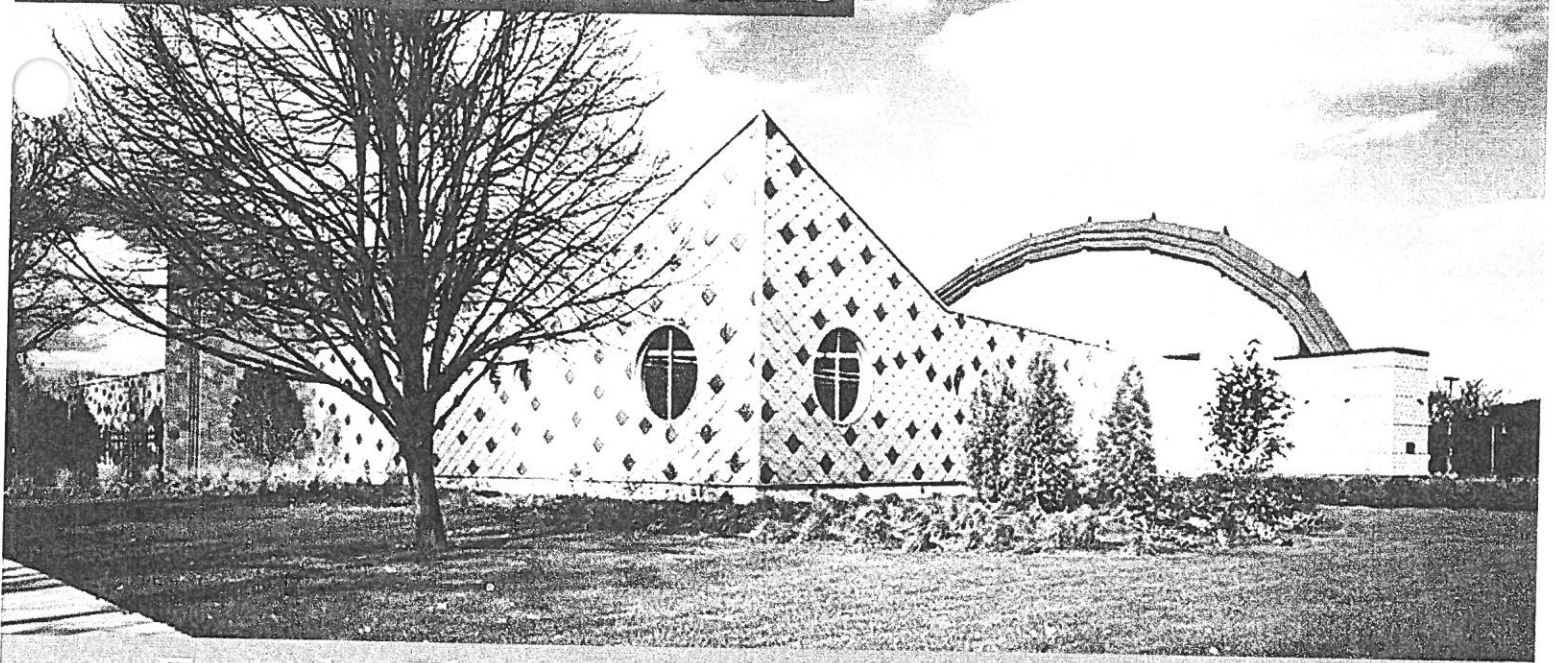
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Sincerely,

Anne M. Turner
Director of Libraries

GPLFASSEMLTR.06

IDENTIFYING NATIONAL MODELS



Family Place Libraries: From One Long Island Library to the Nation

Young visitors to the Middle Country Public Library in Centereach (NY) tend to pull their parents past the sunlit welcome desk, past the complimentary cappuccino machine, past the trees of candy-colored posters and straight into the Hagedorn *Family Place*: 6,000 square feet of early childhood bliss. Some leap directly into the 12-foot book barge; others head for the Lego® table, the puppet theater; one of six early childhood computers, the stuffed lion pit or a parent's lap with a picture book.

It wasn't always like this.

When Library Director Sandy Feinberg began as a children's librarian at Middle Country in 1971, libraries seldom served children under three. "Kids started story time at three, and that was it. Parents weren't really welcome at story time. If the kids couldn't stay by themselves you would discourage them, saying they weren't ready yet," she says with a laugh.

Change began when Feinberg left for maternity leave.

"I freaked out," she recalls. "My husband went off to work and I sobbed at the door: 'you get to go to work and I have to take care of this baby! I was alone.'" Feinberg realized that her Long Island community offered few gathering spots. "When I came back to work five months later, I was absolutely determined to do something for parents. The whole nine years that I was a children's librarian, I had thought parents were in the way!"

Creating a Family Place

For a year Feinberg gathered ideas. She visited an Early Childhood Information Clearinghouse at a branch of the New York Public Library, which had a cozy kids' space with a rocking chair. Would her director let her spread toys around the Community Room one day a week? He said yes. Then Feinberg thought of the information she most needed as a new parent and called professionals in those fields—nutrition, speech and language, movement, child development. Would they come to occasional workshops to provide support to new families?

"They said, 'how are we going to lecture the parents if the kids are in the room?' I said 'you're not going to lecture them. You'll go around the room and talk to them.' They kept saying 'I don't know if this is going to work.'"

Finally Feinberg rounded up 25 new parents. Would they come to an informal series of workshops at the library? "I didn't even advertise, I was too afraid. It was so new. It was a different kind of program—you weren't entertaining anybody, there was no expertise on the part of the librarian except to facilitate the workshops."

And how did it go?

"After the first day, I had 40 people on a waiting list. It blew me away." With the blessing of her director, Feinberg let the

75% OF BRAIN DEVELOPMENT OCCURS BETWEEN BIRTH AND AGE TWO. (NATIONAL LITERACY TRUST)

program grow—more workshops, more community meetings in the library, a growing collection of children's and parenting books, and eventually two major physical overhauls to accommodate the growing reputation of Middle Country as a place for children, families and an extended community.

Spotlighting a National Model

Libraries for the Future joined forces with Middle Country in 1996, after searching the nation for a model parent program in a public library.

"We knew enough to say, this is different," says Diantha Schull, LFF president. "It really met a community-collaborative need." The warm space the library had created for young families offered a new type of public space. It also increased chances that children would associate books with pleasure throughout their lives, tying into new research focused on the vital time *before* children learn to read for building the components of literacy.

LFF shone a national spotlight on Middle Country's program to show all libraries a new way to look at children's services, and worked with Middle Country to refine the program's core principles into a replicable model. Here was a way to put the research into action. The parent-child workshop would remain a cornerstone of the newly dubbed *Family Place* library. But a structure could grow around it, too—such as multi-media collections on parenting; a physical space that would welcome even the youngest children; and active outreach to underserved communities, a skill LFF had been perfecting in its Access programs. *Family Place Libraries* could expand their roles as civic centers, too, by partnering with other community services to present the full range of resources available to library users. Finally, by working together, LFF and MCPL could train librarians across the country to welcome community members once thought too young for books, as well as parents and caregivers who would no longer be considered "in the way" but rather their children's first and most important teachers.

"It's been a joint effort to create a credible model that could stand up to some very high standards," says Schull. One discerning admirer, Zero to Three, the National Center for Infants, Toddlers and Families, devoted an entire issue of

its bimonthly bulletin to *Family Place Libraries* (December 2000–January 2001). Experts in early childhood development, emergent literacy, architecture, social work and library science praised "the reinvented community library," which "is no longer just about books and information" but rather "about relationships and connections, and about self-initiated lifelong learning."

"We could never have done the national work without a national partner," says Feinberg. "If *Family Place* didn't have the national recognition from LFF, people wouldn't accept it."

Today, *Family Place* operates in more than 200 libraries in 23 states, with new ones joining the network—and the fun—each year.

Creating a National Program

Working in partnership with Middle Country Public Library, Libraries for the Future distilled the elements of *Family Place* into a framework that libraries nationwide can put into practice. LFF and MCPL provide training, oversight and a community of support to the network of libraries—200 and counting—that have transformed themselves into centers for healthy child development.

Whether in town or country, *Family Place Libraries* become vital community centers. They build connections among neighbors, support the role of parents as children's first teachers, increase chances for successful early intervention and foster a lifelong love of reading and learning. ■



(opposite page and above) The Middle Country Public Library (NY) models a welcoming space for very young children, parents and caregivers.



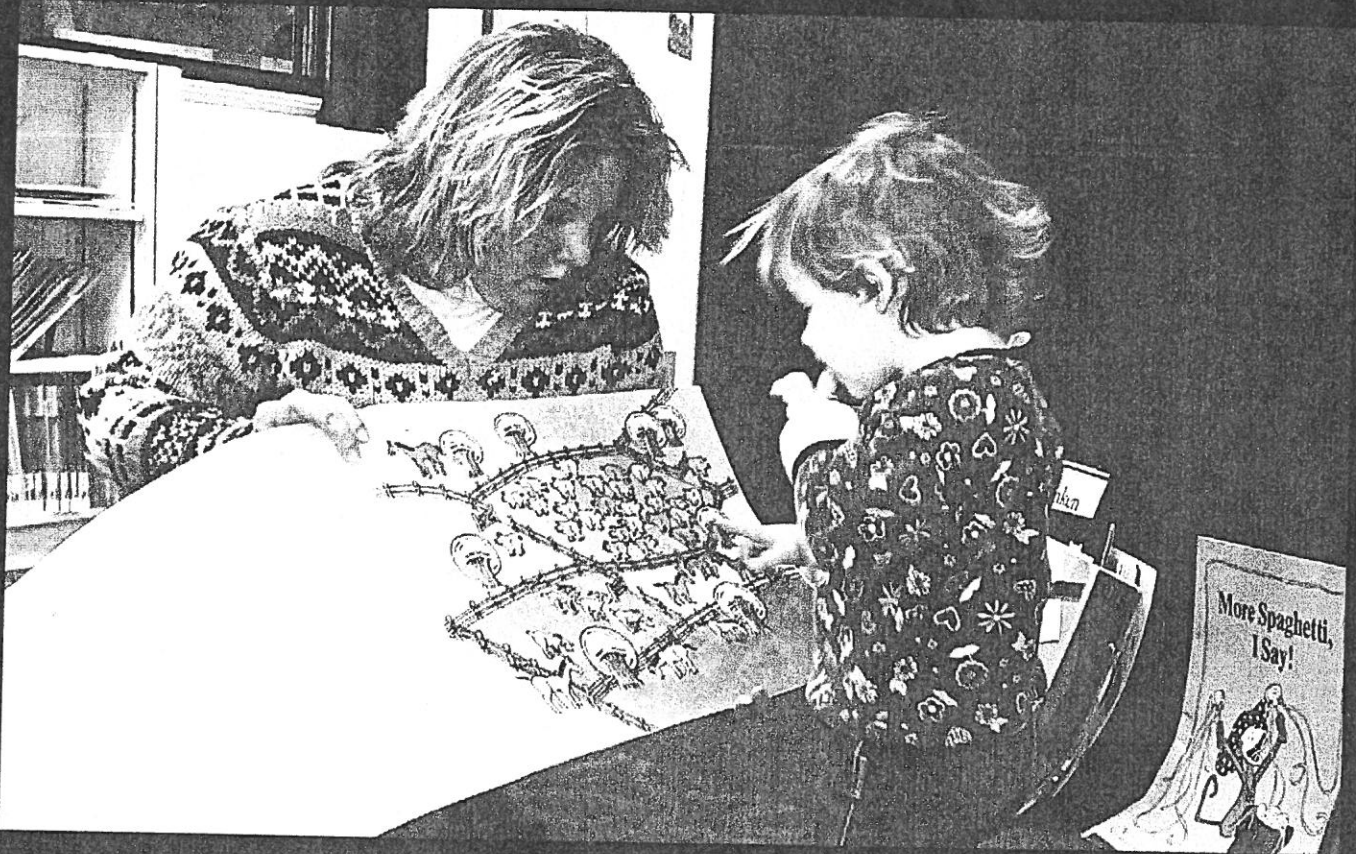
Cobleigh Library in rural Lyndonville (VT) helped pilot the national expansion of *Family Place* in 1997.

Each *Family Place* Library Offers:

- A five-week parent/child workshop featuring local professionals who serve as resources for parents;
- A specially designed space for young children and their parents;
- Developmentally appropriate programming for young children and their parents;
- Collections of books, toys, videos, music and other materials for babies, toddlers, parents and service providers;
- Access to resources that emphasize emergent literacy, reading readiness and parent education;
- Outreach to new and underserved populations.

"THE BEST TIME TO START READING ALOUD TO A BABY IS THE DAY IT IS BORN."—MEM FOX, *READING MAGIC*

Who Knew Libraries Could Be Fun?



8

Still going strong, the Enoch Pratt Public Library launched Family Place in 1977 and continues to serve a diverse, urban population throughout Baltimore (MD). Middle Country Public Library (NY) welcomes ever new generations of library users with books, toys and the original parent-child workshop.

Her mother follows, stepping aside for the child in red overalls "vacuuming." The room is set up for session 3 of the five-part parent-child workshop. Children's rock star Raffi serenades from speakers in a corner, and a long row of colorful toys beckon children into the room. At the far end, next to a display of books on healthy eating, a nutritionist stands behind a table offering snacks.

"Brownies with black beans?" one nanny asks, raising an eyebrow. She takes a bite, then accepts a copy of the high protein recipe and "tips for feeding toddlers." A little boy peers up from under the table and Elena Valencia, the nutritionist, hands him a bite, too. Other kids and grown-ups wander by on their way to the mock kitchen or the dollhouse, tasting and chatting. "Vegetables are a big concern," says Valencia. "And what if their kid eats only Cheerios." Valencia has stepped away from her hospital desk for two library sessions today: the Spanish-language outreach program at 9 am, and this one at 11.

Children's librarian Fran Powell, Port Washington's *Family Place* coordinator, notes how comfortable the parents and kids feel by the workshop's third week. "Look around," she says. "The parents are socializing with other adults, sharing information, sharing ideas. The kids are playing next to each

other—not really together yet, but still it's socializing. It's very peaceful. Well, at least it's organized chaos!" She bends down to join two kids hammering a mock telephone.

For 45 minutes everyone chats, plays and explores. Then Powell announces "clean-up time!" and even toddlers bow to the peer pressure to help. It's circle time, with a song and story: *Peanut Butter and Jelly*. Powell's eyes open wide as she gestures for each page, little fingers joining in to mash the peanuts and squish the jelly. The session ends with a final song and a hug. As parents and caregivers coax 20 kids into coats, Powell announces that an art specialist will be on hand next week with ideas about learning through crafts.

"Oh no!" says Savannah, 24 months. "Not want to go home, Mommy! Oh no!"

Vicki, Savannah's mother, agrees to stop in the children's room to take books home. Since the workshop began, the library has become a favorite family destination. "It's like going to the gym," says Vicki. "If you just get yourself here one time, you'll want to come back. There's so much going on here!"

And what does 27-month-old Julia like best about the library? She thinks about it as her mother pulls her toward the door. "Um," she says, "Um. Um. The library!"

Since the workshop began, the library has become a favorite family destination.

E.C. Scranton Memorial Library, Madison (CT)

"The staff was incredibly friendly and warm and they let the kids do whatever they wanted without pressure or turning their fun into 'teachable' moments. The whole thing is a really excellent idea and a great service to the public."

Indiana Free Library (PA)

"It was great the way the nutritionist sat right down on the floor to talk to parents—she was very reassuring. I feel better now!"

Connections Resource Center, Austin (TX)

"El seminario fue muy bueno!"

In addition to the major LFF supporters listed on page 32, the following funders have helped develop statewide networks of Family Place Libraries in Arizona, Connecticut, New York and Pennsylvania. We are grateful for their partnership.

- Amy & Horace Hagedorn Fund
- Arizona Child Abuse Prevention License Plate Fund
- Arizona Republic Foundation
- Arizona Department of Libraries, Archives and Public Records (LSTA)
- Barker Welfare Foundation
- Computer Associates International
- FleetBoston Financial Foundation
- Greentree Foundation
- Hartford Foundation for Public Giving
- Joseph P. Price Insurance Agency
- Katherine Matthies Foundation
- Long Island Community Foundation
- Middle Country Library Foundation
- John D. Miller
- New Haven Savings Bank
- New York State Library (Parent and Child Services Grants)
- Pamela and Richard Rubinstein Foundation
- Pennsylvania State Library (LSTA)
- Roslyn Savings Foundation
- Sandy River Charitable Foundation
- United Way of Long Island—Success By 6
- Waterbury Foundation

"ISN'T THIS THE BEST PLACE WE'VE EVER BEEN?"—FAMILY PLACE PARENT TO HER BABY, LYNDONVILLE (VT)



SANTA CRUZ • PUBLIC
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A City County System

March 24, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES
RE: FUTURE OF READ TO ME PROJECT
INFORMATION ITEM: NO ACTION REQUIRED

The First 5 Commission of Santa Cruz County has announced its plan for the next five years, and the areas in which it intends to make grants in FY 2006-07. I am sorry to report that priorities at First 5 have changed, and there will be insufficient funds to continue the READ TO ME! project we have so successfully operated since 2001.

Staff is convinced, however, that the best aspects of READ TO ME! must be incorporated into the regular Library service program. To that end, I will be proposing the transfer of the grant staff to the regular staff as part of the new fiscal year budget (the position transfers were already anticipated in our Strategic Financial Planning process).

The Library staff is also applying for what funds are available from First 5, working with our current community partners to continue the services.

Attached is the Summary of the READ TO ME! 2006 program proposal. The grant deadline is April 3rd. The complete proposal will not be ready in time for inclusion in the Board packet.

AMT:GRTM06.JPB

**SANTA CRUZ CITY-COUNTY LIBRARY SYSTEM
PROPOSAL TO FIRST 5 COMMISSION OF SANTA CRUZ COUNTY**

**READ TO ME! 2006
SUMMARY**

The Santa Cruz Public Libraries System is transforming the successful strategies and materials of its READ TO ME! project into a basic component of library service to families and family care providers throughout its service area.¹ Originally designed to enhance the literacy environments of family care providers throughout the county, READ TO ME's proven early literacy approach will now be available to families as well as family care providers.

We anticipate that over 450 English, Spanish, and Bilingual READ TO ME! kits will begin circulating from the Santa Cruz Public Libraries some time during the summer of 2006. A portion of these kits will be circulated through the Watsonville Public Libraries out of respect for the READ TO ME! partnership that has existed since 2000. The Libraries will meet with a small group of parents and providers to determine appropriate rules for borrowing kits and then the Libraries will create the appropriate procedures.

But as the providers have told us, READ TO ME! is more than these wonderful theme-based kits of books, audios, puppets, and activities. The kits are gateways to early literacy skill building and the Library plans to prepare parents and caregivers for the best use of the kits by offering many opportunities to talk to librarians, to learn about early literacy and to use the strategies with their own children.²

With our partners, Beach Flats Community Center and Preschool, Familia Center, Live Oak Child Development Center, Even Start – Del Mar School, Santa Cruz Live Oak Grange, Walnut Avenue Women's Center, the Santa Cruz Adult School, WIC, and the Parents Center, the library staff will share its expertise with parents and their families, friends, and neighbor caregivers.

Our model is based on the Early Literacy Initiative, *Every Child Ready to Read*, developed by the Public Library Association, The Association for Library Service to Children, and the National Institute of Child Health and Human Development. *Every Child Ready to Read* addresses early literacy environments and strategies in three age groups: Early Talkers (Birth to Two years old), Talkers (Two and Three Year-olds), and Pre-Readers (Four and Five Year-Olds) by emphasizing the importance of play. All of SCPL's youth services staff has had this training and its concepts are already in use in baby rhymetimes, laptimes, storytimes, and programs in our library branches.

We will provide collaborative literacy services that supplement the family programs, preschool classes, parenting programs, and ESL classes of our partners. Thus, we will not duplicate services or offer them in a vacuum. Whenever possible, we plan to offer childcare during our workshops. Childcare will make it more possible for parents to attend and will have the added advantage of giving parents immediate opportunities to see the early literacy strategies in action. We plan to meld training from the Latino Family Literacy Project with *Every Child Ready to Read*. Beach Flats Community Center staff is already being trained with the Latino Family Literacy Project and we anticipate library staff will also receive the training.

With leadership from Beach Flats Community Center, we plan to engage parents by encouraging them to contribute to a resource kit of songs and rhymes that they know from childhood. We anticipate that these will be primarily in Spanish. We will encourage parents to contribute art to help illustrate the songs and rhymes which will be collected into a booklet accompanied by a CD that will be produced collaboratively by community partners. This resource kit will be available to individual participating parents and several copies will be added to the Library's collections.

By emphasizing early literacy strategies to parents, by giving them opportunities to practice with their children, by helping them record their own childhood memories to share with their children and other families in Santa Cruz County, and by making READ TO ME! kits available to them we invite parents and their children to begin a lifelong relationship with their public libraries. This expansion of READ TO ME! will build the confidence of families to come to the public library, community organizations, and adult education to ask for the information they need—to make a lifelong success of their early literacy work.


¹The Santa Cruz public libraries' service area includes all of the zip code clusters listed in Mid County, Greater Santa Cruz/North Coast, and San Lorenzo Valley/Scotts Valley regions as identified by First 5 Santa Cruz County. Taken together, the partners for this READ TO ME! expansion cover all of these zip-codes as well.

²Our funding request will be for materials, training costs, graphic arts design, CD production costs, and printing.



SANTA CRUZ • PUBLIC
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February 24, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: AUTOMATION SYSTEM UPGRADES

The Board asked for a report on the history of our Integrated Library System (ILS) installation and upgrades. An "integrated" system is one in which the catalog, the circulation system, and other functions such as acquisitions, flow from the same basic database of book/media items and patron records. Back in the 1980's, when we first automated the library, integrated systems were the latest and best use of available technology.

The first automation system was purchased (after a competitive bidding process) from Data Research Associates (DRA) in 1985. The cost was roughly \$300,000, including the expenses of the conversion process. It turned out to be seriously below the use capacity to which we put it. In other words, we were "under sold."

This system was upgraded in 1989 for \$737,271. At various times modules we wanted became available and we purchased them: the acquisitions system, mail noticing for overdues, etc.

In 1998, at a cost of roughly \$ 1,153,000, the ILS system was upgraded again, although "replaced" would be a more appropriate term. The vendor continued to be Data Research Associates. Our staff analyzed alternatives, and decided that DRA offered the best that was available. The cost was high because of the hardware: we switched to network/server technology and replaced all the dumb terminals with 250 to 300 PCs. Interestingly, the price of equipment items we bought in 1998 has dramatically fallen, which will help in the new upgrade.

Since that 1998 upgrade, Data Research Associates has been purchased by the SIRSI Corporation, which is now called SIRSI/Dynix. SIRSI is continuing to support DRA Classic (as it is called) software, but expects its customers to migrate to a SIRSI system when they next upgrade.

The Library is currently spending \$62,450 on maintenance agreements with SIRSI and others for all the software we are using to run the system. In addition, we spend \$9,550 for maintenance of Digital hardware. And we annually allocate \$25,000 for equipment replacement, since our terminals, screens, printers etc. are all six to eight years old.

In very general terms, our upgrade/replacement options for the future are to continue with one of the major library vendors (e.g., SIRSI or a competitor) for another integrated system, or to put our money (including maintenance agreement funds) into the various open source software packages that are being developed. These days, the technology allows us to "dis-integrate" systems. That is, it is possible to develop different software modules to do different things, and then **link** them instead of integrating them.

The Library's Network Administrator, Dan Landry, will make a presentation about the upgrade options and decision-making process at your meeting.

AMT:JAUTOMA.RPT



SANTA CRUZ • PUBLIC
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March 28, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES *[Signature]*
RE: APPROPRIATE ADDITIONAL FY 2005-06 REVENUES

RECOMMENDATION: That the Library Joint Powers Authority Board adopt a resolution appropriating additional FY 2005-06 revenue in the amount of \$37,000 and amending the FY 2005-06 budget a per the appropriations.

BACKGROUND

At your February 6, 2006 meeting the Board appropriated \$510,334 for reserves and various projects out of the \$663,015 in available additional revenue. Staff had requested \$90,000 for Central Branch Main Floor reconfiguration, but the Board delayed that decision until more information was provided in March.

Prior to the March meeting the possibility of acquiring the Locust/Union Street building currently occupied by the Kirby School came up. Since adding that space would allow substantial redesign of the public spaces at the Central Branch, staff put the existing reconfiguration project on indefinite hold.

Therefore, \$152,681 in unappropriated revenue is still available. Staff requests that the projects on the next page, CAPITAL PROJECTS APRIL 2006 REVISE be approved:

**CAPITAL PROJECTS
APRIL 2006 REVISE**

<p>Re-Roof Boulder Creek Branch Since 2002 we have spent \$19,730.46 on fixes for leaks in the Branch roof. Problems have ranged from patching a hole through which a rat chewed to calking the skylights to putting Duro-Last on the flat section. The amount is an estimate for a complete re-roofing job (except the flat section) that we will need to do in FY 2006-07 if we don't do it now.</p>	<p>\$ 23,000.00</p>
<p>Boulder Creek Branch Office and Other Improvements In February the Board approved a project that involved creating an office space out of one of the restrooms. This has now changed into leaving the restroom and dividing the Staff Work Room to create an office space. The cost will be roughly the same, but some additional shelving is needed. Also, 28 floor grates need replacing.</p>	<p>\$ 4,000.00</p>
<p>Central Branch Move Terminals Project Staff thinks that although the whole Central reconfiguration project should be deferred, it would be wise and useful to relocate the Public Access computer terminals away from the center of the Main Floor. Funds are requested for the wiring and cable to do this, and to replace the equipment, which is seriously aging.</p>	<p>\$ 10,000.00</p>
<p>TOTAL</p>	<p>\$ 37,000.00</p>

6APRREV.JPB7



SANTA CRUZ • PUBLIC
LIBRARIES
A City County System

March 28, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD

FR: BOARD SUBCOMMITTEE ON CAPITAL PROJECT PRIORITIES

Michael Termini
Cynthia Mathews
Nancy Gerdt

RE: REPORT

The Committee met with the Director of Libraries on Monday, March 27, and discussed the list of capital project she had provided to the Board at our March 6th meeting. We felt that several of the projects could or should be deferred indefinitely, that others should go forward as soon as a financial means can be found, and that implementation or planning for a final group depend upon actions by others. The Table on the next page summarizes our thoughts.

The next step in the Financial Planning Process is for the Board to consider methods for funding the capital projects. We have asked the Director of Libraries to make a report on options at our May meeting.

LIBRARY CAPITAL PROJECTS

PROJECT	ESTIMATED COST	RECOM-MENDATION	NOTES
Aptos Parking Lot Expansion	\$140,000	Priority	Proceed as soon as Funding identified
Aptos Branch Expand.	\$ 1,575,000	Defer Indefinitely	Branch could be expanded but is operating well as is, so defer
Boulder Creek Septic System	\$ 50,000	Defer Indefinitely	No need now
HQ/Central Branch Reconfiguration/ Expansion	\$ 7,000,000	Priority	Kirby School Future is Unknown until May; opportunity to acquire Locust/Union site important to pursue
Circulation/Security System Change	\$ 850,000	Investigate	Many unknowns to Consider; continue to Investigate; Self-Charge Machines a priority
Delivery Vehicle Replacement	\$ 70,000	Move to Regular Capital Budget	Important because of Worker Safety issues
Felton Branch Replacement	\$4,000,000	Priority	COE joint use is currently being explored. If joint project falls through, other funding mechanisms will be pursued.
ILS (automation) Upgrade/Replacement	\$ 500,000	Priority	Library is engaged in 15 month Upgrade Planning Schedule; Decision by 4/07
Scotts Valley Branch Replacement	City of Scotts Valley	Priority	If Library were to secure bond issue, could loan construction funds to SV
Capitola Branch Replacement	City of Capitola	Priority	If Library were to secure Bond issue, could loan construction funds to Capitola



SANTA CRUZ • PUBLIC
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February 23, 2006

TO: LIBRARY JOINT POWERS AUTHORITY BOARD
FR: DIRECTOR OF LIBRARIES 
RE: LIBRARY CAPITAL PROJECT NEEDS

Step 4 in the Library Financial Planning Process the Board approved in September 2005 is to develop estimates for capital and other projects. The Director of Libraries is assigned this task. Step 6 is to prioritize implementation. This work will be done by a Board Subcommittee and the Director, which will make recommendations to the Board.

Following is a list of the capital and other projects, with rough cost estimates. They are listed in alphabetical order.

Aptos Branch Parking Lot Expansion: In 1997 the Library System acquired adjacent property to expand this very busy branch's parking lot. The project has turned out to be more expensive than anticipated, but based upon estimates from the County Public Works Department, at least \$140,000 is required.

Aptos Branch Building Expansion: The Branch building, at 8,000 square feet, is too small for current needs. A clever architect could probably add another 4,500 square feet to the building on the existing site, getting it up to our revised Tier II Branch minimum standard of 12,500 square feet. The youth services and staff work areas plus more space for the collections and public reading could be added. At \$350 square foot, the cost would be \$1,575,000.

Boulder Creek Branch Septic System: The Boulder Creek Branch was built (in 1984) with a haul-away septic tank since the code did not allow a drain field septic system. In 2003 it was suggested that with a change in the code, we should explore installing a drain field system, which we did. The price tag then was \$30,000 and is now upwards of \$50,000. In the Spring of 2005 the float and alarm on the tank broke, and the haul-away vendor began providing (and charging for) biweekly service. A Boulder Creek contractor sought to find volunteer assistance for the conversion to a drain field, but was unable to do so. In the meantime, staff discovered that the haul-away vendor was not doing the job ac-

ording to specifications and terminated the contract. With a change in vendor there is no more leaking and haul-aways have been reduced to once every six weeks. Although it would save money in the long run to install a drain field septic system, it would take at least ten years to pay for itself.

HQ/Central Branch Expansion/Reconfiguration: In 1987 The Library System Administrative, Technical Services, and Mobile Library Services staff were forced to move out of the Central Branch Library due to insufficient space. Offices are rented near the Branch for roughly \$266,000 in the current fiscal year—a considerable drain on the library budget. Last July the Board directed staff to secure alternative, less expensive space by the time the Headquarters lease ends in 2007. Even with the System Services staff gone, the Central Branch building is crowded. With changes in the materials check-out/check-in system (see below) the public checkout areas will require substantial redesign. So does the Main Floor, where the Internet terminals and reference desk should be rearranged to better serve the public. More shelving space is required for the collections as well as public reading areas. At this point, there seem to be three options for addressing these needs:

- A 22,000 square foot addition and remodel at a cost of roughly \$7.7 million. The new structure would eliminate the existing Locust Street parking lot (27 spaces including those needed for staff), so Library participation in the proposed Cedar Street Parking Garage project is suggested at a cost of \$1,667,475.
- Construction of a replacement structure at some other place in downtown Santa Cruz, perhaps as part of a housing development. Costs might be mitigated by the sale of the 224 Church Street property, although the site and building belong to the City of Santa Cruz, not the Library.
- Acquiring (by gift, lease purchase, or rental) the Locust/Union Street property currently occupied by the Georgianna Bruce Kirby School, which plans to move. The space is nearly 22,000 square feet. This would provide enough room for all the System Services functions currently located at Headquarters, as well as several Back of the House operations at Central, and the Friends of the Library. The liberated space at Central could be turned to public use.

Circulation/Security System: The Library staff is engaged in multi-year process to evaluate, plan, and possibly select a Radio Frequency Identification system (RFID) for materials security. Such systems greatly reduce repetitive motions by staff, and shift much of the work of sorting returned materials to machinery. However, it may be that it would be more economical to stick with our current security system, but switch to self-check-out and self-check-in by patrons. This would require a substantial investment in new equipment, as well as reconfigura-

tion of the public desk areas at all branches. We estimate that the cost could be as high as \$850,000 for an RFID system.

Delivery Vehicle Replacement The Library System owns two vans used for daily delivery to all Branches. On a standard seven year replacement schedule, one should have been replaced in 2003-04, and the other in 2007-08. These are panel vans, but our safety consultants recommend that they be replaced with box vans in which the worker can stand up inside and which have hydraulic lifts for crates. Box vans cost about \$35,000 each.

Felton Branch Replacement: The current branch is located in an 1893 deconsecrated church. In 2003 and 2004 the Library paid for the development of architectural plans for construction of a new facility, to be built on land donated by the Verutti family. The County Office of Education has expressed interest in the same property. Discussion between the COE, the Verutti family, and the Library is now underway with the intent of developing a joint project. The Library's dollar contribution is not yet known.

Integrated Library System (ILS) Upgrade or Replacement: The Library's automation system was last upgraded in 1998. At eight years old it is several years past the standard upgrade date. The peripheral equipment (terminals, printers, barcode scanners etc.) is being replaced on an as-needed basis, but will now rapidly decline. The staff is engaged in an evaluation and planning process to determine the best strategy for upgrading or replacing the system. We anticipate that it will cost anywhere from \$200,000 to \$500,000 depending upon whether we choose open source software or contract with a major vendor.

Scotts Valley and Capitola Branch Replacements: Both facilities are severely overcrowded and not big enough to meet the needs of the constituencies they serve. Both cities are obligated by agreements with the County of Santa Cruz to set aside tax increment funds from redevelopment projects to build replacement branches. The deadlines are 2019 and beyond for Scotts Valley and 2018 for Capitola.

The problem is that the need for more space is **immediate**. We cannot possibly wait until 2018 or later for replacement facilities.



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March 28, 2006

TO: LIBRARY JOINT POWERS BOARD
FR: DIRECTOR OF LIBRARIES
RE: BRANCH TOUR

It has been suggested that the Board might enjoy and find edifying a tour of all the Library Branches. We did this some years ago, and I gather a good and interesting time was had by all. It has also been suggested that members of the Friends of Library Board might wish to join in.

Staff sees two ways to organize this:

1. Name two days for touring:
 - Central, Garfield Park, Felton, Boulder Creek, Scotts Valley
 - Branciforte, Live Oak, Capitola, Aptos, La Selva Beach

Dates? Weekdays in April?
Weekdays in May? SEE CALENDAR ATTACHED
Weekdays in June?

2. Rent a bus and travel en mass to each Branch site.
A 24-seat mini-bus would cost roughly \$535 per afternoon tour

Or

3. Car pool, meeting at each facility at a designated time. Aside from saving money, the advantage of this option is that people could join the tour whenever they wished.

APRIL

S	M	T	W	TH	F	S
2	3 JPB	4 XXX	5	6 XXX	7 XXX	8
9	10 XXX	11 XXX	12	13	14	15
16	17 XXX	18 XXX	19	20	21	22
23	24 XXX	25 XXX	26	27	28	29
30						

MAY

	1 JPB	2 XXX	3	4	5	6
7	8 XXX	9 XXX	10	11	12	13
14	15 XXX	16 XXX	17 XXX	18 XXX	19 XXX	20
21	22 XXX	23 XXX	24	25	26	27
28	29 XXX	30 XXX	31			

JUNE

				1	2	3
4	5 JPB	6 XXX	7	8	9	10
11	12 XXX	13 XXX	14	15	16	17
18	19 XXX	20 XXX	21	22	23	24
25	26 XXX	27 XXX	28	29	30	

JPB = Joint Powers Board Meeting

XXX = Can't tour that day

Mondays are out because several Branches are closed

Tuesdays are out because the Board of Supervisors and the Santa Cruz City Council meet on that day

April 6 is a City of Santa Cruz Emergency Training exercise

April 7 is the Library System Staff Morning

May 17 – 20 is out because the Director of Libraries will be at a State-sponsored Public Library Director's Forum